

Data Submission Guide for CMDP PFAS Samples (reported through WEB ENTRY form)

Document Instructions

The web entry form used for reporting PFAS samples is separated into three sections including general **Sample Information** (see [page 2](#)), **Chem/Rad Results** (see [page 3](#)) and **Field Results and Measurements** (Do not use for PFAS reporting). Additionally, this document includes an **example** of a completed sample submission ([page 4](#)).

Submit the information as described on the following pages for **PFAS** 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 web entry form interface. It is divided into three main sections:

- Section 1: Sample Information**: Includes fields for Water System Name (AK2310675), Facility (WL005 - 48546 - WELL A), Sampling Point (SPWL005), Sampling Location (WELL A), Sample ID (RWPFQSPFOA), Collection Date (01/02/2019), Collection Time (10:10), Sample Received Date (01/02/2019), Laboratory ID (AK00961 - ANALYTICA ALASKA - ANCHORAGE), Sample Type (Routine), Sample Volume (100), and Sample Collector Name (RW).
- Section 2: Chem/Rads Results**: A table with 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, Analysis Completed Date, Analysis Completed Time, Analyzing Lab ID, Person Performing Analysis, and Comments. Two rows are shown for Perfluorooctanoic Acid (PFOA) and Perfluorooctane Sulfonic Acid (PFOS).
- Section 3: Field Results and Measurements**: A section for field data, currently showing "No items to show".

Section 1: Sample Information
(page 2)

Section 2: Chem/Rad Results
(page 3)

Section 3: Field Results and Measurements
DO NOT USE FOR PFAS

The screenshot displays the web entry form with an example submission. It is divided into four main sections:

- Section 4: Example of Completed Sample Submission**: Includes fields for Water System Name (AK2310675), Facility (WL005 - 48546 - WELL A), Sampling Point (SPWL005), Sampling Location (WELL A), Sample ID (S1082P103440), Collection Date (01/02/2019), Collection Time (10:10), Sample Received Date (01/02/2019), Laboratory ID (AK00961 - ANALYTICA ALASKA - ANCHORAGE), Sample Type (Special), Sample Volume (100), and Sample Collector Name (JOE SMITH).
- Section 5: Example of PFAS Non-Detect Sample**: A table with 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, Analysis Completed Date, Analysis Completed Time, Analyzing Lab ID, Person Performing Analysis, and Comments. Three rows are shown for PFHxS, PFBS, and PFOS, all with "true" in the Not Detected column.
- Section 6: Example of PFAS Detect Sample**: A table with 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, Analysis Completed Date, Analysis Completed Time, Analyzing Lab ID, Person Performing Analysis, and Comments. Three rows are shown for PFHxS, PFBS, and PFOS, all with "false" in the Not Detected column and numerical values in the Result column.

Section 4: Example of a Completed Sample Submission
(page 4)

DATA SUBMISSION GUIDE FOR PFAS SAMPLES 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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Section 1: Sample Information

The screenshot shows a web browser window titled 'Chem / Radionuclides' with a toolbar containing 'Save', 'Save And Add Another', and 'Close'. Below the toolbar is a legend: '* - Required', '+ - Conditionally Required', 'f - Federally Required', and 'f - Federally Conditionally Required'. The main form area is titled 'Set Default Values for Sample Information' and contains the following fields:

- Water System ***: Water System Name (AK2120216), Facility * (THORNE BAY, CITY OF), Sampling Point * (), Sampling Location ()
- Sample ID ***: (), **Collection Date †**: (), **Collection Time †**: (), **Sample Received Date †**: ()
- Laboratory ID - Name ***: AK00961 - ANALYTICA ALASKA - ANCHORAGE, **Sample Type †**: Routine, **Sample Volume(ML)**: (), **Sample Collector Name**: ()
- Comment**: ()

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

Water System Name: This field will auto-populate when the appropriate PWSID (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 (typically from a source facility or treatment plant).

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

If you are unsure of the **Facility ID** and **Sampling Point ID** to enter, please contact the PWS directly or the DEC Drinking Water Program Regional Office (<http://dec.alaska.gov/eh/dw/contact/>).

Sampling Location: This field must describe the location where the sample was taken. 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: From the drop down menu, select the either **Routine** or **Special** 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.

DATA SUBMISSION GUIDE FOR PFAS SAMPLES THROUGH WEB ENTRY

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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	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
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 PFAS 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 PFAS sample submittal, use the list below for the analyte codes of the individual contaminants.

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**.

PFAS ANALYTES	
Analysis Code	Analyte Name
2805	PERFLUOROCTANE SULFONIC ACID (PFOS)
2806	PERFLUOROCTANOIC ACID (PFOA)
2802	PERFLUOROHEPTANOIC ACID (PFHpA)
2803	PERFLUOROHXANE SULFONIC ACID (PFHxS)
2804	PERFLUORONONANOIC ACID (PFNA)
2801	PERFLUOROBUTANESULFONIC ACID (PFBS)

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: The drop down list will display two method codes 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
537	EPA 537 – EPA 537
537.1	EPA 537.1 – EPA 537.1

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.

Comments: 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 PFAS sample submittals. Please leave fields blank.

NEXT STEPS: Once sample results are added to the **Chem/Rads Results** table, review the information and confirm sample data was uploaded appropriately.

Congratulations! You have successfully entered sample data into the web entry form.

Section 4: Example of Completed Sample Submission

Example: Samples analyzed by 537 and 537.1 method code

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 *: AK2310675 Water System Name: NORTH POLE UTILITIES Facility *: WL005 - 48546 - WELL A Sampling Point *: SPWL005 Sampling Location: WELL A

Sample ID *: 51680P103940 Collection Date *: 01/02/2019 Collection Time (24-hr) f: 10:10 Sample Received Date f: 01/02/2019

Laboratory ID - Name *: AK00961 - ANALYTICA ALASKA - ANCHORAGE Sample Type f: Special Sample Volume(ML): 100 Sample Collector Name: JOE SMITH

Comment

Set Default Values for Sample Results Table

Example of PFAS Non-Detect Sample:

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"/>	2803 - PERFLUOROHEXANE SULFONIC ACID (PFHxS)	true				2	ug/L		EPA 537.1 - EPA 537.1	01/11/2019	12:00					
<input type="checkbox"/>	2801 - Perfluorobutanesulfonic Acid (PFBS)	true				2	ug/L		EPA 537.1 - EPA 537.1	01/11/2019	12:00					
<input type="checkbox"/>	2805 - Perfluorooctane Sulfonic Acid (PFOS)	true				2	ug/L		EPA 537 - EPA 537	01/11/2019	12:00					
<input type="checkbox"/>	2806 - Perfluorooctanoic Acid (PFOA)	true				2	ug/L		EPA 537 - EPA 537	01/11/2019	12:00					

Example of PFAS Detect Sample:

<input type="checkbox"/>	2803 - PERFLUOROHEXANE SULFONIC ACID (PFHxS)	false	3.5	ug/L		2	ug/L		EPA 537.1 - EPA 537.1	01/11/2019	12:00					
<input type="checkbox"/>	2801 - Perfluorobutanesulfonic Acid (PFBS)	false	3.5	ug/L		2	ug/L		EPA 537.1 - EPA 537.1	01/11/2019	12:00					
<input type="checkbox"/>	2805 - Perfluorooctane Sulfonic Acid (PFOS)	false	3.5	ug/L		2	ug/L		EPA 537 - EPA 537	01/11/2019	12:00					
<input type="checkbox"/>	2806 - Perfluorooctanoic Acid (PFOA)	false	3.5	ug/L		2	ug/L		EPA 537 - EPA 537	01/11/2019	12:00					