

# Data Submission Guide for CMDP *Shipping Blanks*

(reported through WEB ENTRY form)

## 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 web entry form used for reporting **shipping blanks** with Chemical samples are separated into three sections including general **Sample Information** (see [page 2](#)), **Results** (see [pages 3-5](#)) and **Field Results and Measurements** (*Do not use for shipping blank reporting*). Additionally, this document includes **examples** of completed sample submissions ([pages 6-7](#)).

If reporting shipping blank results for VOCs, we recommend to follow Option A ([pages 3-4](#)).

If reporting shipping blank results for TTHMs or BTEX, we recommend to follow Option B ([page 5](#)).

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.

**Sample data 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](mailto:dec.cmdpsupport@alaska.gov).

The screenshot shows the web entry form with three sections highlighted by green brackets on the right. Section 1 (Sample Information) includes fields for Water System, Facility, Sampling Point, Sample ID, Collection Date, and Sample Type. Section 2 (Results) includes fields for Analyte, Volume Assayed, and Reporting Limit. Section 3 (Field Results and Measurements) includes a table for Chem/Rads Results and Field Results and Measurements.

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

Section 2: Results  
*Option A: Set Default for Sample Results*  
*Option B: Enter results directly into Chem/Rads Results table*  
(pages 3-5)

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

The screenshot shows the web entry form with Section 4 highlighted by a green bracket on the right. Section 4 includes an example of a Shipping Blank Result (Non-Detect) and an example of a Shipping Blank Result (Detected).

Section 4: Examples of Completed Option A and Option B Sample Submissions  
(pages 6-7)

# DATA SUBMISSION GUIDE FOR SHIPPING BLANKS THROUGH WEB ENTRY

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## 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 \* : AK2120216 Water System Name THORNE BAY, CITY OF Facility \* : Sampling Point \* : Sampling Location

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

Laboratory ID - Name \* : AK00961 - ANALYTICA ALASKA - ANCHORAGE Sample Type \* : Shipping Blanks Sample Volume (ML) Sample Collector Name

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 same water system facility from where the VOC or TTHM sample was collected.

**Sampling Point:** 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** and **Sampling Point** 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.

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

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

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

**Sample Received Date:** Date shipping blank 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 **Shipping Blank** sample type.

**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. Please indicate if one shipping blank should count for multiple contaminants (i.e., VOC and TTHM).

# DATA SUBMISSION GUIDE FOR SHIPPING BLANKS THROUGH WEB ENTRY

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## Section 2: Results

If labs are reporting shipping blank results for VOCs refer to Option A shown below. Then, review the information presented in Option B (on [page 5](#)) to confirm sample data was uploaded appropriately.

If labs are reporting shipping blank results for only TTHM or BTEX samples we recommend, refer to Option B only.

### Option A: Set Default Values for Sample Results Table

Set Default Values for Sample Results Table

Analyte Group

Analyte  Volume Assayed (ML)  Analyzing Lab ID  Method   Not Detected

Result  Result UOM  Analysis Start Date  Analysis Start Time  HH:MM

Reporting Limit  Reporting Limit UOM  Standard Deviation (+/-)  Analysis Completed Date  Analysis Completed Time  HH:MM

**Set Default Values for Sample Results Table:** Click this button to enter several sample results (VOCs) at once via web entry.

**Analyte Group:** This drop down list (pictured below), will allow the user to filter the appropriate group of sample(s) being submitted (VOC) and limit the list of analytes shown in the **Analyte** field below. Each group of samples are organized by drinking water rule.

Analyte Group Code	Analyte Group Name
IOC-NPDWR	Inorganic Contaminants Rule
LCR-TAP-NPDWR	LCR Tap Monitoring Requirements
LCR-NPDWR	Lead and Copper Rule
LT2-NPDWR	Long Term 2 Surface Water Treatm
NO3-NPDWR	Nitrate Rule

**Analyte:** From the drop down menu (pictured below), click the check boxes to select the analytes you wish to input data for as appropriate.

**NOTE:** Once the appropriate **Analyte Group** is selected above, the related individual analytes will be listed here. If you would like to select the entire group, click the top box next to the **Analyte Code** title or select individual analytes.

Analyte Code	Analyte Name
<input type="checkbox"/>	2981
<input type="checkbox"/>	2979
<input type="checkbox"/>	2977
<input type="checkbox"/>	2378
<input type="checkbox"/>	2980
<input type="checkbox"/>	2983
<input type="checkbox"/>	2990

**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.

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

**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.

**Method:** This drop down list includes methods for ALL chemical/radionuclide 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 **524.2- VOC, GC/MS, P&T, CAPCOLUMN** method.

**Not Detected:** The 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 shipping blank (level above detection limit) you will need to uncheck this box.

# DATA SUBMISSION GUIDE FOR SHIPPING BLANKS 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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Header fields in **BLACK text** are not required for a successful data submission.

## Option A: Set Default Values for Sample Results Table continued...


Set Default Values for Sample Results Table

Analyte Group

Analyte  Volume Assayed(ML)  Analyzing Lab ID  Method   Not Detected

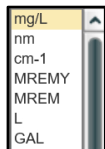
Result  Result UOM  Analysis Start Date  Analysis Start Time  HH:MM

Reporting Limit  Reporting Limit UOM  Standard Deviation (+/-)  Analysis Completed Date  Analysis Completed Time  HH:MM



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

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

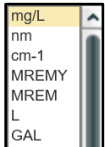


**Analysis Start Date:** Date when lab began analysis (MM/DD/YY).

**Analysis Start Time:** Time when lab began analysis (HH:MM).

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


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



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

**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).

 **Add to Grid:** Click this button to add all shipping blank results to the **Chem/Rads Results** table in the section below.

**NEXT STEPS:** Once the shipping blank results are added to the **Chem/Rads Results** table, we recommend to review the information to confirm the data was uploaded appropriately. Make sure all required fields are reported. Also, be aware that when you click off of the individual sample result row, **Not Detected** values will be listed as true and **Detected** values will be listed as false.

**Congratulations! You have successfully entered shipping blank data into the web entry form.**

# DATA SUBMISSION GUIDE FOR SHIPPING BLANKS THROUGH WEB ENTRY

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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.

If labs are reporting shipping blank results for **VOCs** we recommend to review the information presented in the **Chem/Rads Results** table to confirm sample data was uploaded appropriately.

If labs are reporting shipping blank results for **only TTHM or BTEX** samples we recommend, refer to Option B only.

**Reminder:** Users can always edit individual sample result fields by clicking on the individual row.

## Option B: Enter results directly into the Chem/Rads Results Table

**Analyte:** Enter the sample analyte(s) you wish to input data for as appropriate.

<input type="checkbox"/>	Analyte Code	Analyte Name
<input type="checkbox"/>	2950	2950 - TTHM

**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:** The 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 shipping blank (level above detection limit) you will need to uncheck this box.

**NOTE:** When you click off of the individual shipping blank 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 shipping blank *only if* reporting a detect.

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

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

**Reporting Limit:** Enter the appropriate reporting limit of the shipping blank analyte(s).

**Reporting Limit UOM:** From the 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 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).

**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.

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

**NEXT STEPS:** Once the user has completed entering the shipping blank results into the **Chem/Rads Results** table, we recommend to review the information to confirm the data was uploaded appropriately. Make sure all required fields are reported. **Congratulations! You have successfully entered shipping blank data into the web entry form.**

# DATA SUBMISSION GUIDE FOR SHIPPING BLANKS THROUGH WEB ENTRY

## Section 4: Example of Completed Sample Submission

### Option A: Set Default Values for Sample Results Table

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 \*: AK2270299 Water System Name: EMMONAK WATER SYSTEM Facility \*: TP001 - 32014 - TP CONVENTIONAL EMMONAK Sampling Point \*: SPTP001 Sampling Location: Shipping Blank

Sample ID \*: TB54631 Collection Date \*: 03/11/2020 Collection Time (24-hr) f: 10:10 HH:MM Sample Received Date f: 03/12/2020

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

Comment:

**Set Default Values for Sample Results Table**

Analyte Group: VOC-NPDWR - Volatile Organic Contaminants Rule

Analyte: 2981 - 1,1,1-Trichloroethane Volume Assayed(ML): Analyzing Lab ID: Method: 524.2 - VOC, GC/MS, P&T, CAPC Not Detected

Result: Result UOM: Analysis Start Date: 03/12/2020 Analysis Start Time (24-hr): 08:30 HH:MM

Reporting Limit: 0.5 Reporting Limit UOM: ug/L Standard Deviation (+/-): Analysis Completed Date: Analysis Completed Time (24-hr): HH:MM

Add To Grid

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

Chem/Rads Results

Refresh Add Remove

	Analyte *	Not Detected	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"/>	2981 - 1,1,1-Trichloroethane	true				0.5	ug/L		524.2 - VOC, GC/MS, P&T, CAPC COLUMN	03/19/2020	08:30					

### Example of a Shipping Blank Result (Detected):

<input type="checkbox"/>	2378 - 1,2,4-Trichloroethane	false	0.99	ug/L		0.5	ug/L		524.2 - VOC, GC/MS, P&T, CAPC COLUMN	03/19/2020	08:30					
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**Section 4: Example of Completed Sample Submission**

**Option B: Enter results directly into the Chem/Rads Results Table**

**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 \***: AK2270299 **Water System Name**: EMMONAK WATER SYSTE  
**Facility \***: TP001 - 32014 - TP CONVENTIONAL EMMONAK **Sampling Point \***: SPTP001 **Sampling Location**: Shipping Blank  
**Sample ID \***: TB54632 **Collection Date \*<sup>f</sup>**: 03/11/2020 **Collection Time (24-hr)<sup>f</sup>**: 10:10 **Sample Received Date<sup>f</sup>**: 03/12/2020  
**Laboratory ID - Name \***: AK00961 - ANALYTICA ALASKA - ANCHORAGE **Sample Type \*<sup>f</sup>**: Shipping Blanks **Sample Volume(ML)**: **Sample Collector Name**:  
**Comment**: Shipping blank results for TTHM samples with detection.

**Set Default Values for Sample Results Table**  
**Example of a Shipping Blank Result (Non-Detect):**

**Chem/Rads Results**

Refresh Add Remove

<input type="checkbox"/>	Analyte <sup>f</sup>	Not Detected <sup>f</sup>	Result <sup>f</sup>	Result UOM <sup>f</sup>	Standard Deviation (+/-) <sup>f</sup>	Reporting Limit <sup>f</sup>	Reporting Limit UOM <sup>+</sup> <sup>f</sup>	Volume Assayed(ML)	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	Comments
<input type="checkbox"/>	2950 - TTHM	true				0.5	ug/L		524.2 - VOC, GC/MS, P&T, CAPCOLUMN	03/19/2020	08:30					

**Example of a Shipping Blank Result (Detected):**

<input type="checkbox"/>	2950 - TTHM	false	<b>82.6</b>	ug/L		0.5	ug/L		524.2 - VOC, GC/MS, P&T, CAPCOLUMN	03/19/2020	08:30					
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