The Compliance Monitoring Data Portal (CMDP)

Module 3: Entering PWS and Lab Profiles

For PWS CMDP administrators and Lab CMDP administrators

Outline

1. Overview
2. Lab CMDP Administrators
3. PWS CMDP Administrators

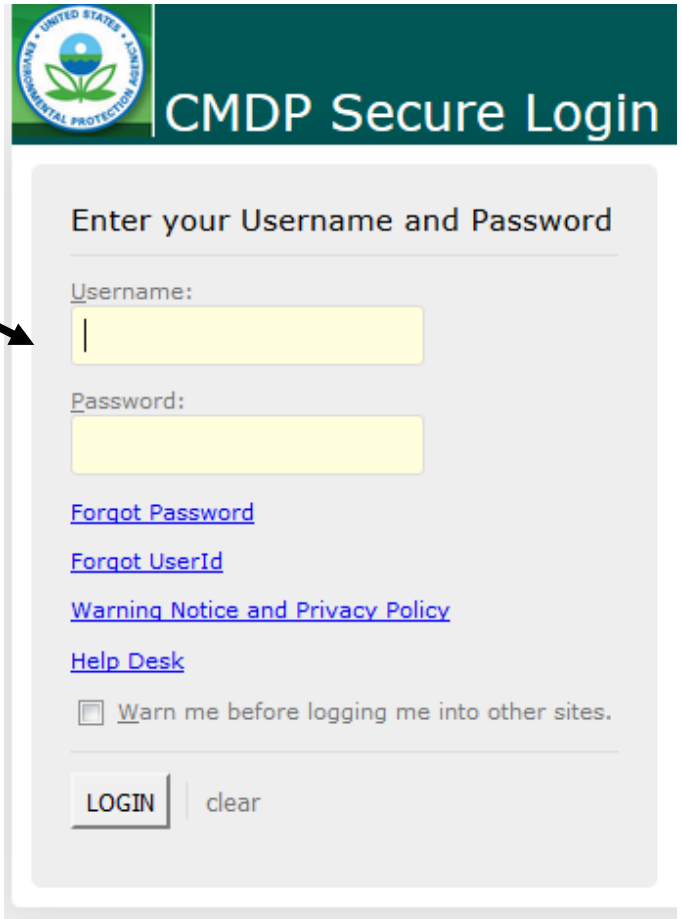
Overview

- Objective: to provide instructions for lab and public water system CMDP administrators on how to create a profile change request.
- Information about laboratories and public water systems (PWSs) is received by the CMDP from a primacy agency's drinking water compliance system, which is currently SDWIS/State for the majority of state primacy programs.
- Beginning in 2018, the compliance system will be the new SDWIS (Prime) as states adopt it as their new compliance data management system.

Role: Lab CMDP Administrator

- The laboratory information currently read by the CMDP includes administrative contacts along with laboratory name and laboratory ID.
- This information is viewable in CMDP as read-only data in the Laboratory Profiles.
- Though the data for laboratories are maintained by primacy agency personnel, the CMDP can be used to request changes.
- The requests are called Profile Change Requests and are submitted by a user with a Lab CMDP Administrator role (for a laboratory profile change).
- Ensuring that the data for laboratories are current enables the CMDP to properly validate samples and results while they are submitted to CMDP, thus reducing errors and improving data quality.

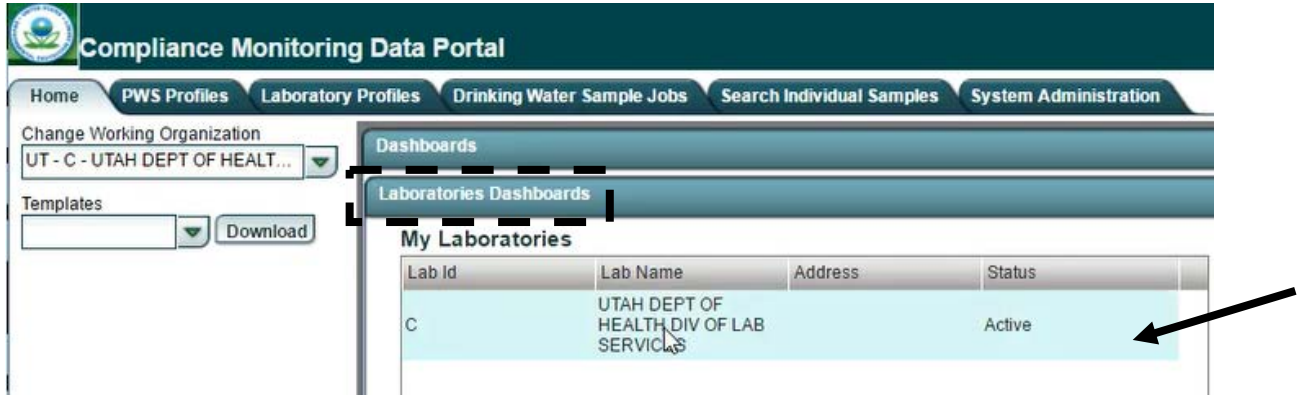
First, login to the CMDP as a lab CMDP administrator



To create change request

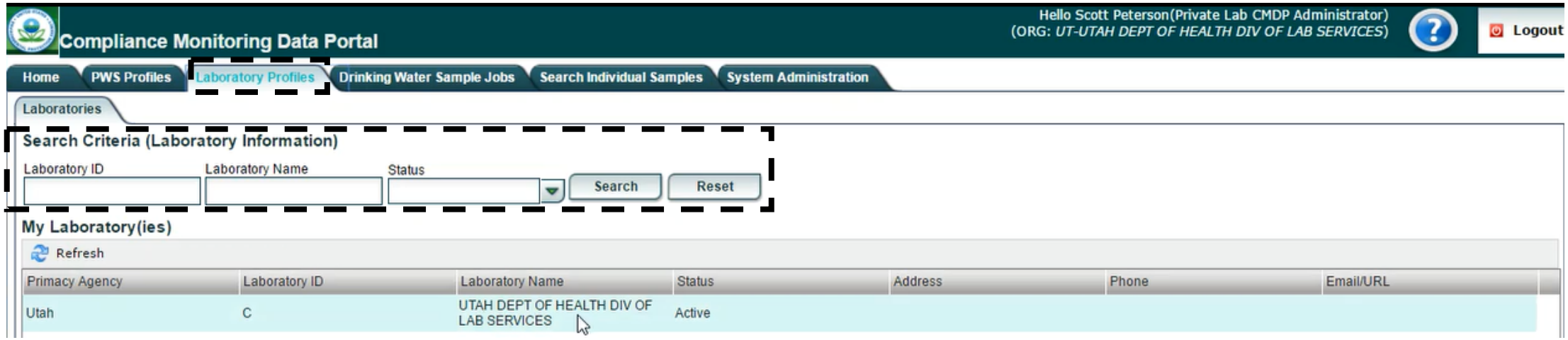
Role: Lab CMDP Administrator

1. In the **Laboratories Dashboards** area, in **My Laboratories,** select the desired lab.

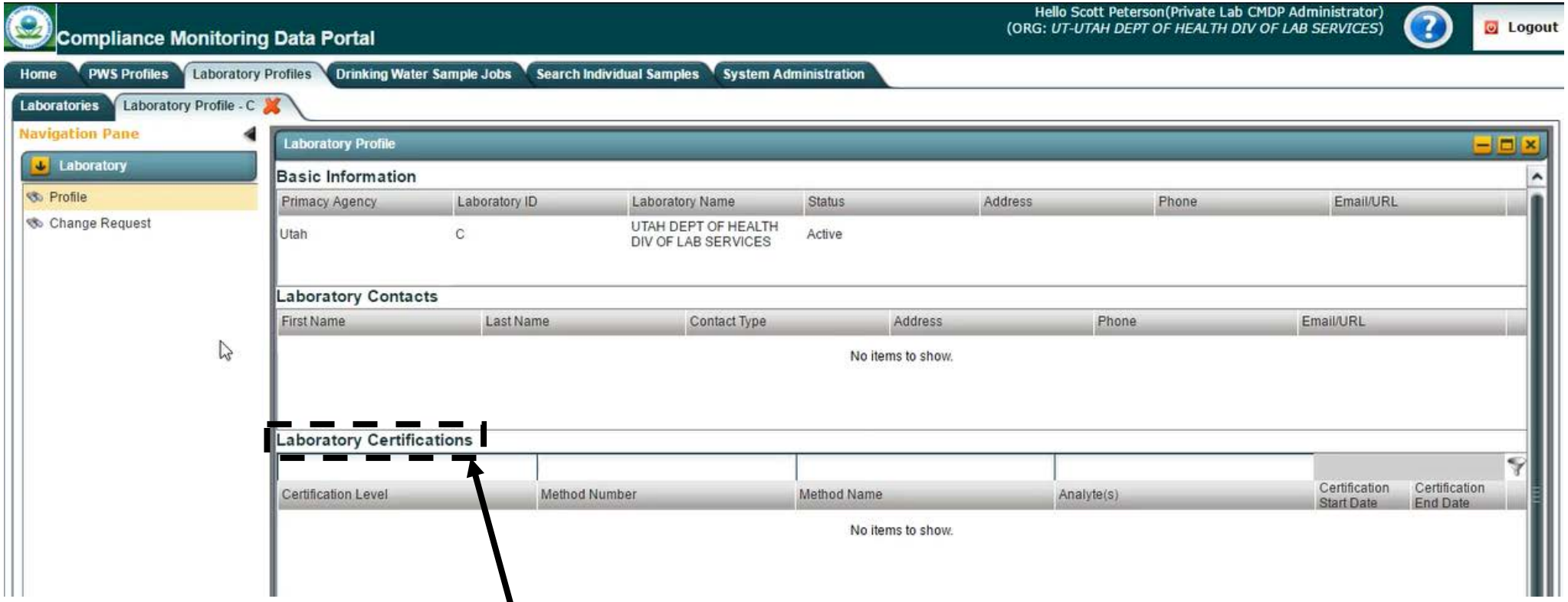


OR

Select the **Laboratory Profiles** tab then select the relevant lab. If you have a long list, you can use the Search Criteria above the list to find the desired laboratory.



Initially you will be on the **Laboratory Profiles** page. There you will see that lab's profile details.



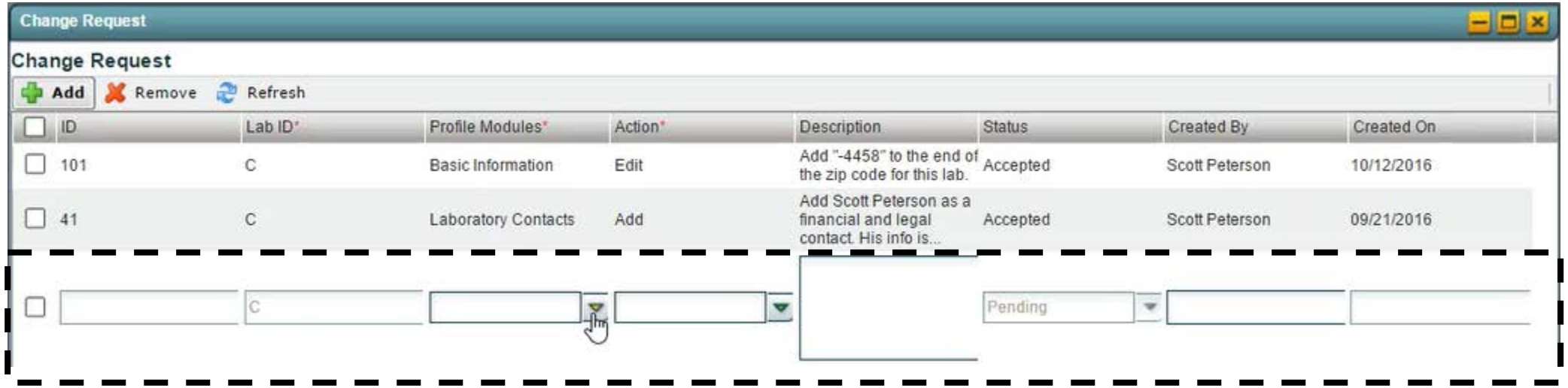
Laboratory Certifications *will be included in the* ***Laboratory Profile*** *once SDWIS Prime is in place*

Role: Lab CMDP Administrator

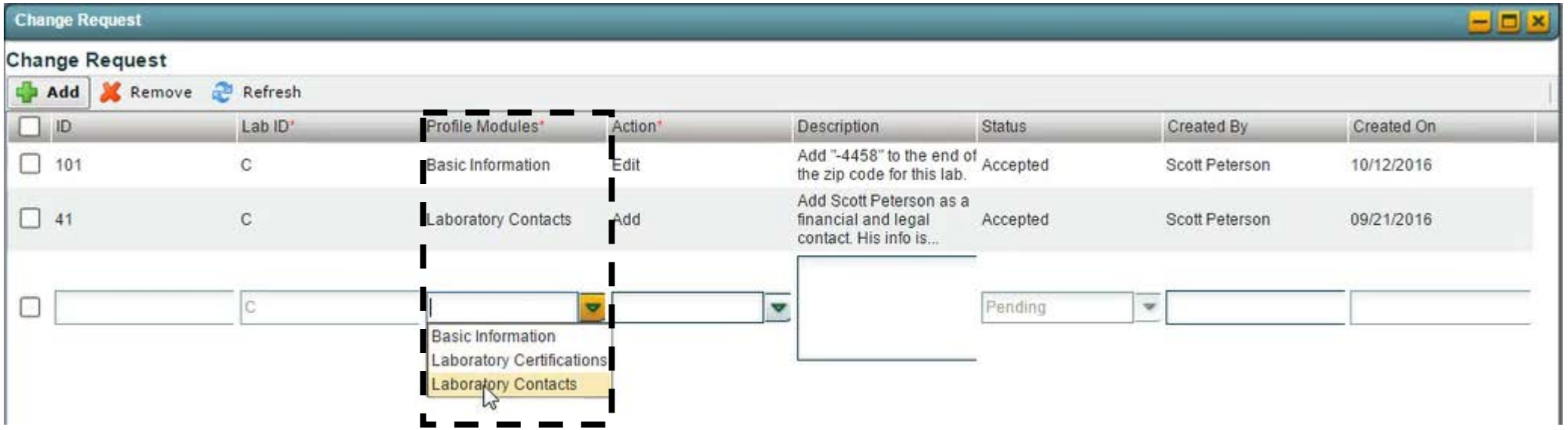
2. To request a change click on **Change Request**.

3. To add a new request, select the **+ Add** button under **Change Request**.

A row will be added to the table.

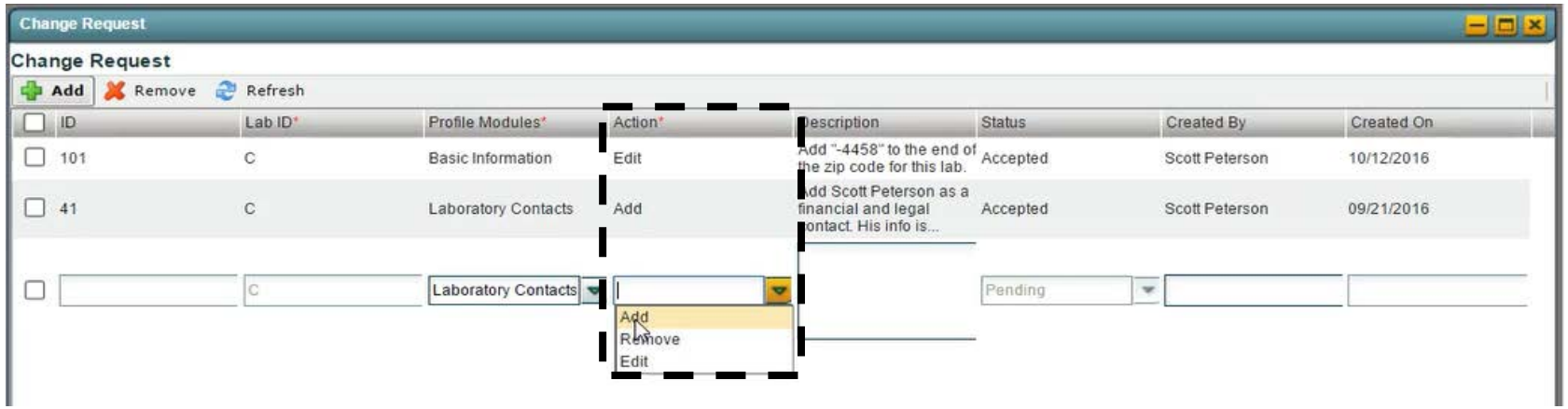


4. Select the **Profile Module** from which you would like to submit the profile change request. In the example below, the user wishes to submit a **Change Request** for **Laboratory Contacts**.

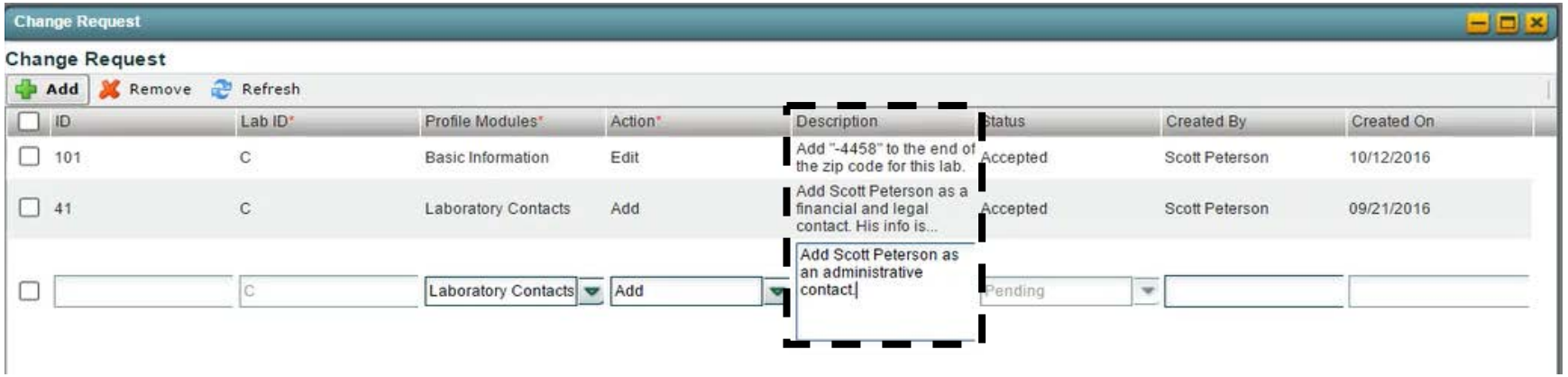


Role: Lab CMDP Administrator

5. Under **Action** select the type of change you would like to make.
In the example below, the user wishes to **Add** laboratory contacts to the profile



6. Next, in the **Description** column, describe the change you are requesting. In the example below, the user wishes to submit a **Change Request** for the laboratory contacts. This will be read by the **State CMDP Administrator**, who will make the change for you.



To save your request, hit the 'enter' key or click outside of the row

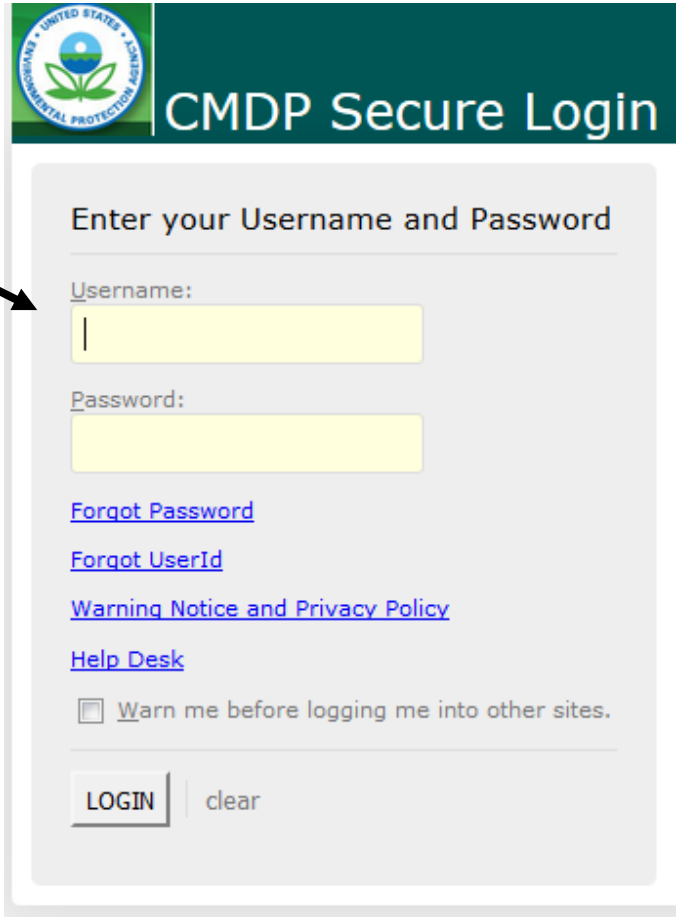
The **Change Request** page keeps a history of the requests that have been made, along with their statuses.

You can also remove a previously made request by checking the box in front of the row you wish to delete and selecting the **Remove** button.

Role: PWS CMDP Administrator

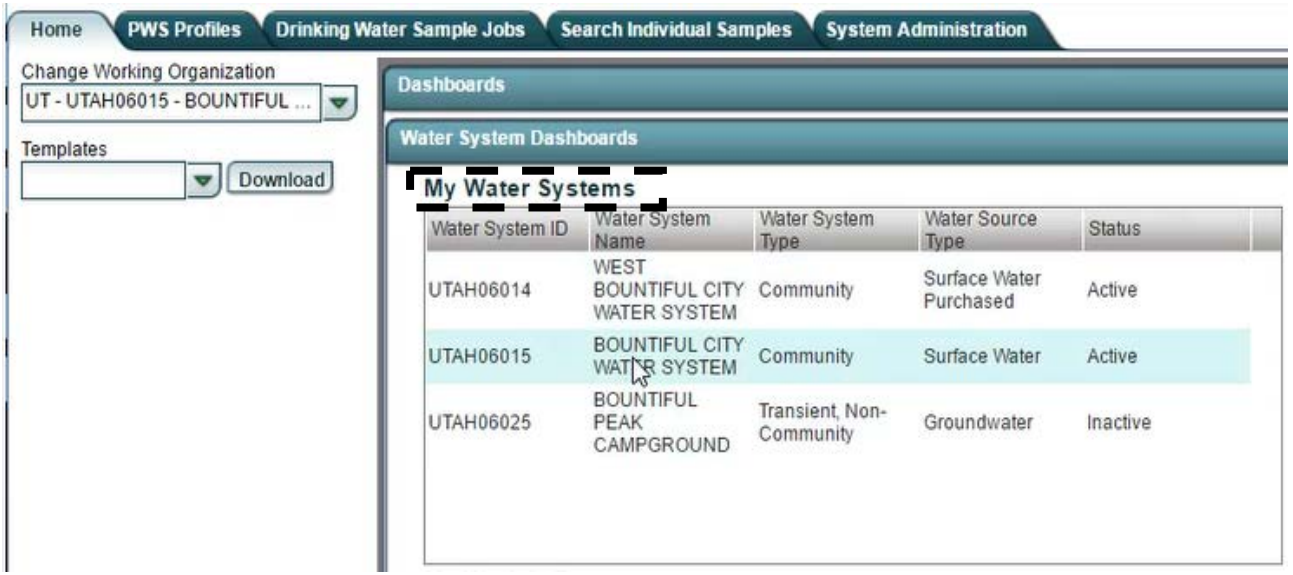
- The PWS information currently read by the CMDP includes: PWS Name, PWS ID, primary and secondary administrative contacts, water system facilities, and sampling point IDs.
- This information is viewable in CMDP as read-only data in the PWS Profiles.
- Though the data for water systems are maintained by primacy agency personnel, the CMDP can be used to request changes.
- The requests are Profile Change Requests and are submitted by a user with a PWS CMDP Administrator role (for a PWS Profile change) .
- Ensuring that the data for water systems are current enables the CMDP to properly validate samples and results while they are submitted to CMDP, thus reducing errors and improving data quality.

First, login to the CMDP as a PWS CMDP administrator



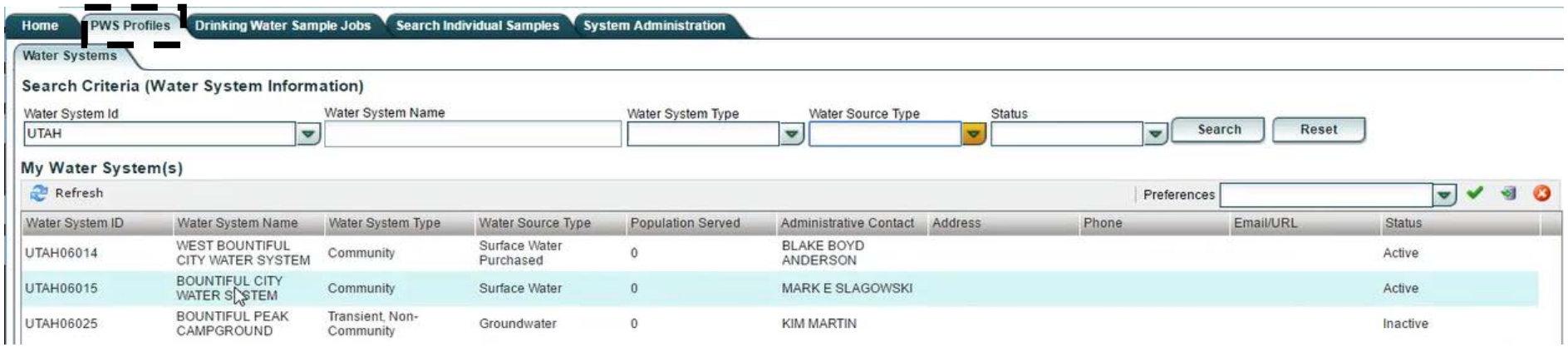
Role: PWS CMDP Administrator

To create change request



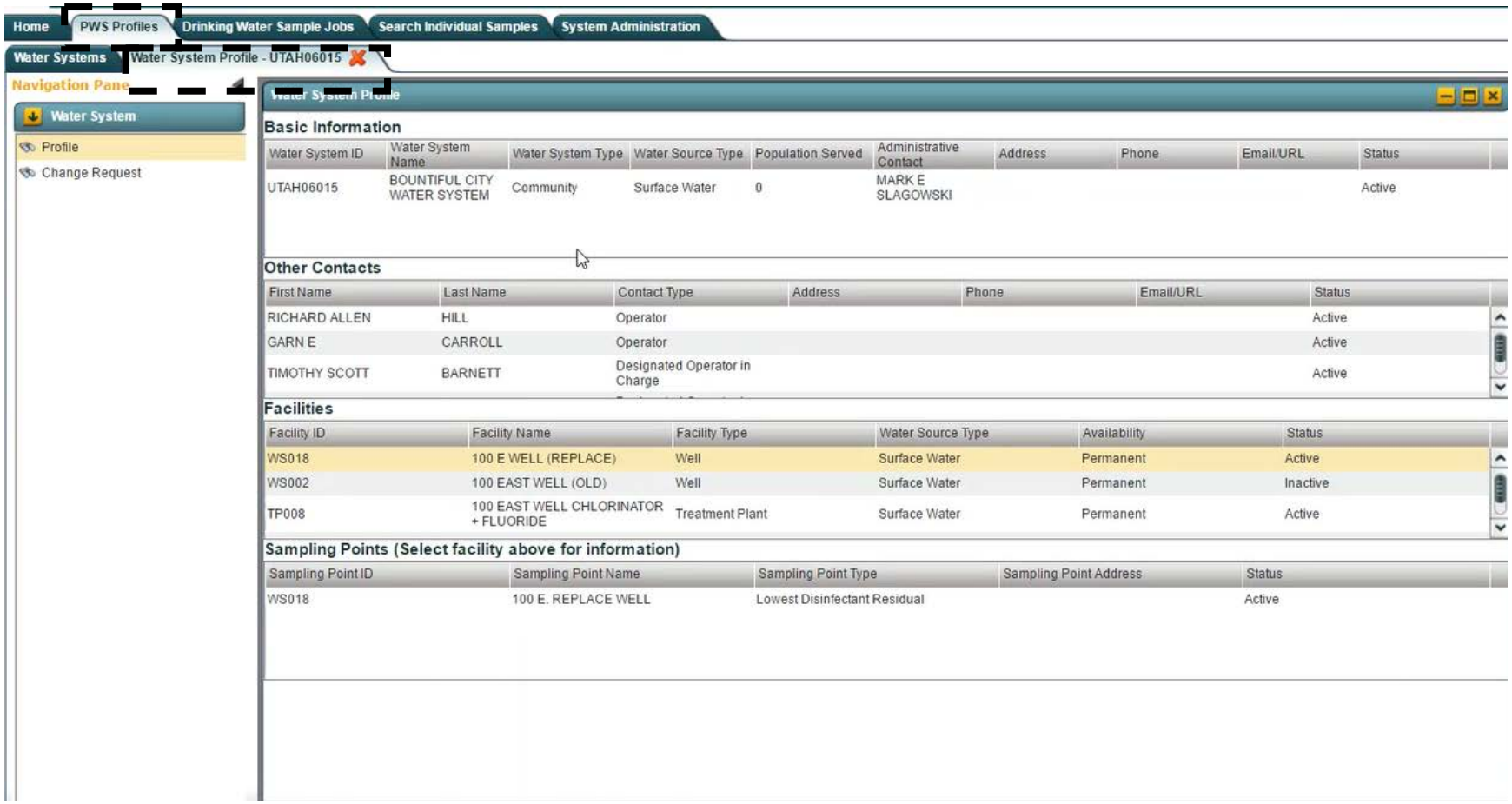
1. In the **Water Systems Dashboards**, in **My Water Systems**, select the desired water system

OR



- Select the **PWS profiles** tab and select the desired water system.
- If you have a large list of water systems, you can use the search criteria at the top of the page to reduce the list.

You will be on the **Water System Profile** page for the selected water system. There you will see that water system's profile details.



Notice that the **Administrative Contact** is listed in the first table since it's considered the most important contact.

The **Sampling Points** reflect the **Facility** that is chosen.

Water System Profile

Basic Information

Water System ID	Water System Name	Water System Type	Water Source Type	Population Served	Administrative Contact	Address	Phone	Email/URL	Status
UTAH06015	BOUNTIFUL CITY WATER SYSTEM	Community	Surface Water	0	MARK E SLAGOWSKI				Active

Other Contacts

First Name	Last Name	Contact Type	Address	Phone	Email/URL	Status
RICHARD ALLEN	HILL	Operator				Active
GARN E	CARROLL	Operator				Active
TIMOTHY SCOTT	BARNETT	Designated Operator in Charge				Active

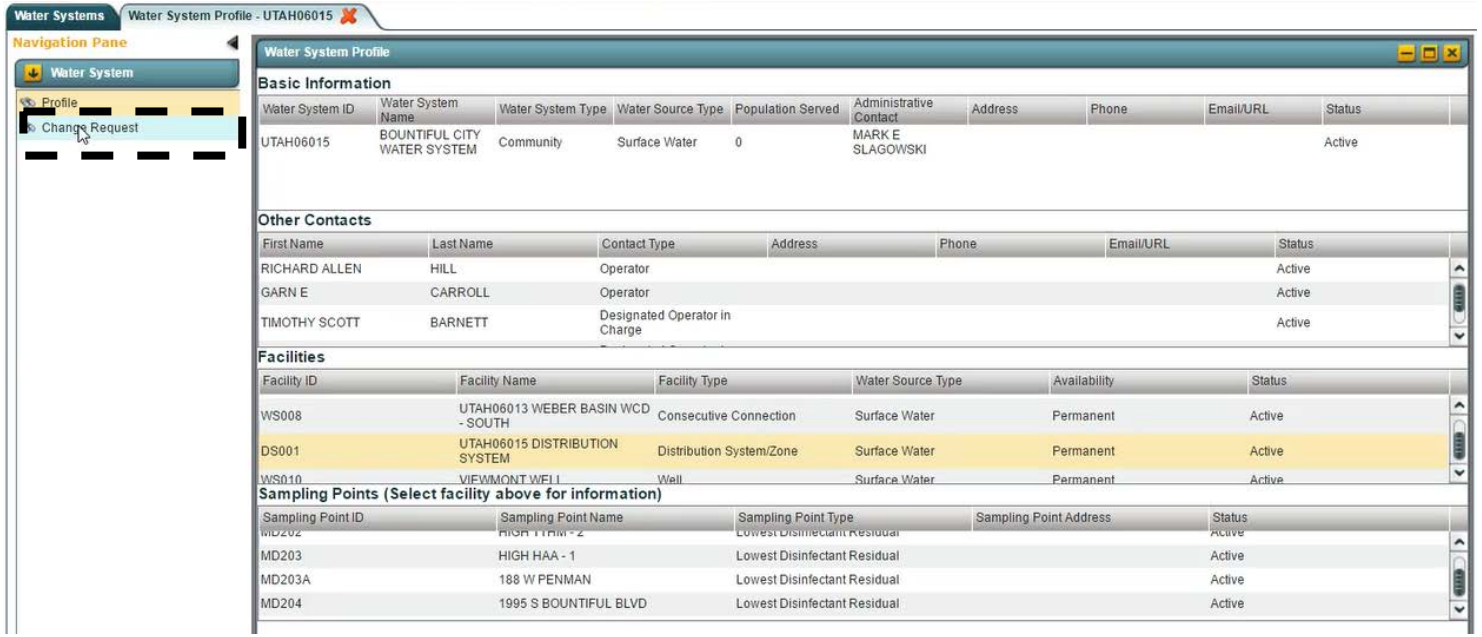
Facilities

Facility ID	Facility Name	Facility Type	Water Source Type	Availability	Status
WS008	UTAH06013 WEBER BASIN WCD - SOUTH	Consecutive Connection	Surface Water	Permanent	Active
DS001	UTAH06015 DISTRIBUTION SYSTEM	Distribution System/Zone	Surface Water	Permanent	Active
WS010	VIEWMONT WELL	Well	Surface Water	Permanent	Active

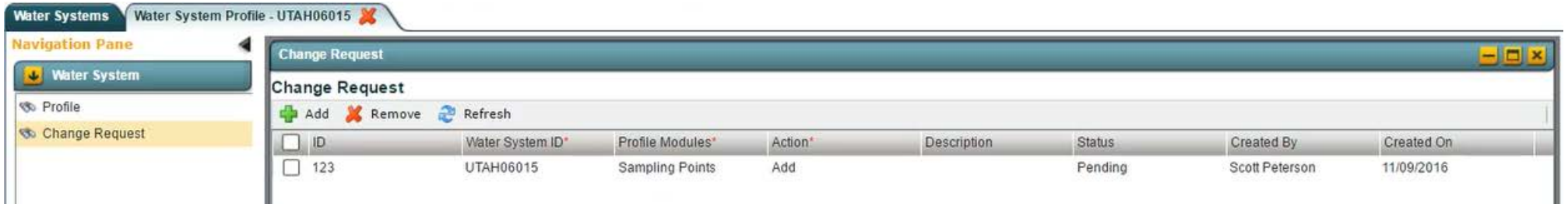
Sampling Points (Select facility above for information)

Sampling Point ID	Sampling Point Name	Sampling Point Type	Sampling Point Address	Status
DS001	DISTRIBUTION SYSTEM	Distribution System		Active
FC001	DISTRIBUTION SYSTEM	First Customer		Active
LD001	DISTRIBUTION SYSTEM	Lowest Disinfectant Residual		Active
MD001	824 S 450 W	Lowest Disinfectant Residual		Active

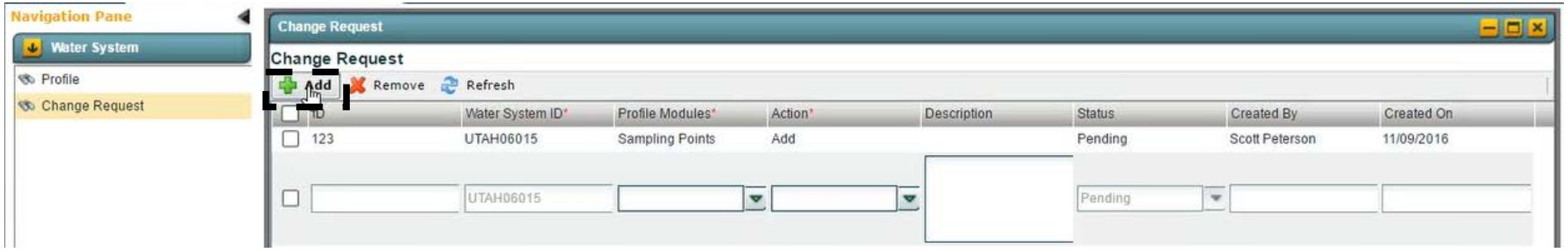
2. To request a change click on **Change Request**.



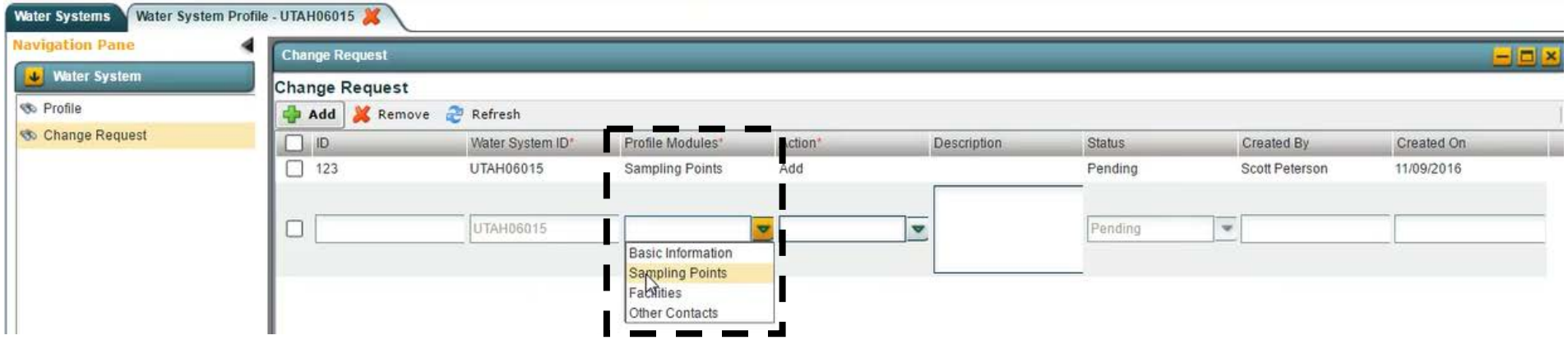
A list of existing change requests is presented



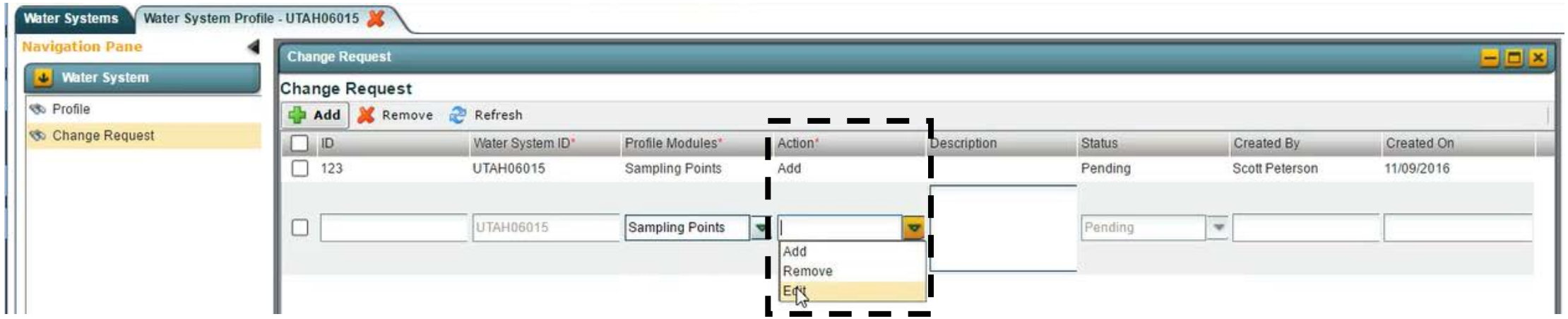
3. To add a new request, select the **+ Add** button under **Change Request**.
A new column is added to the table, with some columns read only and some columns defaulted.



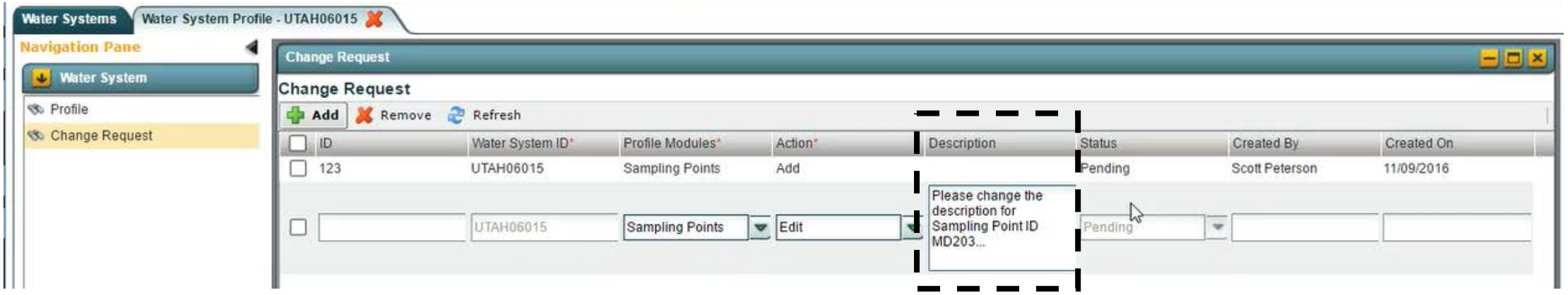
4. Select the **Profile Module** from which you would like to submit the profile change request.
In the example below, the user wishes to submit a **Change Request** for the **Sampling Points**.

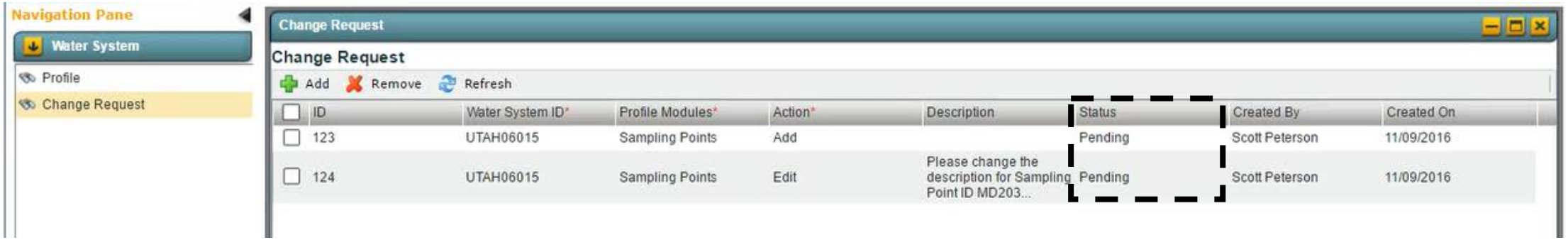


5. Under **Action** select the type of change you would like to make.
In the example below, the user wishes to **Edit** the profile.



6. Next, in the **Description** column, describe the change you are requesting. This will be read by the State, which will make the change for you. ID (request ID), Water System ID, Status, Created By, and Created On, will be populated automatically when the Change Request is saved.



To save your request, hit the 'enter' key or click outside of the row

Once a change request is saved, it will be in Pending **Status** until the State CMPD Administrator makes the corresponding modifications in the compliance system and changes the **Status** to Accepted or Rejected.