

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 [page 2](#)), **Chem/Rad Results** (see [page 3](#)) and **Field Results and Measurements** (Do not use for Chem/Rad reporting). Additionally, this document includes a **Methods Chart** ([page 3](#)) and **examples** of completed sample submissions ([pages 4-5](#)).

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 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.
- If you have questions please contact our CMDP support staff at dec.cmdpsupport@alaska.gov.

The screenshot displays the 'Chem / Radionuclides' web entry form. It is divided into three main sections:

- Section 1: Sample Information (page 2):** This section includes fields for 'Water System Name' (THORNE BAY, CITY OF), 'Facility' (DS001 - 29942 - DS WATER LAKE), 'Sampling Point' (SPD081DBP2-1), 'Sample ID' (TESTIDH-3713535), 'Collection Date' (06/12/2019), 'Collection Time' (09:45), 'Sample Received Date' (06/13/2019), 'Laboratory ID - Name' (AK00961 - ANALYTICA ALASKA - ANCHORAGE), and 'Sample Type' (Routine).
- Section 2: Chem/Rads Results (page 3):** This section contains a table of results. The table has columns for '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', and 'Comments'. Several rows are visible, including 2453 - Monochloroacetic acid, 2454 - Dibromoacetic acid, 2450 - Monochloroacetic acid, 2451 - Dichloroacetic acid, 2455 - Total Haloacetic Acids (HAA5), and 2452 - Trichloroacetic acid.
- Section 3: Field Results and Measurements:** This section is currently empty, showing 'No items to show'.

Section 1: Sample Information (page 2)

Section 2: Chem/Rad Results (page 3)

Methods Chart on page 3

Section 3: Field Results and Measurements

DO NOT USE FOR CHEM/RAD

This screenshot shows the same web entry form as above, but with an example of a completed submission. The 'Sample Information' section is filled out with the same data as in the previous screenshot. The 'Chem/Rads Results' section now contains a table with the following entries:

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
2942 - Bromoform	true				0.5	ug/L		524.2 - VOC, GC/MS, P&T, CAPCOLUMN	06/15/2019	23:15			IN00035 - EUROFINIS EATON ANALYTICAL INC		
2943 - Bromodichloromethane	false	4.9	ug/L					524.2 - VOC, GC/MS, P&T, CAPCOLUMN	06/15/2019	23:15			IN00035 - EUROFINIS EATON ANALYTICAL INC		
2950 - TTHM	false	28.6	ug/L		0.5	ug/L		524.2 - VOC, GC/MS, P&T, CAPCOLUMN	06/15/2019	23:15			IN00035 - EUROFINIS EATON ANALYTICAL INC		
2944 - Dibromochloromethane	false	0.7	ug/L		1	ug/L		524.2 - VOC, GC/MS, P&T, CAPCOLUMN	06/15/2019	23:15			IN00035 - EUROFINIS EATON ANALYTICAL INC		
2941 - Chloroform	false	23	ug/L		0.5	ug/L		524.2 - VOC, GC/MS, P&T, CAPCOLUMN	06/15/2019	23:15			IN00035 - EUROFINIS EATON ANALYTICAL INC		

Section 4: Examples of Completed Sample Submissions (pages 4-5)

DATA SUBMISSION GUIDE FOR DISINFECTION BY-PRODUCT 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 1: Sample Information

Chem / Radionuclides

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

Set Default Values for Sample Information

Water System * : Water System Name Facility * : Sampling Point * : Sampling Location

AK2120216 THORNE BAY, CITY OF

Sample ID * : Collection Date * : Collection Time † Sample Received Date †

Laboratory ID - Name * : Sample Type * : Sample Volume (ML) Sample Collector Name

AK00961 - ANALYTICA ALASKA - ANCHORAGE Routine

Comment

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.

Sampling Location: 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).

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. 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.

DATA SUBMISSION GUIDE FOR DISINFECTION BY-PRODUCT 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: Chem/Rad Results

Set Default Values for Sample Results Table

Chem/Rads Results

Refresh Add Remove

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

Set Default Values for Sample Results Table: Do NOT 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.

Analyte: 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=2950 and HAA5=2456).

TTHM ANALYTES

Analysis Code	Analyte Name
2941	CHLOROFORM
2942	BROMOFORM
2943	BROMODICHLORO METHANE
2944	DIBROMOCHLORO METHANE
2950	TTHM

HAA5 ANALYTES

Analysis Code	Analyte Name
2450	MONOCHLOROACETIC ACID
2451	DICHLOROACETIC ACID
2452	TRICHLOROACETIC ACID
2453	MONOBROMOACETIC ACID
2454	DIBROMOACETIC ACID
2456	HAA5

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

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 **true** and **Detected** values will be listed as **false**.

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

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 CMDP
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).

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.

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.

DATA SUBMISSION GUIDE FOR DISINFECTION BY-PRODUCT SAMPLES THROUGH WEB ENTRY

Section 4: Example of Completed Sample Submission

Example 1: Trihalomethanes (TTHM)

Chem / Radionuclides - []

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

Set Default Values for Sample Information

Water System *: Water System Name: AK2120216 THORNE BAY, CITY OF
Facility *: DS001 - 29942 - DS WATER LAKE
Sampling Point *: SPDS1DBP2-1
 Sampling Location: Skyline FH

Sample ID *: TESTDT-3713535
Collection Date *f: 06/12/2019
Collection Time (24-hr)^f: 09:45
Sample Received Date^f: 06/13/2019

Laboratory ID - Name *: AK00961 - ANALYTICA ALASKA - ANCHORAGE
Sample Type *f: Routine
 Sample Volume(ML):
 Sample Collector Name:

Comment

Set Default Values for Sample Results Table

Example of a Sample Result (Non-Detect):

Chem/Rads Results

Refresh Add Remove

<input type="checkbox"/>	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 (24-hr) ^f	Analysis Completed Date	Analysis Completed Time (24-hr)	Analyzing Lab ID	Person Performing Analysis	Comments
<input type="checkbox"/>	2942 - Bromoform	true				0.5	ug/L		524.2 - VOC, GC/MS, P&T, CAPCOLUMN	06/15/2019	23:15			IN00035 - EUROFINS EATON ANALYTICAL INC		

Example of a Sample Result (Detect):

<input type="checkbox"/>	2943 - Bromodichloromethane	false	4.9	ug/L					524.2 - VOC, GC/MS, P&T, CAPCOLUMN	06/15/2019	23:15			IN00035 - EUROFINS EATON ANALYTICAL INC		
<input type="checkbox"/>	2950 - TTHM	false	28.6	ug/L		0.5	ug/L		524.2 - VOC, GC/MS, P&T, CAPCOLUMN	06/15/2019	23:15			IN00035 - EUROFINS EATON ANALYTICAL INC		
<input type="checkbox"/>	2944 - Dibromochloromethane	false	0.7	ug/L		1	ug/L		524.2 - VOC, GC/MS, P&T, CAPCOLUMN	06/15/2019	23:15			IN00035 - EUROFINS EATON ANALYTICAL INC		
<input type="checkbox"/>	2941 - Chloroform	false	23	ug/L		0.5	ug/L		524.2 - VOC, GC/MS, P&T, CAPCOLUMN	06/15/2019	23:15			IN00035 - EUROFINS EATON ANALYTICAL INC		

Section 4: Example of Completed Sample Submission

Example 2: Haloacetic Acids (HAA5)

Chem / Radionuclides

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

Set Default Values for Sample Information

Water System *: Water System Name: AK2120216 THORNE BAY, CITY OF
Facility *: DS001 - 29942 - DS WATER LAKE
Sampling Point *: SPDS1DBP2-1
 Sampling Location: Skyline FH

Sample ID *: TESTDH-3713536
Collection Date *f: 06/12/2019
Collection Time (24-hr)^f: 09:45
Sample Received Date^f: 06/13/2019

Laboratory ID - Name *: AK00961 - ANALYTICA ALASKA - ANCHORAGE
Sample Type *f: Routine
 Sample Volume (ML):
 Sample Collector Name:

Comment

Set Default Values for Sample Results Table

Example of a Sample Result (Non- Detect):

Chem/Rads Results

Refresh Add Remove

<input type="checkbox"/>	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 (24-hr) ^f	Analysis Completed Date	Analysis Completed Time (24-hr)	Analyzing Lab ID	Person Performing Analysis	Comments
<input type="checkbox"/>	2453 - Monobromoacetic acid	true				1	ug/L		552.2 - DBPS & CL2 SOLVENTS GC L/L ELECTRON CAPT	06/16/2019	09:41			IN00035 - EUROFINS EATON ANALYTICAL INC		
<input type="checkbox"/>	2454 - Dibromoacetic acid	true				1	ug/L		552.2 - DBPS & CL2 SOLVENTS GC L/L ELECTRON CAPT	06/16/2019	09:41			IN00035 - EUROFINS EATON ANALYTICAL INC		
<input type="checkbox"/>	2450 - Monochloroacetic acid	true				2	ug/L		552.2 - DBPS & CL2 SOLVENTS GC L/L ELECTRON CAPT	06/16/2019	09:41			IN00035 - EUROFINS EATON ANALYTICAL INC		

Example of a Sample Result (Detect):

<input type="checkbox"/>	2451 - Dichloroacetic Acid	false	11	ug/L		0.5	ug/L		552.2 - DBPS & CL2 SOLVENTS GC L/L ELECTRON CAPT	06/16/2019	09:41			IN00035 - EUROFINS EATON ANALYTICAL INC		
<input type="checkbox"/>	2456 - Total Haloacetic Acids (HAA5)	false	31	ug/L		0.5	ug/L		552.2 - DBPS & CL2 SOLVENTS GC L/L ELECTRON CAPT	06/16/2019	09:41			IN00035 - EUROFINS EATON ANALYTICAL INC		
<input type="checkbox"/>	2452 - Trichloroacetic Acid	false	20	ug/L		1	ug/L		552.2 - DBPS & CL2 SOLVENTS GC L/L ELECTRON CAPT	06/16/2019	09:41			IN00035 - EUROFINS EATON ANALYTICAL INC		