The Compliance Monitoring Data Portal (CMDP)

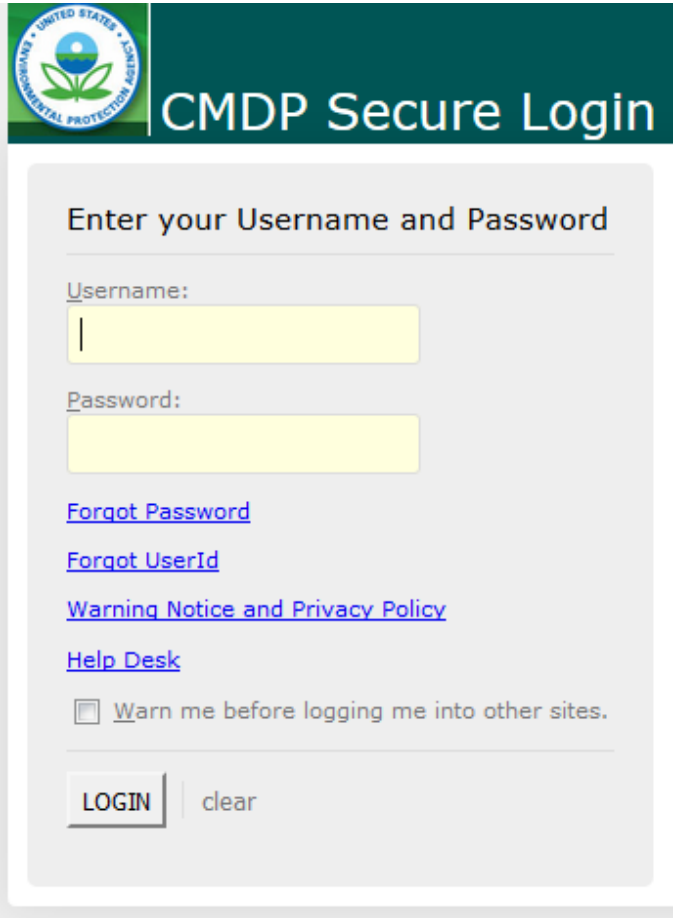
Module 4: Chemical, Radionuclide and Microbial Samples and Results

For *lab* users

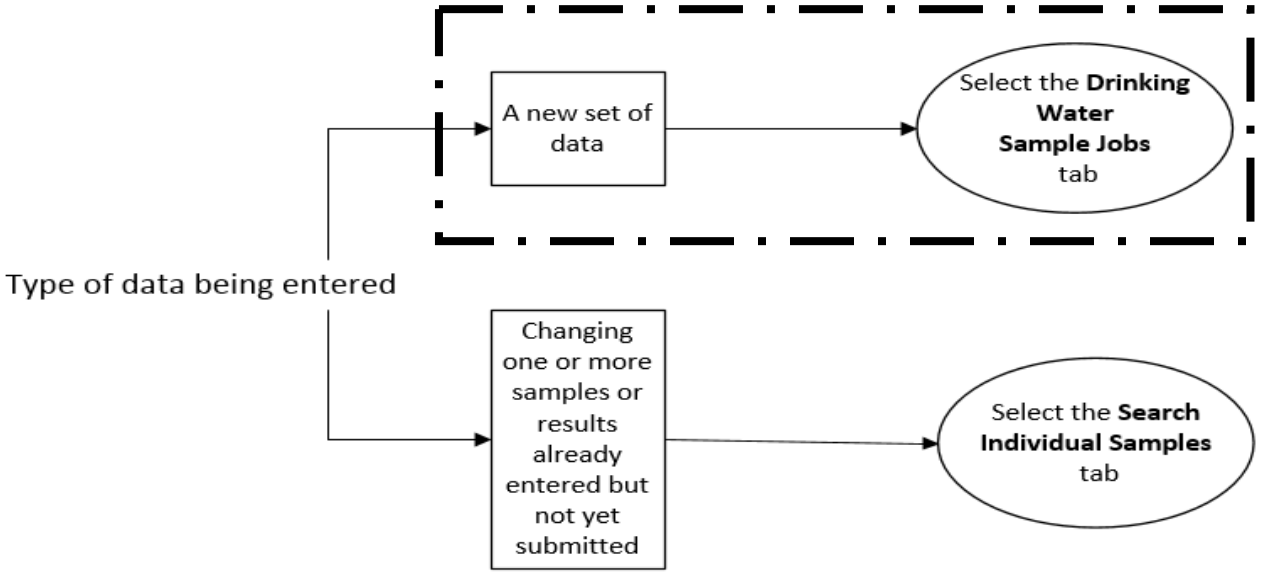
Methods to report samples and results to the CMDP

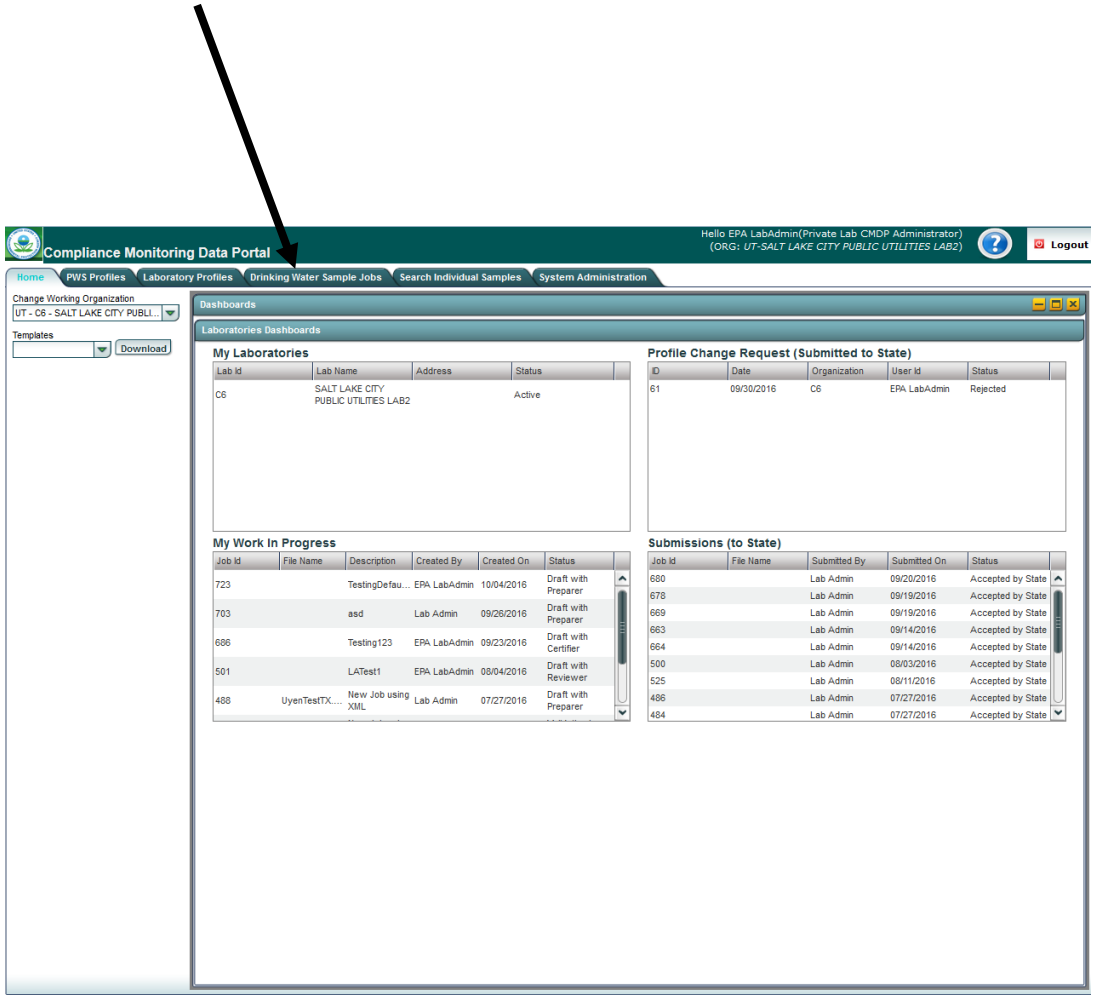
1. Uploading the information using web-services;
2. Manually uploading XML files (XML files for CMDP can be generated by using the Excel templates that are available in CMDP (or, if desired, generated by some other application); and
3. Entering the information directly into the CMDP using the data entry screens that are part of the CMDP application.

First, login to the CMDP



Step 1. Select the “Drinking Water Sample Jobs” tab





On the **Drinking Water Sample Jobs** page:

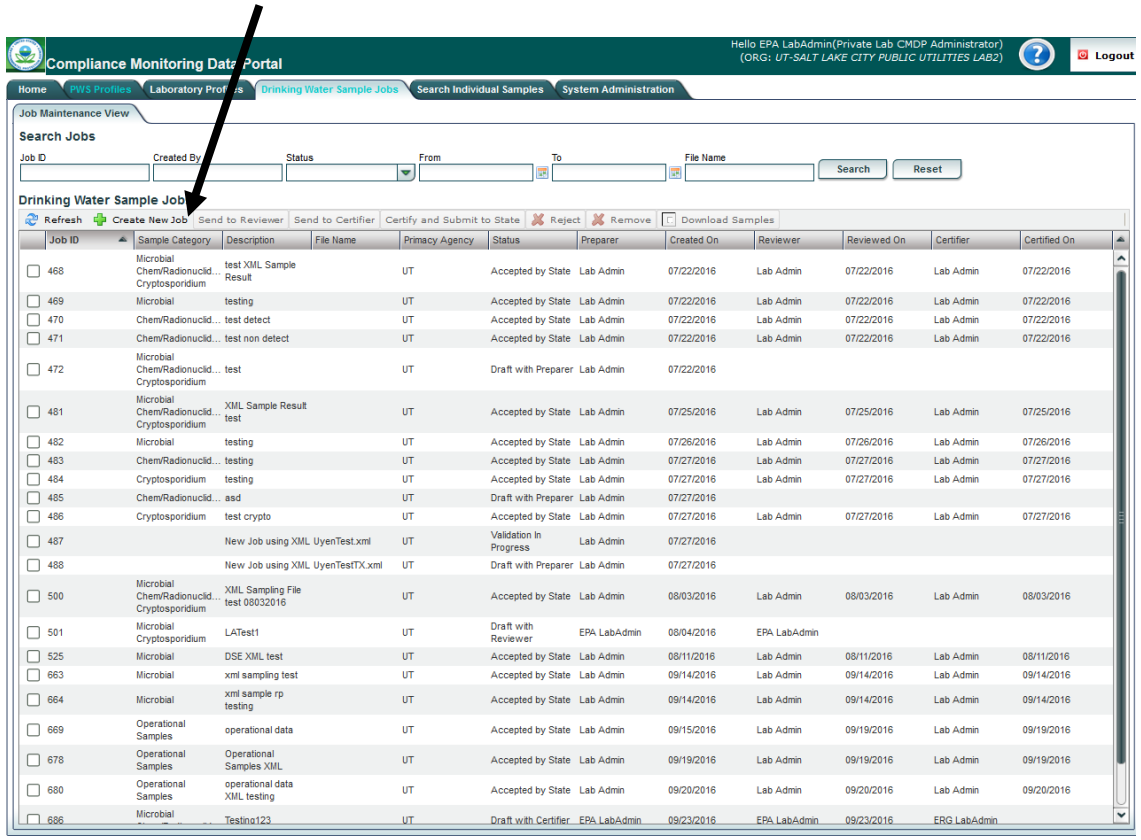
1. You'll initially see a list of all the jobs your lab entered.
2. Each row represents a separate job.
3. Each job can consist of one or more samples and results for one or more types of samples.

Job ID	Sample Category	Description	File Name	Primacy Agency	Status	Preparer	Created On	Reviewer	Reviewed On	Certifier	Certified On
468	Microbial Chem/Radionuclid... Cryptosporidium	test XML Sample Result		UT	Accepted by State	Lab Admin	07/22/2016	Lab Admin	07/22/2016	Lab Admin	07/22/2016
469	Microbial	testing		UT	Accepted by State	Lab Admin	07/22/2016	Lab Admin	07/22/2016	Lab Admin	07/22/2016
470	Chem/Radionuclid...	test detect		UT	Accepted by State	Lab Admin	07/22/2016	Lab Admin	07/22/2016	Lab Admin	07/22/2016
471	Chem/Radionuclid...	test non detect		UT	Accepted by State	Lab Admin	07/22/2016	Lab Admin	07/22/2016	Lab Admin	07/22/2016
472	Microbial Chem/Radionuclid... Cryptosporidium	test		UT	Draft with Preparer	Lab Admin	07/22/2016				
481	Microbial Chem/Radionuclid... Cryptosporidium	XML Sample Result test		UT	Accepted by State	Lab Admin	07/25/2016	Lab Admin	07/25/2016	Lab Admin	07/25/2016
482	Microbial	testing		UT	Accepted by State	Lab Admin	07/26/2016	Lab Admin	07/26/2016	Lab Admin	07/26/2016
483	Chem/Radionuclid...	testing		UT	Accepted by State	Lab Admin	07/27/2016	Lab Admin	07/27/2016	Lab Admin	07/27/2016
484	Cryptosporidium	testing		UT	Accepted by State	Lab Admin	07/27/2016	Lab Admin	07/27/2016	Lab Admin	07/27/2016
485	Chem/Radionuclid...	asd		UT	Draft with Preparer	Lab Admin	07/27/2016				
486	Cryptosporidium	test crypto		UT	Accepted by State	Lab Admin	07/27/2016	Lab Admin	07/27/2016	Lab Admin	07/27/2016
487		New Job using XML UyenTest.xml		UT	Validation In Progress	Lab Admin	07/27/2016				
488		New Job using XML UyenTestTX.xml		UT	Draft with Preparer	Lab Admin	07/27/2016				
500	Microbial Chem/Radionuclid... Cryptosporidium	XML Sampling File test 08032016		UT	Accepted by State	Lab Admin	08/03/2016	Lab Admin	08/03/2016	Lab Admin	08/03/2016
501	Microbial Cryptosporidium	LATest1		UT	Draft with Reviewer	EPA LabAdmin	08/04/2016	EPA LabAdmin			
525	Microbial	DSE XML test		UT	Accepted by State	Lab Admin	08/11/2016	Lab Admin	08/11/2016	Lab Admin	08/11/2016
663	Microbial	xml sampling test		UT	Accepted by State	Lab Admin	09/14/2016	Lab Admin	09/14/2016	Lab Admin	09/14/2016
664	Microbial	xml sample rp testing		UT	Accepted by State	Lab Admin	09/14/2016	Lab Admin	09/14/2016	Lab Admin	09/14/2016
669	Operational Samples	operational data		UT	Accepted by State	Lab Admin	09/15/2016	Lab Admin	09/19/2016	Lab Admin	09/19/2016
678	Operational Samples	Operational Samples XML		UT	Accepted by State	Lab Admin	09/19/2016	Lab Admin	09/19/2016	Lab Admin	09/19/2016
680	Operational Samples	operational data XML testing		UT	Accepted by State	Lab Admin	09/20/2016	Lab Admin	09/20/2016	Lab Admin	09/20/2016
686	Microbial	Testing123		UT	Draft with Certifier	EPA LabAdmin	09/23/2016	EPA LabAdmin	09/23/2016	ERG LabAdmin	

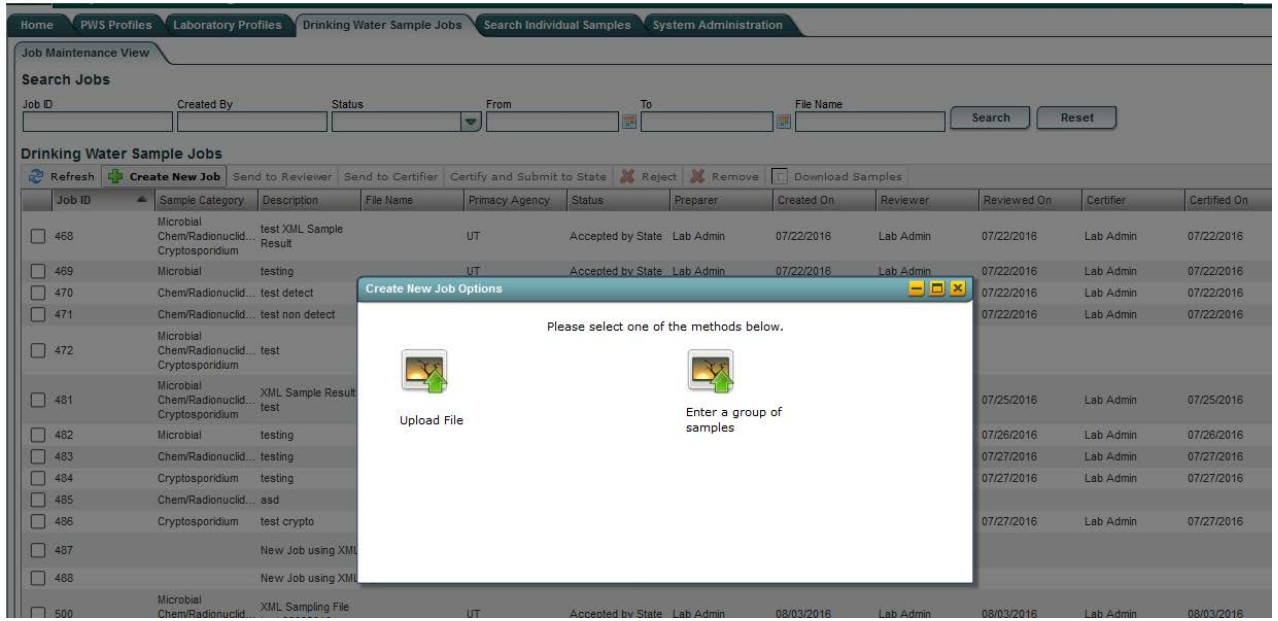
Step 2. Create a new job

On the **Drinking Water Sample Jobs** tab:

1. Click “Create New Job”



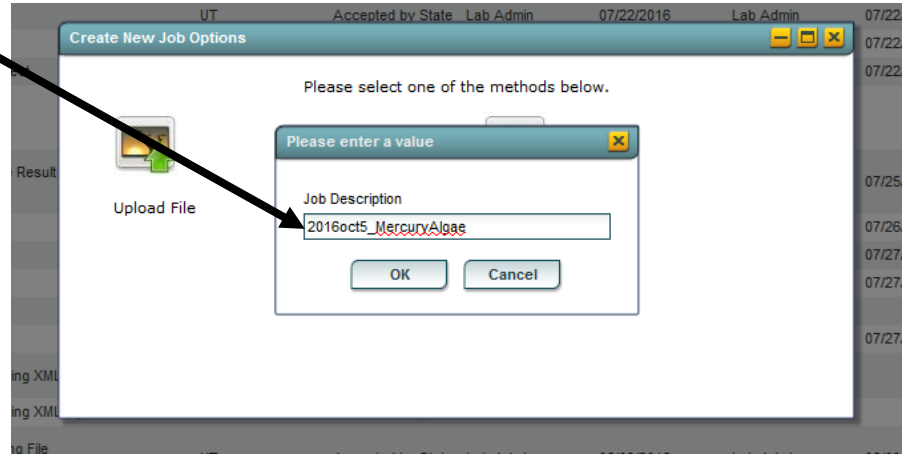
A popup dialog box called “Create New Job Options” will appear. Click on “**Enter a group of samples**.”



*Note: If you are uploading an Excel file, select **Upload File** (that is not covered in this user guide)*

Enter a name for the **Job Description** and select **OK**.

TIP: Consider using a naming convention for your organization, to help you better keep track of the samples and results you enter.

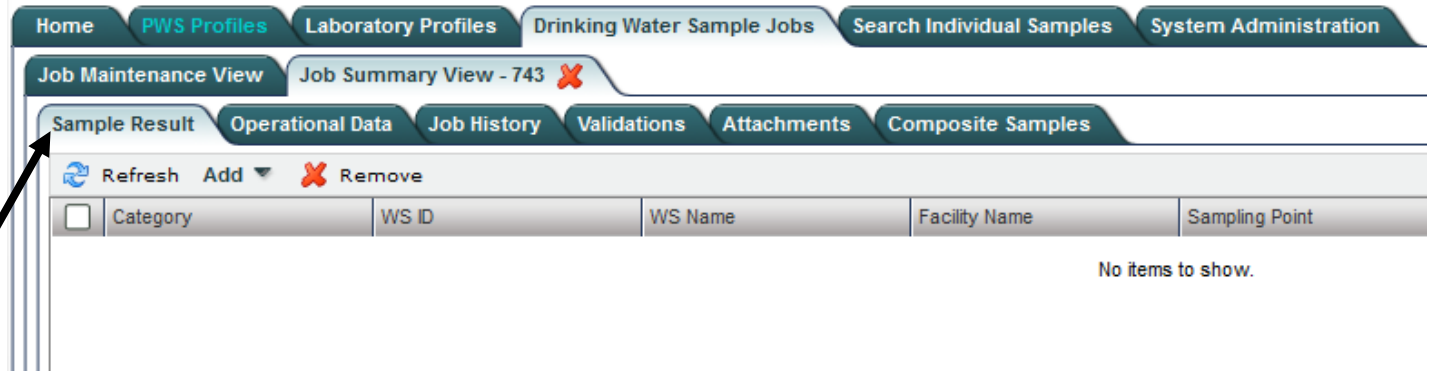


Step 3. Use the **Sample Result** tab

A new job is created and numbered. In the example, the Job is number 743.

You may enter data in one of these three tabs:

- Sample Result
- Operational Data
- Composite Samples

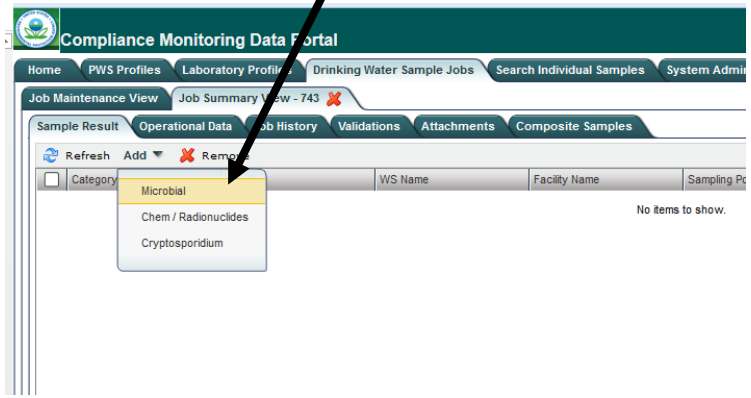


To add microbial samples to the job, click on the **Sample Result** tab

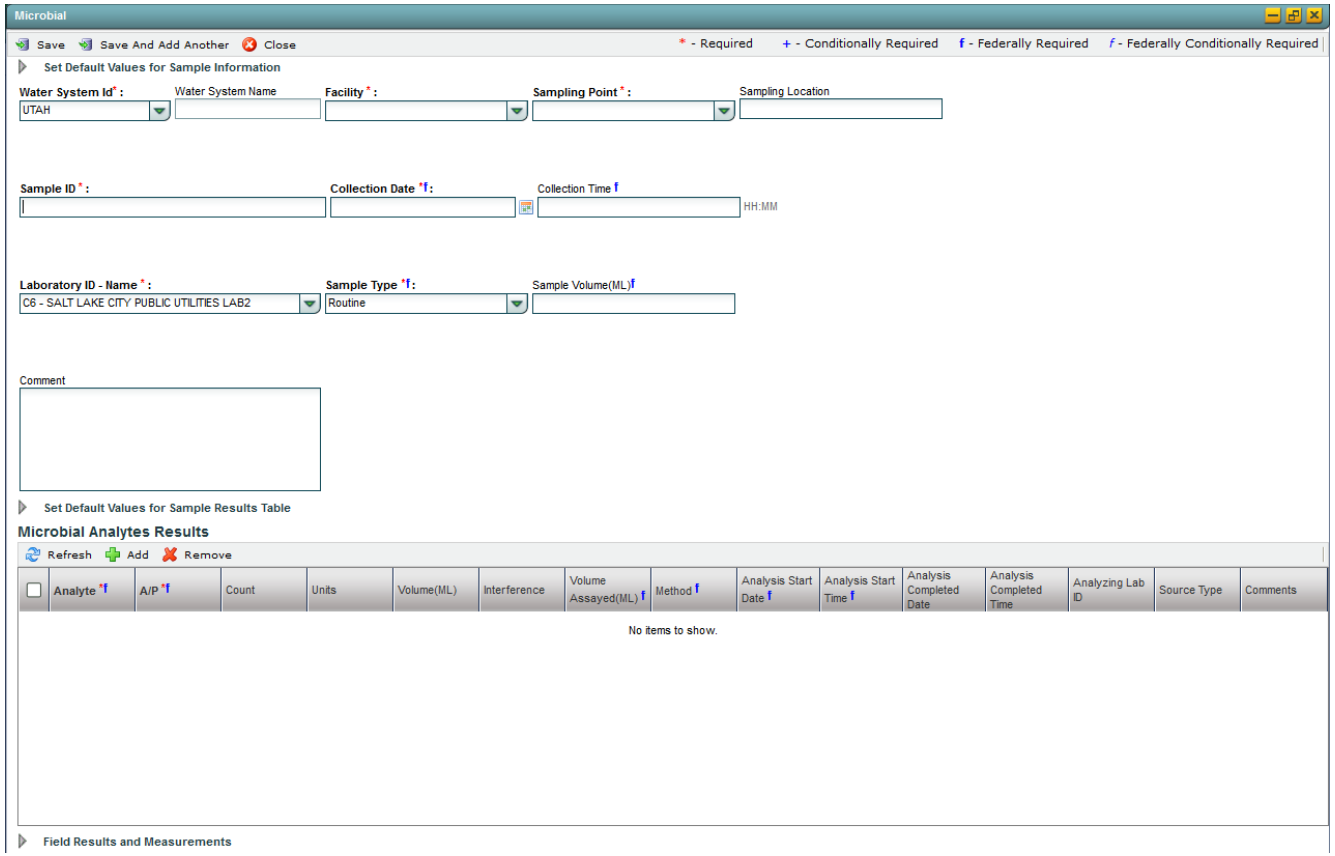
Step 4: Adding microbial samples

In the **Sample Result** tab:

1. Click **Add**
2. Select **Microbial** from the dropdown menu



The following data entry screen is presented:



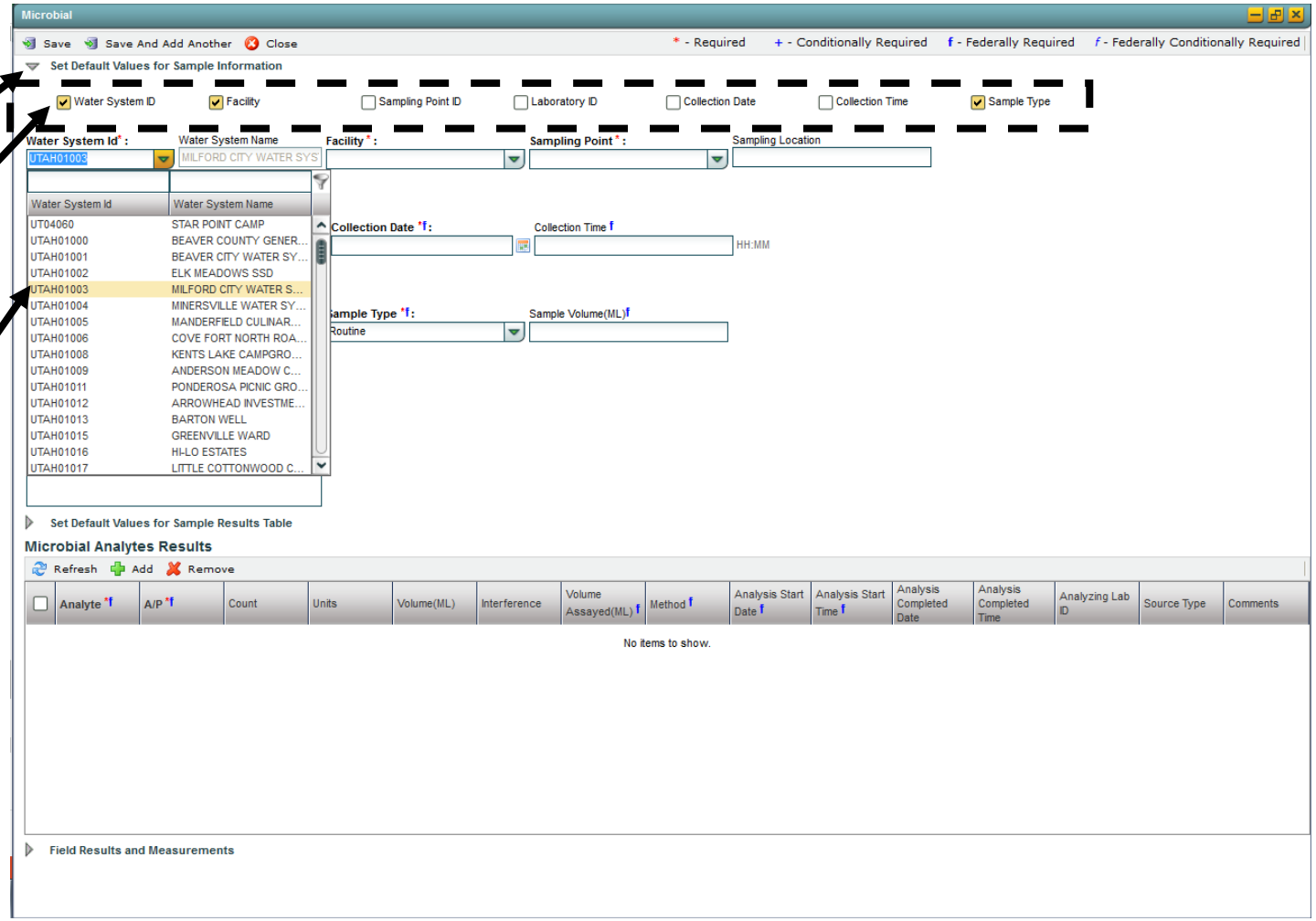
Setting default values

To enter several samples of the same **Water System Id**, **Facility**, and **Sample Type**:

1. Click **Set Default Values for Sample Information**

2. Check the boxes titled: **Water System Id**, **Facility**, and **Sample Type**.

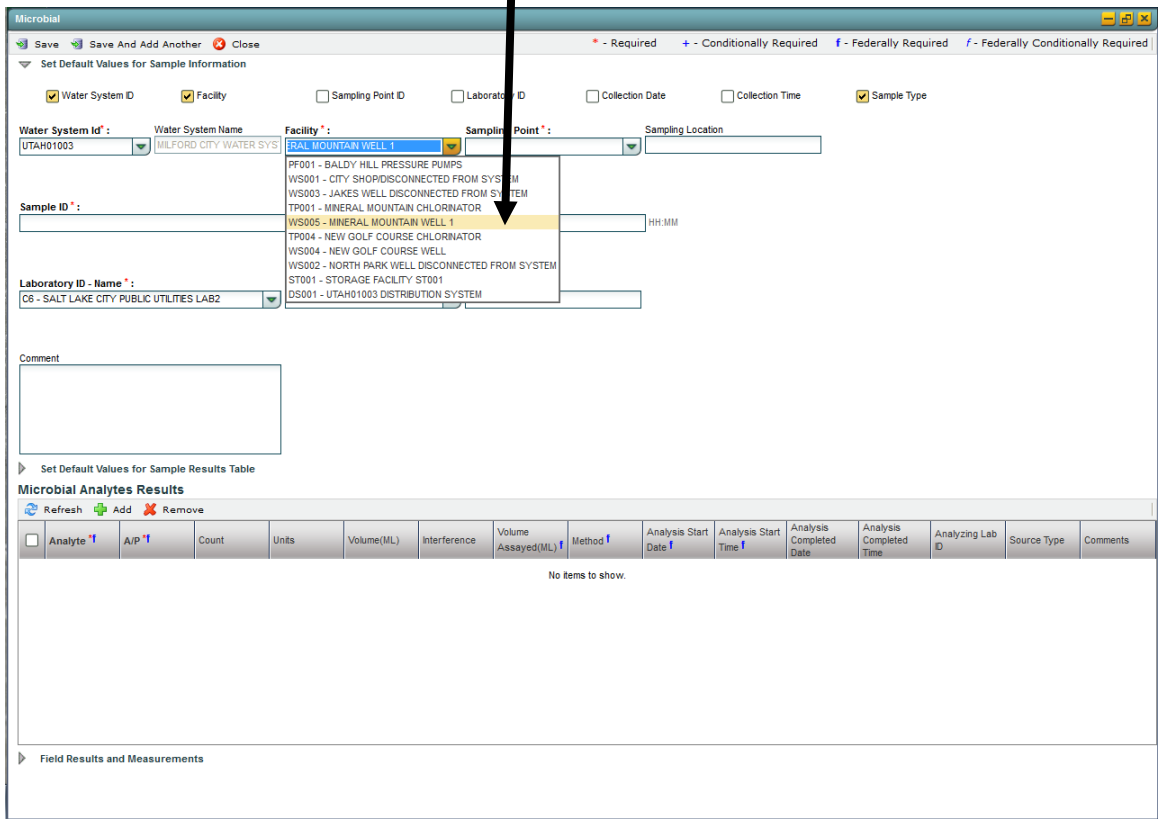
3. Select your **Water System Id** from the dropdown menu. You may type in the first few letters of the **Water System Name** to restrict the dropdown menu results.



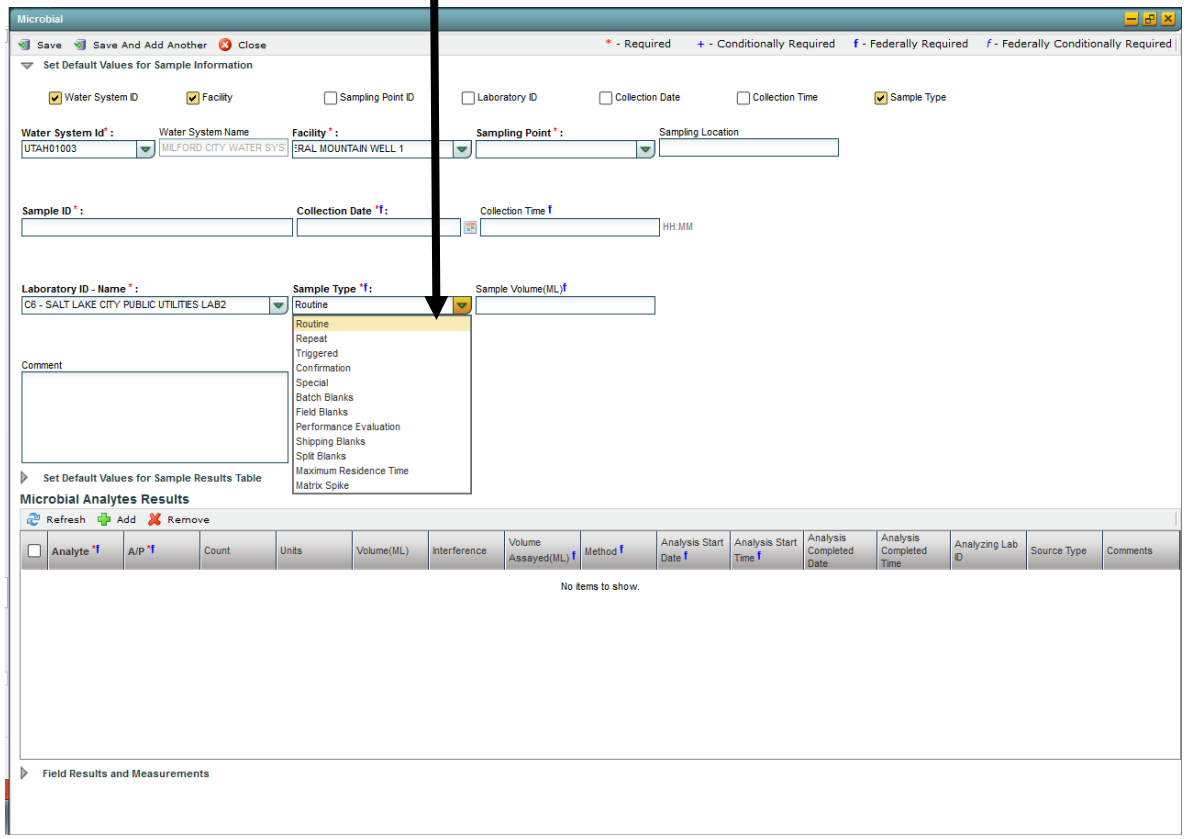
*Note: <u>Laboratory users</u> will have **Laboratory ID – Name** automatically defaulted for every sample entered.*

Setting default values

4. Select your **Facility** from the dropdown menu



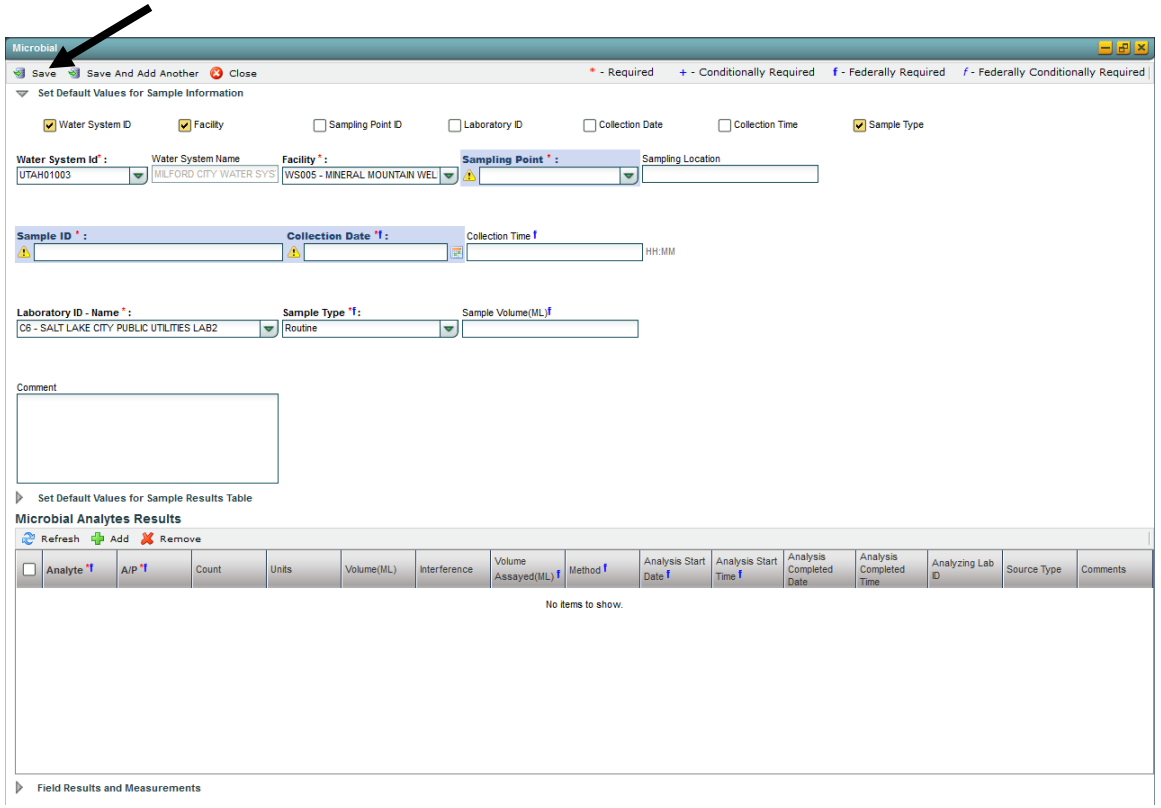
5. Select the **Sample Type** from the dropdown menu



Setting default values

Field names with an * are required fields.

Below, **Save** was clicked before three of the required fields were filled in.

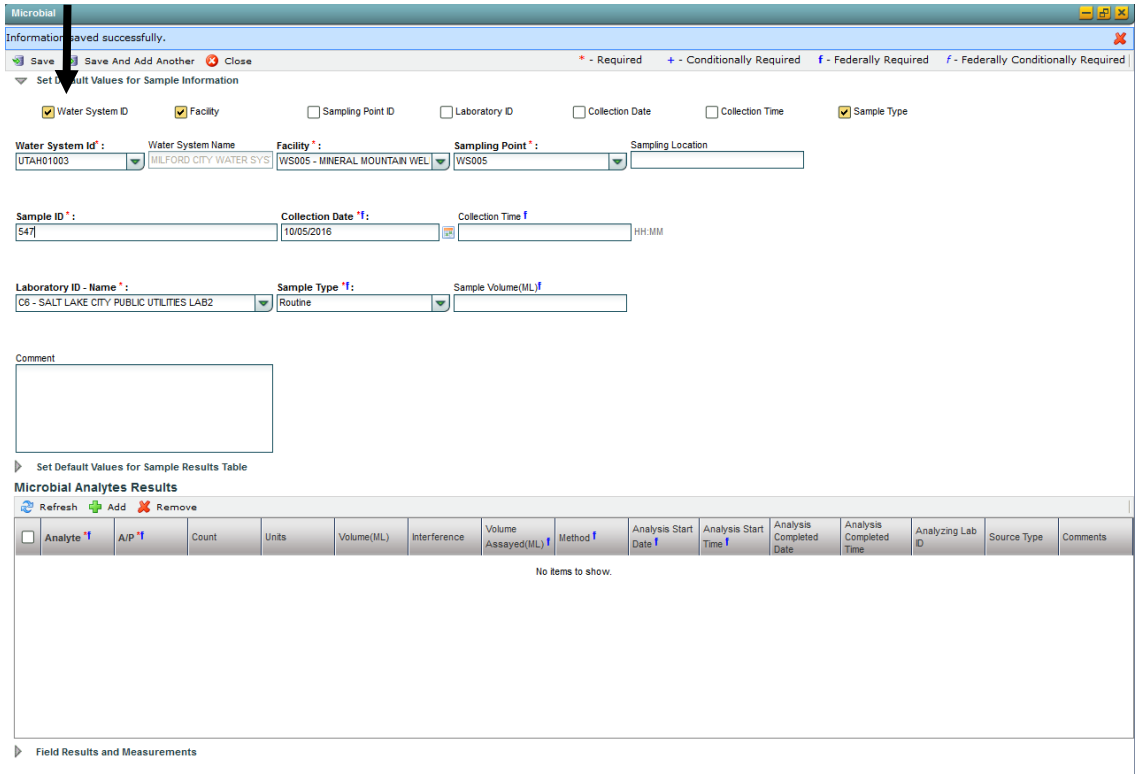


The three required fields must now be filled in.

Sampling Point will provide a dropdown menu to select from.

Sample ID and **Collection Date** must be typed in.

You may then click **Save** or **Save And Add Another**



Fields may have:

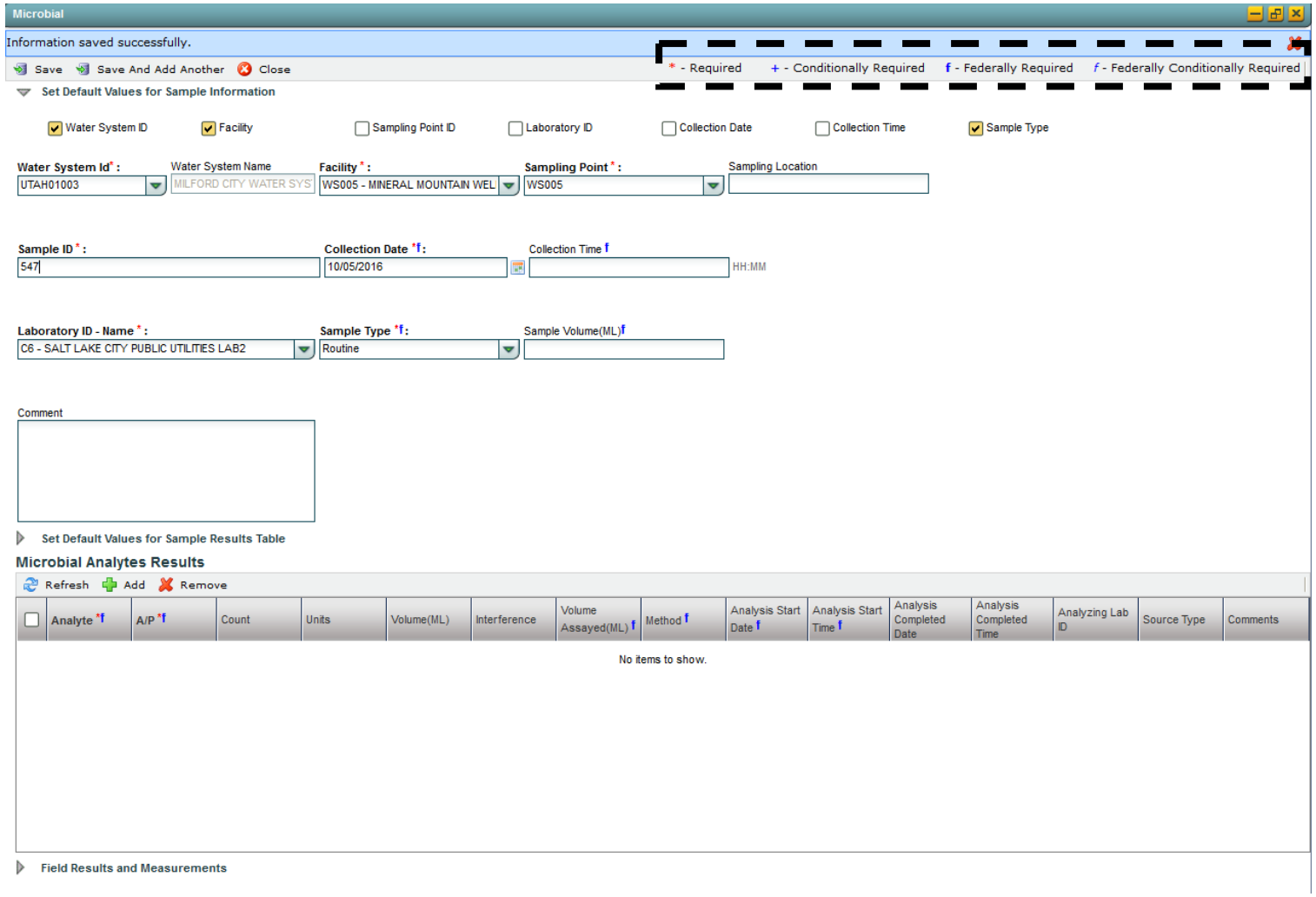
* for Required

+ for Conditionally Required

f for Federally Required

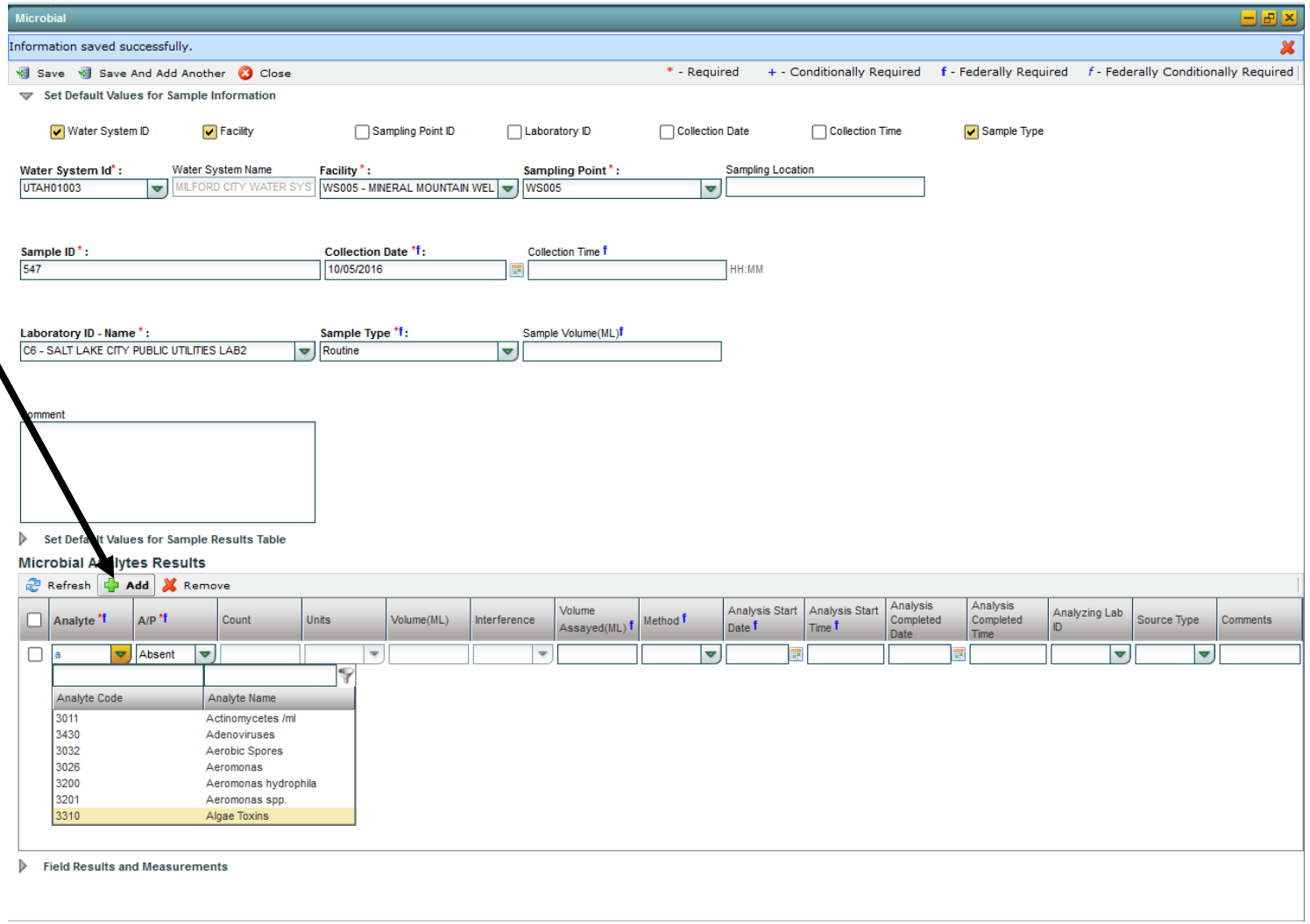
f for Federally Conditionally Required

However, only an empty * will prevent you from saving the record



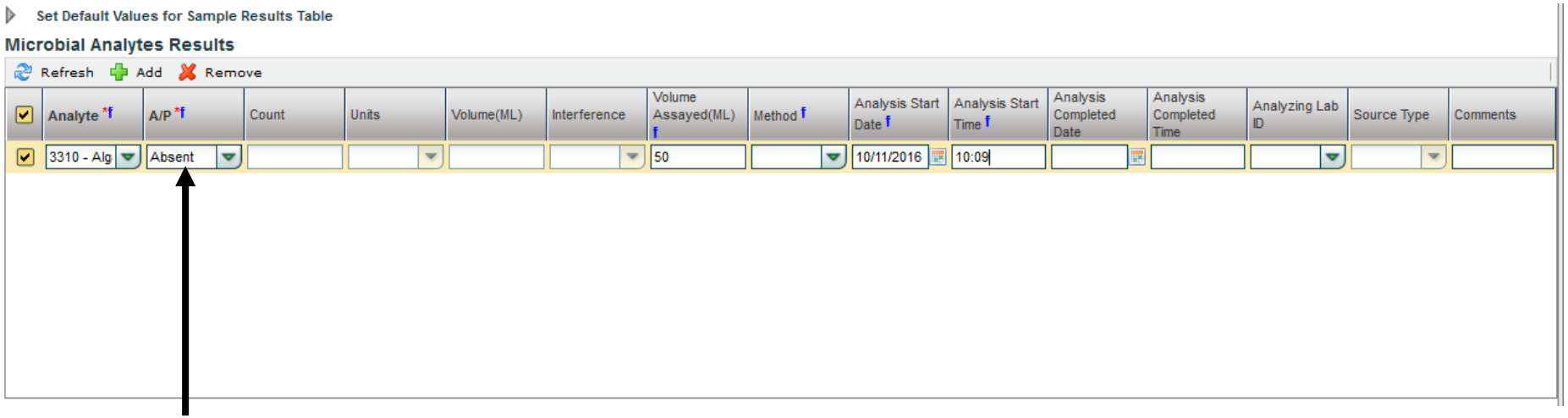
Adding results

1. In the **Microbial Analytes Results** section click **Add**
2. Select an analyte first, as it controls some of the other result options (e.g., Method).
   a. *To select an analyte:*
      - either select from the dropdown menu
        or
      - start typing its name or code in the analyte field. The CMDP can filter using both the name field and code field for analytes.



*Note: once you've clicked the **Add** button, the application expects you to complete the entry or hit the 'Esc' key before you do anything else (the 'Esc' key cancels the entry of a new result).*

Adding results



*Note: For a microbial result, "**A/P**" is defaulted to Absent*

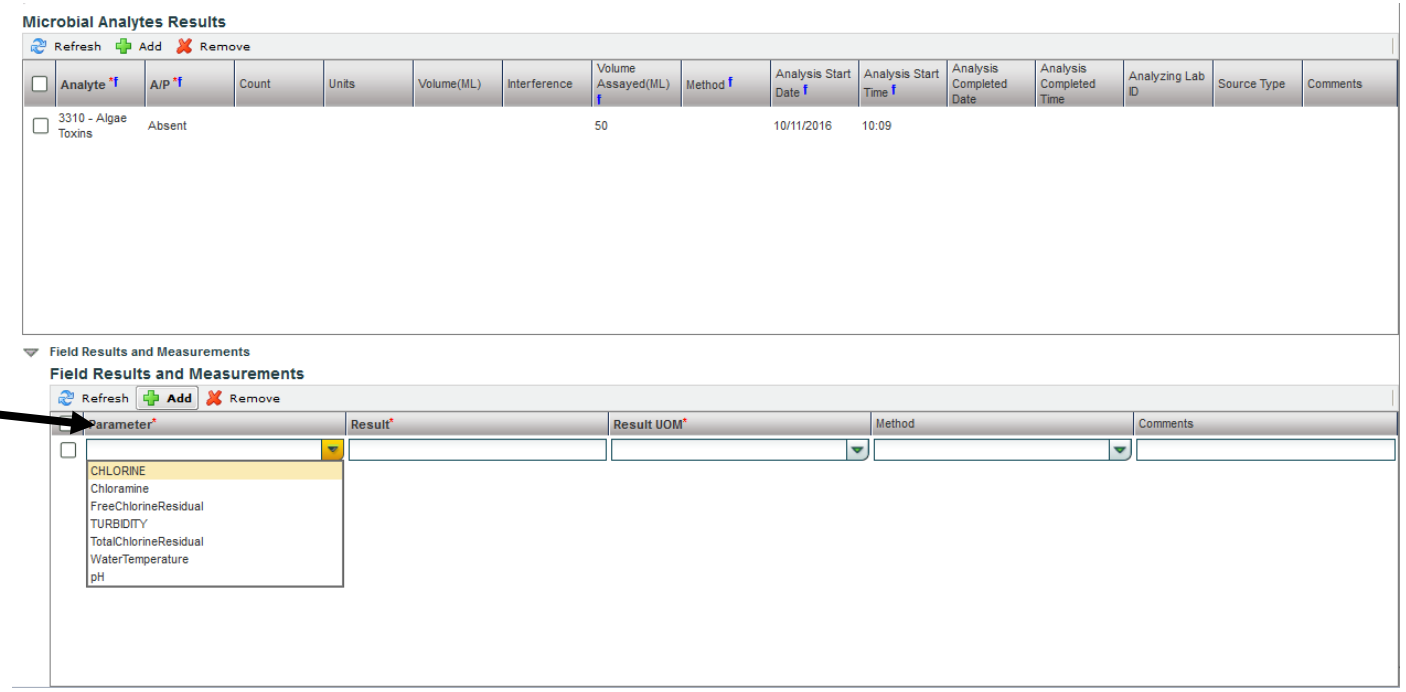
To finish entering results hit the 'Enter' key or click outside the results grid.
To enter several results, click on the **Add** button again or hit the tab key after the last column and the application will insert a new row below.

To modify a result record, double-click anywhere on the row then update the result.

Field Results and Measurements is used to record measurements made in the field while collecting the sample.

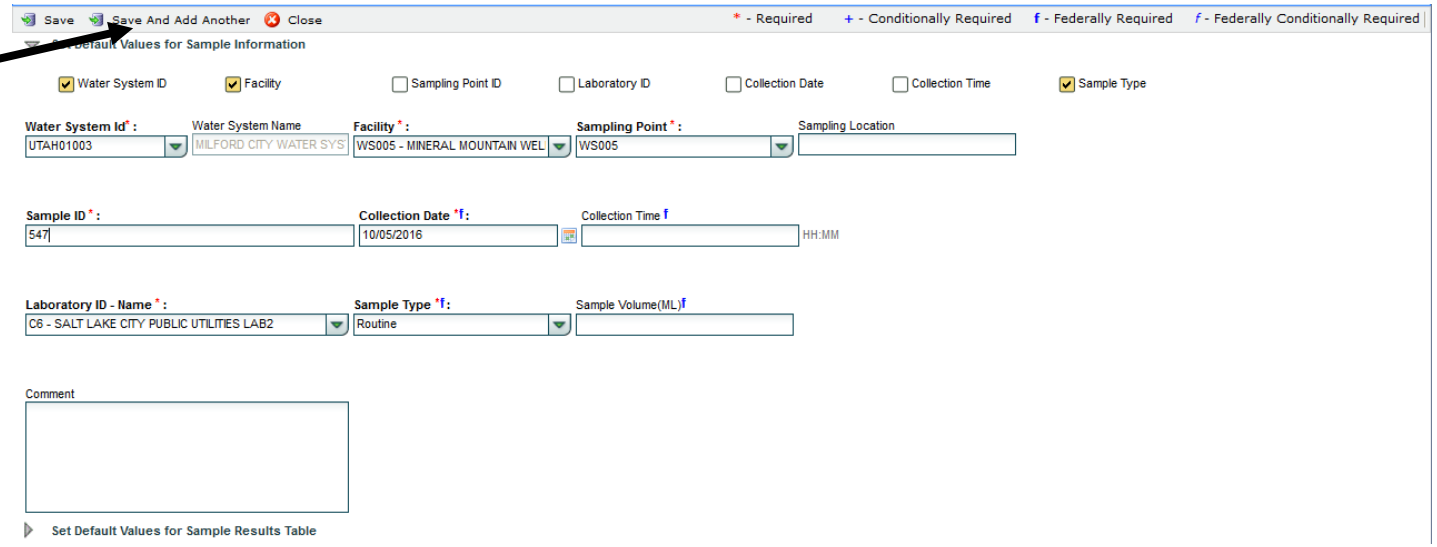
Click **Add** to select a **Parameter**

Examples: Chlorine, pH, Water Temperature.



You may now click '**Save And Add Another**.' Or you may click '**Close**' to leave the record.

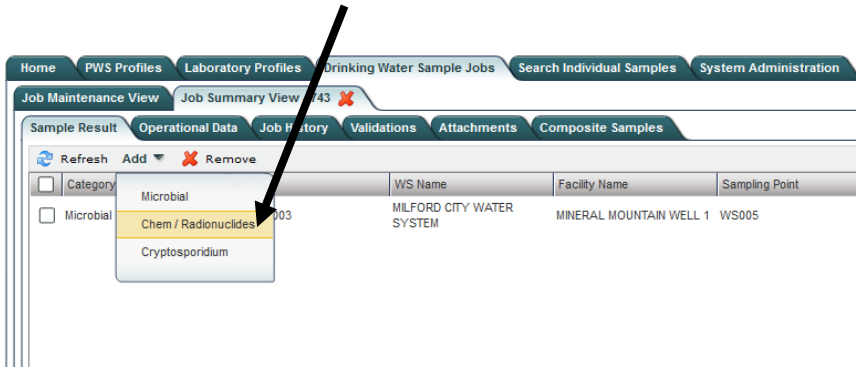
The record automatically saves, though the user may still select '**Save**.'



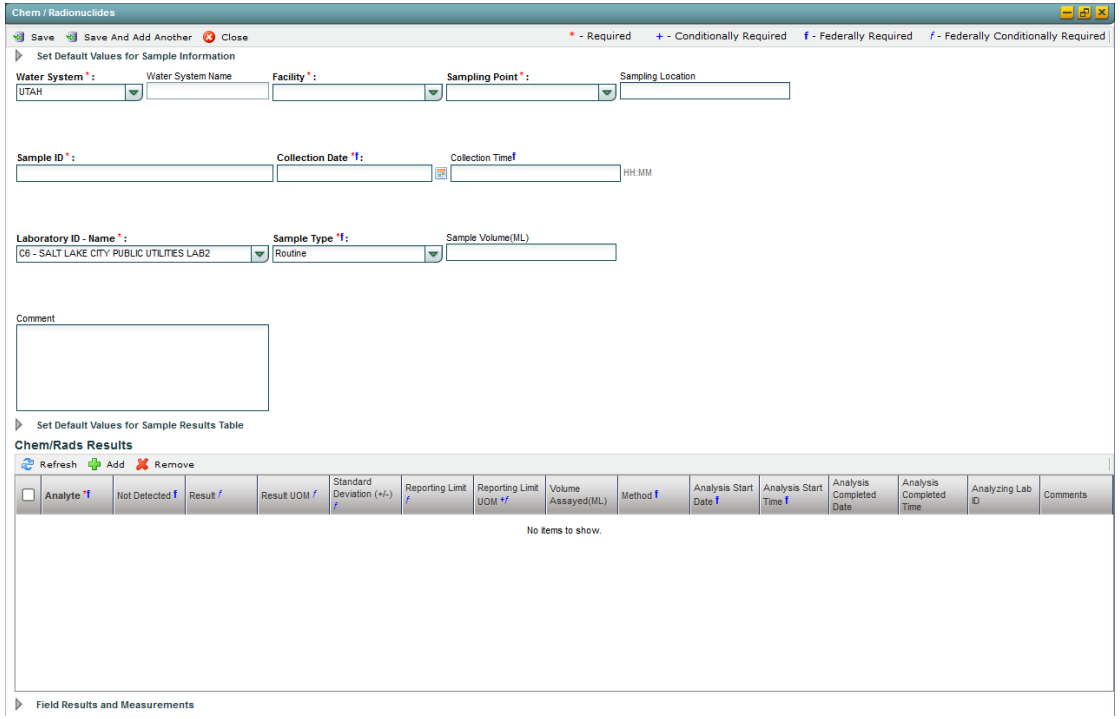
Adding Chemical and/or Radionuclides samples

In the **Sample Result** tab:

1. Click **Add**
2. Select **Chem/Radionuclides** from the dropdown menu



The following data entry screen is presented:



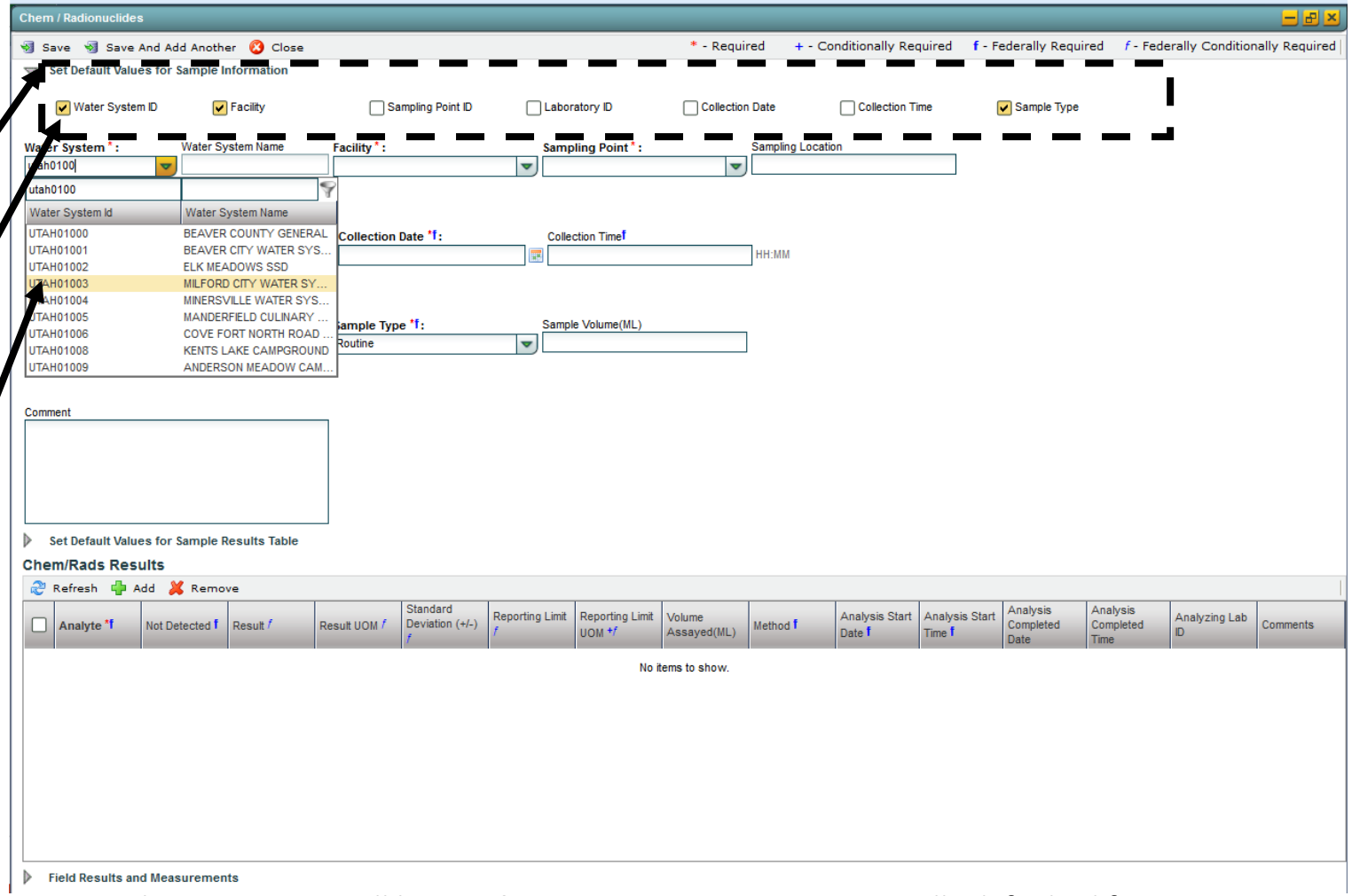
Setting default values

To enter several samples of the same **Water System Id**, **Facility**, and **Sample Type**:

1. Click **Set Default Values for Sample Information**

2. Check the boxes titled: **Water System Id**, **Facility**, and **Sample Type**.

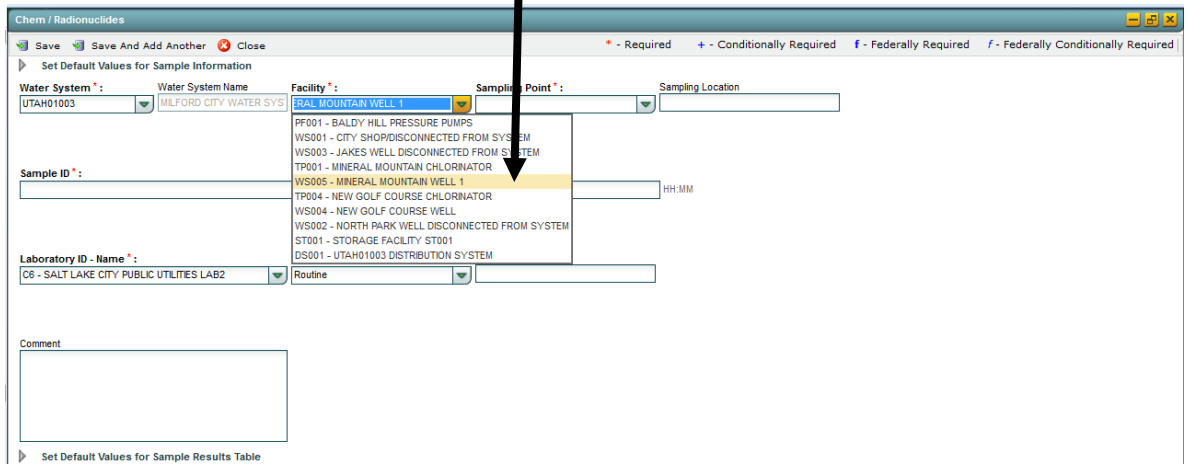
3. Select your **Water System Id** from the dropdown menu. You may type in the first few letters of the **Water System Name** to restrict the dropdown menu results.



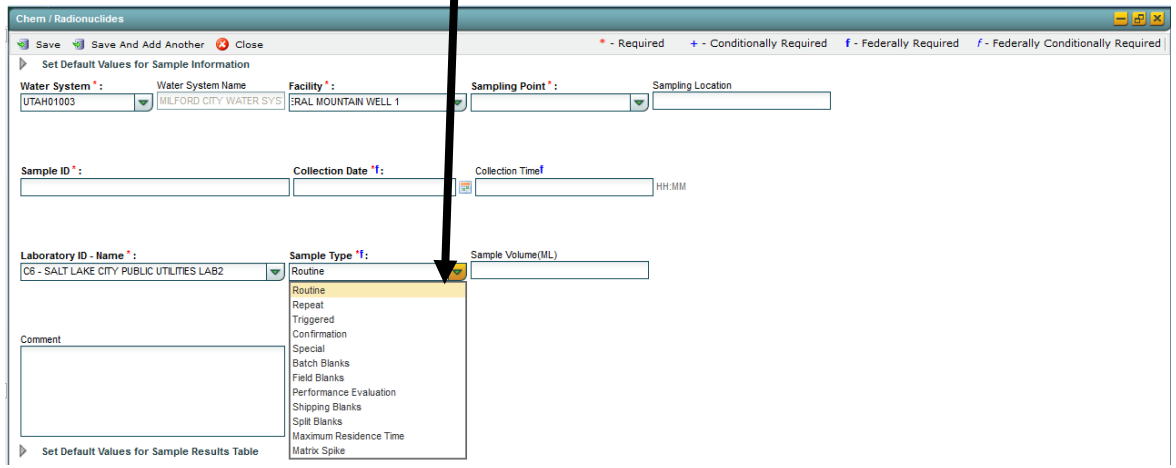
*Note: Laboratory users will have **Laboratory ID – Name** automatically defaulted for every sample entered.*

Setting default values

4. Select the **Facility** from the dropdown menu



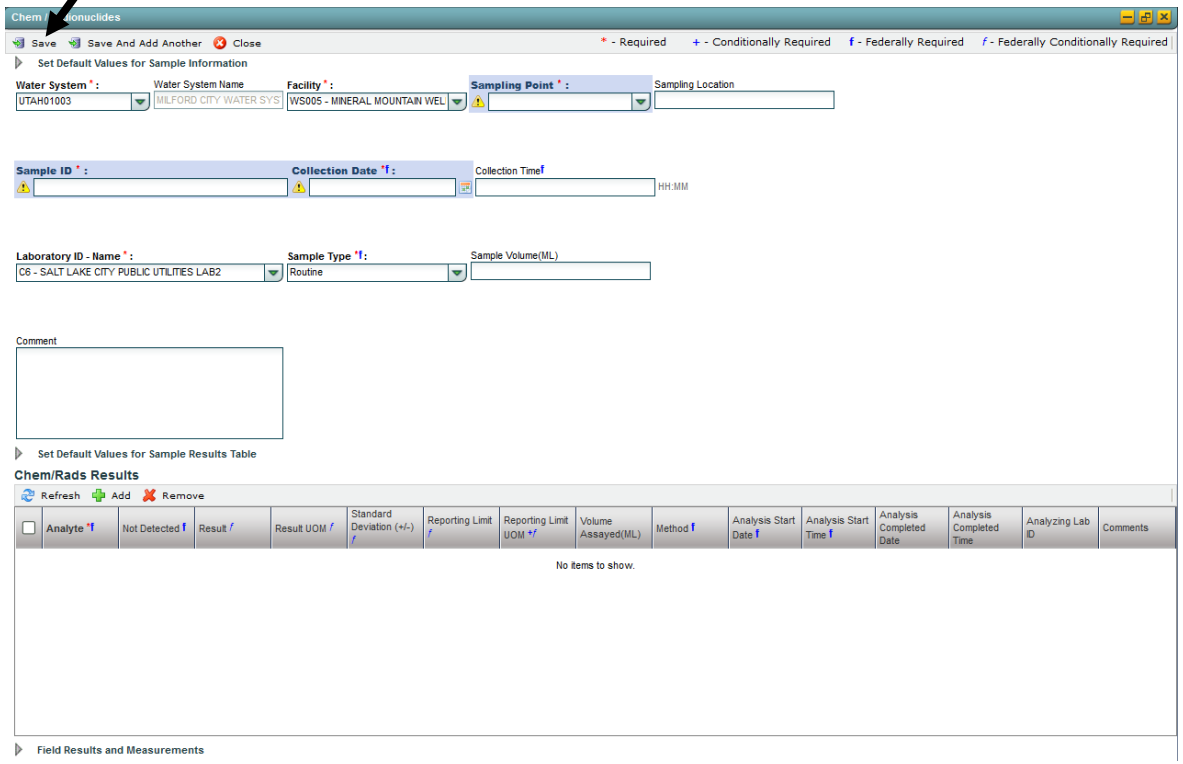
5. Select the **Sample Type** from the dropdown menu



Setting default values

Field names with an * are required fields.

Below, **Save** was clicked before three of the required fields were filled in.

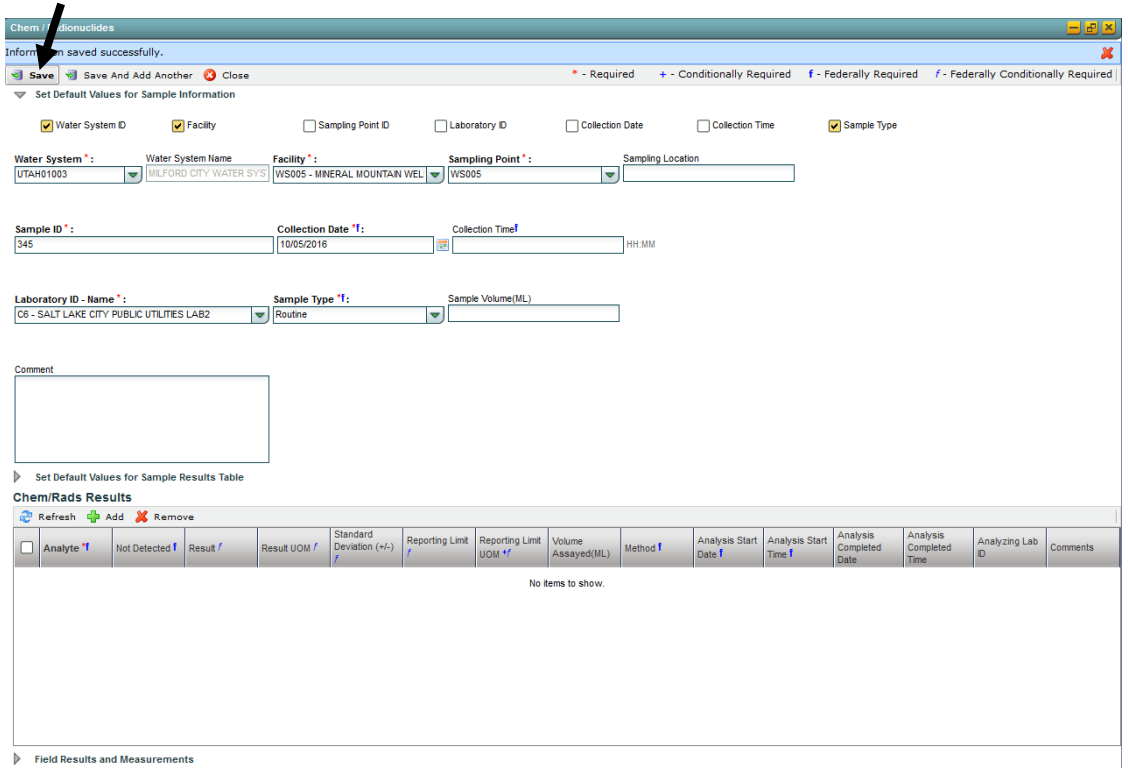


The three required fields must now be filled in.

Sampling Point will provide a dropdown menu to select from.

Sample ID and **Collection Date** must be typed in.

You may then click **Save** or **Save And Add Another**



Setting default values

Fields may have:

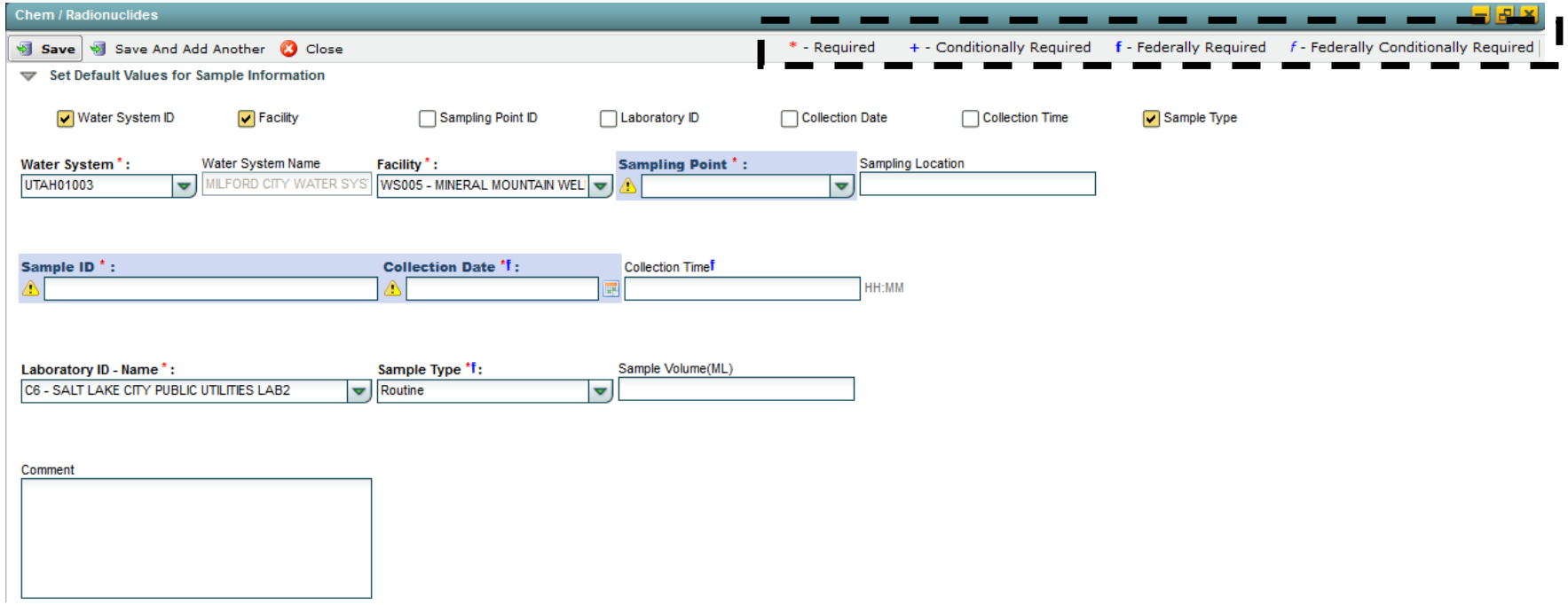
* for Required

+ for Conditionally Required

f for Federally Required

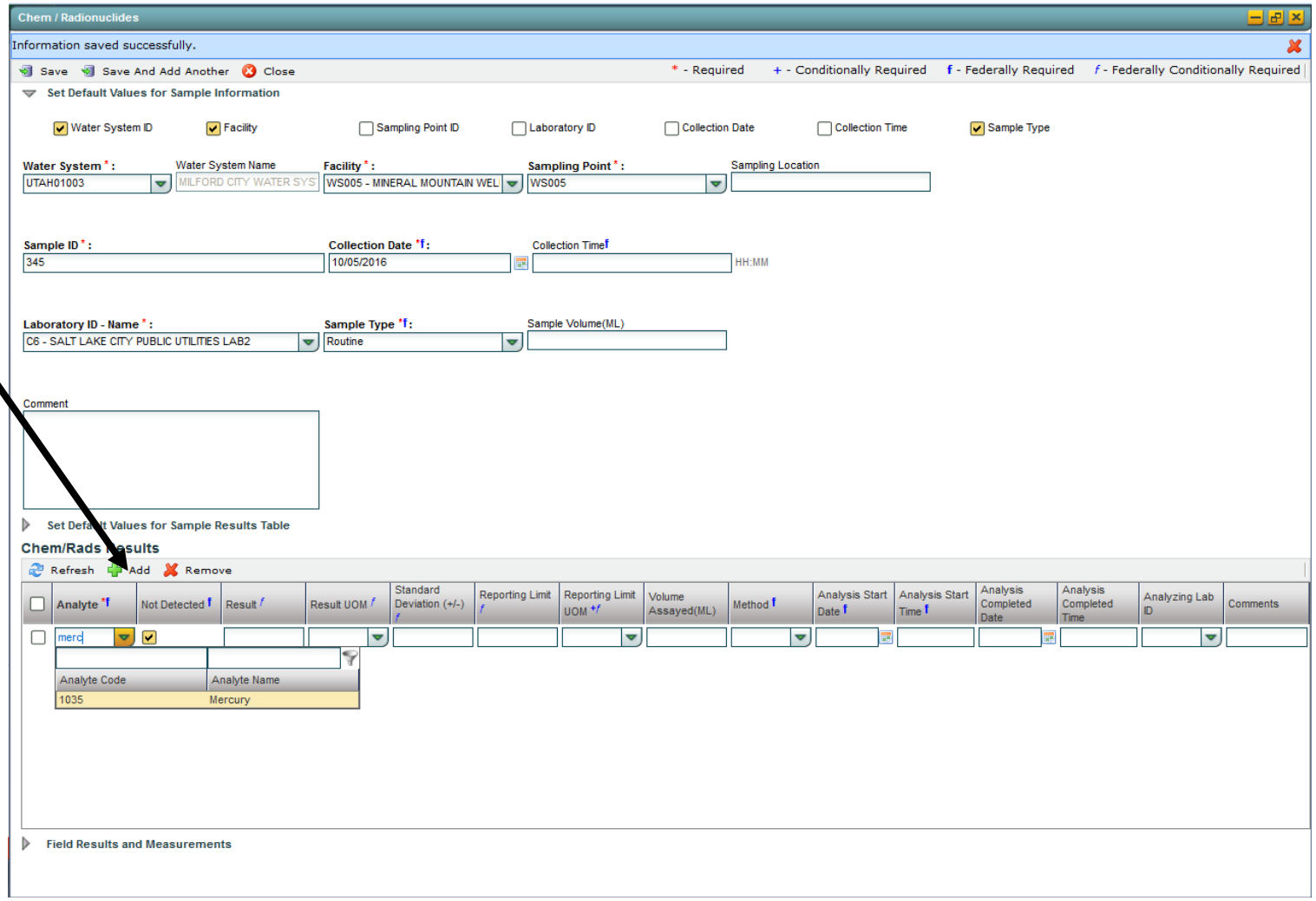
f for Federally Conditionally Required

However, only an empty * will prevent you from saving the record



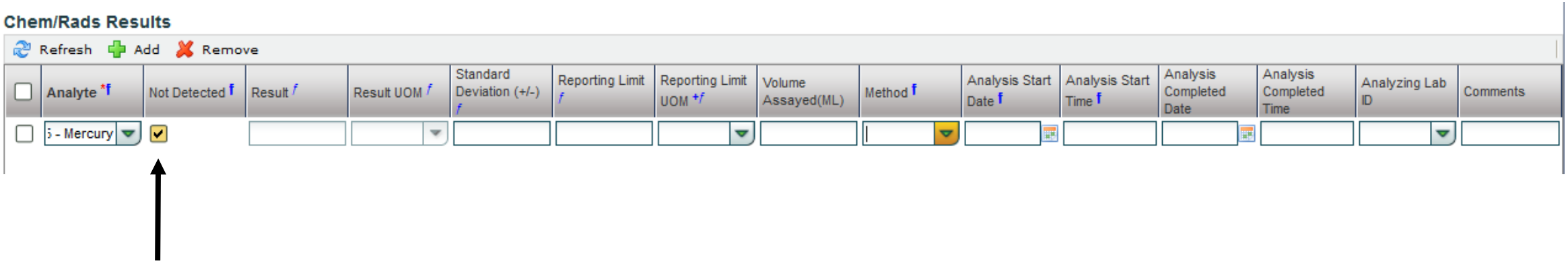
Adding results

1. In the **Chem/Rads Results** section click **Add**
2. Select the analyte first, as it controls some of other result options (e.g., Method).
   a. *To select an analyte:*
      - either select from the dropdown menu
      - or
      - start typing its name or code in the analyte field. The CMDP will filter using both the name field and code field for analytes.



*Note: once you've clicked the **Add** button, the application expects you to complete the entry or hit the 'Esc' key before you do anything else (the 'Esc' key cancels the entry of a new result).*

Adding results



*Note: For a **Chem/Rads Results** entry "Not Detected" is the default*

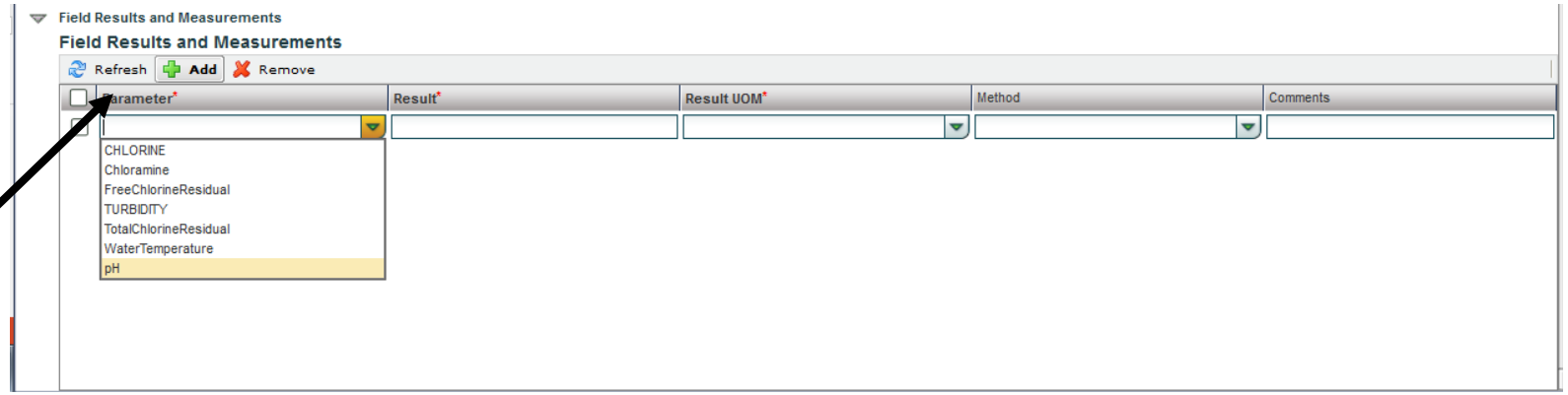
To finish entering results hit the 'Enter' key or click outside the results grid.
To enter several results, click on the **Add** button again hit the tab key after the last column and the application will insert a new row below.

To modify a result record, double-click anywhere on the row then update the result.

Field Results and Measurements is used to record measurements made in the field while collecting the sample.

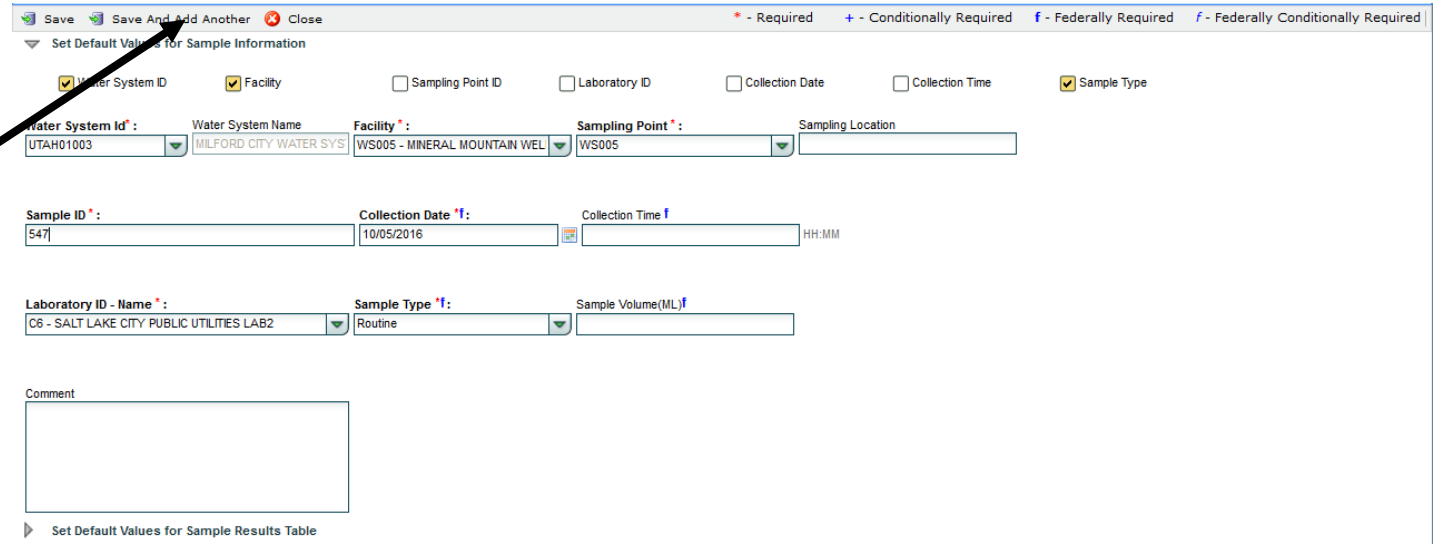
Click **Add** to select a **Parameter**

Examples: Chlorine, pH, Water Temperature.



You may now click '**Save And Add Another**.' Or you may click '**Close**' to leave the record.

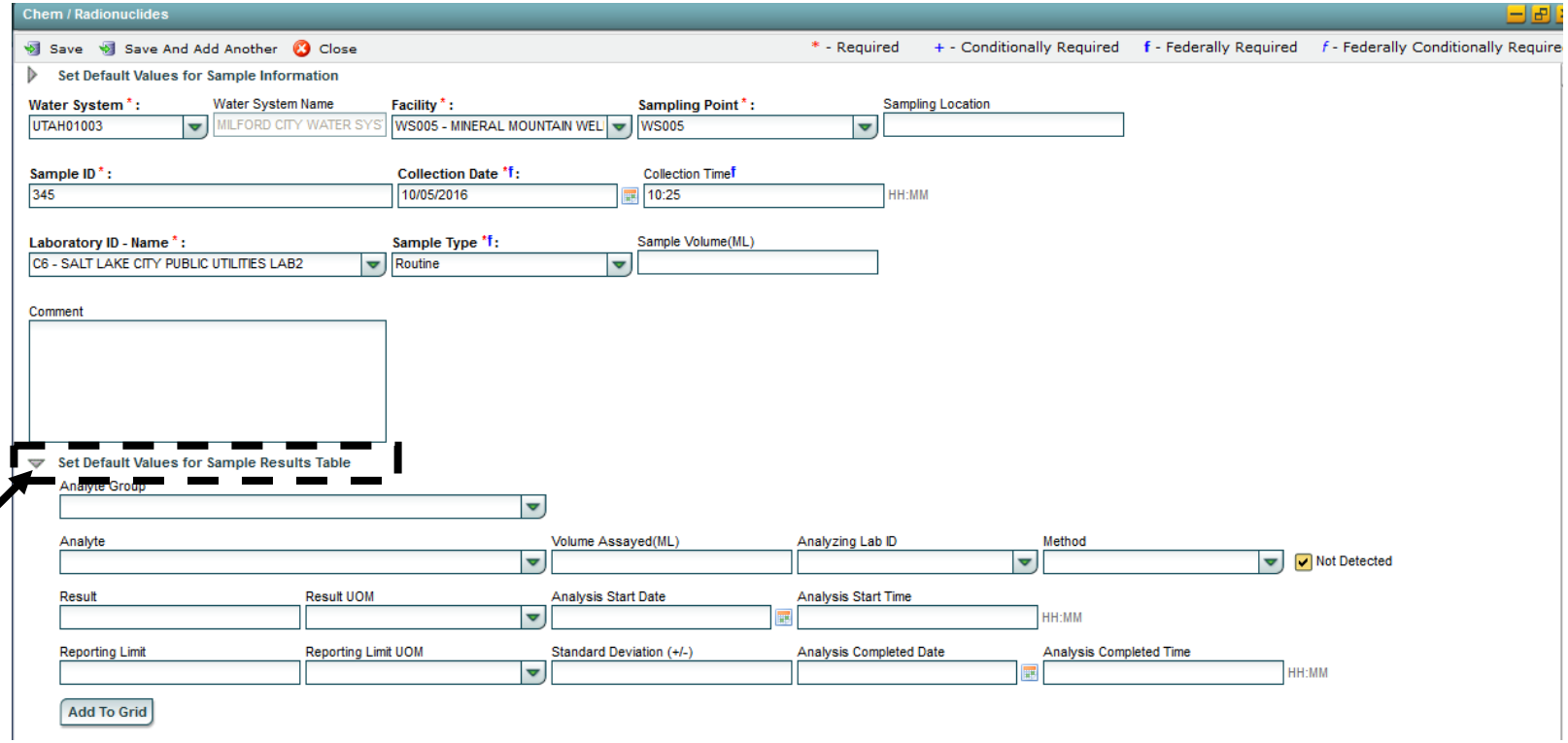
The record automatically saves, though you may still select '**Save**.'



Tip1: Entering several results at once

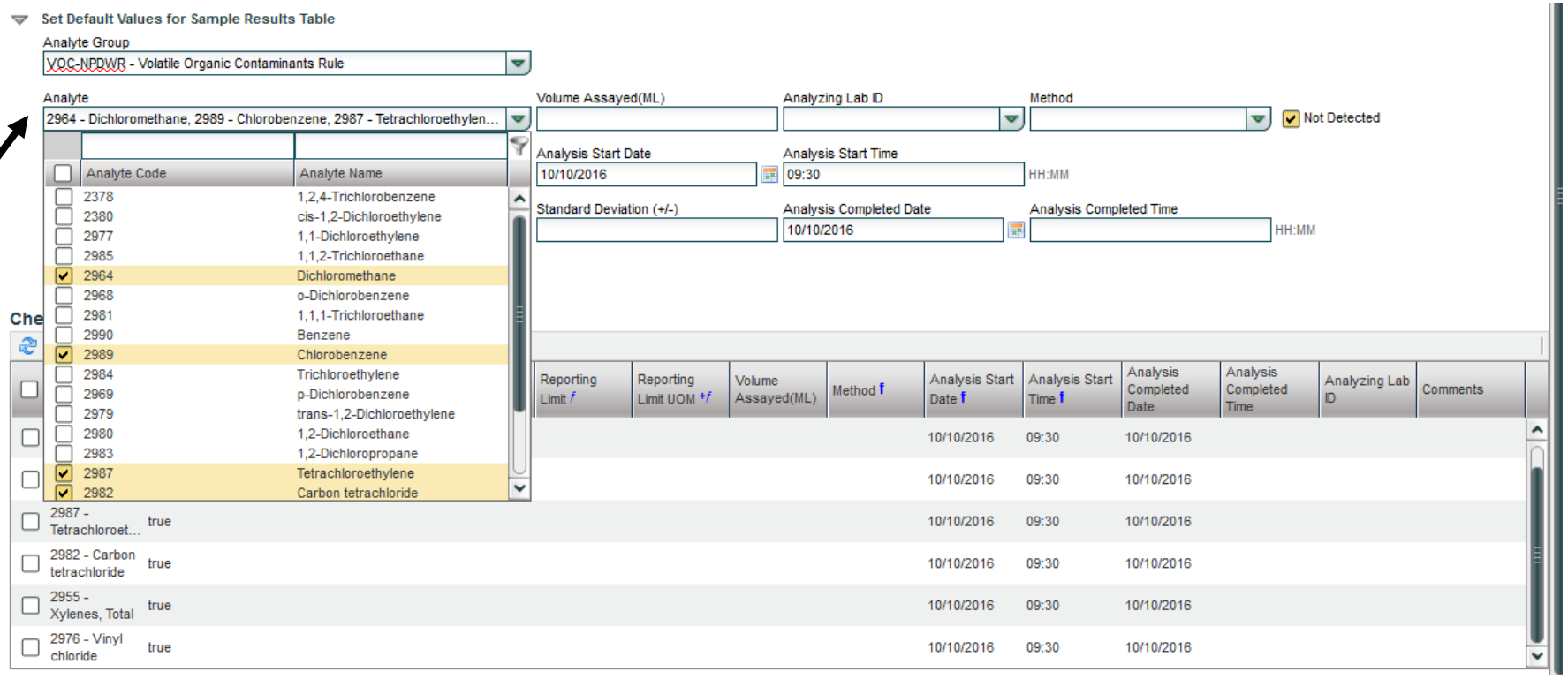
Use when entering a large number of results (e.g., volatile organic chemical results) with at least some of the same information (e.g., method used, analysis start date)

1. Expand the **Set Default Values for Sample Results Table** area

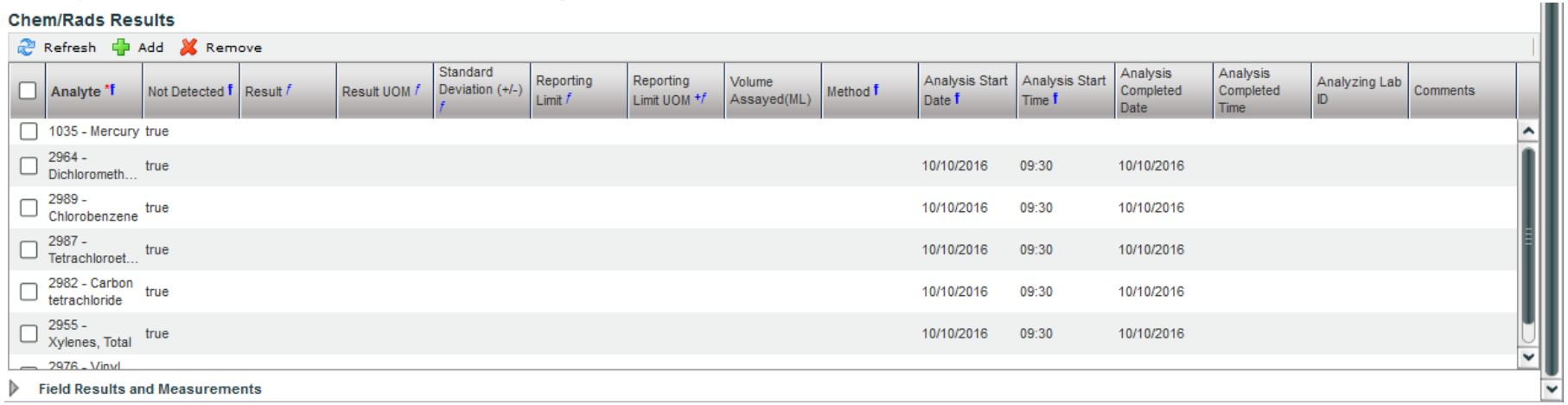


Tip1: Entering several results at once

1. Expand the **Set Default Values for Sample Results Table** area
2. Input your data
3. Under **Analyte**, check the boxes for each of the analytes you wish to input data for
4. Click **Add To Grid**



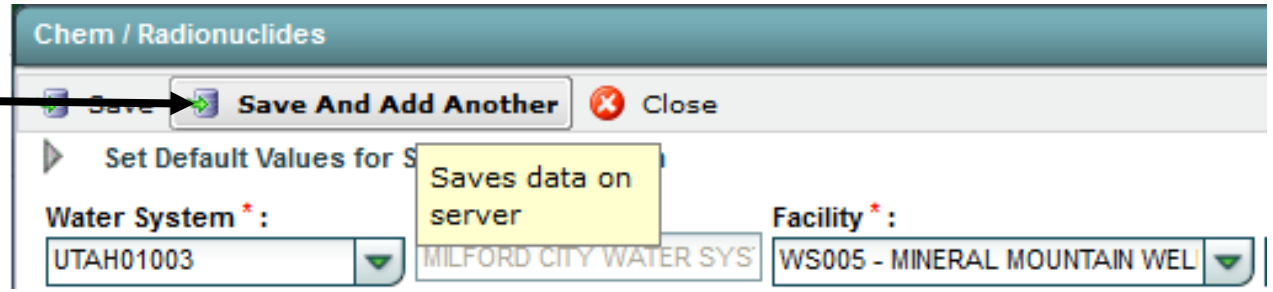
Tip 1: Entering several results at once



Analyte	Not Detected	Result	Result UOM	Standard Deviation (+/-)	Reporting Limit	Reporting Limit UOM	Volume Assayed(ML)	Method	Analysis Start Date	Analysis Start Time	Analysis Completed Date	Analysis Completed Time	Analyzing Lab ID	Comments
1035 - Mercury	true													
2964 - Dichlorometh...	true								10/10/2016	09:30	10/10/2016			
2989 - Chlorobenzene	true								10/10/2016	09:30	10/10/2016			
2987 - Tetrachloroet...	true								10/10/2016	09:30	10/10/2016			
2982 - Carbon tetrachloride	true								10/10/2016	09:30	10/10/2016			
2955 - Xylenes, Total	true								10/10/2016	09:30	10/10/2016			

Above is an example of VOC analytes with the following fields automatically filled in: **Not Detected**, **Analysis Start Date**, **Analysis Start Time**, and **Analysis Completed Date**. You must double-click on each row and fill in the appropriate fields.

Next, click **Close** if you have completed your data entry. Click **Save And Add Another** if you have more results to add.



Note: *Records are saved as you enter them so you don't have to click on the **Save** button first, but you certainly can.*

Tip 2: Update the sample information if the default is incorrect

Not Detected is defaulted to 'true.'

Chem/Rads Results

Refresh Add Remove

Analyte *f	Not Detected f	Result f	Result UOM f	Standard Deviation (+/-) f	Reporting Limit f	Reporting Limit UOM +f	Volume Assayed(ML)	Method f	Analysis Start Date f	Analysis Start Time f	Analysis Completed Date	Analysis Completed Time	Analyzing Lab ID	Comments
1035 - Mercury	true													

If that is not correct for the sample, you must uncheck **Not Detected**. Since the **Analyte** was detected, the user should now add the corresponding details, such as **Result**, **Method**, etc.

Chem/Rads Results

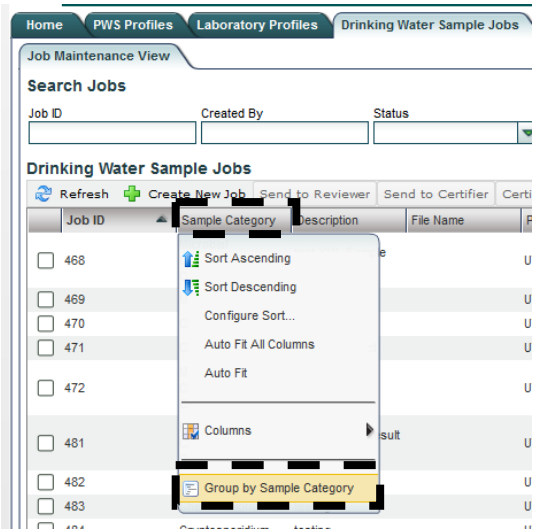
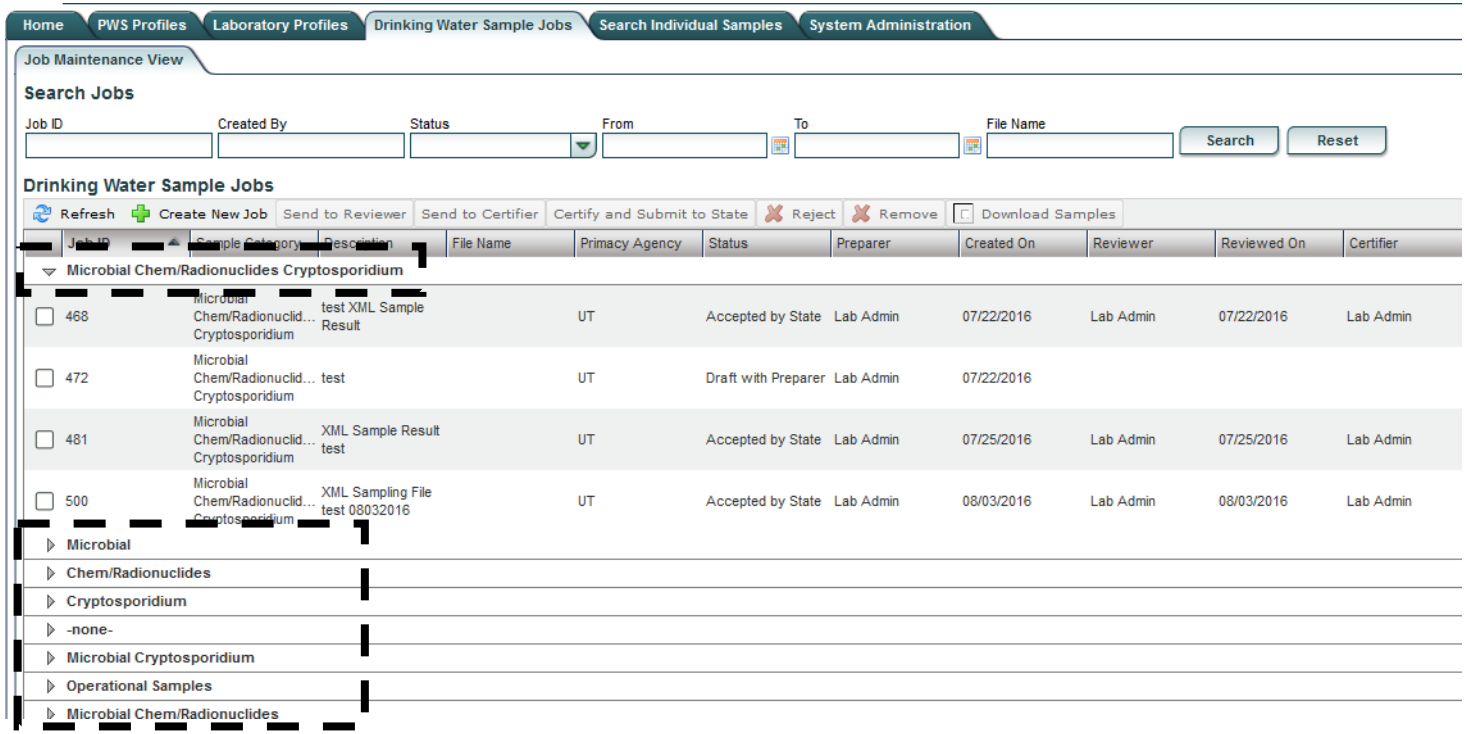
Refresh Add Remove

Analyte *f	Not Detected f	Result f	Result UOM f	Standard Deviation (+/-) f	Reporting Limit f	Reporting Limit UOM +f	Volume Assayed(ML)	Method f	Analysis Start Date f	Analysis Start Time f	Analysis Completed Date	Analysis Completed Time	Analyzing Lab ID	Comments
1035 - Mer		2.1	ug/L					245.2 - AU	10/10/2016	9:30	10/10/2016			

Not Detected will then change to False

Analyte *f	Not Detected f	Result f	Result UOM f	Standard Deviation (+/-) f	Reporting Limit f	Reporting Limit UOM +f	Volume Assayed(ML)	Method f	Analysis Start Date f	Analysis Start Time f	Analysis Completed Date	Analysis Completed Time	Analyzing Lab ID	Comments
1035 - Mercury	false	2.1	ug/L					245.2 - AUTOMATED COLD VAPOR TECHNIQUE	10/10/2016	09:30	10/10/2016			

Tip3: Sorting Sample Jobs



In **Sample Category**,
selecting **Group by Sample Category** groups together samples from similar sample categories, such as **Microbial** or **Operational Samples**