# Data Submission Guide for CMDP Disinfection By-Products (TTHM/HAA5) (reported through WEB ENTRY form)

**Document Instructions** 

The web entry form used for reporting Chemical/Radionuclide samples is separated into three distinct sections including general *Sample Information* (see <u>page 2</u>), *Chem/Rad Results* (see <u>page 3</u>) and *Field Results and Measurements* (Do not use for Chem/Rad reporting). Additionally, this document includes a Methods Chart (<u>page 3</u>) and examples of completed sample submissions (<u>pages 4-5</u>).

Submit the information as described on the following pages for **TTHM and HAA5 Disinfection By-Product** samples. 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.

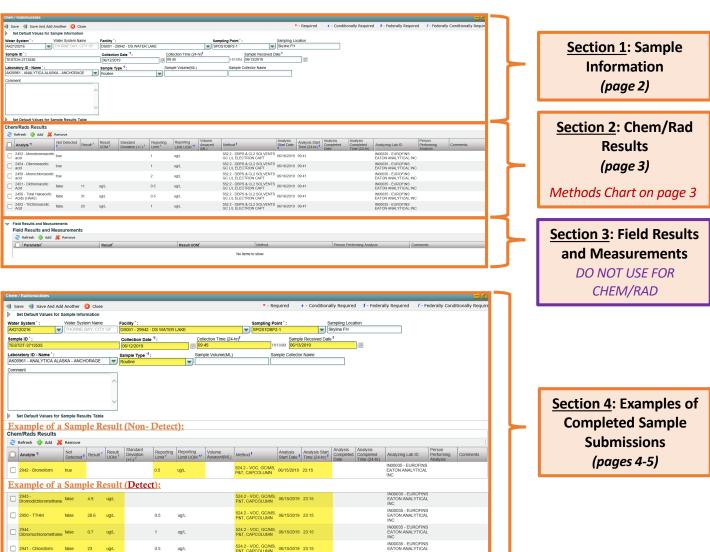
Header fields in **BLACK text** are not required for a successful data submission.

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

Additionally keep in mind:

- <u>Do not</u> 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.
- If you have questions please contact our CMDP support staff at <u>dec.cmdpsupport@alaska.gov</u>.

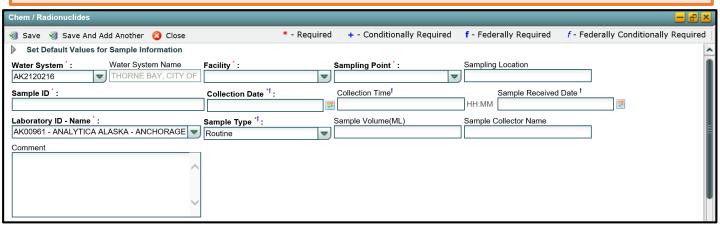


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Header fields in <u>RED and underlined text</u> below are **required** in order to meet federal and state reporting requirements. Header fields in **BLUE** and underlined text are *conditionally or situationally required*.

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

## Section 1: Sample Information



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.

Sampling Point: Select the appropriate sample point related to the facility where the sample was collected.

**NOTE:** A PWS can potentially have more than one Sampling Point for TTHMs & HAA5s; selecting the appropriate sampling point is very important for this rule. If the PWS did not provide sufficient information to select the appropriate Sampling Point feel free to contact the DW Program or to confirm the Sampling Point using the annual Monitoring Summary (information/link below).

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 from in the distribution system (i.e., 123 Main Street, Health Clinic, etc.). Keep description succinct (numbers, letters, dash/underscore (-\_) only).

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).

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

<u>Sample Type</u>: This field will auto-populate with the **Routine** sample type. From the drop down menu, select the appropriate sample type (i.e., routine, special, etc.).

Sample Volume (ML): Not required (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.

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Header fields in <u>RED and underlined text</u> below are **required** in order to meet federal and state reporting requirements. Header fields in <u>BLUE</u> and underlined text are *conditionally or situationally required*.

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### Section 2: Chem/Rad Results



**Set Default Values for Sample Results Table**: Do <u>NOT</u> use this button to select multiple analytes. The **Analyte Group** field does not contain individual analytes for TTHMs or HAA5s so they will need to be entered directly into the **Chem/Rads Results** table.

<u>Analyte</u>: From the drop down menu, select the individual sample analytes for the results you are submitting. For a successful TTHM/HAA5 sample submittal, use the lists below for the analyte codes of the individual contaminants and the totals

TTHM/HAA5 sample submittal, use the lists below for the analyte codes of the individual contaminants and the totals (TTHM=2950 and HAA5=2456).

TTHM ANALYTES

HAA5 ANALYTES

**TIP FOR USERS:** Use the search window to filter the <u>Analyte</u> list by either searching for the name of the analyte or the analyte code

<b>Analysis Code</b>	Analyte Name		
2941	CHLOROFORM		
2942	BROMOFORM		
2943	BROMODICHLORO METHANE		
2944	DIBROMOCHLORO METHANE		
2950	TTHM		

<b>Analysis Code</b>	Analyte Name	
2450	MONOCHLOROACETIC ACID	
2451	DICHLOROACETIC ACID	
2452	TRICHLORACETIC ACID	
2453	MONOBROMOACETIC ACID	
2454	DIBROMOACETIC ACID	
2456	11445	

Not Detected: This field automatically defaults to a result of a non-detect (box will be checked) when entering a new sample result. If the contaminant is detected in the sample (level above detection limit) you will need to uncheck this box.

**NOTE:** When the user clicks off of the individual sample result row, **Not Detected** values will be listed as <u>true</u> and **Detected** values will be listed as <u>false</u>.

**Result**: Enter the appropriate reported result of the sample *only if* reporting a <u>detect</u>.

Result UOM: From drop down menu, select the unit of measure for the sample result as appropriate.

**Standard Deviation (+/-)**: Not required but report if applicable.

**Reporting Limit**: Enter the appropriate reporting limit of the sample.

Reporting Limit UOM: From drop down menu, select the unit of measure for the reporting limit as appropriate.

Volume Assayed (ML): Not required but report if applicable (numerical value only).

Method: This drop down list includes methods for ALL chemical/radionuclide analyses and is not filtered by the methods 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.

Methods Chart	
Analysis Method Used	Report this Method in CDMP
524.2	524.2-VOC, GC/MS, P&T, CAPCOLUMN
552.2	552.2-DBPS & CL2 SOLVENTS GC L/L ELECTRON CAPT
552.3	552.3-552.3

Analysis Start Date: Date when lab began analysis (MM/DD/YY).

Analysis Start Time: Time 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).

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

Person Performing Analysis: Not required.

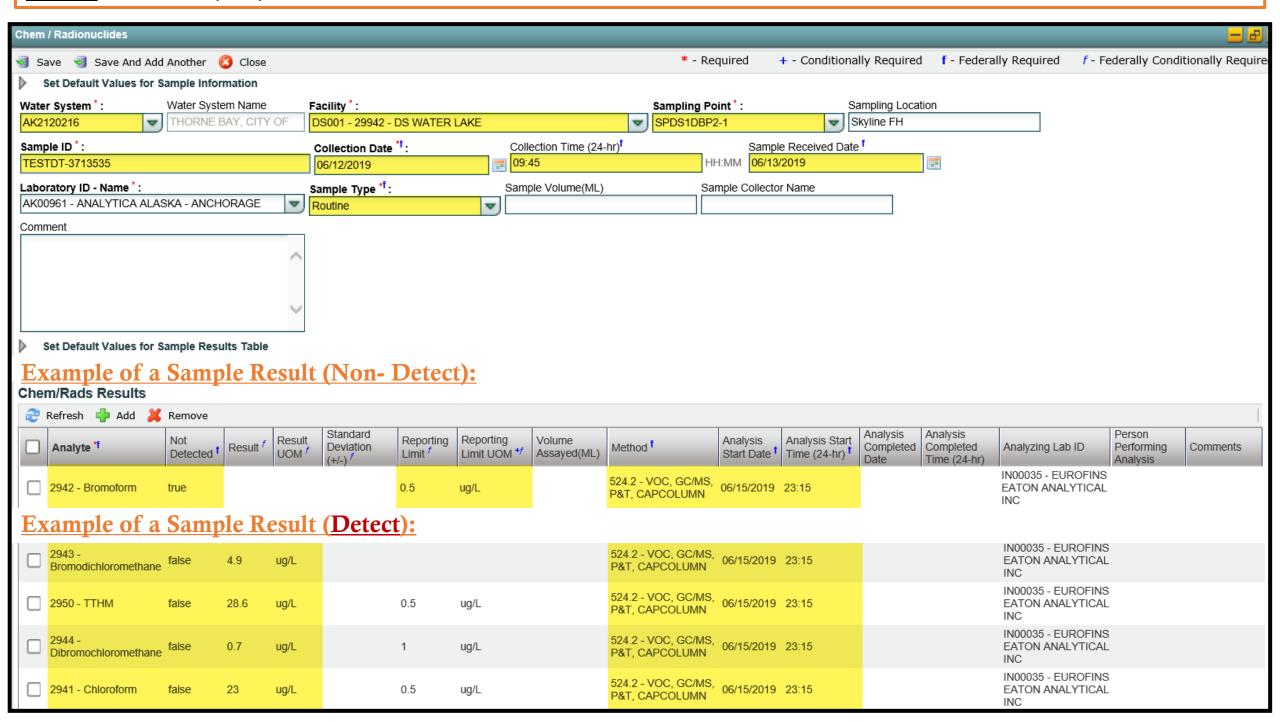
**Comment**: Not required, however if comments are provided please limit characters to numbers, letters, dash or underscore ( - \_ ). In particular, do NOT include quotation marks.

#### Section 3: Field Results and Measurements

**REMINDER!** This section should **NOT** be used for Chemical/Radionuclide sample submittals. Please leave fields blank.

**Section 4: Example of Completed Sample Submission** 

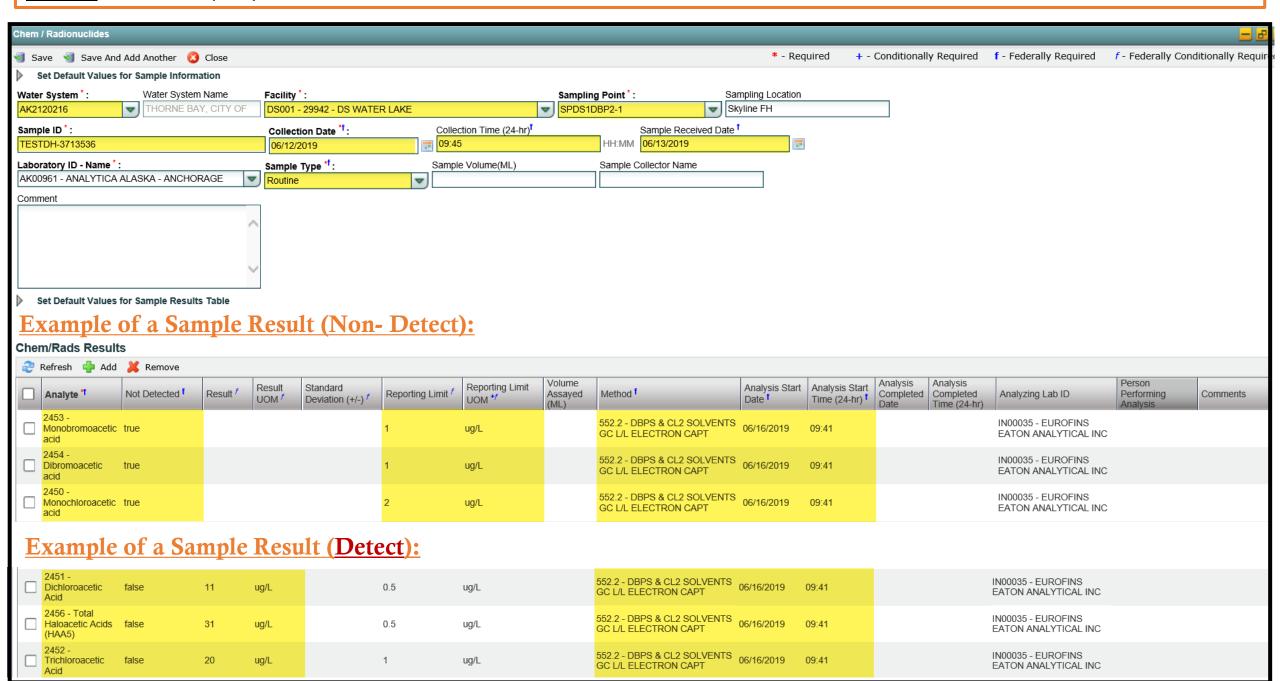
**Example 1:** Trihalomethanes (TTHM)



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# Section 4: Example of Completed Sample Submission

**Example 2:** Haloacetic Acids (HAA5)



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