

# Data Submission Guide for CMDP *LT2 E.coli* Samples

(reported through WEB ENTRY form)

## Document Instructions

The web entry form used for reporting LT2 *E.coli* samples is separated into three distinct sections including general **Sample Information** (see page 2), **Microbial Results** (see page 3) and **Field Results and Measurements** (Do not use for LT2 *E.coli* reporting). Additionally, this document includes the **Methods Chart** (page 3) and an **example** of a completed sample submission (page 4).

Submit the information as described on the following pages for *E.coli* samples for systems who are covered under LT2 requirements (specified in the Long Term 2 Enhanced Surface Water Treatment Rule). This guidance document will highlight the required fields within each section.

Header fields in **RED and underlined text** are **required** in order to meet federal and state reporting requirements.

Header fields in **BLUE and underlined text** are *conditionally or situationally required*.

Header fields in **BLACK text** are not required for a successful data submission.

**Samples will be rejected if the required fields are left blank.**

Additionally keep in mind:

- Do not base data submissions off the symbols (\*, +, f) and labels located in the upper right section of the sample data entry screen.
- Use drop down icons (▾) to filter data.
- For samples received at the lab outside the acceptable temperature ranges of 0-10 degrees C, refer to the [Unanalyzed Samples Data Submission Guide](#)
- If you have questions please contact our CMDP support staff at [dec.cmdpsupport@alaska.gov](mailto:dec.cmdpsupport@alaska.gov).

The screenshot shows the 'Microbial' web entry form. Section 1 (Sample Information) includes fields for Water System Name (AK2240456), Facility (IN001 - 40569 - IN CITY OF HOMER WATER SYSTEM), Sampling Point (SPIN001), Sampling Location (LT2 RAW WATER SPIN00), Sample ID (1180898001), Collection Date (03/06/2018), Collection Time (10:10), Sample Received Date (03/07/2018), Laboratory ID - Name (AK00961 - ANALYTICA ALASKA - ANCHORAGE), Sample Type (Routine), Sample Volume (100), and Sample Collector Name (SAM SMITH). Section 2 (Microbial Analytes Results) shows a table with one row for '3014 - E. Coli' with a count of 'Absent' and a volume of '100'. Section 3 (Field Results and Measurements) is currently empty.

**Section 1: Sample Information**  
(page 2)

**Section 2: Microbial Results**  
(page 3)  
*Methods Chart on page 3*

**Section 3: Field Results and Measurements**  
*DO NOT USE FOR LT2*

The screenshot shows the 'DATA SUBMISSION FOR LT2 E.COLI SAMPLES THROUGH WEB ENTRY' form. Section 4 (Example of Completed Sample Submission) includes the same header information as Section 1. Section 2 (Microbial Analytes Results) shows two rows: '3014 - E. Coli' with a count of 'Absent' and '3014 - E. Coli' with a count of 'Present 1' and a volume of '100'. Section 3 (Field Results and Measurements) is empty.

**Section 4: Example of a Completed Sample Submission**  
(page 4)

# DATA SUBMISSION FOR LT2 E.COLI SAMPLES THROUGH WEB ENTRY

Header fields in **RED and underlined text** below are **required** in order to meet federal and state reporting requirements.

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## Section 1: Sample Information

The screenshot shows a web application window titled "Microbial" with a menu bar containing "Save", "Save And Add Another", and "Close". Below the menu bar is a legend: "\* - Required", "+ - Conditionally Required", "f - Federally Required", and "f - Federally Conditionally Required". The main area is titled "Set Default Values for Sample Information" and contains the following fields:

- Water System ID** (Required): AK2293205
- Water System Name**: CORDOVA CITY WATER
- Facility** (Required): [Dropdown]
- Sampling Point** (Required): [Dropdown]
- Sampling Location**: [Text]
- Sample ID**: [Text]
- Collection Date** (Required): [Date]
- Collection Time** (Required): [Time]
- Sample Received Date** (Required): [Date]
- Laboratory ID - Name** (Required): AK00961 - ANALYTICA ALASKA - ANCHORAGE
- Sample Type** (Required): Routine
- Sample Volume (ML)** (Required): [Text]
- Sample Collector Name**: [Text]
- Comment**: [Text Area]

**Water System ID**: Public Water System identification number (PWSID).

**Water System Name**: This field will auto-populate when the appropriate PWS ID (first field on the left) is entered.

**NOTE**: Each water system name has a unique PWSID number. If the name and number on the work order does not match what is listed in CMDP, investigate to ensure accuracy and consistency.

**Facility**: Select the appropriate water system facility from where the sample was collected. The source facility for a surface water (SW) system is called an intake and the facility code will start with an "IN". If the PWS has multiple intakes be sure to select the correct one associated with the sample. Meanwhile, the source facility for a ground water under the direct influence of surface water (GWUDI) system is called a well and the facility code will start with a "WL".

**Sampling Point**: Select the appropriate sample point related to the intake (SW) or well (GWUDI) facility where the sample was collected.

If you are unsure of the **Facility ID** and **Sampling Point ID** to enter, refer to either the:

- [Monitoring Summary \(PDF\)](#) which describes how to find this information through Drinking Water Watch.
- [PWS Facility/Sample Point List \(XLS\)](#) which provides the appropriate Facility ID and Sample Point ID for each analyte sampled for an individual public water system.

**Sampling Location**: This field must describe the location where the sample was taken (i.e., raw water). Keep description succinct (*numbers, letters, dash/underscore (-\_) only*).

**Add "LT2" to the beginning of the sample location listed on the lab chain of custody (COC) if the system does not include it.**

**Sample ID**: Lab sample identification number, limit to 20 characters (*numbers, letters, dash/underscore (-\_) are allowed*).

**Collection Date**: Date sample collected (MM/DD/YY).

**Collection Time**: Time sample collected (HH:MM).

**Sample Received Date**: Date sample was received by lab (MM/DD/YY).

**Laboratory ID-Name**: This field will auto-populate with the appropriate lab submitting data through CMDP or select the lab name from the drop down menu.

**Sample Type**: This field will auto-populate with the **Routine** sample type. Leave as is.

**Sample Volume (ML)**: Volume of sample analyzed (numerical value only).

**Sample Collector Name**: Name of sample collector, report if information is provided.

**Comment**: Not required, however if comments are provided, please limit characters to numbers, letters, dash or underscore (-\_). In particular, do NOT include quotation marks.

# DATA SUBMISSION FOR LT2 E.COLI SAMPLES THROUGH WEB ENTRY

Header fields in **RED and underlined text** below are **required** in order to meet federal and state reporting requirements.

Header fields in **BLUE and underlined text** are *conditionally or situationally required*.

Header fields in **BLACK text** are not required for a successful data submission.

## Section 2: Microbial Results

Set Default Values for Sample Results Table

### Chem/Rads Results

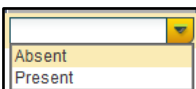
Refresh Add Remove

<input type="checkbox"/>	Analyte	Not Detected	Result	Result UOM	Standard Deviation (+/-)	Reporting Limit	Reporting Limit UOM	Volume Assayed (ML)	Method	Analysis Start Date	Analysis Start Time (24-hr)	Analysis Completed Date	Analysis Completed Time (24-hr)	Analyzing Lab ID	Person Performing Analysis	Comments
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No items to show.

**Analyte:** From drop down menu, select **3014= E.coli**.

**A/P:** From drop down menu (pictured below), select whether the contaminant was **Present** or **Absent** in the analyzed sample.



If **No E.coli** found in sample, report the sample as **Absent**.

**NOTE:** If absent, a Comment is required with the sample result. Refer to the Comments field (at the bottom of this page) for future details.

If **Any E.coli** found in sample, report the sample as **Present** and record the result under the **Count** field.

**Count:** If the result is **Absent**, do NOT enter data into this field.

If the result is **Present**, enter the count of *E.coli* in the sample.

**Units:** From drop down menu, select either the **Most probable Number** or **Colonies** for the sample result as appropriate.

If the result is **Absent**, do NOT enter data into this field.

If the result is **Present**, select the appropriate units of measure for the sample result.

**Volume (ML):** If the result is **Present**, enter volume of sample.

**Interference:** Not required but report if applicable.

**Volume Assayed (ML):** Volume of sample analyzed (numerical value only).

**Method:** This drop down list includes methods for ALL microbial analyses and is not filtered by the analytes your lab (or subcontracting lab) is certified for. Be sure to verify certification status and select the appropriate method listed in the Methods Chart (shown to the right). Notice that each **Analysis Method Used** by labs is assigned to a specific **reporting code** indicated in the **Report this Method in CMDP** column. Samples will be rejected if users report a code that is not listed on the methods chart.

**NOTE:** Methods that only report a Presence/Absence result are NOT approved for LT2 samples.

Methods Chart	
Analysis Method Used	Report this Method in CMDP
9223 B Colilert-18 MPN	9223B--18QT-COLILERT-18-QUANTITRAY (MPN)
9223 B Colilert MPN	9223B-QT-COLILERT-QUANTITRAY
MF (mColiBlue 24 MPN)	M-COLIBLUE24-M-COLIBLUE24

**Analysis Start Date:** Date sample was placed in the incubator and lab began analysis (MM/DD/YY).

**Analysis Start Time:** Time sample was placed in the incubator and when lab began analysis (HH:MM).

**Analysis Completed Date:** Not required but report if information is available (MM/DD/YY).

**Analysis Completed Time:** Not required but report if information is available (HH:MM).

**Analyzing Lab ID:** If the sample was subcontracted to a different lab for analysis, the analyzing lab identification number is required to be reported here.

**Source Type:** Not required but report if information is available.

**Person Performing Analysis:** Not required.

**Comments:** For samples where *E.coli* is **NOT present**, submit the **method detection limit (MDL) for the analysis through this field**. Please limit characters to numbers, letters, dash or underscore (-\_). In particular, do NOT include quotation marks.

**NOTE:** Do NOT use the less than (<) symbol in the comment field. **Example:** MDL is less than 1 *E.coli*/100 mL.

## Section 3: Field Results and Measurements

**REMINDER!** This section should **NOT** be used for LT2 *E.coli* sample submittals. Please leave fields blank.

Section 4: Example of Completed Sample Submission

**Microbial**

Save Save And Add Another Close \* - Required + - Conditionally Required f - Federally Required f - Federally Conditionally Required

**Set Default Values for Sample Information**

Water System Id<sup>\*</sup>: AK2240456 Water System Name: HOMER WATER SYSTE Facility<sup>\*</sup>: IN001 - IN CITY OF HOMER W, Sampling Point<sup>\*</sup>: SPIN001 Sampling Location: LT2 RAW WATER SPIN00

Sample ID<sup>\*</sup>: 1180898001 Collection Date<sup>\*f</sup>: 03/06/2018 Collection Time<sup>f</sup>: 10:10 Sample Received Date<sup>f</sup>: 03/07/2018

Laboratory ID - Name<sup>\*</sup>: AK00961 - ANALYTICA ALASKA - ANCHORAGE Sample Type<sup>\*f</sup>: Routine Sample Volume(ML)<sup>f</sup>: 100 Sample Collector Name: JOE SMITH

Comment

Set Default Values for Sample Results Table

Microbial Analytes Results

**Example of LT2 E.coli Absent Sample:**

Refresh Add Remove

<input type="checkbox"/>	Analyte <sup>f</sup>	A/P <sup>f</sup>	Count <sup>+</sup>	Units <sup>+</sup>	Volume (ML) <sup>+</sup>	Interferenc	Volume Assayed (ML) <sup>f</sup>	Method <sup>f</sup>	Analysis Start Date <sup>f</sup>	Analysis Start Time (24-hr) <sup>f</sup>	Analysis Completed Date	Analysis Completed Time (24-hr)	Analyzing Lab ID	Person Performing Analysis	Source Type	Comments	
<input type="checkbox"/>	3014 - E. Coli	Absent					100	9223B-QT - COLILERT - QUANTITRAY	03/07/2018	10:20							MDL is less than 1 E.coli/100 mL.

**Example of LT2 E.coli Present Sample:**

<input type="checkbox"/>	3014 - E. Coli	<b>Present</b>	1	Most probable Number	100		100	9223B-QT - COLILERT - QUANTITRAY	03/07/2018	10:20							
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