Data Submission Guide for CMDP *Shipping Blanks*
(reported through <u>EXCEL TEMPLATE</u>)

Document Instructions

Submit **Shipping Blank** (also known as travel or trip blanks) information as described on the following pages. If a VOC or TTHM analyte is detected in a sample, the shipping blank results *are required to be reported.* Note that labs can *voluntarily* report shipping blank results with the submission of a non-detected sample.

The Excel template used for reporting **shipping blanks** with Chemical samples are separated into three sections including general *Sample Information (see page 2), Results (see page 3)* and *Field Results and Measurements (Do not use for shipping blank reporting).* Additionally, this document includes **examples** of completed sample submissions (*pages 4-5*).

Header fields in <u>**RED** and underlined text</u> are **required** in order to meet federal and state reporting requirements.
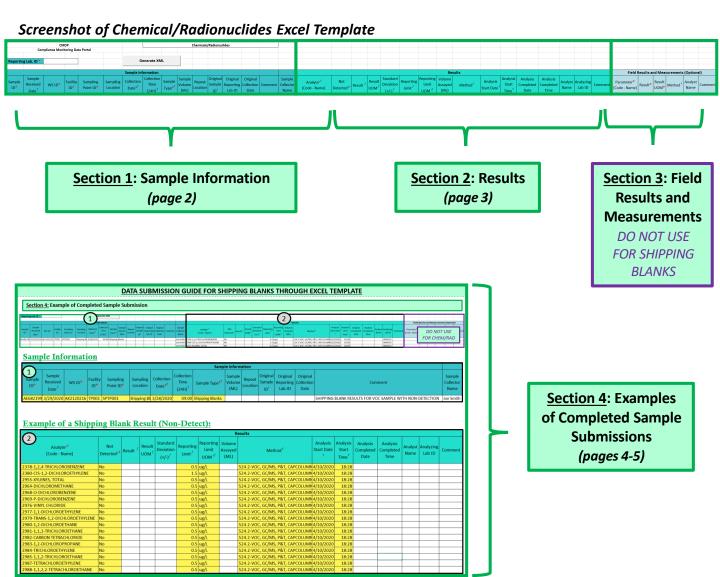Header fields in <u>**BLUE** and underlined text</u> are *conditionally or situationally required*.
Header fields in **BLACK text** are not required for a successful data submission.
Sample data will be rejected if the <u>required fields</u> are left blank.

Additionally keep in mind:
- Use drop down icons (⬇) to filter data.
- If you have questions please contact our CMDP support staff at dec.cmdpsupport@alaska.gov.

Screenshot of Chemical/Radionuclides Excel Template

Section 1: Sample Information *(page 2)*

Section 2: Results *(page 3)*

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

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

DATA SUBMISSION GUIDE FOR SHIPPING BLANKS THROUGH EXCEL TEMPLATE

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

CMDP Compliance Monitoring Data Portal			Chemicals/Radionuclides											
Reporting Lab. ID *			Generate XML											
Sample Information														
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	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 shipping blank 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.

Facility ID: Select the same water system facility from where the VOC or TTHM sample was collected.

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

NOTE: If one shipping blank was used for a VOC and a TTHM (DBP) sample, assign the shipping blank result to the same ***Facility ID*** *and* ***Sampling Point ID*** *where the* **detected** *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: Enter **Shipping Blank** into this field.

Collection Date: Use the same date as the VOC/TTHM sample collected (MM/DD/YY).

Collection Time (24H): Use the same time as the VOC/TTHM sample collected (HH:MM).

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

Sample Volume: Not required (numerical value only).

Repeat Location: Not required.

Original Sample ID: Not required.

Original Reporting Lab. ID: Not required but report if information if available.

Original Collection Date: Not required but report if information if available (MM/DD/YY).

Comment: Not required, however if comments are provided, please limit characters to numbers, letters, dash or underscore (- _). In particular, do NOT include quotation marks. Please indicate if one shipping blank should count for multiple contaminants (i.e., VOC and TTHM).

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

DATA SUBMISSION GUIDE FOR SHIPPING BLANKS THROUGH EXCEL TEMPLATE

Header fields in **RED** and underlined text below are **required** in order to meet federal and state reporting requirements.
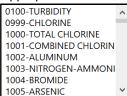Header fields in **BLUE** and underlined text are *conditionally or situationally required*.
Header fields in **BLACK text** are not required for a successful data submission.
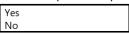
Section 2: Results

Results																
Analyte*ᶠ [Code - Name]	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 ᶠ	Analysis Completed Date	Analysis Completed Time	Analyst Name	Analyzing Lab ID	Comment

Analyte [Code-Name]: From the drop down menu (pictured below), select the analytes you are submitting results for as appropriate.

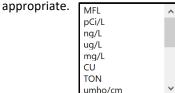| |
|---|
| 0100-TURBIDITY |
| 0999-CHLORINE |
| 1000-TOTAL CHLORINE |
| 1001-COMBINED CHLORIN |
| 1002-ALUMINUM |
| 1003-NITROGEN-AMMONI |
| 1004-BROMIDE |
| 1005-ARSENIC |

NOTE: This list will NOT filter by the analytes your lab (or lab that you have subcontracted with) is certified for so be sure to verify the certification information (outside of CMDP) prior to data submission

Not Detected: From the drop down menu (pictured below), select whether the contaminant was **Not Detected** (select **Yes**) or **Detected** (select **No**) in the shipping blank.

Yes
No

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

Result UOM: From the drop down menu (pictured below), select the unit of measure for the shipping blank result as appropriate.

MFL
pCi/L
ng/L
ug/L
mg/L
CU
TON
umho/cm

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

Reporting Limit: Enter the appropriate reporting limit of the shipping blank analytes.

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

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

Method: This drop down list includes methods for <u>ALL chemical/radionuclide analyses</u> and is not filtered by the analytes your lab (or subcontracting lab) is certified for. Be sure to verify certification status and select the **524.2- VOC, GC/MS, P&T, CAPCOLUMN** method.

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).

Analyst Name: Not required.

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

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 (pictured to right) should **NOT** be used for shipping blank submittals. Please leave fields blank.

Field Results and Measurements (Optional)				
Parameter* [Code - Name]	Result*	Result UOM*	Method ᶠ	Analyst Name	Comment

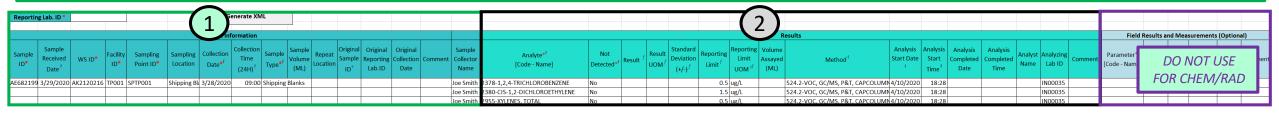## Section 4: Example of Completed Sample Submission

Reporting Lab. ID *			Generate XML										

Information (header with ①)

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 (ML)	Repeat Location	Original Sample ID+	Original Reporting Lab.ID	Original Collection Date	Comment	Sample Collector Name
AE682199	3/29/2020	AK2120216	TP001	SPTP001	Shipping Bl	3/28/2020	09:00	Shipping Blanks							Joe Smith

Results (header with ②)

Analyte*f [Code - Name]	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	Analysis Start Time	Analysis Completed Date	Analysis Completed Time	Analyst Name	Analyzing Lab ID	Comment
2378-1,2,4-TRICHLOROBENZENE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28				IN00035	
2380-CIS-1,2-DICHLOROETHYLENE	No				1.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28				IN00035	
2955-XYLENES, TOTAL	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28				IN00035	

Field Results and Measurements (Optional)

Parameter [Code - Name]	DO NOT USE FOR CHEM/RAD

Sample Information

Sample Information														
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 (ML)	Repeat Location	Original Sample ID+	Original Reporting Lab.ID	Original Collection Date	Comment	Sample Collector Name
AE682199	3/29/2020	AK2120216	TP001	SPTP001	Shipping Bl	3/28/2020	09:00	Shipping Blanks						SHIPPING BLANK RESULTS FOR VOC SAMPLE WITH NON-DETECTION	Joe Smith

Example of a Shipping Blank Result (Non-Detect):

Results															
Analyte*f [Code - Name]	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 f	Analysis Completed Date	Analysis Completed Time	Analyst Name	Analyzing Lab ID	Comment
2378-1,2,4-TRICHLOROBENZENE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2380-CIS-1,2-DICHLOROETHYLENE	No				1.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2955-XYLENES, TOTAL	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2964-DICHLOROMETHANE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2968-O-DICHLOROBENZENE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2969-P-DICHLOROBENZENE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2976-VINYL CHLORIDE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2977-1,1-DICHLOROETHYLENE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2979-TRANS-1,2-DICHLOROETHYLENE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2980-1,2-DICHLOROETHANE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2981-1,1,1-TRICHLOROETHANE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2982-CARBON TETRACHLORIDE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2983-1,2-DICHLOROPROPANE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2984-TRICHLOROETHYLENE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2985-1,1,2-TRICHLOROETHANE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2987-TETRACHLOROETHYLENE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2988-1,1,2,2-TETRACHLOROETHANE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					

Section 4: Example of Completed Sample Submission

| Reporting Lab. ID* | | ① | Generate XML | | | | | | | | | | ② | | | | | | | | | | Field Results and Measurements (Optional) | | |

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 (ML)	Repeat Location	Original Sample ID+	Original Reporting Lab.ID	Original Collection Date	Comment	Sample Collector Name	Analyte*f [Code - Name]	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	Analysis Start Time	Analysis Completed Date	Analysis Completed Time	Analyst Name	Analyzing Lab ID	Comment	Parameter [Code - Name]	DO NOT USE FOR CHEM/RAD
AE682199	3/29/2020	AK2120216	TP001	SPTP001	Shipping Bl	3/28/2020	09:00	Shipping Blanks							Joe Smith	2378-1,2,4-TRICHLOROBENZENE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28				IN00035			
															Joe Smith	2380-CIS-1,2-DICHLOROETHYLENE	No				1.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28				IN00035			
															Joe Smith	2955-XYLENES, TOTAL	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28				IN00035			

Sample Information

	Sample Information														
① 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 (ML)	Repeat Location	Original Sample ID+	Original Reporting Lab.ID	Original Collection Date	Comment	Sample Collector Name
AE682199	3/29/2020	AK2120216	TP001	SPTP001	Shipping Bl	3/28/2020	09:00	Shipping Blanks						SHIPPING BLANK RESULTS FOR VOC SAMPLE WITH NON-DETECTION	Joe Smith

Example of a Shipping Blank Result (Detect):

	Results														
② Analyte*f [Code - Name]	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 f	Analysis Completed Date	Analysis Completed Time	Analyst Name	Analyzing Lab ID	Comment
2378-1,2,4-TRICHLOROBENZENE	Yes	0.99	ug/L		0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2380-CIS-1,2-DICHLOROETHYLENE	Yes	0.99	ug/L		1.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2955-XYLENES, TOTAL	Yes	0.99	ug/L		0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2964-DICHLOROMETHANE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2968-O-DICHLOROBENZENE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2969-P-DICHLOROBENZENE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2976-VINYL CHLORIDE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2977-1,1-DICHLOROETHYLENE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2979-TRANS-1,2-DICHLOROETHYLENE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2980-1,2-DICHLOROETHANE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2981-1,1,1-TRICHLOROETHANE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2982-CARBON TETRACHLORIDE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2983-1,2-DICHLOROPROPANE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2984-TRICHLOROETHYLENE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2985-1,1,2-TRICHLOROETHANE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2987-TETRACHLOROETHYLENE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					
2988-1,1,2,2-TETRACHLOROETHANE	No				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	4/10/2020	18:28					