

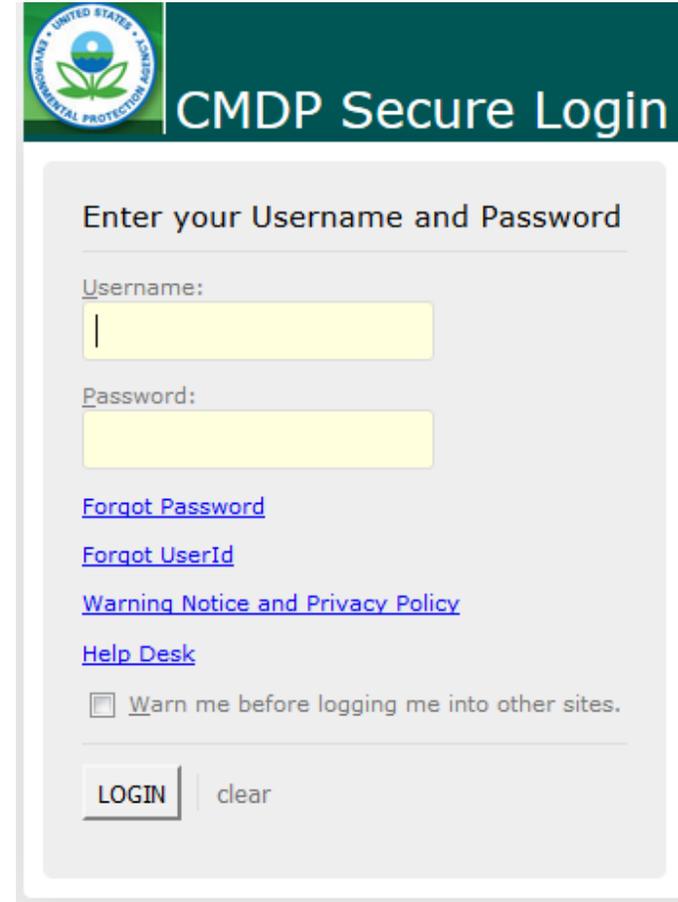
The Compliance Monitoring Data Portal (CMDP)

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](#)

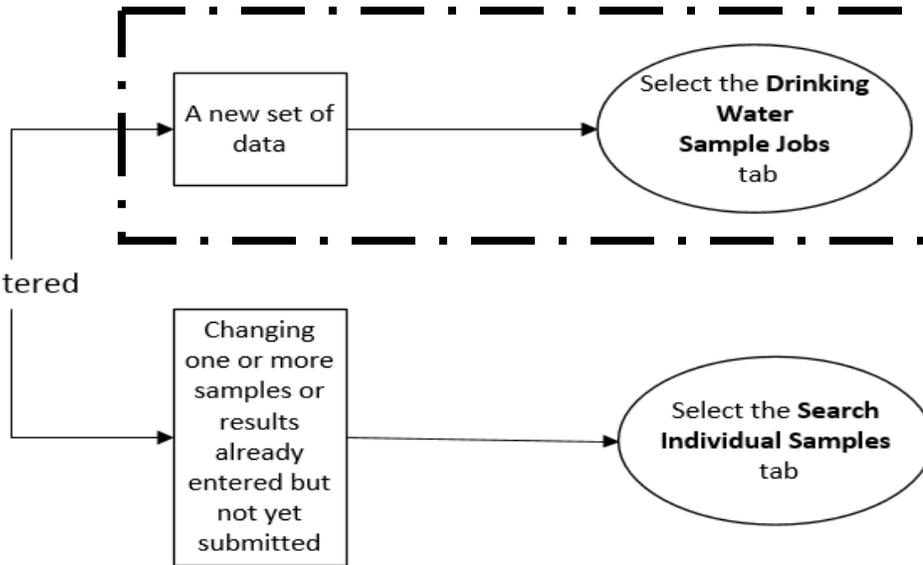
[Warning Notice and Privacy Policy](#)

[Help Desk](#)

Warn me before logging me into other sites.

| [clear](#)

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



Type of data being entered

Compliance Monitoring Data Portal

Hello EPA LabAdmin(Private Lab CMDP Administrator)
(ORG: UT-SALT LAKE CITY PUBLIC UTILITIES LAB2) Logout

Home PWS Profiles Laboratory Profiles **Drinking Water Sample Jobs** Search Individual Samples System Administration

Change Working Organization
UT - C6 - SALT LAKE CITY PUBL...

Templates Download

Laboratories Dashboards

Lab Id	Lab Name	Address	Status
C6	SALT LAKE CITY PUBLIC UTILITIES LAB2		Active

ID	Date	Organization	User Id	Status
61	09/30/2016	C6	EPA LabAdmin	Rejected

My Work In Progress

Job Id	File Name	Description	Created By	Created On	Status
723		TestingDefau...	EPA LabAdmin	10/04/2016	Draft with Preparer
703		asd	Lab Admin	09/28/2016	Draft with Preparer
686		Testing123	EPA LabAdmin	09/23/2016	Draft with Certifier
501		LATest1	EPA LabAdmin	08/04/2016	Draft with Reviewer
488		UyenTestTX... New Job using XML	Lab Admin	07/27/2016	Draft with Preparer

Submissions (to State)

Job Id	File Name	Submitted By	Submitted On	Status
680		Lab Admin	09/20/2016	Accepted by State
678		Lab Admin	09/19/2016	Accepted by State
669		Lab Admin	09/19/2016	Accepted by State
663		Lab Admin	09/14/2016	Accepted by State
664		Lab Admin	09/14/2016	Accepted by State
500		Lab Admin	08/03/2016	Accepted by State
525		Lab Admin	08/11/2016	Accepted by State
486		Lab Admin	07/27/2016	Accepted by State
484		Lab Admin	07/27/2016	Accepted by State

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.



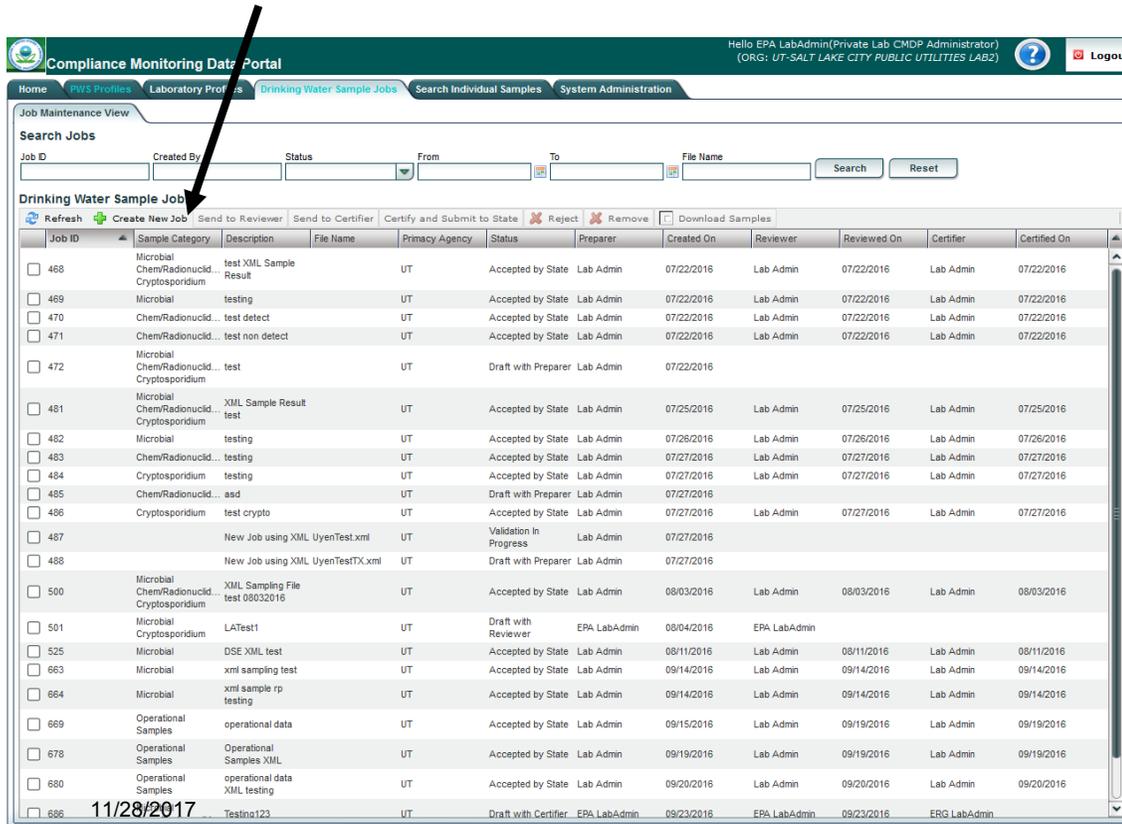
The screenshot displays the 'Compliance Monitoring Data Portal' interface. The top navigation bar includes 'Home', 'PWS Profiles', 'Laboratory Profiles', 'Drinking Water Sample Jobs' (highlighted with a black arrow), 'Search Individual Samples', and 'System Administration'. The user is identified as 'Hello EPA LabAdmin(Private Lab CMDP Administrator)' with the organization 'UT-SALT LAKE CITY PUBLIC UTILITIES LAB2'. 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 table with columns: Job ID, Sample Category, Description, File Name, Primacy Agency, Status, Preparer, Created On, Reviewer, Reviewed On, Certifier, and Certified On. The table lists various jobs, including microbial and chemical tests, with their respective statuses and dates.

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	

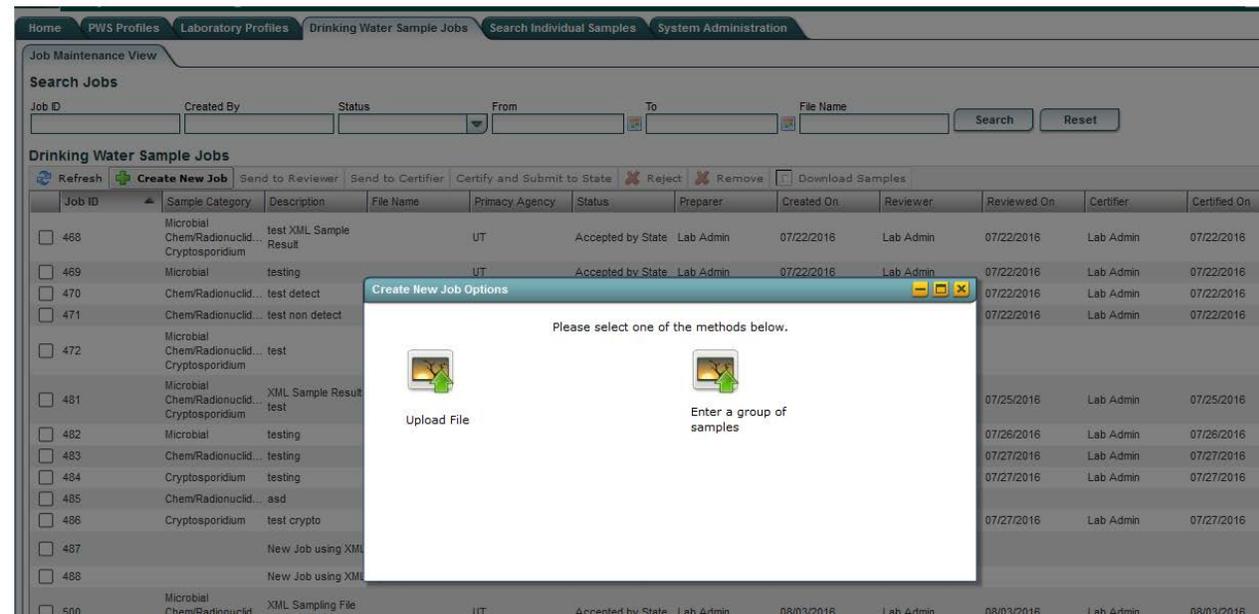
Step 2. Create a new job

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

1. Click "Create New Job"



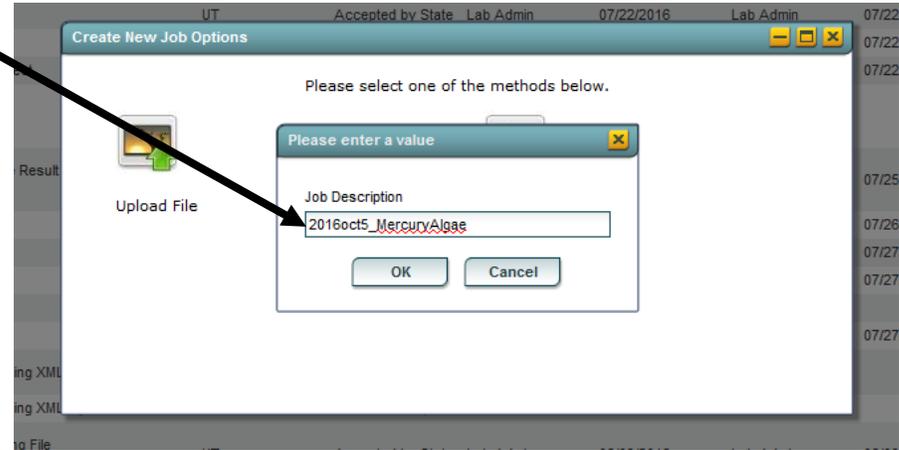
A popup dialog box called "Create New Job Options" will appear. Click on "Enter a group of samples."



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.

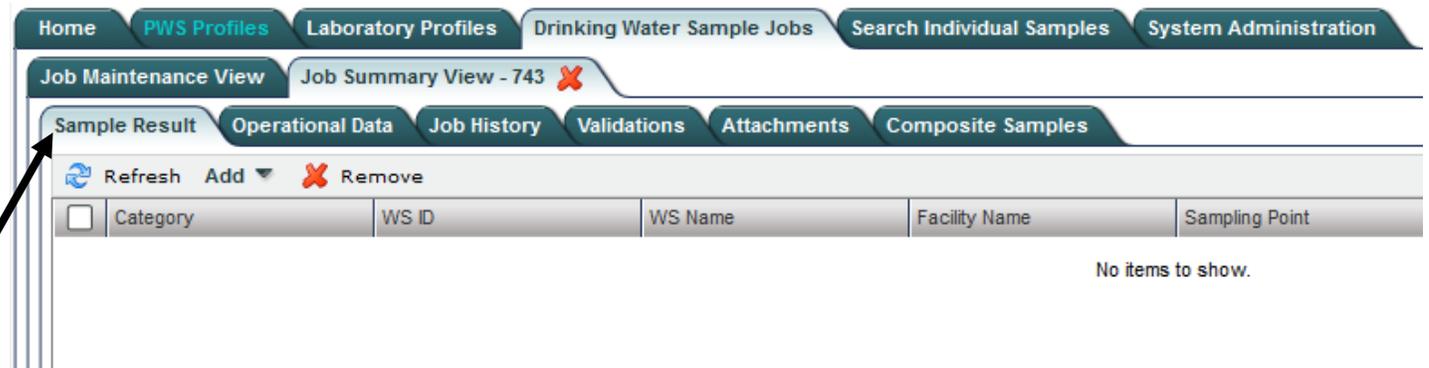


Step 3. Use the **Sample Result** tab

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



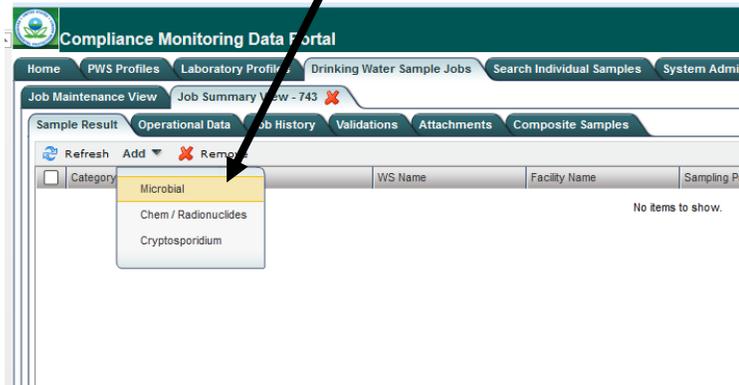
To add microbial samples to the job, click on the **Sample Result** tab

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



The screenshot shows the 'Microbial' data entry screen. The form is titled 'Microbial' and has a toolbar with 'Save', 'Save And Add Another', and 'Close' buttons. Below the toolbar, there are sections for 'Set Default Values for Sample Information' and 'Set Default Values for Sample Results Table'. The 'Sample Information' section includes fields for 'Water System Id' (UTAH), 'Water System Name', 'Facility', 'Sampling Point', 'Sampling Location', 'Sample ID', 'Collection Date', 'Collection Time', 'Laboratory ID - Name' (C6 - SALT LAKE CITY PUBLIC UTILITIES LAB2), 'Sample Type' (Routine), and 'Sample Volume(ML)'. There is also a 'Comment' text area. The 'Sample Results Table' section is titled 'Microbial Analytes Results' and has a toolbar with 'Refresh', 'Add', and 'Remove' buttons. The table has columns for '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', and 'Comments'. The table is currently empty with the message 'No items to show.' Below the table, there is a section for '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.

The screenshot shows the 'Microbial' software interface. At the top, there are menu options: Save, Save And Add Another, and Close. Below that, there are status indicators for required fields: *- Required, + - Conditionally Required, f - Federally Required, and f - Federally Conditionally Required.

The main section is titled 'Set Default Values for Sample Information'. It contains several checkboxes:

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

Below the checkboxes, there are dropdown menus for 'Water System Id' (currently showing 'UTAH01003'), 'Water System Name' (currently showing 'MILFORD CITY WATER SYS'), 'Facility', 'Sampling Point', and 'Sampling Location'. A list of water system IDs and names is displayed, with 'UTAH01003 MILFORD CITY WATER S...' highlighted.

There are also input fields for 'Collection Date', 'Collection Time', and 'Sample Volume(ML)'. The 'Sample Type' dropdown is set to 'Routine'.

At the bottom, there is a section for 'Set Default Values for Sample Results Table' and a table titled 'Microbial Analytes Results'. The table has columns for 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, and Comments. The table is currently empty, showing 'No items to show.'.

*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 'Microbial' software interface. At the top, there are menu options: Save, Save And Add Another, and Close. Below that, there are status indicators for required fields. The main form is titled 'Set Default Values for Sample Information'. It includes several dropdown menus and checkboxes. The 'Facility' dropdown is currently open, displaying a list of facilities. A black arrow points to the selected facility, 'RAL MOUNTAIN WELL 1'. Other fields include 'Water System ID', 'Water System Name', 'Sampling Point', 'Sampling Location', 'Sample ID', 'Collection Date', 'Collection Time', 'Sample Type', and 'Laboratory ID - Name'. A 'Comment' text area is also present. At the bottom, there is a 'Microbial Analytes Results' table with columns for 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, and Comments. The table currently shows 'No items to show.' Below the table, there is a 'Field Results and Measurements' section.

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

The screenshot shows the 'Microbial' software interface. At the top, there are menu options: Save, Save And Add Another, and Close. Below that, there are status indicators for required fields. The main form is titled 'Set Default Values for Sample Information'. It includes several dropdown menus and checkboxes. The 'Sample Type' dropdown is currently open, displaying a list of sample types. A black arrow points to the selected sample type, 'Routine'. Other fields include 'Water System ID', 'Water System Name', 'Facility', 'Sampling Point', 'Sampling Location', 'Sample ID', 'Collection Date', 'Collection Time', 'Sample Type', 'Sample Volume (ML)', and 'Laboratory ID - Name'. A 'Comment' text area is also present. At the bottom, there is a 'Microbial Analytes Results' table with columns for 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, and Comments. The table currently shows 'No items to show.' Below the table, there is a 'Field Results and Measurements' section.

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:

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

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

Comment

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

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):

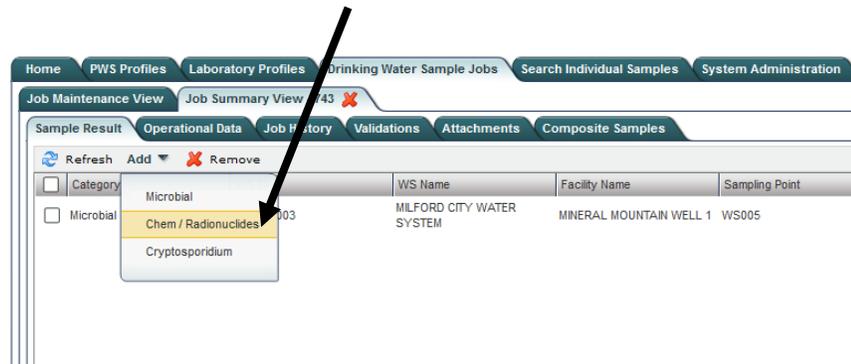
Comment

Set Default Values for Sample Results Table

Adding Chemical and/or Radionuclides samples

In the **Sample Result** tab:

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



The following data entry screen is presented:

The screenshot shows the 'Chem / Radionuclides' data entry screen. The screen is divided into several sections:

- Water System Information:** Water System Name (dropdown: UTAH), Facility (dropdown), Sampling Point (dropdown), and Sampling Location (text field).
- Sample Information:** Sample ID (text field), Collection Date (date field), and Collection Time (time field).
- Laboratory Information:** Laboratory ID - Name (dropdown: 06 - SALT LAKE CITY PUBLIC UTILITIES LAB2), Sample Type (dropdown: Routine), and Sample Volume (ML) (text field).
- Comment:** A large text area for entering comments.
- Chem/Rads Results Table:** A table with columns: 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 is currently empty, showing '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.

The screenshot shows the 'Chem / Radionuclides' application window. At the top, there are menu options: Save, Save And Add Another, and Close. Below the menu is a toolbar with icons for required, conditionally required, and federally required fields. The main area is titled 'Set Default Values for Sample Information'. It contains several checkboxes: '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 ID', 'Water System Name', 'Facility', 'Sampling Point', and 'Sampling Location'. The 'Water System ID' dropdown is open, showing a list of water system IDs and names. The 'Sample Type' dropdown is set to 'Routine'. Below the dropdowns are input fields for 'Collection Date', 'Collection Time', and 'Sample Volume (ML)'. At the bottom of the dialog is a 'Comment' text area. Below the dialog is a section titled 'Chem/Rads Results' with a table of results. The table has columns for Analyte, Not Detected, Result, Result UOM, Standard Deviation, Reporting Limit, Reporting Limit UOM, Volume Assayed, Method, Analysis Start Date, Analysis Start Time, Analysis Completed Date, Analysis Completed Time, Analyzing Lab ID, and Comments. The table is currently empty, showing 'No items to show.'

*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

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 [RAL MOUNTAIN WELL 1]

Sample ID * :

Collection Date * f : Collection Time f HH:MM

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

C6 - SALT LAKE CITY PUBLIC UTILITIES LAB2 Routine

Comment

Set Default Values for Sample Results Table

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

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 [RAL MOUNTAIN WELL 1]

Sample ID * :

Collection Date * f : Collection Time f HH:MM

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

C6 - SALT LAKE CITY PUBLIC UTILITIES LAB2 Routine

Comment

Set Default Values for Sample Results Table

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

Sample ID*: Collection Date*: Collection Timef

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

Comment

Set Default Values for Sample Results Table

Chem/Rads Results

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

Sample ID*: 345 Collection Date*: 10/05/2016 Collection Timef

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

Comment

Set Default Values for Sample Results Table

Chem/Rads Results

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†	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 top navigation bar with buttons for "Save", "Save And Add Another", and "Close". Below this 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: UTAH01003), "Water System Name" (text: MILFORD CITY WATER SYS), "Facility *:" (dropdown: WS005 - MINERAL MOUNTAIN WEL), "Sampling Point *:" (dropdown with warning icon), and "Sampling Location" (text). The next row contains "Sample ID *:" (text with warning icon), "Collection Date *f:" (text with warning icon), and "Collection Time^f" (text with "HH:MM" label). The final row has "Laboratory ID - Name *:" (dropdown: C6 - SALT LAKE CITY PUBLIC UTILITIES LAB2), "Sample Type *f:" (dropdown: Routine), and "Sample Volume(ML)" (text). At the bottom 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's a status bar indicating 'Information saved successfully.' Below that is a menu bar with 'Save', 'Save And Add Another', and 'Close'. A toolbar contains icons for 'Set Default Values for Sample Information' and a legend for field requirements: '*' for Required, '+' for Conditionally Required, 'f' for Federally Required, and 'f-' for Federally Conditionally Required.

The main form area is titled 'Set Default Values for Sample Information' and includes several fields:

- Water System ID:** UTAH01003
- Water System Name:** MILFORD CITY WATER SYS
- Facility:** WS005 - MINERAL MOUNTAIN WEL
- Sampling Point:** WS005
- Sample ID:** 345
- Collection Date:** 10/05/2016
- Laboratory ID - Name:** C6 - SALT LAKE CITY PUBLIC UTILITIES LAB2
- Sample Type:** Routine

Below the form is a section titled 'Chem/Rads Results' with 'Refresh', 'Add', and 'Remove' buttons. It contains a table with the following columns: 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' field is active, showing a dropdown menu with '1035 Mercury' selected.

*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:** This section includes fields for "Water System" (UTAH01003), "Water System Name" (MILFORD CITY WATER SYS), "Facility" (WS005 - MINERAL MOUNTAIN WEL), "Sampling Point" (WS005), "Sampling Location", "Sample ID" (345), "Collection Date" (10/05/2016), "Collection Time" (10:25), "Laboratory ID - Name" (C6 - SALT LAKE CITY PUBLIC UTILITIES LAB2), "Sample Type" (Routine), and "Sample Volume (ML)".
- Comment:** A large text area for entering a comment.
- Set Default Values for Sample Results Table:** This section is highlighted with a dashed box and an arrow. It includes a dropdown for "Analyte Group", a dropdown for "Analyte", a dropdown for "Volume Assayed (ML)", a dropdown for "Analyzing Lab ID", a dropdown for "Method", and a checkbox for "Not Detected".
- Result:** Fields for "Result", "Result UOM", "Analysis Start Date", and "Analysis Start Time".
- Reporting Limit:** Fields for "Reporting Limit", "Reporting Limit UOM", "Standard Deviation (+/-)", "Analysis Completed Date", and "Analysis Completed Time".

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". It features a dropdown menu for "Analyte Group" set to "VOC-NPDWR - Volatile Organic Contaminants Rule". Below this is a list of analytes with checkboxes. An arrow points from step 3 of the instructions to this list. The analytes listed include: 2378 1,2,4-Trichlorobenzene, 2380 cis-1,2-Dichloroethylene, 2977 1,1-Dichloroethylene, 2985 1,1,2-Trichloroethane, 2964 Dichloromethane (checked), 2968 o-Dichlorobenzene, 2981 1,1,1-Trichloroethane, 2990 Benzene, 2989 Chlorobenzene (checked), 2984 Trichloroethylene, 2969 p-Dichlorobenzene, 2979 trans-1,2-Dichloroethylene, 2980 1,2-Dichloroethane, 2983 1,2-Dichloropropane, 2987 Tetrachloroethylene (checked), and 2982 Carbon tetrachloride (checked). To the right of the list are input fields for "Volume Assayed(ML)", "Analyzing Lab ID", "Method", "Analysis Start Date" (10/10/2016), "Analysis Start Time" (09:30), "Standard Deviation (+/-)", "Analysis Completed Date" (10/10/2016), and "Analysis Completed Time". A "Not Detected" checkbox is also present. At the bottom, a table displays the data for the selected analytes.

Reporting Limit	Reporting Limit UOM	Volume Assayed(ML)	Method	Analysis Start Date	Analysis Start Time	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			

Tip 1: Entering several results at once

Chem/Rads Results

Refresh Add Remove

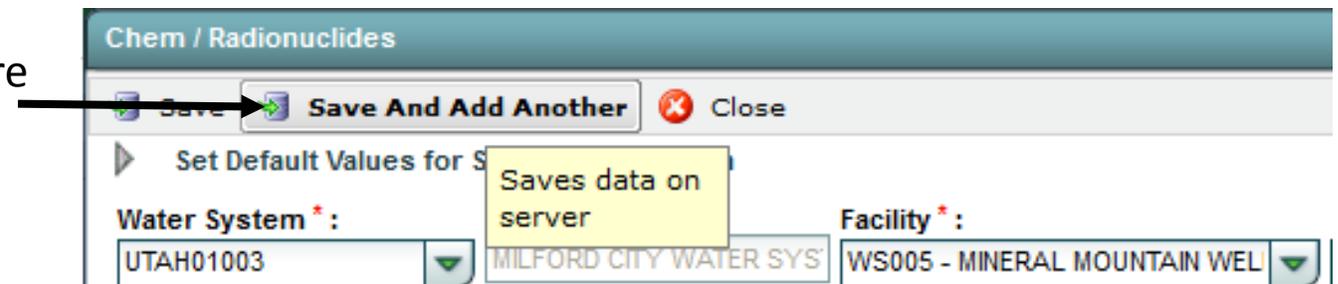
<input type="checkbox"/>	Analyte *f	Not Detected f	Result f	Result UOM f	Standard Deviation (+/-) f	Reporting Limit f	Reporting Limit UOM *f	Volume Assayed(ML)	Method f	Analysis Start Date f	Analysis Start Time f	Analysis Completed Date	Analysis Completed Time	Analyzing Lab ID	Comments
<input type="checkbox"/>	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

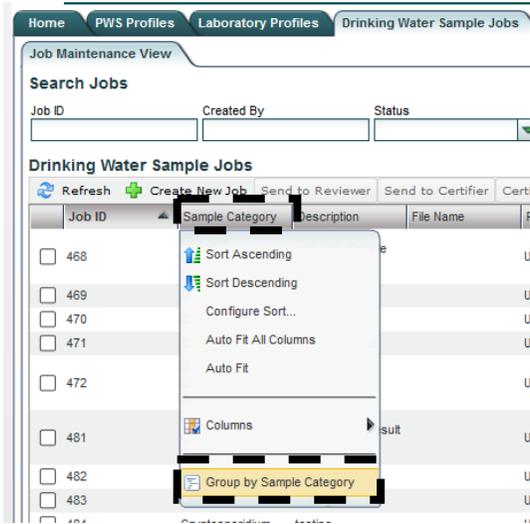
Refresh Add Remove

<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**

