Data Submission Guide for CMDP LT2 E.coli Samples

(reported through **EXCEL TEMPLATE**)

Document Instructions

The Excel template used for reporting LT2 *E.coli* samples is separated into three distinct sections including general *Sample Information* (see <u>page 2</u>), *Microbial Results* (see <u>page 3</u>) and *Field Results and Measurements* (Do not use for LT2 *E.coli reporting*). Additionally, this document includes the **Methods Chart** (<u>page 3</u>) 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 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.

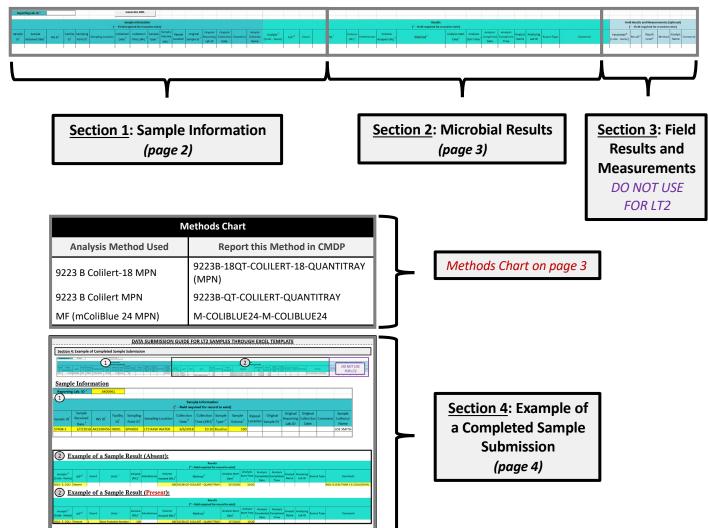
Header fields in **BLACK text** are not required for a successful data submission.

Samples will be rejected if the <u>required fields</u> are left blank.

Additionally keep in mind:

- 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 <u>Unanalyzed</u> Samples Data Submission Guide
- If you have questions please contact our CMDP support staff at dec.cmdpsupport@alaska.gov.



DATA SUBMISSION FOR LT2 E.COLI SAMPLES THROUGH EXCEL TEMPLATE

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Section 1: Sample Information

CMDP							Microbiological Samples													
Compliance Monitoring Data Portal																				
Reportin	g Lab. ID *					Gene	erate XML													
						(*	Sample - Field requir	e Informa ed for re)										
Sample ID*	Sample Received Date ^f	ws ID*	Facility ID*	Sampling Point ID*	Sampling Location	Collection Date*f	Collection Time (24H) ^f	Sample Type* ^f	Sample Volume ^f	Repeat Location	Original Sample ID [†]	Original Reporting Lab.ID	Original Collection Date	Comment	Sample Collector Name					

Reporting Lab. ID: Lab identification number.

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

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

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

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.

<u>Facility ID</u>: 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".

<u>Sampling Point ID</u>: Select the appropriate sample point related to the <u>intake</u> (SW) or <u>well</u> (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.

<u>Sampling Location</u>: 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.

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

Collection Time (24H): Time sample collected (HH:MM).

Sample Type: From the drop down menu, select the **Routine** sample type.

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

Repeat Location: Not required but report if information if available.

Original Sample ID: Not required.

Original Reporting Lab. ID: Not required.

Original Collection Date: Not required.

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

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

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Section 2: Microbial Results

	Results (* - Field required for record to exist)														
Analyte* ^f [Code - Name]	A/P* ^f	Count	Units *	Volume (ML) *	Interference	Volume Assayed (ML)	Method ^f	Analysis Start Date ^f	Analysis Start Time	Analysis Completed Date	Analysis Completed Time	Analyst Name	Analyzing Lab ID	Source Type	Comment

Analyte [Code-Name]: From the drop down menu, select 3014 E.coli.

A/P: From the drop down menu (pictured below), select whether the contaminant was **Present** or **Absent** in the analyzed sample. If <u>No</u> *E.coli* found in sample, report the sample as **Absent**.

Absent Present

NOTE: If absent, a <u>Comment is required</u> 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 the drop down menu (pictured below), select either Most probable Number or Colonies for the sample result as appropriate.

Colonies Tubes Most Probable Nui

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: 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.

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

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 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).

Analyst Name: Not required.

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.

Comment: 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

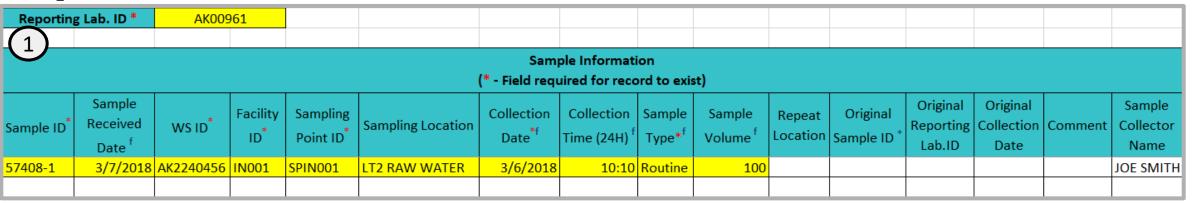
REMINDER! This section should **NOT** be used for LT2 E.coli sample submittals. Please leave fields blank.

DATA SUBMISSION GUIDE FOR LT2 SAMPLES THROUGH EXCEL TEMPLATE

Section 4: Example of Completed Sample Submission

R	eporting	g Lab. ID *	A	(00961				1)	ple Infor	mation record to	exist)																(2	ults for reco	rd to exist)											sults and Mossuroments (Ontional)	7
Sam	ple Re	Sample ceived Date	f WS ID	Facil	lity Sar	mpling int ID	ampling Location	Collection Date*f	Collect Time (2	tion Sa 24H) ^f Ty	mple \	ample olume (ML) f	epeat	Origina Sample I	Origin Report	al Origing Colle	tinal ction Comment te	Sample Collector Name	Analyte* Code - Nan	ne] A/P	f Cou	int	Units *	olume (ML) *	Interference	Volume Assayed (ML)	Method [†]		Analysis Star	rt Anal	lysis Comp	oleted Cor	nalysis npleted Time	Analyst Ar Name	nalyzing Lab ID	Source Type	Comment	Paramet [Code - Na	t i	DO NOT USE FOR LT2	men
5708-	-01	3/7/201	8 AK22404	56 IN00	1 SPI	N001 LT	2 RAW WATER	3/6/2018	3	10:10 Ro	utine	100						JOE SMITH	014 - E. CO	.I Absent				100		10	9223B-QT-COLILERT - QUAN	TITRAY	3/7/20:	18	10:20						MDL IS LESS THAN 1 E.COLI/100 ML				
																			014 - E. CO	.I Present	1	Мо	ost Probable Number	100		10	9223B-QT-COLILERT - QUAN	TITRAY	3/7/20:	18	10:20										

Sample Information



(2) Ex	2) Example of a Sample Result (Absent):														
	Results														
	(* - Field required for record to exist)														
Analyte* ^f [Code - Name]	A/P* ^f	Count	Units ⁺	Volume (ML) ⁺	Interference	Volume Assayed (ML) ^f	Method ^f	Analysis Start Date ^f	Analysis Start Time	Analysis Completed Date	Analysis Completed Time	Analyst Name	Analyzing Lab ID	Source Type	Comment
3014 - E. COLI	Absent					100	9223B-QT-COLILERT - QUANTITRAY	3/7/2018	10:20						MDL IS LESS THAN 1 E.COLI/100 ML
2 <u>E</u>	xamp	le of	a Sample R	esul1	t (Pres	ent):									
							Results								
							(* - Field required for reco	ord to exist)							
Analyte* ^f [Code - Name]	A/P* ^f	Count	Units ⁺	Volume (ML) [†]	Interference	Volume Assayed (ML) ^f	Method ^f	Analysis Start Date ^f	Analysis Start Time	Analysis Completed Date	Analysis Completed Time	Analyst Name	Analyzing Lab ID	Source Type	Comment
3014 - E. COLI	Present	1	Most Probable Number	100		100	9223B-QT-COLILERT - QUANTITRAY	3/7/2018	10:20						