

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

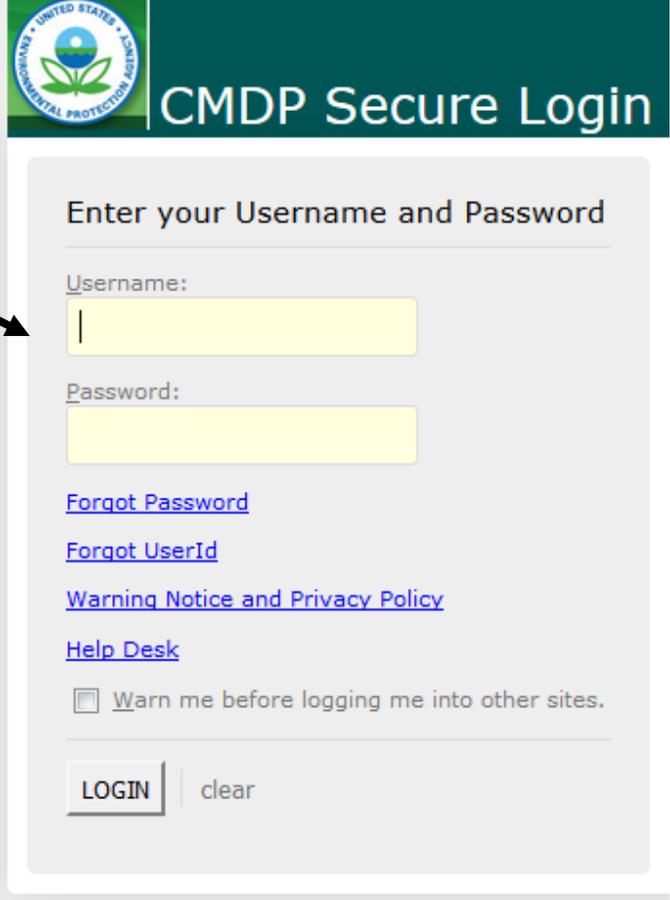
Overview

- 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



Enter your Username and Password

Username:
|

Password:
|

[Forgot Password](#)

[Forgot UserId](#)

[Warning Notice and Privacy Policy](#)

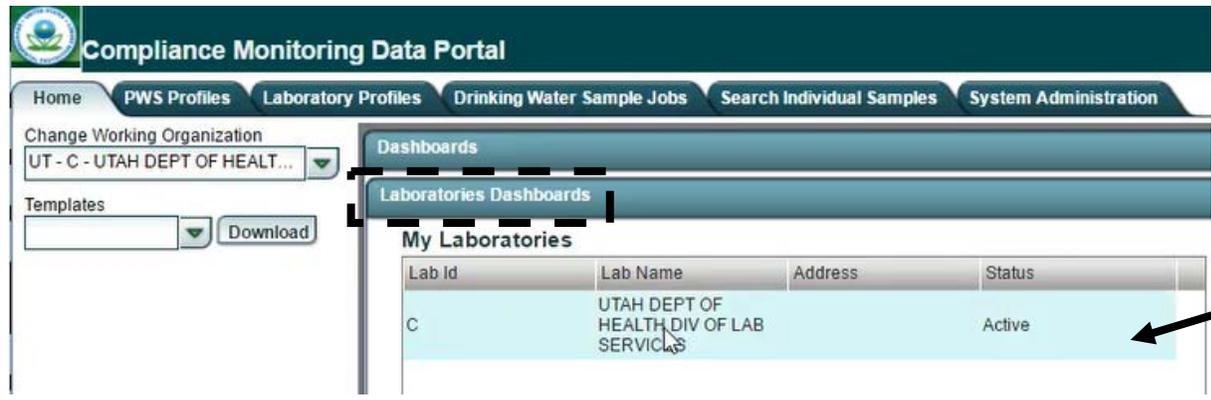
[Help Desk](#)

Warn me before logging me into other sites.

LOGIN | clear

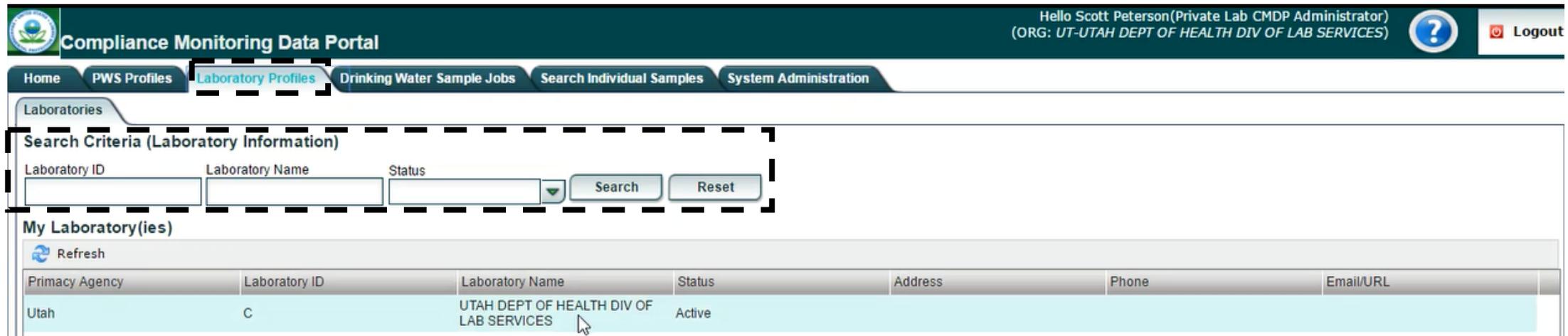
To create change request

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.

The screenshot shows the 'Compliance Monitoring Data Portal' interface. At the top, there is a header with the user name 'Hello Scott Peterson (Private Lab CMDP Administrator)' and the organization '(ORG: UT-UTAH DEPT OF HEALTH DIV OF LAB SERVICES)'. Below the header is a navigation menu with options like 'Home', 'PWS Profiles', 'Laboratory Profiles', 'Drinking Water Sample Jobs', 'Search Individual Samples', and 'System Administration'. The 'Laboratory Profiles' section is active, showing a 'Laboratory Profile - C' window. The window contains a 'Navigation Pane' on the left with 'Profile' selected. The main content area displays the 'Laboratory Profile' details, including 'Basic Information' and 'Laboratory Contacts' tables. A 'Laboratory Certifications' section is highlighted with a dashed box and an arrow pointing to it.

Primacy Agency	Laboratory ID	Laboratory Name	Status	Address	Phone	Email/URL
Utah	C	UTAH DEPT OF HEALTH DIV OF LAB SERVICES	Active			

First Name	Last Name	Contact Type	Address	Phone	Email/URL
No items to show.					

Certification Level	Method Number	Method Name	Analyte(s)	Certification Start Date	Certification End Date
No items to show.					

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

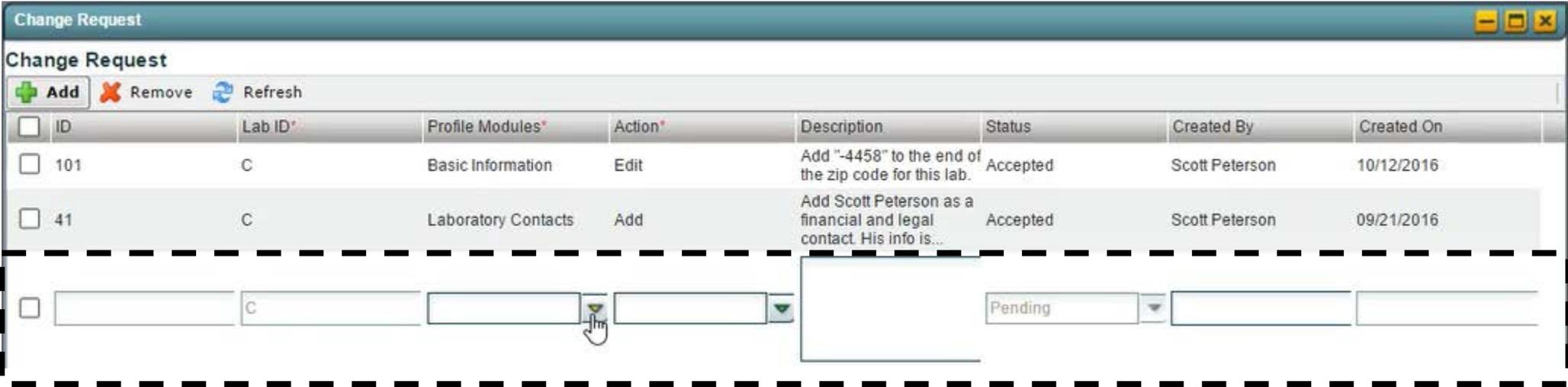
2. To request a change click on **Change Request**.



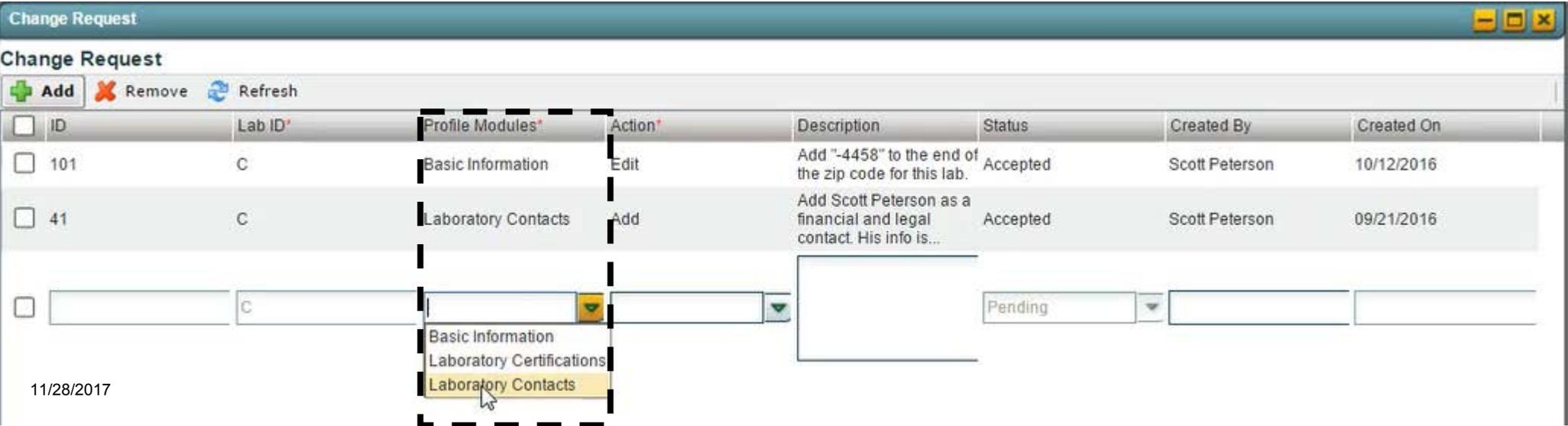
3. To add a new request, select the + **Add** button under **Change Request**.



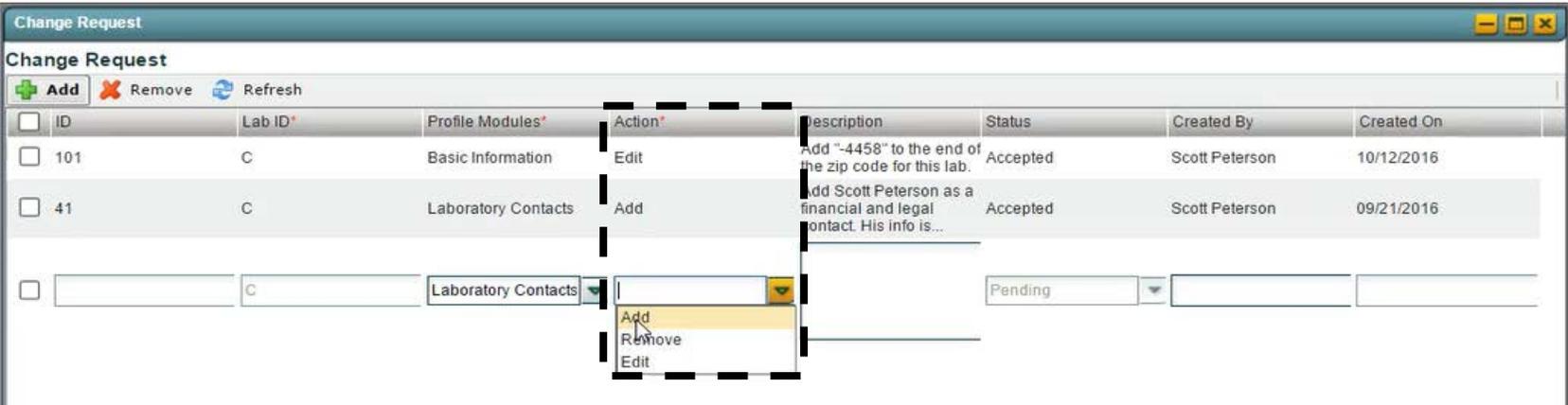
A row will be added to the table.



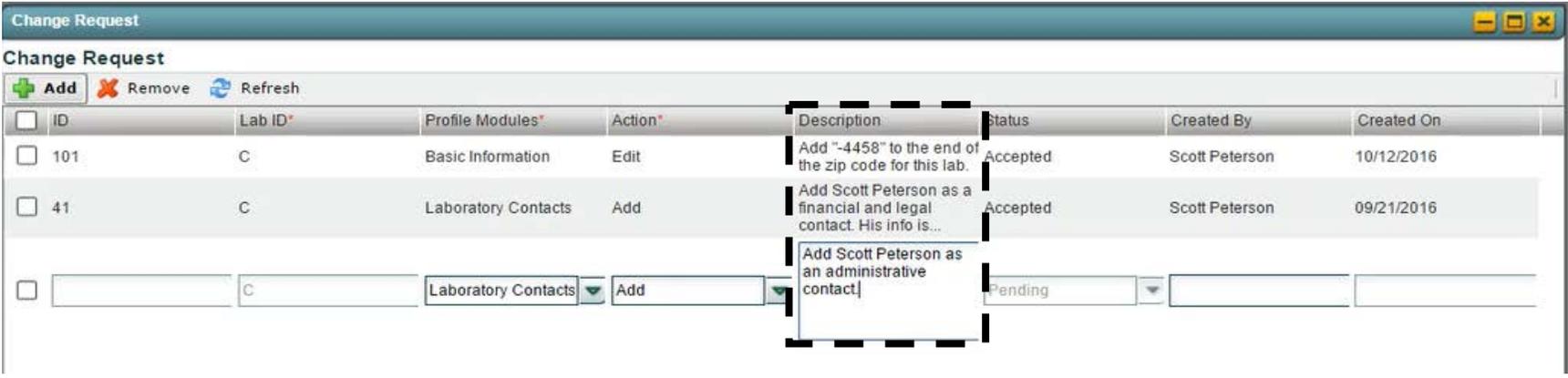
4. Select the **Profile Module** from which you would like to submit the profile change request. In the example below, the user wishes to submit a **Change Request** for **Laboratory Contacts**.



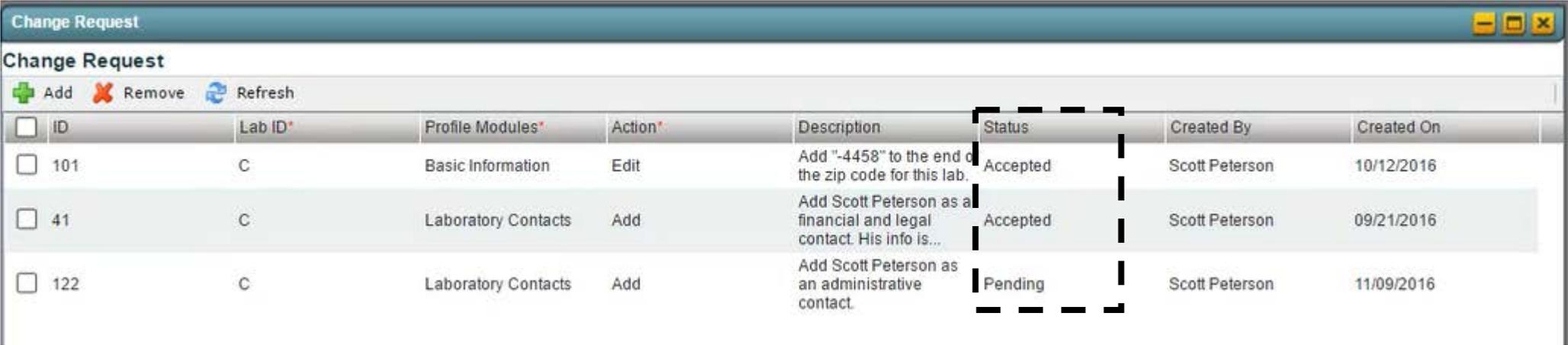
5. Under **Action** select the type of change you would like to make.
In the example below, the user wishes to **Add** laboratory contacts to the profile



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.



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



<input type="checkbox"/>	ID	Lab ID*	Profile Modules*	Action*	Description	Status	Created By	Created On
<input type="checkbox"/>	101	C	Basic Information	Edit	Add "-4458" to the end of the zip code for this lab.	Accepted	Scott Peterson	10/12/2016
<input type="checkbox"/>	41	C	Laboratory Contacts	Add	Add Scott Peterson as a financial and legal contact. His info is...	Accepted	Scott Peterson	09/21/2016
<input type="checkbox"/>	122	C	Laboratory Contacts	Add	Add Scott Peterson as an administrative contact.	Pending	Scott Peterson	11/09/2016

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.

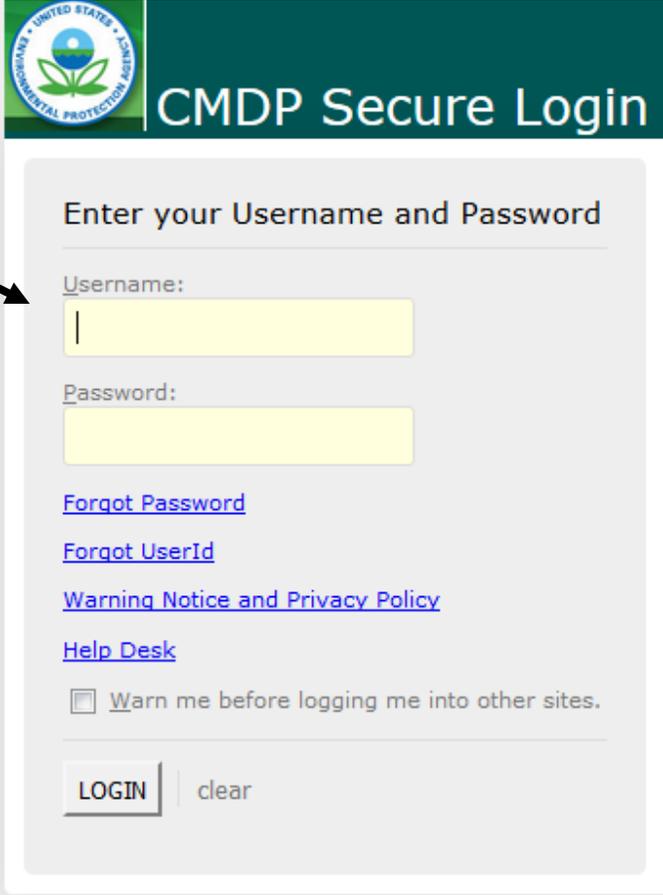


<input type="checkbox"/>	ID	Lab ID*	Profile Modules*	Action*	Description	Status	Created By	Created On
<input type="checkbox"/>	101		Basic Information	Edit	Add "-4458" to the end of the zip code for this lab.	Accepted	Scott Peterson	10/12/2016
<input type="checkbox"/>	41	C	Laboratory Contacts	Add	Add Scott Peterson as a financial and legal contact. His info is...	Accepted	Scott Peterson	09/21/2016
<input checked="" type="checkbox"/>	122	C	Laboratory Contacts	Add	Add Scott Peterson as an administrative contact.	Pending	Scott Peterson	11/09/2016

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



Enter your Username and Password

Username:
|

Password:
|

[Forgot Password](#)

[Forgot UserId](#)

[Warning Notice and Privacy Policy](#)

[Help Desk](#)

Warn me before logging me into other sites.

LOGIN | clear

To create change request

Home PWS Profiles Drinking Water Sample Jobs Search Individual Samples System Administration

Change Working Organization
UT - UTAH06015 - BOUNTIFUL ...

Templates
Download

Dashboards

Water System Dashboards

My Water Systems

Water System ID	Water System Name	Water System Type	Water Source Type	Status
UTAH06014	WEST BOUNTIFUL CITY WATER SYSTEM	Community	Surface Water Purchased	Active
UTAH06015	BOUNTIFUL CITY WATER SYSTEM	Community	Surface Water	Active
UTAH06025	BOUNTIFUL PEAK CAMPGROUND	Transient, Non-Community	Groundwater	Inactive

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.

Home PWS Profiles Drinking Water Sample Jobs Search Individual Samples System Administration

Water Systems

Search Criteria (Water System Information)

Water System Id: UTAH Water System Name: Water System Type: Water Source Type: Status: Search Reset

My Water System(s)

Refresh Preferences

Water System ID	Water System Name	Water System Type	Water Source Type	Population Served	Administrative Contact	Address	Phone	Email/URL	Status
UTAH06014	WEST BOUNTIFUL CITY WATER SYSTEM	Community	Surface Water Purchased	0	BLAKE BOYD ANDERSON				Active
UTAH06015	BOUNTIFUL CITY WATER SYSTEM	Community	Surface Water	0	MARK E SLAGOWSKI				Active
UTAH06025	BOUNTIFUL PEAK CAMPGROUND	Transient, Non-Community	Groundwater	0	KIM MARTIN				Inactive

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

The screenshot displays the 'Water System Profile' page for UTAH06015. The interface includes a top navigation bar with 'Home', 'PWS Profiles', 'Drinking Water Sample Jobs', 'Search Individual Samples', and 'System Administration'. A secondary bar shows 'Water Systems' and 'Water System Profile - UTAH06015'. A left-hand navigation pane lists 'Water System' (expanded) with sub-items 'Profile' and 'Change Request'. The main content area is divided into four sections:

- Basic Information:** A table with columns for Water System ID, Water System Name, Water System Type, Water Source Type, Population Served, Administrative Contact, Address, Phone, Email/URL, and Status. The data row shows UTAH06015, BOUNTIFUL CITY WATER SYSTEM, Community, Surface Water, 0, MARK E SLAGOWSKI, and Active.
- Other Contacts:** A table with columns for First Name, Last Name, Contact Type, Address, Phone, Email/URL, and Status. It lists three contacts: RICHARD ALLEN HILL (Operator), GARN E CARROLL (Operator), and TIMOTHY SCOTT BARNETT (Designated Operator in Charge).
- Facilities:** A table with columns for Facility ID, Facility Name, Facility Type, Water Source Type, Availability, and Status. It lists three facilities: WS018 (100 E WELL (REPLACE), Well, Surface Water, Permanent, Active), WS002 (100 EAST WELL (OLD), Well, Surface Water, Permanent, Inactive), and TP008 (100 EAST WELL CHLORINATOR + FLUORIDE, Treatment Plant, Surface Water, Permanent, Active).
- Sampling Points (Select facility above for information):** A table with columns for Sampling Point ID, Sampling Point Name, Sampling Point Type, Sampling Point Address, and Status. It lists one sampling point: WS018 (100 E. REPLACE WELL, Lowest Disinfectant Residual, Active).

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**.

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
MD202	HIGH HAA - 2	Lowest Disinfectant Residual		Active
MD203	HIGH HAA - 1	Lowest Disinfectant Residual		Active
MD203A	188 W PENMAN	Lowest Disinfectant Residual		Active
MD204	1995 S BOUNTIFUL BLVD	Lowest Disinfectant Residual		Active

A list of existing change requests is presented

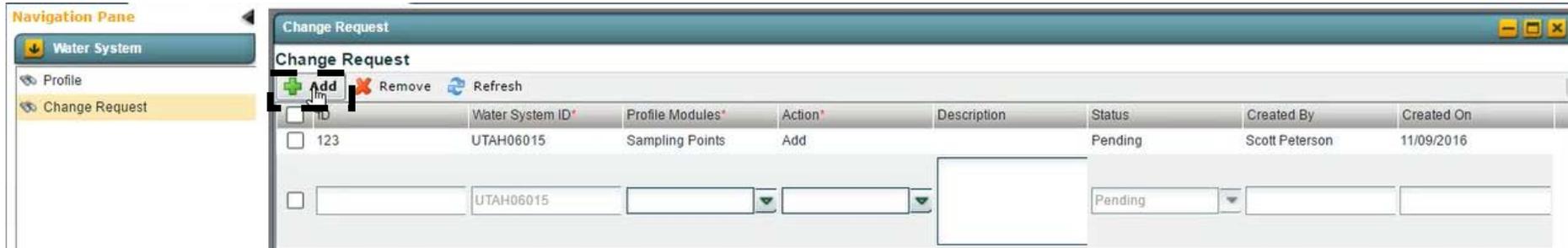
Change Request

Change Request

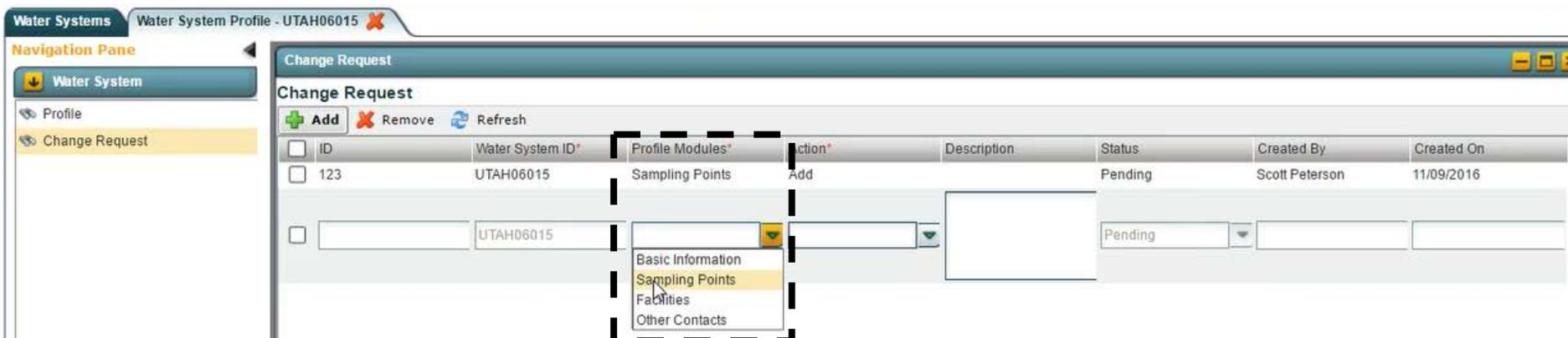
Add
 Remove
 Refresh

ID	Water System ID*	Profile Modules*	Action*	Description	Status	Created By	Created On
<input type="checkbox"/> 123	UTAH06015	Sampling Points	Add		Pending	Scott Peterson	11/09/2016

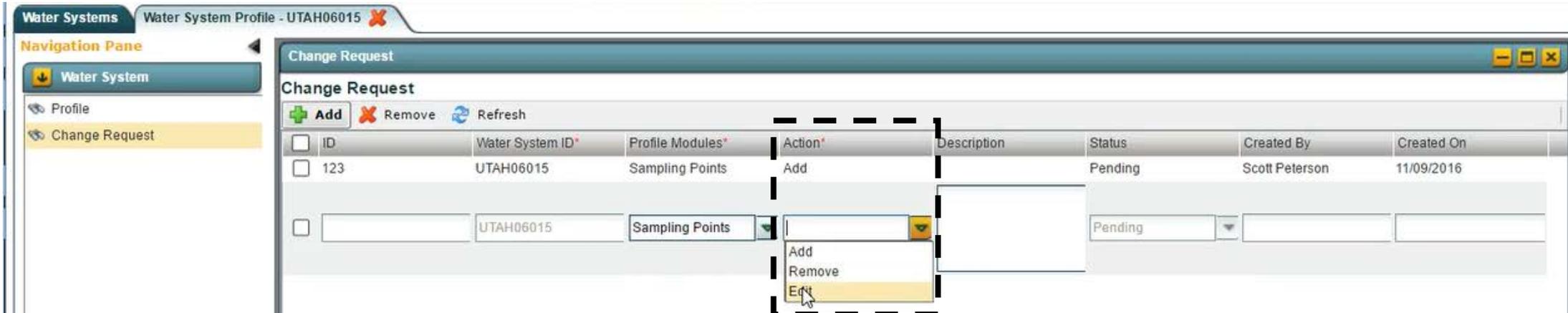
- To add a new request, select the **+ Add** button under **Change Request**.
A new column is added to the table, with some columns read only and some columns defaulted.



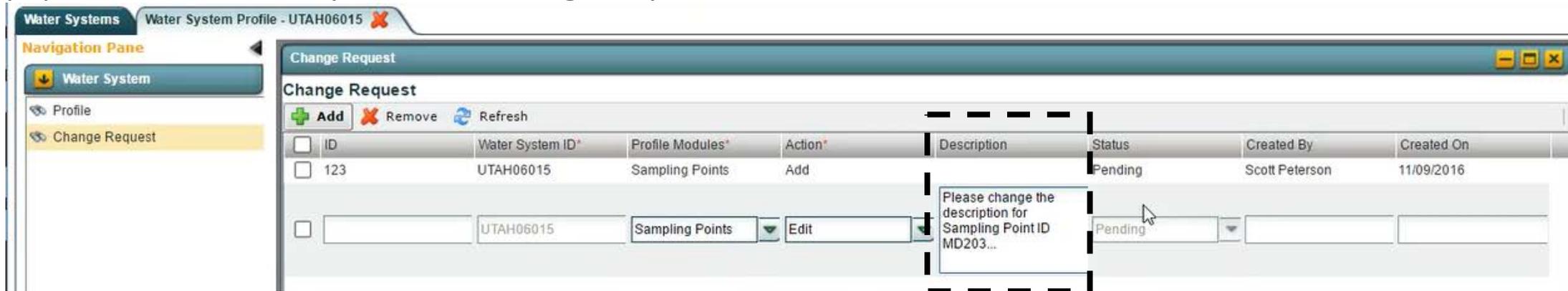
- Select the **Profile Module** from which you would like to submit the profile change request.
In the example below, the user wishes to submit a **Change Request** for the **Sampling Points**.



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.



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.

The screenshot shows a web application interface with a 'Change Request' table. On the left is a 'Navigation Pane' with 'Water System' expanded, showing 'Profile' and 'Change Request' (selected). The main window title is 'Change Request' and contains a table with the following data:

<input type="checkbox"/>	ID	Water System ID*	Profile Modules*	Action*	Description	Status	Created By	Created On
<input type="checkbox"/>	123	UTAH06015	Sampling Points	Add		Pending	Scott Peterson	11/09/2016
<input type="checkbox"/>	124	UTAH06015	Sampling Points	Edit	Please change the description for Sampling Point ID MD203...	Pending	Scott Peterson	11/09/2016