

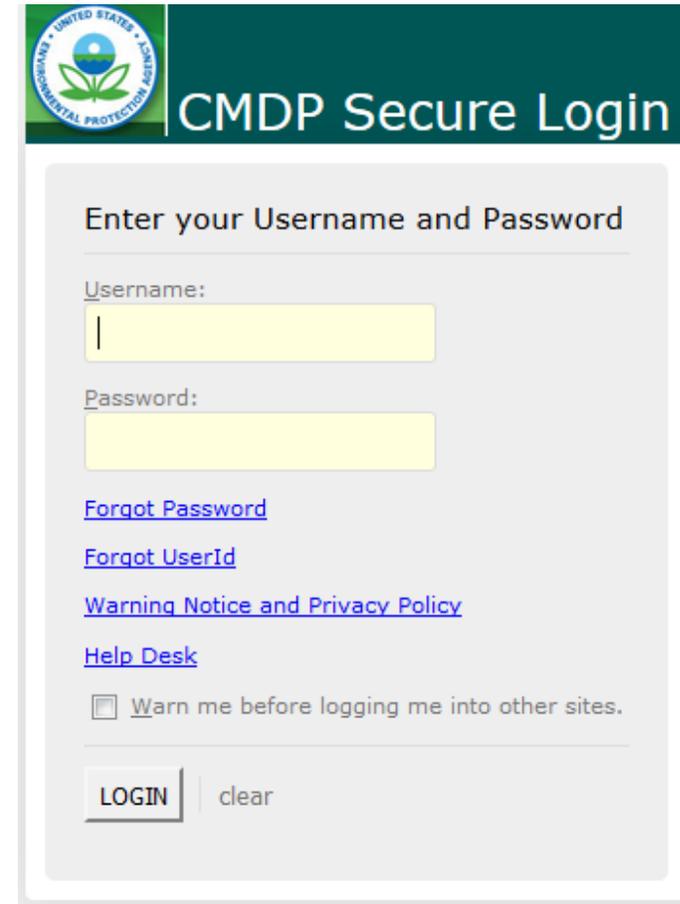
The Compliance Monitoring Data Portal (CMDP)

Module 4: Chemical, Radionuclide and Microbial Samples and Results
For *lab* users

Methods to report samples and results to the CMDP

1. Uploading the information using web-services;
2. Manually uploading XML files (XML files for CMDP can be generated by using the Excel templates that are available in CMDP (or, if desired, generated by some other application); and
3. Entering the information directly into the CMDP using the data entry screens that are part of the CMDP application.

First, login to the CMDP



 **CMDP Secure Login**

Enter your Username and Password

Username:

Password:

[Forgot Password](#)

[Forgot UserId](#)

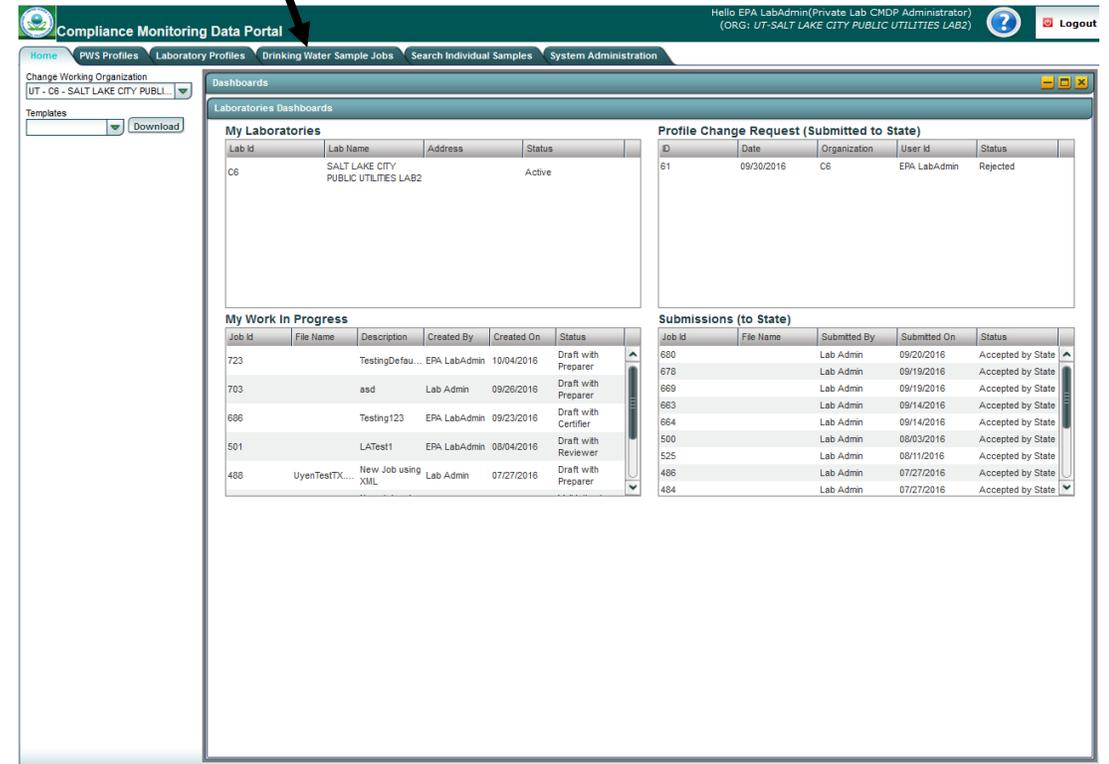
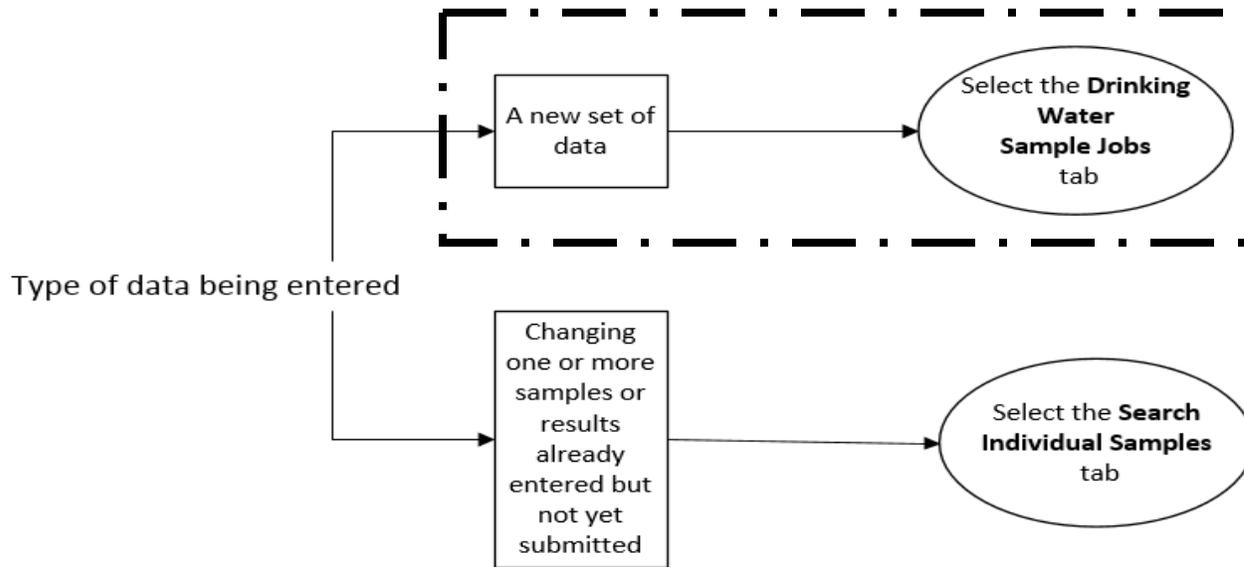
[Warning Notice and Privacy Policy](#)

[Help Desk](#)

Warn me before logging me into other sites.

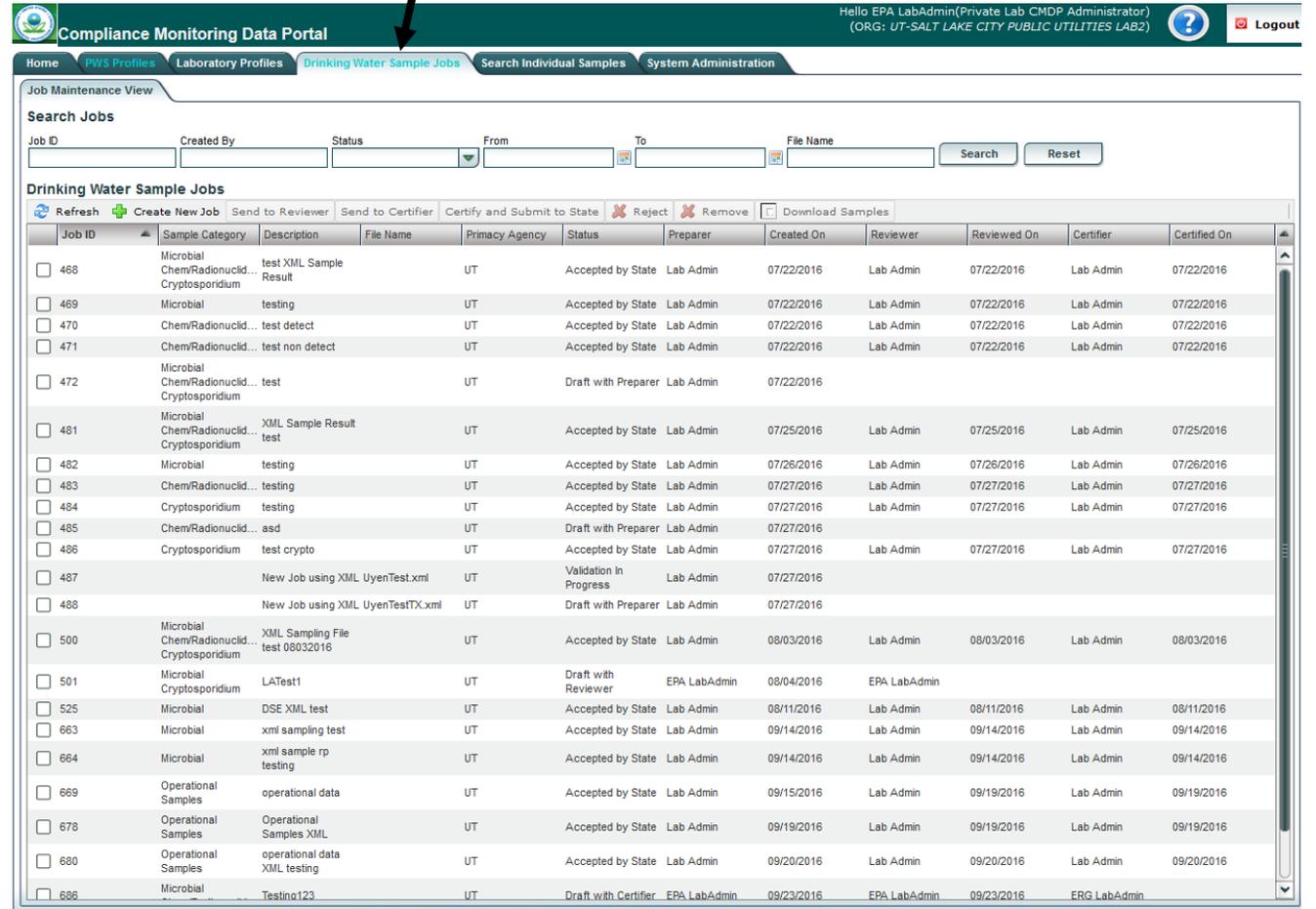
| [clear](#)

Step 1. Select the “Drinking Water Sample Jobs” tab



On the **Drinking Water Sample Jobs** page:

1. You'll initially see a list of all the jobs your lab entered.
2. Each row represents a separate job.
3. Each job can consist of one or more samples and results for one or more types of samples.



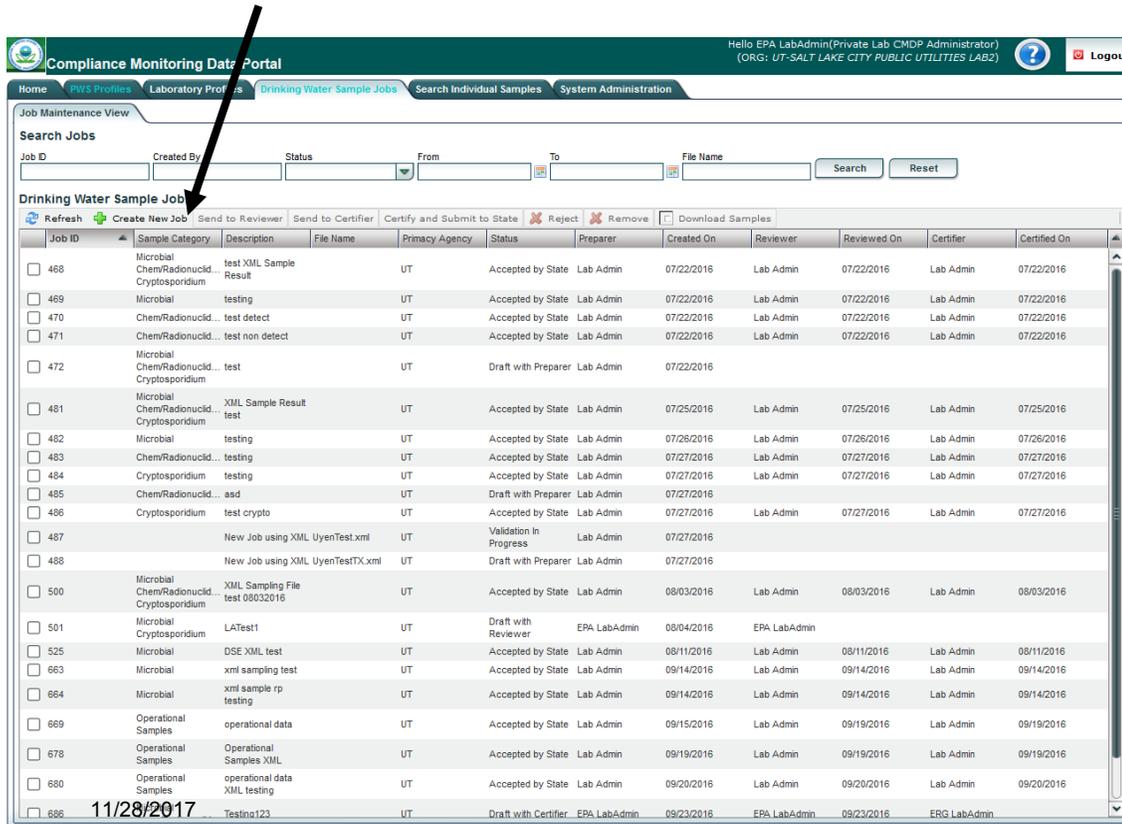
The screenshot displays the 'Compliance Monitoring Data Portal' interface. At the top, the user is logged in as 'Hello EPA LabAdmin(Private Lab CMDP Administrator)' with the organization 'UT-SALT LAKE CITY PUBLIC UTILITIES LAB2'. The navigation bar includes 'Home', 'PWS Profiles', 'Laboratory Profiles', 'Drinking Water Sample Jobs' (highlighted with a black arrow), 'Search Individual Samples', and 'System Administration'. Below the navigation bar, the 'Job Maintenance View' section contains a 'Search Jobs' form with fields for Job ID, Created By, Status, From, To, and File Name, along with 'Search' and 'Reset' buttons. The main content area is titled 'Drinking Water Sample Jobs' and features a toolbar with actions like 'Refresh', 'Create New Job', 'Send to Reviewer', 'Send to Certifier', 'Certify and Submit to State', 'Reject', 'Remove', and 'Download Samples'. A table lists various jobs with columns for Job ID, Sample Category, Description, File Name, Primacy Agency, Status, Preparer, Created On, Reviewer, Reviewed On, Certifier, and Certified On. The table contains 20 rows of job data.

| Job ID | Sample Category | Description | File Name | Primacy Agency | Status | Preparer | Created On | Reviewer | Reviewed On | Certifier | Certified On |
|--------|--|----------------------------------|-----------|----------------|------------------------|--------------|------------|--------------|-------------|--------------|--------------|
| 468 | Microbial Chem/Radionuclid... Cryptosporidium | test XML Sample Result | | UT | Accepted by State | Lab Admin | 07/22/2016 | Lab Admin | 07/22/2016 | Lab Admin | 07/22/2016 |
| 469 | Microbial | testing | | UT | Accepted by State | Lab Admin | 07/22/2016 | Lab Admin | 07/22/2016 | Lab Admin | 07/22/2016 |
| 470 | Chem/Radionuclid... | test detect | | UT | Accepted by State | Lab Admin | 07/22/2016 | Lab Admin | 07/22/2016 | Lab Admin | 07/22/2016 |
| 471 | Chem/Radionuclid... | test non detect | | UT | Accepted by State | Lab Admin | 07/22/2016 | Lab Admin | 07/22/2016 | Lab Admin | 07/22/2016 |
| 472 | Microbial Chem/Radionuclid... test Cryptosporidium | | | UT | Draft with Preparer | Lab Admin | 07/22/2016 | | | | |
| 481 | Microbial Chem/Radionuclid... Cryptosporidium | XML Sample Result test | | UT | Accepted by State | Lab Admin | 07/25/2016 | Lab Admin | 07/25/2016 | Lab Admin | 07/25/2016 |
| 482 | Microbial | testing | | UT | Accepted by State | Lab Admin | 07/26/2016 | Lab Admin | 07/26/2016 | Lab Admin | 07/26/2016 |
| 483 | Chem/Radionuclid... | testing | | UT | Accepted by State | Lab Admin | 07/27/2016 | Lab Admin | 07/27/2016 | Lab Admin | 07/27/2016 |
| 484 | Cryptosporidium | testing | | UT | Accepted by State | Lab Admin | 07/27/2016 | Lab Admin | 07/27/2016 | Lab Admin | 07/27/2016 |
| 485 | Chem/Radionuclid... | asd | | UT | Draft with Preparer | Lab Admin | 07/27/2016 | | | | |
| 486 | Cryptosporidium | test crypto | | UT | Accepted by State | Lab Admin | 07/27/2016 | Lab Admin | 07/27/2016 | Lab Admin | 07/27/2016 |
| 487 | | New Job using XML UyenTest.xml | | UT | Validation in Progress | Lab Admin | 07/27/2016 | | | | |
| 488 | | New Job using XML UyenTestTX.xml | | UT | Draft with Preparer | Lab Admin | 07/27/2016 | | | | |
| 500 | Microbial Chem/Radionuclid... Cryptosporidium | XML Sampling File test 08032016 | | UT | Accepted by State | Lab Admin | 08/03/2016 | Lab Admin | 08/03/2016 | Lab Admin | 08/03/2016 |
| 501 | Microbial Cryptosporidium | LATest1 | | UT | Draft with Reviewer | EPA LabAdmin | 08/04/2016 | EPA LabAdmin | | | |
| 525 | Microbial | DSE XML test | | UT | Accepted by State | Lab Admin | 08/11/2016 | Lab Admin | 08/11/2016 | Lab Admin | 08/11/2016 |
| 663 | Microbial | xml sampling test | | UT | Accepted by State | Lab Admin | 09/14/2016 | Lab Admin | 09/14/2016 | Lab Admin | 09/14/2016 |
| 664 | Microbial | xml sample rp testing | | UT | Accepted by State | Lab Admin | 09/14/2016 | Lab Admin | 09/14/2016 | Lab Admin | 09/14/2016 |
| 669 | Operational Samples | operational data | | UT | Accepted by State | Lab Admin | 09/15/2016 | Lab Admin | 09/19/2016 | Lab Admin | 09/19/2016 |
| 678 | Operational Samples | Operational Samples XML | | UT | Accepted by State | Lab Admin | 09/19/2016 | Lab Admin | 09/19/2016 | Lab Admin | 09/19/2016 |
| 680 | Operational Samples | operational data XML testing | | UT | Accepted by State | Lab Admin | 09/20/2016 | Lab Admin | 09/20/2016 | Lab Admin | 09/20/2016 |
| 686 | Microbial | Testino123 | | UT | Draft with Certifier | EPA LabAdmin | 09/23/2016 | EPA LabAdmin | 09/23/2016 | ERG LabAdmin | |

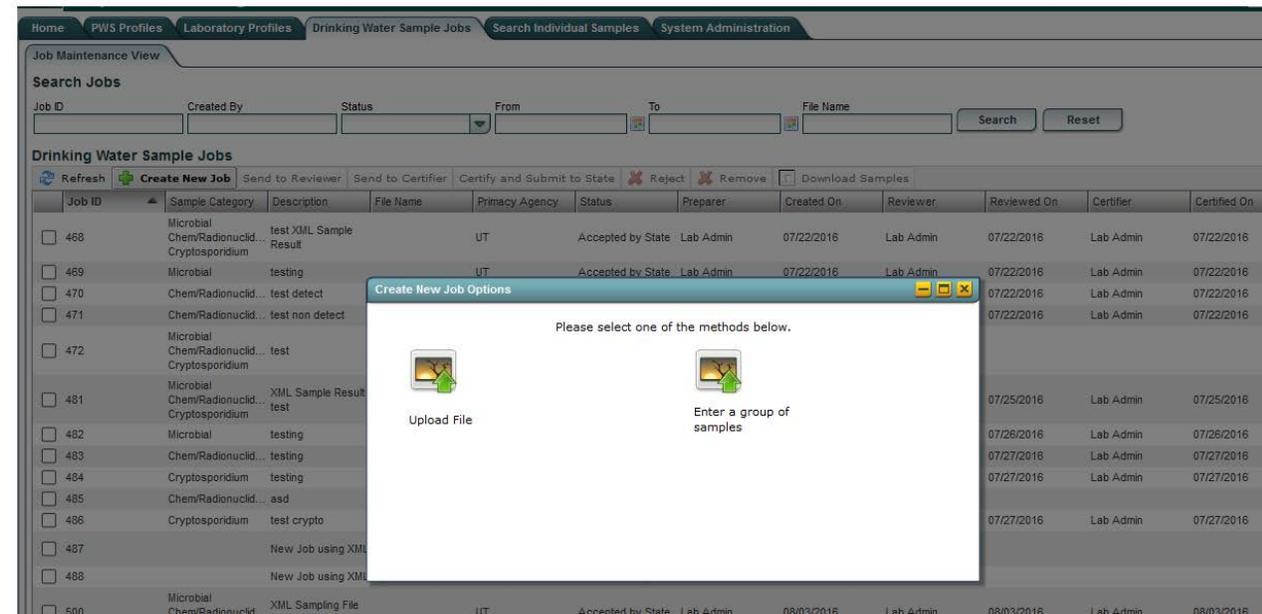
Step 2. Create a new job

On the **Drinking Water Sample Jobs** tab:

1. Click "Create New Job"



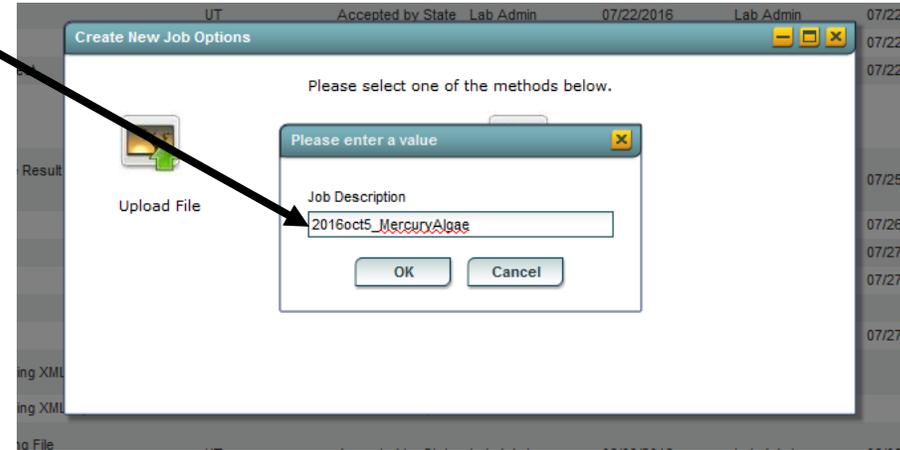
A popup dialog box called "Create New Job Options" will appear. Click on "Enter a group of samples."



*Note: If you are uploading an Excel file, select **Upload File** (that is not covered in this user guide)*

Enter a name for the **Job Description** and select **OK**.

TIP: Consider using a naming convention for your organization, to help you better keep track of the samples and results you enter.

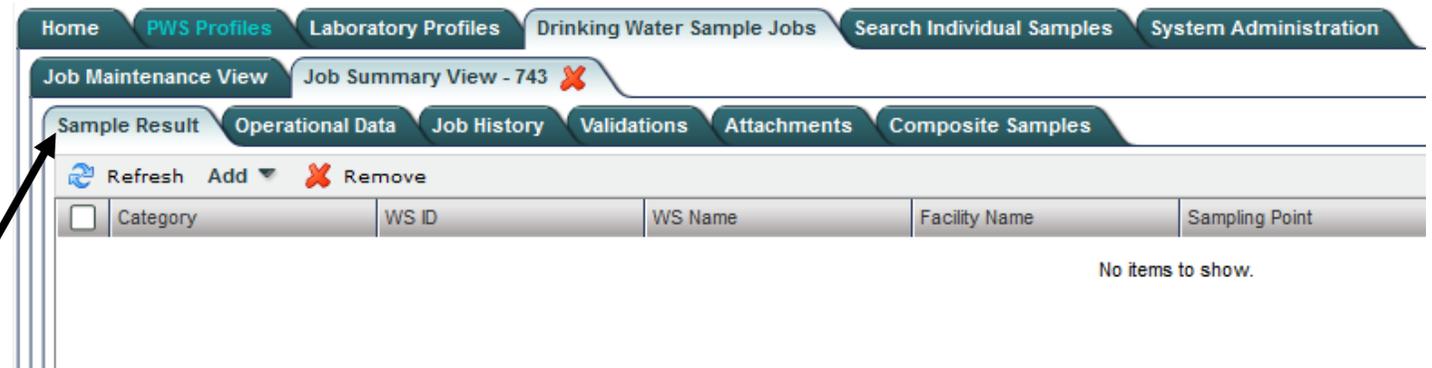


Step 3. Use the **Sample Result** tab

A new job is created and numbered. In the example, the Job is number 743.

You may enter data in one of these three tabs:

- Sample Result
- Operational Data
- Composite Samples



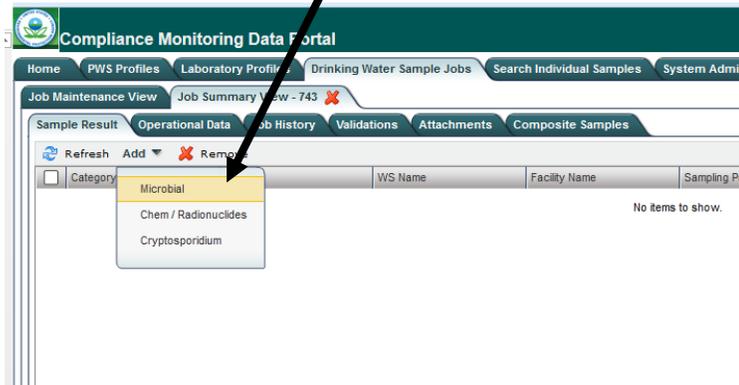
To add microbial samples to the job, click on the **Sample Result** tab

Step 4: Adding microbial samples

The following data entry screen is presented:

In the **Sample Result** tab:

1. Click **Add**
2. Select **Microbial** from the dropdown menu



Microbial

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

Set Default Values for Sample Information

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

Sample ID*: Collection Date*: Collection Time: HH:MM

Laboratory ID - Name*: C6 - SALT LAKE CITY PUBLIC UTILITIES LAB2 Sample Type*: Routine Sample Volume(ML):

Comment

Set Default Values for Sample Results Table

Microbial Analytes Results

Refresh Add Remove

| Analyte* | A/P* | Count | Units | Volume(ML) | Interference | Volume Assayed(ML)† | Method† | Analysis Start Date† | Analysis Start Time† | Analysis Completed Date | Analysis Completed Time | Analyzing Lab ID | Source Type | Comments |
|-------------------|------|-------|-------|------------|--------------|---------------------|---------|----------------------|----------------------|-------------------------|-------------------------|------------------|-------------|----------|
| No items to show. | | | | | | | | | | | | | | |

Field Results and Measurements

Setting default values

To enter several samples of the same **Water System Id**, **Facility**, and **Sample Type**:

1. Click **Set Default Values for Sample Information**
2. Check the boxes titled: **Water System Id**, **Facility**, and **Sample Type**.
3. Select your **Water System Id** from the dropdown menu. You may type in the first few letters of the **Water System Name** to restrict the dropdown menu results.

Microbial

Save Save And Add Another Close

* - Required + - Conditionally Required f - Federally Required f - Federally Conditionally Required

Set Default Values for Sample Information

Water System Id Facility Sampling Point ID Laboratory ID Collection Date Collection Time Sample Type

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

UTAH01003 MILFORD CITY WATER SYS

| Water System Id | Water System Name |
|-----------------|-------------------------|
| UT04060 | STAR POINT CAMP |
| UTAH01000 | BEAVER COUNTY GENER... |
| UTAH01001 | BEAVER CITY WATER SY... |
| UTAH01002 | ELK MEADOWS SSD |
| UTAH01003 | MILFORD CITY WATER S... |
| UTAH01004 | MINERSVILLE WATER SY... |
| UTAH01005 | MANDERFIELD CULINAR... |
| UTAH01006 | COVE FORT NORTH ROA... |
| UTAH01008 | KENTS LAKE CAMPGRO... |
| UTAH01009 | ANDERSON MEADOW C... |
| UTAH01011 | PONDEROSA PICNIC GRO... |
| UTAH01012 | ARROWHEAD INVESTME... |
| UTAH01013 | BARTON WELL |
| UTAH01015 | GREENVILLE WARD |
| UTAH01016 | HI-LO ESTATES |
| UTAH01017 | LITTLE COTTONWOOD C... |

Collection Date *f: Collection Time f HH:MM

sample Type *f: Sample Volume(ML)f

Routine

Set Default Values for Sample Results Table

Microbial Analytes Results

Refresh Add Remove

| Analyte *f | A/P *f | Count | Units | Volume(ML) | Interference | Volume Assayed(ML) f | Method f | Analysis Start Date f | Analysis Start Time f | Analysis Completed Date | Analysis Completed Time | Analyzing Lab ID | Source Type | Comments |
|-------------------|--------|-------|-------|------------|--------------|----------------------|----------|-----------------------|-----------------------|-------------------------|-------------------------|------------------|-------------|----------|
| No items to show. | | | | | | | | | | | | | | |

Field Results and Measurements

*Note: Laboratory users will have **Laboratory ID – Name** automatically defaulted for every sample entered.*

Setting default values

4. Select your **Facility** from the dropdown menu

The screenshot shows the 'Set Default Values for Sample Information' form. The 'Facility' dropdown menu is open, displaying a list of facilities. A black arrow points to the 'RAL MOUNTAIN WELL 1' option. The form includes fields for Water System ID, Water System Name, Facility, Sampling Point, Sampling Location, Sample ID, Collection Date, Collection Time, Laboratory ID - Name, and Sample Type. The 'Microbial Analytes Results' table at the bottom is empty, showing 'No items to show.'

5. Select the **Sample Type** from the dropdown menu

The screenshot shows the 'Set Default Values for Sample Information' form. The 'Sample Type' dropdown menu is open, displaying a list of sample types. A black arrow points to the 'Routine' option. The form includes fields for Water System ID, Water System Name, Facility, Sampling Point, Sampling Location, Sample ID, Collection Date, Collection Time, Laboratory ID - Name, Sample Type, and Sample Volume. The 'Microbial Analytes Results' table at the bottom is empty, showing 'No items to show.'

Setting default values

Field names with an * are required fields.

Below, **Save** was clicked before three of the required fields were filled in.

Microbial

Save Save And Add Another Close

Set Default Values for Sample Information

Water System ID Facility Sampling Point ID Laboratory ID Collection Date Collection Time Sample Type

Water System Id*: UTAH01003 Water System Name: MILFORD CITY WATER SYS Facility*: WS005 - MINERAL MOUNTAIN WEL Sampling Point*: Sampling Location:

Sample ID*: Collection Date*: Collection Time: HH:MM

Laboratory ID - Name*: C6 - SALT LAKE CITY PUBLIC UTILITIES LAB2 Sample Type*: Routine Sample Volume(ML):

Comment:

Set Default Values for Sample Results Table

Microbial Analytes Results

Refresh Add Remove

| Analyte* | A/P* | Count | Units | Volume(ML) | Interference | Volume Assayed(ML) | Method | Analysis Start Date | Analysis Start Time | Analysis Completed Date | Analysis Completed Time | Analyzing Lab ID | Source Type | Comments |
|-------------------|------|-------|-------|------------|--------------|--------------------|--------|---------------------|---------------------|-------------------------|-------------------------|------------------|-------------|----------|
| No items to show. | | | | | | | | | | | | | | |

Field Results and Measurements

The three required fields must now be filled in.

Sampling Point will provide a dropdown menu to select from.

Sample ID and **Collection Date** must be typed in.

You may then click **Save** or **Save And Add Another**

Microbial

Information saved successfully.

Save Save And Add Another Close

Set Default Values for Sample Information

Water System ID Facility Sampling Point ID Laboratory ID Collection Date Collection Time Sample Type

Water System Id*: UTAH01003 Water System Name: MILFORD CITY WATER SYS Facility*: WS005 - MINERAL MOUNTAIN WEL Sampling Point*: WS005 Sampling Location:

Sample ID*: 547 Collection Date*: 10/05/2016 Collection Time: HH:MM

Laboratory ID - Name*: C6 - SALT LAKE CITY PUBLIC UTILITIES LAB2 Sample Type*: Routine Sample Volume(ML):

Comment:

Set Default Values for Sample Results Table

Microbial Analytes Results

Refresh Add Remove

| Analyte* | A/P* | Count | Units | Volume(ML) | Interference | Volume Assayed(ML) | Method | Analysis Start Date | Analysis Start Time | Analysis Completed Date | Analysis Completed Time | Analyzing Lab ID | Source Type | Comments |
|-------------------|------|-------|-------|------------|--------------|--------------------|--------|---------------------|---------------------|-------------------------|-------------------------|------------------|-------------|----------|
| No items to show. | | | | | | | | | | | | | | |

Field Results and Measurements

Fields may have:

***** for Required

+ for Conditionally Required

f for Federally Required

f for Federally Conditionally Required

However, only an empty ***** will prevent you from saving the record

Microbial

Information saved successfully.

Save Save And Add Another Close

* - Required + - Conditionally Required f - Federally Required f - Federally Conditionally Required

Set Default Values for Sample Information

Water System ID Facility Sampling Point ID Laboratory ID Collection Date Collection Time Sample Type

Water System ID*: UTAH01003 Water System Name: MILFORD CITY WATER SYS Facility*: WS005 - MINERAL MOUNTAIN WEL Sampling Point*: WS005 Sampling Location: [Empty]

Sample ID*: 547 Collection Date*: 10/05/2016 Collection Time f: [Empty] HH:MM

Laboratory ID - Name*: C6 - SALT LAKE CITY PUBLIC UTILITIES LAB2 Sample Type*: Routine Sample Volume (ML) f: [Empty]

Comment: [Empty Text Area]

Set Default Values for Sample Results Table

Microbial Analytes Results

Refresh Add Remove

| <input type="checkbox"/> | Analyte f | A/P f | Count | Units | Volume (ML) | Interference | Volume Assayed (ML) f | Method f | Analysis Start Date f | Analysis Start Time f | Analysis Completed Date | Analysis Completed Time | Analyzing Lab ID | Source Type | Comments |
|--------------------------|-----------|-------|-------|-------|-------------|--------------|-----------------------|----------|-----------------------|-----------------------|-------------------------|-------------------------|------------------|-------------|----------|
| No items to show. | | | | | | | | | | | | | | | |

Field Results and Measurements

Adding results

1. In the **Microbial Analytes Results** section click **Add**
2. Select an analyte first, as it controls some of the other result options (e.g., Method).
 - a. *To select an analyte:*
 - either select from the dropdown menu
 - or
 - start typing its name or code in the analyte field. The CMDP can filter using both the name field and code field for analytes.

Microbial

Information saved successfully.

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

Set Default Values for Sample Information

Water System ID Facility Sampling Point ID Laboratory ID Collection Date Collection Time Sample Type

Water System Id*: UTAH01003 Water System Name: MILFORD CITY WATER SYS Facility*: WWS005 - MINERAL MOUNTAIN WEL Sampling Point*: WWS005 Sampling Location:

Sample ID*: 547 Collection Date*: 10/05/2016 Collection Time: HH:MM

Laboratory ID - Name*: C6 - SALT LAKE CITY PUBLIC UTILITIES LAB2 Sample Type*: Routine Sample Volume(ML):

Comment:

Set Default Values for Sample Results Table

Microbial Analytes Results

Refresh Add Remove

| Analyte | A/P | Count | Units | Volume(ML) | Interference | Volume Assayed(ML) | Method | Analysis Start Date | Analysis Start Time | Analysis Completed Date | Analysis Completed Time | Analyzing Lab ID | Source Type | Comments |
|---------|--------|-------|-------|------------|--------------|--------------------|--------|---------------------|---------------------|-------------------------|-------------------------|------------------|-------------|----------|
| a | Absent | | | | | | | | | | | | | |

Analyte Code Analyte Name

| | |
|------|----------------------|
| 3011 | Actinomyces /ml |
| 3430 | Adenoviruses |
| 3032 | Aerobic Spores |
| 3026 | Aeromonas |
| 3200 | Aeromonas hydrophila |
| 3201 | Aeromonas spp. |
| 3310 | Algae Toxins |

Field Results and Measurements

*Note: once you've clicked the **Add** button, the application expects you to complete the entry or hit the 'Esc' key before you do anything else (the 'Esc' key cancels the entry of a new result).*

Adding results

▶ Set Default Values for Sample Results Table

Microbial Analytes Results

Refresh Add Remove

| <input checked="" type="checkbox"/> | Analyte f | A/P f | Count | Units | Volume(ML) | Interference | Volume Assayed(ML) f | Method f | Analysis Start Date f | Analysis Start Time f | Analysis Completed Date | Analysis Completed Time | Analyzing Lab ID | Source Type | Comments |
|-------------------------------------|------------|--------|-------|-------|------------|--------------|----------------------|----------|-----------------------|-----------------------|-------------------------|-------------------------|------------------|-------------|----------|
| <input checked="" type="checkbox"/> | 3310 - Alg | Absent | | | | | 50 | | 10/11/2016 | 10:09 | | | | | |

Note: For a microbial result, “A/P” is defaulted to Absent

To finish entering results hit the ‘Enter’ key or click outside the results grid.

To enter several results, click on the **Add** button again or hit the tab key after the last column and the application will insert a new row below.

To modify a result record, double-click anywhere on the row then update the result.

Field Results and Measurements

is used to record measurements made in the field while collecting the sample.

Click **Add** to select a **Parameter**

Examples: Chlorine, pH, Water Temperature.

You may now click **'Save And Add Another.'** Or you may click **'Close'** to leave the record.

The record automatically saves, though the user may still select **'Save.'**

Microbial Analytes Results

| Analyte | A/P | Count | Units | Volume (ML) | Interference | Volume Assayed (ML) | Method | Analysis Start Date | Analysis Start Time | Analysis Completed Date | Analysis Completed Time | Analyzing Lab ID | Source Type | Comments |
|---------------------|--------|-------|-------|-------------|--------------|---------------------|--------|---------------------|---------------------|-------------------------|-------------------------|------------------|-------------|----------|
| 3310 - Algae Toxins | Absent | | | | | 50 | | 10/11/2016 | 10:09 | | | | | |

Field Results and Measurements

| Parameter | Result | Result UOM | Method | Comments |
|-----------|--------|------------|--------|----------|
| CHLORINE | | | | |

Default Values for Sample Information

Water System ID
 Facility
 Sampling Point ID
 Laboratory ID
 Collection Date
 Collection Time
 Sample Type

Water System Id*: UTAH01003
 Water System Name: MILFORD CITY WATER SYS
 Facility*: WS005 - MINERAL MOUNTAIN WEL
 Sampling Point*: WS005
 Sampling Location:

Sample ID*: 547
 Collection Date*: 10/05/2016
 Collection Time: HH:MM

Laboratory ID - Name*: C6 - SALT LAKE CITY PUBLIC UTILITIES LAB2
 Sample Type*: Routine
 Sample Volume (ML):

Comment

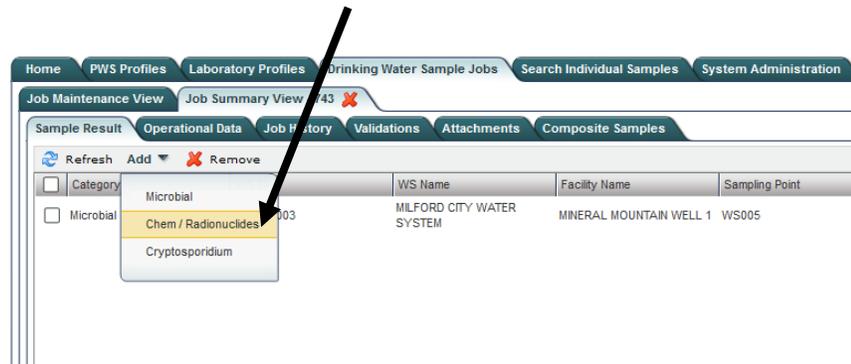
Set Default Values for Sample Results Table

Adding Chemical and/or Radionuclides samples

The following data entry screen is presented:

In the **Sample Result** tab:

1. Click **Add**
2. Select **Chem/Radionuclides** from the dropdown menu



The screenshot shows the 'Chem / Radionuclides' data entry screen. The window title is 'Chem / Radionuclides'. The interface includes a toolbar with 'Save', 'Save And Add Another', and 'Close' buttons. Below the toolbar, there are several input fields for sample information: 'Water System *' (dropdown menu with 'UTAH' selected), 'Water System Name', 'Facility *' (dropdown menu), 'Sampling Point *' (dropdown menu), and 'Sampling Location'. There are also fields for 'Sample ID *', 'Collection Date *' (calendar icon), and 'Collection Time *' (time picker). Below these are fields for 'Laboratory ID - Name *' (dropdown menu with '06 - SALT LAKE CITY PUBLIC UTILITIES LAB2' selected), 'Sample Type *' (dropdown menu with 'Routine' selected), and 'Sample Volume(ML)'. A 'Comment' text area is also present. The bottom section is titled 'Set Default Values for Sample Results Table' and contains 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', and 'Comments'. The table currently shows 'No items to show.'.

Setting default values

To enter several samples of the same **Water System Id, Facility,** and **Sample Type:**

1. Click **Set Default Values for Sample Information**

2. Check the boxes titled: **Water System Id, Facility,** and **Sample Type.**

3. Select your **Water System Id** from the dropdown menu. You may type in the first few letters of the **Water System Name** to restrict the dropdown menu results.

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 ID Facility Sampling Point ID Laboratory ID Collection Date Collection Time Sample Type

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

Water System Id Water System Name

| | |
|-----------|--------------------------|
| UTAH01000 | BEAVER COUNTY GENERAL |
| UTAH01001 | BEAVER CITY WATER SYS... |
| UTAH01002 | ELK MEADOWS SSD |
| UTAH01003 | MILFORD CITY WATER SY... |
| UTAH01004 | MINERSVILLE WATER SYS... |
| UTAH01005 | MANDERFIELD CULINARY ... |
| UTAH01006 | COVE FORT NORTH ROAD ... |
| UTAH01008 | KENTS LAKE CAMPGROUND |
| UTAH01009 | ANDERSON MEADOW CAM... |

Collection Date *f: Collection Time f HH:MM

Sample Type *f: Sample Volume(ML)

Comment

Set Default Values for Sample Results Table

Chem/Rads Results

Refresh Add Remove

| 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 f | Analysis Completed Date | Analysis Completed Time | Analyzing Lab ID | Comments |
|-------------------|----------------|----------|--------------|----------------------------|-------------------|------------------------|--------------------|----------|-----------------------|-----------------------|-------------------------|-------------------------|------------------|----------|
| No items to show. | | | | | | | | | | | | | | |

Field Results and Measurements

*Note: Laboratory users will have **Laboratory ID – Name** automatically defaulted for every sample entered.*

Setting default values

4. Select the **Facility** from the dropdown menu

The screenshot shows the 'Chem / Radionuclides' application window. The 'Facility' dropdown menu is open, displaying a list of facility names. A black arrow points to the 'RAL MOUNTAIN WELL 1' option, which is highlighted in yellow. The form includes fields for 'Water System', 'Sample ID', 'Collection Date', 'Collection Time', 'Laboratory ID - Name', and 'Sample Volume (ML)'. A 'Comment' text area is also visible.

5. Select the **Sample Type** from the dropdown menu

The screenshot shows the 'Chem / Radionuclides' application window. The 'Sample Type' dropdown menu is open, displaying a list of sample types. A black arrow points to the 'Routine' option, which is highlighted in yellow. The form includes fields for 'Water System', 'Sample ID', 'Collection Date', 'Collection Time', 'Laboratory ID - Name', and 'Sample Volume (ML)'. A 'Comment' text area is also visible.

Setting default values

Field names with an * are required fields.

Below, **Save** was clicked before three of the required fields were filled in.

Chem/Radionuclides

Save Save And Add Another Close

Set Default Values for Sample Information

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

UTAH01003 MILFORD CITY WATER SYS WS005 - MINERAL MOUNTAIN WEL WS005

Sample ID*: Collection Date*: Collection Timef

345 10/05/2016

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

C6 - SALT LAKE CITY PUBLIC UTILITIES LAB2 Routine

Comment

Set Default Values for Sample Results Table

Chem/Rads Results

Refresh Add Remove

| Analyte* | 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 | Analyzing Lab ID | Comments |
|-------------------|----------------|----------|--------------|----------------------------|-------------------|------------------------|--------------------|----------|-----------------------|-----------------------|-------------------------|-------------------------|------------------|----------|
| No items to show. | | | | | | | | | | | | | | |

Field Results and Measurements

The three required fields must now be filled in.

Sampling Point will provide a dropdown menu to select from.

Sample ID and **Collection Date** must be typed in.

You may then click **Save** or **Save And Add Another**

Chem/Radionuclides

Information saved successfully.

Save Save And Add Another Close

Set Default Values for Sample Information

Water System ID Facility Sampling Point ID Laboratory ID Collection Date Collection Time Sample Type

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

UTAH01003 MILFORD CITY WATER SYS WS005 - MINERAL MOUNTAIN WEL WS005

Sample ID*: Collection Date*: Collection Timef

345 10/05/2016

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

C6 - SALT LAKE CITY PUBLIC UTILITIES LAB2 Routine

Comment

Set Default Values for Sample Results Table

Chem/Rads Results

Refresh Add Remove

| Analyte* | 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 | Analyzing Lab ID | Comments |
|-------------------|----------------|----------|--------------|----------------------------|-------------------|------------------------|--------------------|----------|-----------------------|-----------------------|-------------------------|-------------------------|------------------|----------|
| No items to show. | | | | | | | | | | | | | | |

Field Results and Measurements

Setting default values

Fields may have:

***** for Required

+ for Conditionally Required

f for Federally Required

f for Federally Conditionally Required

However, only an empty ***** will prevent you from saving the record

The screenshot shows a web application window titled "Chem / Radionuclides". The interface includes a toolbar with "Save", "Save And Add Another", and "Close" buttons. Below the toolbar, there is a legend for field requirements: "*" for Required, "+" for Conditionally Required, "f" for Federally Required, and "f" for Federally Conditionally Required. The main section is titled "Set Default Values for Sample Information" and contains several fields with checkboxes and dropdown menus. The fields are: "Water System ID" (checked), "Facility" (checked), "Sampling Point ID" (unchecked), "Laboratory ID" (unchecked), "Collection Date" (unchecked), "Collection Time" (unchecked), and "Sample Type" (checked). Below these are input fields for "Water System *:" (dropdown with "UTAH01003"), "Water System Name" (text "MILFORD CITY WATER SYS"), "Facility *:" (dropdown with "WS005 - MINERAL MOUNTAIN WEL"), "Sampling Point *:" (dropdown with a warning icon), and "Sampling Location" (text). The next row contains "Sample ID *:" (dropdown with a warning icon), "Collection Date *f:" (dropdown with a warning icon), and "Collection Time f" (text "HH:MM"). The final row contains "Laboratory ID - Name *:" (dropdown with "C6 - SALT LAKE CITY PUBLIC UTILITIES LAB2"), "Sample Type *f:" (dropdown with "Routine"), and "Sample Volume(ML)" (text). At the bottom, there is a "Comment" text area.

Adding results

1. In the **Chem/Rads Results** section click **Add**
2. Select the analyte first, as it controls some of other result options (e.g., Method).
 - a. *To select an analyte:*
 - either select from the dropdown menu
 - or
 - start typing its name or code in the analyte field. The CMDP will filter using both the name field and code field for analytes.

The screenshot shows the 'Chem / Radionuclides' application window. At the top, there is a status bar indicating 'Information saved successfully.' Below this is a menu bar with 'Save', 'Save And Add Another', and 'Close' options. The main form area is titled 'Set Default Values for Sample Information' and contains several fields: 'Water System ID' (checked), 'Facility' (checked), 'Sampling Point ID' (unchecked), 'Laboratory ID' (unchecked), 'Collection Date' (unchecked), 'Collection Time' (unchecked), and 'Sample Type' (checked). Below these are dropdown menus for 'Water System *', 'Water System Name', 'Facility *', 'Sampling Point *', and 'Sampling Location'. Further down are fields for 'Sample ID *', 'Collection Date *', and 'Collection Time'. Below that are 'Laboratory ID - Name *', 'Sample Type *', and 'Sample Volume(ML)'. A 'Comment' text area is also present. The bottom section is titled 'Set Default Values for Sample Results Table' and contains the 'Chem/Rads Results' table. 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', 'Analysis Completed Date', 'Analysis Completed Time', 'Analyzing Lab ID', and 'Comments'. The 'Analyte' column has a dropdown menu with 'mercd' selected. A search box is open below the dropdown, showing a list of analytes with '1035 Mercury' highlighted. Below the table is a section for 'Field Results and Measurements'.

*Note: once you've clicked the **Add** button, the application expects you to complete the entry or hit the 'Esc' key before you do anything else (the 'Esc' key cancels the entry of a new result).*

Adding results

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 f | Analysis Completed Date | Analysis Completed Time | Analyzing Lab ID | Comments |
|--------------------------|---------------|-------------------------------------|----------|--------------|----------------------------|-------------------|------------------------|--------------------|----------|-----------------------|-----------------------|-------------------------|-------------------------|------------------|----------|
| <input type="checkbox"/> | ̢ - Mercury ▾ | <input checked="" type="checkbox"/> | | | | | | | | | | | | | |

*Note: For a **Chem/Rads Results** entry “Not Detected” is the default*

To finish entering results hit the ‘Enter’ key or click outside the results grid.

To enter several results, click on the **Add** button again hit the tab key after the last column and the application will insert a new row below.

To modify a result record, double-click anywhere on the row then update the result.

Field Results and Measurements is used to record measurements made in the field while collecting the sample.

Click **Add** to select a **Parameter**

Examples: Chlorine, pH, Water Temperature.

| Parameter* | Result* | Result UOM* | Method | Comments |
|--|---------|-------------|--------|----------|
| CHLORINE Chloramine FreeChlorineResidual TURBIDITY TotalChlorineResidual WaterTemperature pH | | | | |

You may now click **'Save And Add Another.'** Or you may click **'Close'** to leave the record.

The record automatically saves, though you may still select **'Save.'**

Save Save And Add Another Close

* - Required + - Conditionally Required f - Federally Required f - Federally Conditionally Required

Set Default Values for Sample Information

Water System ID Facility Sampling Point ID Laboratory ID Collection Date Collection Time Sample Type

Water System ID*: UTAH01003 Water System Name: MILFORD CITY WATER SYS Facility*: WS005 - MINERAL MOUNTAIN WEL Sampling Point*: WS005 Sampling Location:

Sample ID*: 547 Collection Date*: 10/05/2016 Collection Time: HH:MM

Laboratory ID - Name*: C6 - SALT LAKE CITY PUBLIC UTILITIES LAB2 Sample Type*: Routine Sample Volume(ML):

Comment

Set Default Values for Sample Results Table

Tip1: Entering several results at once

Use when entering a large number of results (e.g., volatile organic chemical results) with at least some of the same information (e.g., method used, analysis start date)

1. Expand the **Set Default Values for Sample Results Table** area

The screenshot shows a software window titled "Chem / Radionuclides" with a menu bar containing "Save", "Save And Add Another", and "Close". Below the menu bar, there are several sections for data entry:

- Set Default Values for Sample Information:**
 - Water System *: UTAH01003
 - Water System Name: MILFORD CITY WATER SYS
 - Facility *: WS005 - MINERAL MOUNTAIN WEL
 - Sampling Point *: WS005
 - Sampling Location: [Empty]
 - Sample ID *: 345
 - Collection Date *: 10/05/2016
 - Collection Time: 10:25 HH:MM
 - Laboratory ID - Name *: C6 - SALT LAKE CITY PUBLIC UTILITIES LAB2
 - Sample Type *: Routine
 - Sample Volume(ML): [Empty]
 - Comment: [Empty text area]
- Set Default Values for Sample Results Table:** (This section is expanded and highlighted with a dashed box)
 - Analyte Group: [Empty]
 - Analyte: [Empty]
 - Volume Assayed(ML): [Empty]
 - Analyzing Lab ID: [Empty]
 - Method: [Empty] Not Detected
 - Result: [Empty]
 - Result UOM: [Empty]
 - Analysis Start Date: [Empty]
 - Analysis Start Time: [Empty] HH:MM
 - Reporting Limit: [Empty]
 - Reporting Limit UOM: [Empty]
 - Standard Deviation (+/-): [Empty]
 - Analysis Completed Date: [Empty]
 - Analysis Completed Time: [Empty] HH:MM

At the bottom of the form, there is a button labeled "Add To Grid".

Tip1: Entering several results at once

1. Expand the **Set Default Values for Sample Results Table** area
2. Input your data
3. Under **Analyte**, check the boxes for each of the analytes you wish to input data for
4. Click **Add To Grid**

The screenshot shows a software interface for setting default values for sample results. The main section is titled "Set Default Values for Sample Results Table".

Analyte Group: VOC-NPDWR - Volatile Organic Contaminants Rule

Analyte: 2964 - Dichloromethane, 2989 - Chlorobenzene, 2987 - Tetrachloroethylen...

Table of Analytes:

| Analyte Code | Analyte Name |
|-------------------------------------|-----------------------------|
| <input type="checkbox"/> | 2378 |
| <input type="checkbox"/> | 2380 |
| <input type="checkbox"/> | 2977 |
| <input type="checkbox"/> | 2985 |
| <input checked="" type="checkbox"/> | 2964 Dichloromethane |
| <input type="checkbox"/> | 2968 |
| <input type="checkbox"/> | 2981 |
| <input type="checkbox"/> | 2990 |
| <input checked="" type="checkbox"/> | 2989 Chlorobenzene |
| <input type="checkbox"/> | 2984 |
| <input type="checkbox"/> | 2969 |
| <input type="checkbox"/> | 2979 |
| <input type="checkbox"/> | 2980 |
| <input type="checkbox"/> | 2983 |
| <input checked="" type="checkbox"/> | 2987 Tetrachloroethylene |
| <input checked="" type="checkbox"/> | 2982 Carbon tetrachloride |
| <input type="checkbox"/> | 2987 - Tetrachloroet... |
| <input type="checkbox"/> | 2982 - Carbon tetrachloride |
| <input type="checkbox"/> | 2955 - Xylenes, Total |
| <input type="checkbox"/> | 2976 - Vinyl chloride |

Form Fields:

- Volume Assayed (ML):
- Analyzing Lab ID:
- Method: Not Detected
- Analysis Start Date: 10/10/2016
- Analysis Start Time: 09:30 HH:MM
- Standard Deviation (+/-):
- Analysis Completed Date: 10/10/2016
- Analysis Completed Time: HH:MM

Table:

| Reporting Limit <i>f</i> | Reporting Limit UOM <i>+</i> <i>f</i> | Volume Assayed (ML) | Method <i>f</i> | Analysis Start Date <i>f</i> | Analysis Start Time <i>f</i> | Analysis Completed Date | Analysis Completed Time | Analyzing Lab ID | Comments |
|--------------------------|---------------------------------------|---------------------|-----------------|------------------------------|------------------------------|-------------------------|-------------------------|------------------|----------|
| | | | | 10/10/2016 | 09:30 | 10/10/2016 | | | |
| | | | | 10/10/2016 | 09:30 | 10/10/2016 | | | |
| | | | | 10/10/2016 | 09:30 | 10/10/2016 | | | |
| | | | | 10/10/2016 | 09:30 | 10/10/2016 | | | |
| | | | | 10/10/2016 | 09:30 | 10/10/2016 | | | |
| | | | | 10/10/2016 | 09:30 | 10/10/2016 | | | |

Tip 1: Entering several results at once

Chem/Rads Results

Refresh Add Remove

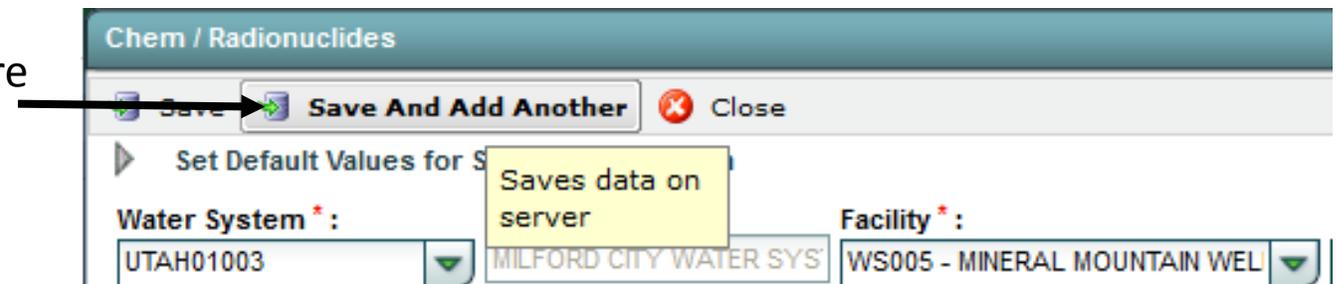
| <input type="checkbox"/> | Analyte *f | Not Detected f | Result f | Result UOM f | Standard Deviation (+/-) f | Reporting Limit f | Reporting Limit UOM *f | Volume Assayed(ML) | Method f | Analysis Start Date f | Analysis Start Time f | Analysis Completed Date | Analysis Completed Time | Analyzing Lab ID | Comments |
|--------------------------|-----------------------------|----------------|----------|--------------|----------------------------|-------------------|------------------------|--------------------|----------|-----------------------|-----------------------|-------------------------|-------------------------|------------------|----------|
| <input type="checkbox"/> | 1035 - Mercury | true | | | | | | | | | | | | | |
| <input type="checkbox"/> | 2964 - Dichlorometh... | true | | | | | | | | 10/10/2016 | 09:30 | 10/10/2016 | | | |
| <input type="checkbox"/> | 2989 - Chlorobenzene | true | | | | | | | | 10/10/2016 | 09:30 | 10/10/2016 | | | |
| <input type="checkbox"/> | 2987 - Tetrachloroet... | true | | | | | | | | 10/10/2016 | 09:30 | 10/10/2016 | | | |
| <input type="checkbox"/> | 2982 - Carbon tetrachloride | true | | | | | | | | 10/10/2016 | 09:30 | 10/10/2016 | | | |
| <input type="checkbox"/> | 2955 - Xylenes, Total | true | | | | | | | | 10/10/2016 | 09:30 | 10/10/2016 | | | |
| <input type="checkbox"/> | 2976 - Vinyl | | | | | | | | | | | | | | |

Field Results and Measurements

Above is an example of VOC analytes with the following fields automatically filled in: **Not Detected**, **Analysis Start Date**, **Analysis Start Time**, and **Analysis Completed Date**. You must double-click on each row and fill in the appropriate fields.

Next, click **Close** if you have completed your data entry. Click **Save And Add Another** if you have more results to add.

Note: *Records are saved as you enter them so you don't have to click on the **Save** button first, but you certainly can.*



Tip 2: Update the sample information if the default is incorrect

Not Detected is defaulted to 'true.'

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 f | Analysis Completed Date | Analysis Completed Time | Analyzing Lab ID | Comments |
|--------------------------|----------------|----------------|----------|--------------|----------------------------|-------------------|------------------------|--------------------|----------|-----------------------|-----------------------|-------------------------|-------------------------|------------------|----------|
| <input type="checkbox"/> | 1035 - Mercury | true | | | | | | | | | | | | | |

If that is not correct for the sample, you must uncheck **Not Detected**. Since the **Analyte** was detected, the user should now add the corresponding details, such as **Result**, **Method**, etc.

Chem/Rads Results

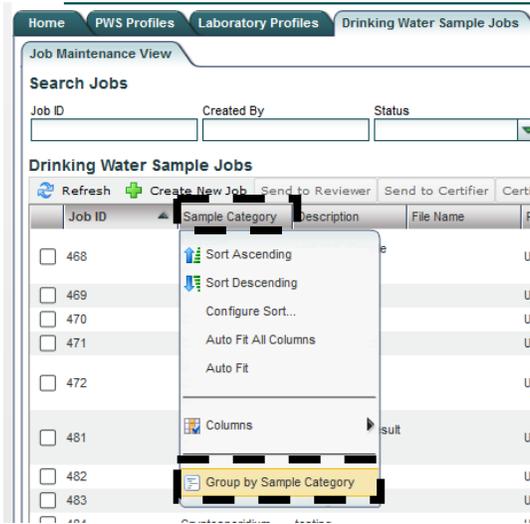
Refresh Add Remove

| <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 f | Analysis Completed Date | Analysis Completed Time | Analyzing Lab ID | Comments |
|-------------------------------------|------------|--------------------------|----------|--------------|----------------------------|-------------------|------------------------|--------------------|------------|-----------------------|-----------------------|-------------------------|-------------------------|------------------|----------|
| <input checked="" type="checkbox"/> | 1035 - Mer | <input type="checkbox"/> | 2.1 | ug/L | | | | | 245.2 - AU | 10/10/2016 | 9:30 | 10/10/2016 | | | |

Not Detected will then change to False

| <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 f | Analysis Completed Date | Analysis Completed Time | Analyzing Lab ID | Comments |
|-------------------------------------|----------------|----------------|----------|--------------|----------------------------|-------------------|------------------------|--------------------|--|-----------------------|-----------------------|-------------------------|-------------------------|------------------|----------|
| <input checked="" type="checkbox"/> | 1035 - Mercury | false | 2.1 | ug/L | | | | | 245.2 - AUTOMATED COLD VAPOR TECHNIQUE | 10/10/2016 | 09:30 | 10/10/2016 | | | |

Tip3: Sorting Sample Jobs



In **Sample Category**, selecting **Group by Sample Category** groups together samples from similar sample categories, such as **Microbial** or **Operational Samples**

