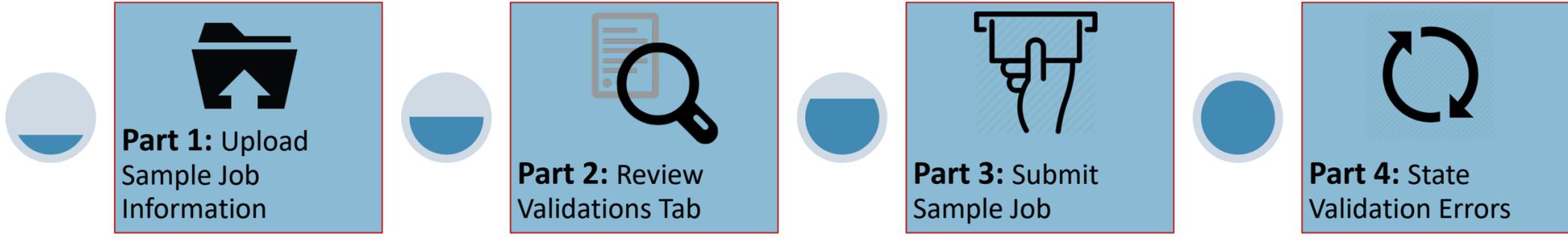


SAMPLE VALIDATION & SUBMISSION PROCESS (WEB ENTRY)

This document is divided into four separate parts (as shown below) and provides instruction for how to submit a Sample Job in CMDP, items to consider when addressing validation errors within CMDP and highlights the most common reasons why samples are rejected from the State.



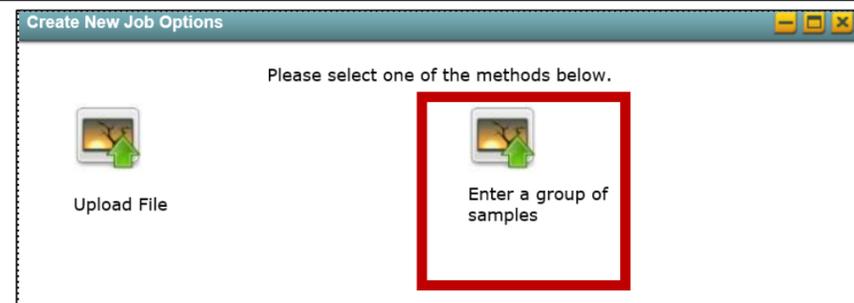
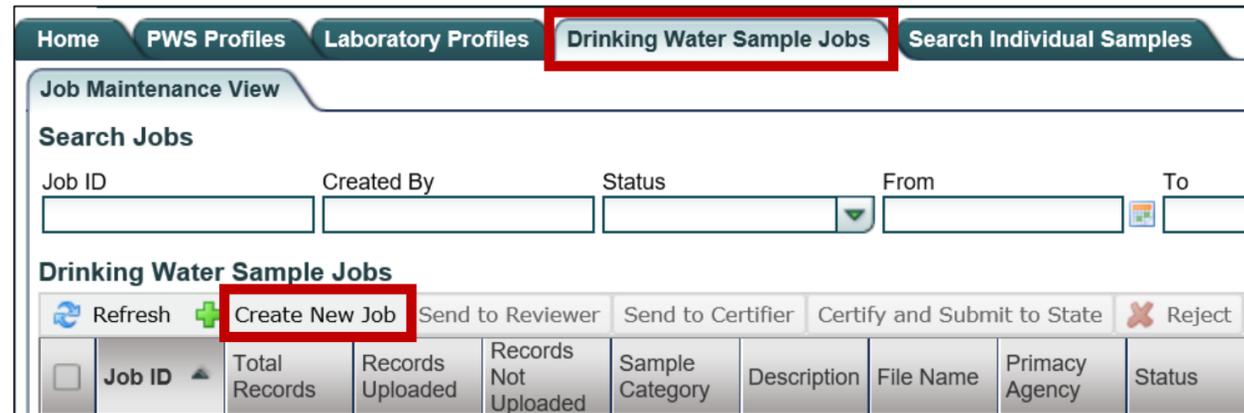
Part 1: Create a Sample Job

Step 1: To create a new Sample Job, go to the **Drinking Water Sample Jobs** tab and select **Create New Job**.

Step 2: From the pop-up window, select the **Enter a group of samples** option.

Then, enter the name for the sample job into the **Job Description** field. Then, click the **OK** button.

NOTE: Consider using a consistent naming convention for your organization which will promote data consistency and regularly track samples/results entered.

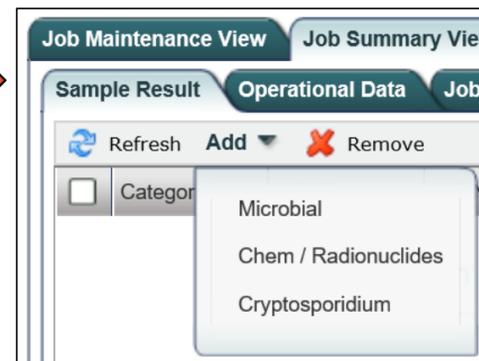


Step 3: To enter a sample result, click on the Sample Result sub-tab and click the **Add** drop down menu. Users have the option to select three different types of sample categories including: Microbial, Chem/Radionuclides and Cryptosporidium.

Step 4: After selecting the sample category (as appropriate), you are now ready to enter the sample/result information into CMDP.

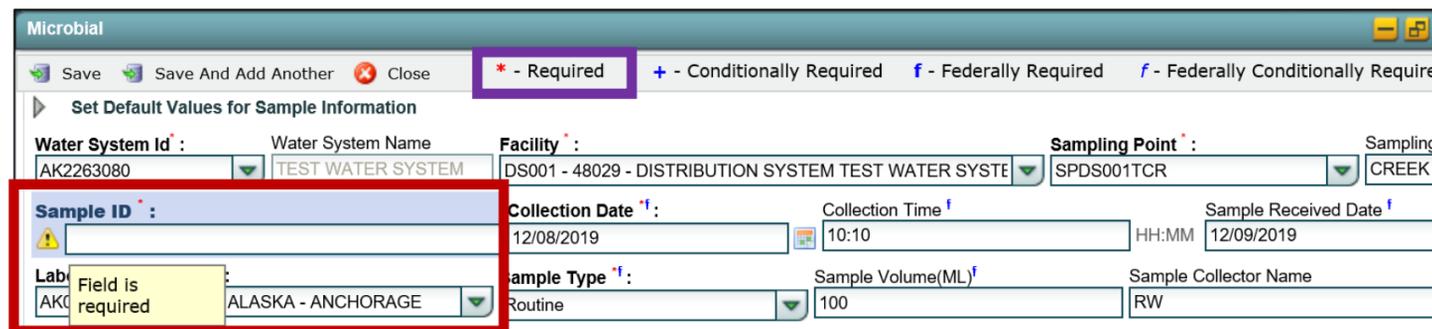
As a reminder, use the [DEC Lab Data Submission Guides](#) to help ensure the data is complete. These documents outline the federal and state specific requirements for a successful upload.

Step 5: After entering the appropriate information, click the **Save** button located in the upper left corner of the web entry form.

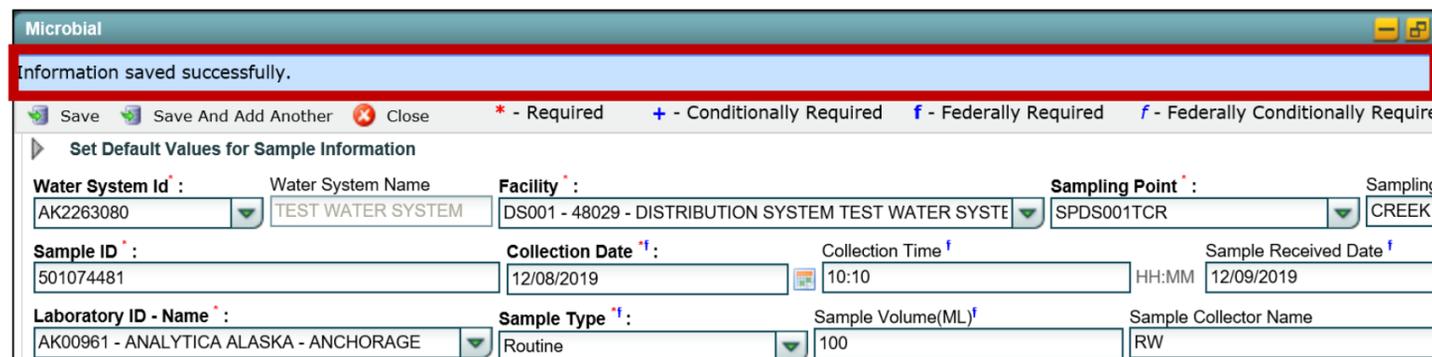


If you are unable to save your submission it means data is missing or entered incorrectly in a required field.

CMDP will notify the user with an error message or a warning icon (screen shot to the right). If the user hovers over the warning icon, a brief explanation of the error will be given.



If your submission has been saved successfully a blue bar with the wording of **Information saved successfully** appears along the top of the web entry form, (screen shot to the right). However this does not mean the sample submissions is error free.



In either case, proceed to **Part 2** to determine whether any errors are present **BEFORE** samples are submitted to the State.



Part 2: Review Validations Tab

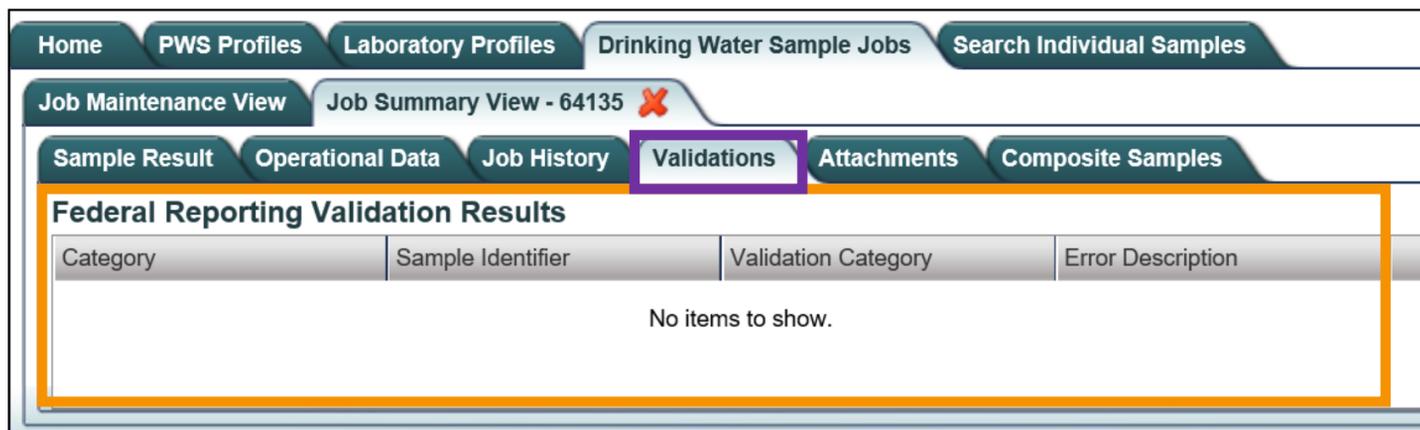
IMPORTANT: Be aware, two different types of validation errors can occur with any sample data (two validation types include: **Federal Reporting Errors** and **State Reporting Errors**).

The **Federal Reporting Validation Errors** are viewed through the **Validations** tab. Meanwhile, the **State Reporting Errors** can be issued after a Sample Job is submitted to the State.

Step 1: To review the validation errors, open the Sample Job and click on the **Validations** tab. This is a very important step because addressing errors listed here will reduce the number of submission rejections issued by the State.

If no validation errors were identified, the “No items to show” notification will be displayed in the **Federal Reporting Validation** section.

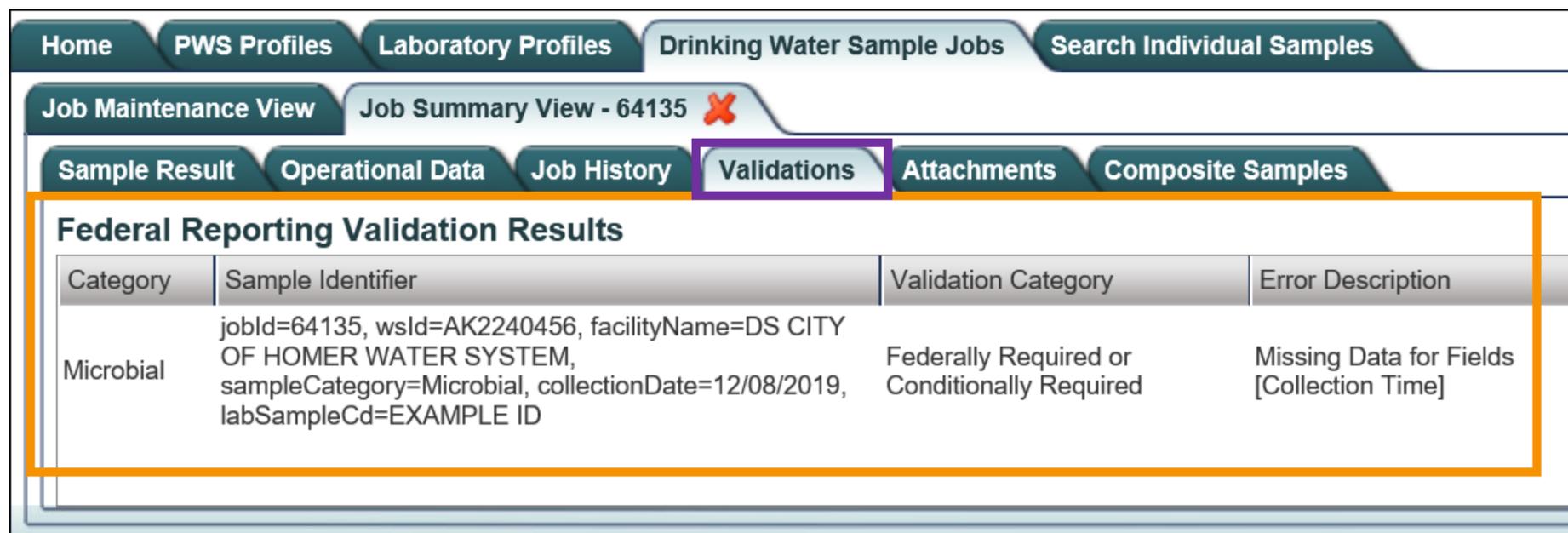
If the **Validations** tab looks like the **screen shot to the right**, proceed to **Part 3** of this document.



If the **Validations** tab looks like the **screen shot below**, additional review is needed.

If validation errors are identified **one or more** messages will be displayed under the **Federal Reporting Validation** section.

To correct **Federal Reporting Validation** errors go to [page 3](#).



Federal Reporting Validation Results Table

➤ This table contains results of validations checked against fields that are federally required/conditionally required. If fields are left blank or information is entered incorrectly, they will be listed as errors in this table. *If the user double clicks on an individual row in this table, they will be brought to the specific sample submission.*

Federal Reporting Validation Results							
1	Category	2	Sample Identifier	3	Validation Category	4	Error Description
	Microbial		jobId=64135, wsId=AK2240456, facilityName=DS CITY OF HOMER WATER SYSTEM, sampleCategory=Microbial, collectionDate=12/08/2019, labSampleCd=EXAMPLE ID		Federally Required or Conditionally Required		Missing Data for Fields [Collection Time]

The information below provides a brief description of each column within **Federal Reporting Validation Results** table and how users can navigate through the information.

- 1 Category:** This column lists the type of sample group as it relates to the specific sample with an error. The categories listed can include: Microbial, Chem/Radionuclides or Cryptosporidium.
 - 2 Sample Identifier:** This column provides details on the sample that contains the Federal reporting error(s). The information merely identifies the sample, it does not describe the error. For instance, the screen shot above (highlighted text under column 2) identifies that an error occurred with the sample job **64135** and this sample job is from **AK2240456** with a facility name of **DS CITY OF HOMER WATER SYSTEM**. It is a **Microbial** sample with a collocation date of **12/08/2019**, assigned a lab sample identification number of **EXAMPLE ID**. Specifically, the type of information displayed within this section includes the following:
 - jobId:** Job sample identification code assigned by CMDP
 - wsId:** Public Water System identification number
 - facilityName:** Water system facility name
 - sampleCategory:** Type of sample classification (i.e., Microbial, Chem/Radionuclides, Cryptosporidium)
 - collectionDate:** Date sample collected (MM/DD/YYYY)
 - labSampleCd:** Lab sample identification number
 - 3 Validation Category:** This column identifies the severity level for the type of error identified (e.g., federally required/conditionally required).
 - 4 Error Description:** This column describes the specific error that has occurred with the sample submission. Refer to the Data Validation Error Table on [page 6](#), under the **Federal Reporting Validation Errors** section, for a list of *CMDP error messages* along with an *explanation of the error* that could occur.
- Once all validation errors listed are reviewed within this section, make note of all errors, and then **double click on the individual row within the Validations tab and edit the web entry form.**
- After the appropriate edits are made, be sure to confirm no additional errors appear on the **Validations** tabs within the **Federal Reporting Validation** section.

If there are no additional errors on the [Validations](#) tab, proceed to [Part 3](#).

Part 3: Submit Sample Job

Step 1: Once the user has confirmed that **no errors exist from the Validations tab**, the Sample Job can be submitted to the State. To submit a sample, go to the **Job Maintenance View** tab, enter the **Job ID** into the search bar and click on the **check box** to select the appropriate job.

From the **Job Maintenance View** tab, be aware that an **N/A** will appear under the **Total Records**, **Records Uploaded**, and the **Records Not Uploaded** columns (screen shot above) for Sample Jobs created via web entry. This notification indicates the user is filling out information directly into CMDP and uploaded records are not applicable with this entry process.

Step 2: Click the **Send to Reviewer** button on the Drinking Water Sample Jobs menu.

A pop-up will ask you to select the appropriate individual. After the user has selected the reviewer, click the **Submit** button. Then, a confirmation window will pop-up stating the job was successfully submitted for review. Click **OK**.

An email will be sent to the assigned reviewer's email indicating that a job is ready for review (example screen shot to the right). The email is simply an instant notification. The user does not have to do anything with the email or even exit out of CMDP. This convince feature was integrated into CMDP in case there are multiple individuals in different roles within a single organization.

Step 3: Then, the Sample Job should be sent to the certifier by clicking the **Send to Certifier** button.

Again, a pop-up will ask the user to select the appropriate certifier. Then, a confirmation window will pop-up stating the job was successfully submitted to the certifier.

An email will be sent to the assigned certifier's email indicating that a job is ready for the final evaluation.

Step 4: When the certifier or Lab System Administrator is prepared to submit the Sample Job, click the **Certify and Submit to State** button.

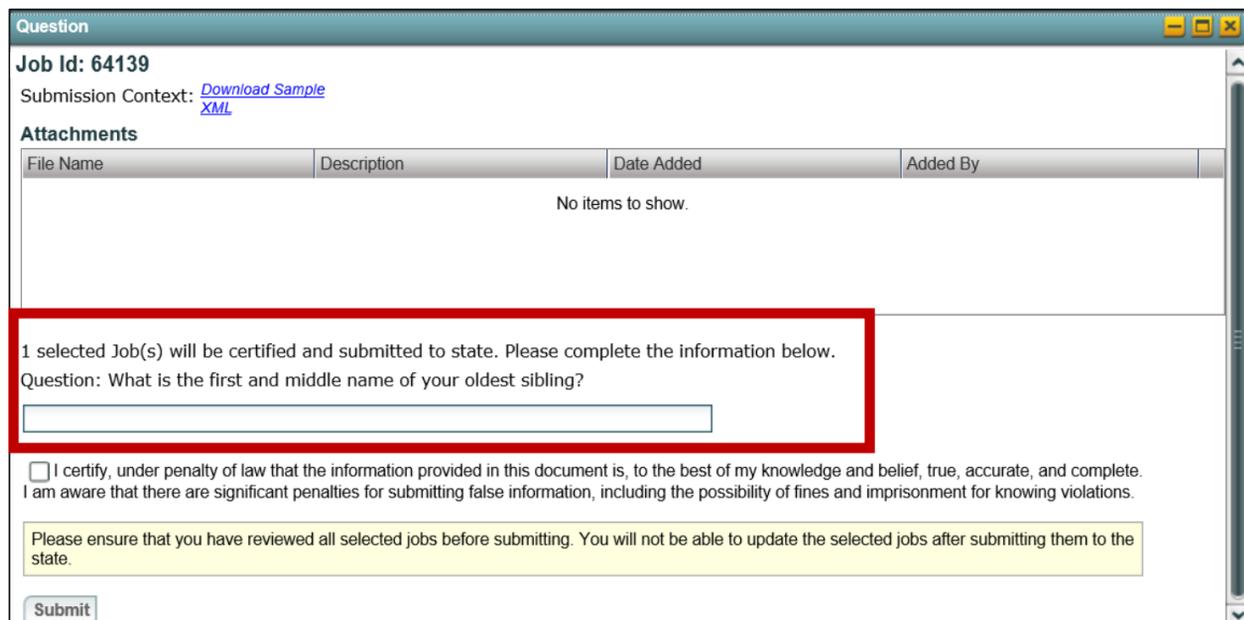
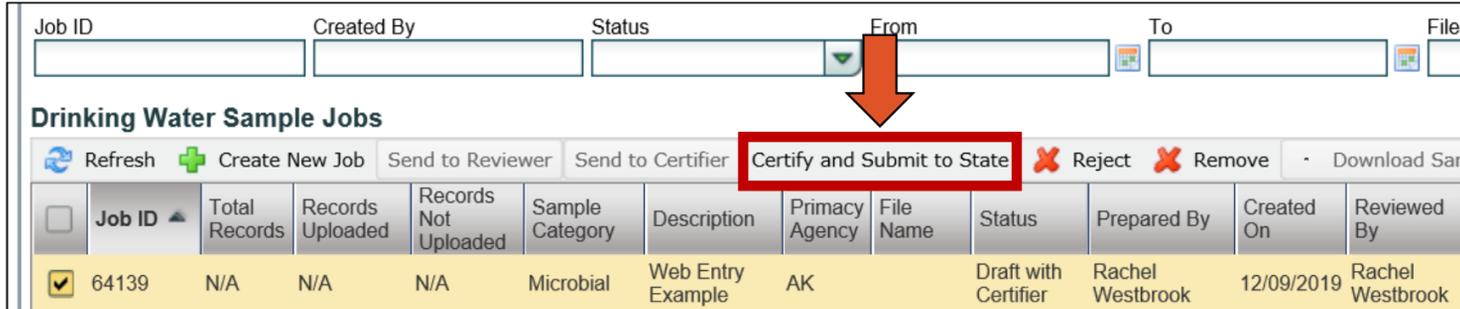
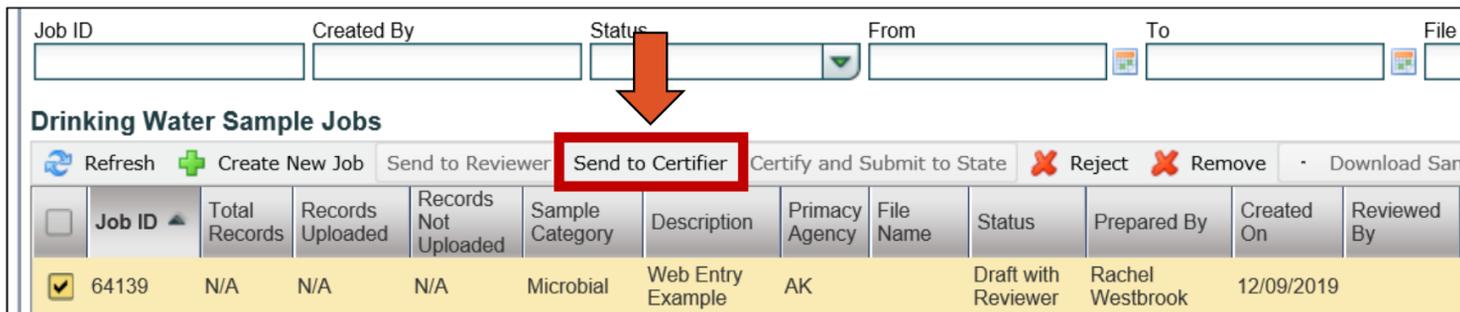
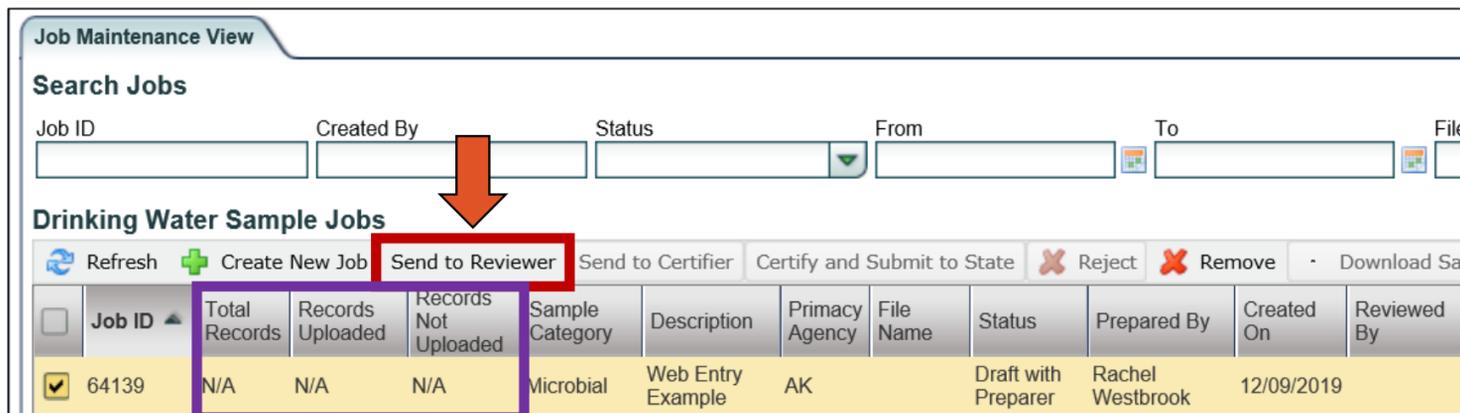
Then, enter your **user name** and **password**.

The user will be asked a security question (highlighted by red box in screen shot to the right) and must click the **check box** (indicated by red arrow in screen shot to the right) to certify the information provided was true and accurate.

To move forward, click the **Submit** button.

A final confirmation window will pop-up. Then, click the **OK** button to complete the submission process.

The user will be able to see exactly when the data was submitted to the State and who the preparer, reviewer and certifier were and when the certification steps were completed as displayed in the job details row. This row will update automatically once the user clicks **OK** on the pop-up window.

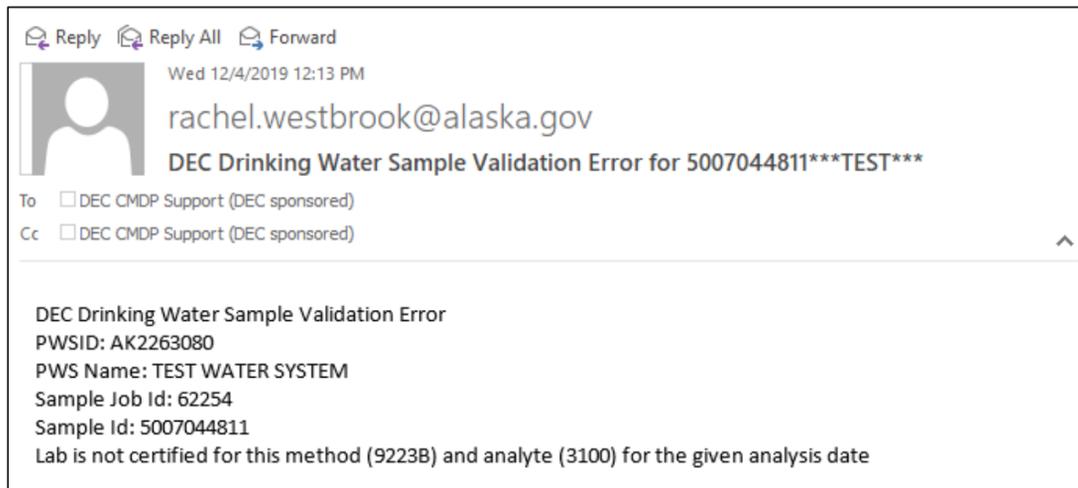




Part 4: State Validation Errors

After the Sample Job is submitted to the State there is still a possibility the sample may be rejected during the state validation process (meaning the errors will not necessarily be listed on the **Validations** tab in CMDP). **The following steps outline how to deal with rejected sample submissions.**

Step 1: If a data error was identified in a sample submission AFTER it was accepted by the State, the State will notify laboratory staff via email explaining the sample has been rejected along with the reason for the rejection (example screen shot to the right).



In order to understand the type of error that occurred, refer to the Data Validation Error Table on [page 6](#), under the **State Validation Errors** section, for a list of *CMDP error messages* along with an *explanation of the error* that could occur.

Step 2: Once the user understands the issue, re-submit the sample/results through CMDP. However, be aware this process is different than errors corrected PRIOR to the sample submission to the State (i.e., errors list on the **Validations** tab).

To correct errors AFTER the sample has been submitted to the State (as identified in the Validation Error email) the user must create a new web entry form with the appropriate edits.

- Before creating a new web entry form, it is recommended to rename the **Job Description** with a naming convention that indicates the sample/result is a resubmission.
- CMDP will **not allow for the same Sample ID number to be used twice**. When entering the corrected sample, be sure to **add an "X" to the beginning of the Sample ID #** (e.g., Field name changed from 11844070 to **X11844070** highlighted in screen shot below.)
- Also indicate the sample is a resubmission within the Comments field and include the Original CMDP Sample Job ID. (Example comment wording: *"Sample resubmission due to rejection for missing sample location. Original Job ID 1531"* highlighted in screen shot below.)

Step 3: Once the *new sample submission* is created through a web entry form in CMDP, *review the Validations tab* for any inconsistencies and *submit the sample/result* to the State (following the process outlined on [pages 1-4](#) of this document).

NOTE: In the event an error has been identified with a submitted result through your lab data verification procedures or by some other means (but has not been rejected by the DW Program), contact the CMDP Helpdesk or DW Environmental Technician staff for guidance on resolving this issue. In order to ensure the erroneous sample is removed from the state database and replaced with the corrected sample result, DW Program staff must be alerted to the situation in advance (i.e., Do NOT simply re-submit the a sample without contacting the DW Program).

Congratulations! This completes the process for addressing rejected sample submissions.

DATA VALIDATION ERROR TABLE

The table below highlights the various *CMDP error messages* along with an *explanation of the error*. This table also highlights the specific fields that could generate the error.

NOTE: The (xxxx) denoted in the **Rejection Message** column acts as a placeholder indicating unique information related to the sample submission will be displayed here (e.g., analyte code, method code).

Category	CMDP Error Message	Explanation of Error
Federal Reporting Validation Errors	Missing Data for Fields [sampleReievedDt]	No data entered in Sample Received Date field. Please add data.
	Missing Data for Fields [sampleVolume]	No data entered in Sample Volume field. Please add data. <i>NOTE: Only required for Microbial Samples.</i>
	Missing Data for Fields [Collection Time]	No data entered in Collection Time (24H) field. Please add data.
	Missing Data for Fields [Missing Sample Result for E.coli Given Reported TC+ Sample Result]	<i>E.coli</i> sample result was not submitted with TC+ sample result. Please add data.
	Missing Data for Fields [Volume Assayed]	No data entered in Volume Assayed field. Please add data.
	Missing Data for Fields [Method]	No data entered in Method field.
	Missing Data for Fields [Analysis Start Date]	No data entered in Analysis Start Date field. Please add data.
	Missing Data for Fields [analysis StartTime]	No data entered in Analysis Start Time field. Please add data.
State Validation Errors	Lab is not certified for this method (xxxx) and analyte (xxxx) for the given analysis date	Method field contains method code that Analyzing Lab is not certified for. Review the Method field and confirm Analyzing Lab is certified for method code. Refer to DEC Lab Data Submission Guides for additional information.
	Required field: Sampling location identifier is missing	Resubmit sample with Sampling Location information included.
	Sample age for Sample Result (xxxx) is beyond the allowed limit	Sample result exceeds hold time. Analysis Start Date value entered is more than 30 hrs. from Collection Date .
	Invalid data: Lab Sample ID is too long. Maximum allowed length: 20 characters	Sample ID field exceeds the maximum allowed 20 character limit.
	No reporting limit given for Sample Result	The Reporting Limit field is either left blank or listed as zero (0) for Non-Detected Chem/Rad samples. Resubmit sample with Reporting Limit information included and confirm value is not zero (0).
	Distribution Chlorine submitted incorrectly. Do NOT report as CHLORINE, report as either FreeChlorineResidual or TotalChlorineResidual. If not noted on COC which type of distribution chlorine report as FreeChlorineResidual.	Resubmit as either FreeChlorineResidual or TotalChlorineResidual as noted on the TC/EC DEC Lab Data Submission Guide for Web Entry.
	Sample submitted with no analysis result	Resubmit sample with Analyte Result information included.
	Invalid data: Lab Sample ID is too long. Maximum allowed length: 20 characters	Resubmit sample with Sample ID that is within 20 character limit.
Analysis Start Date/Time is same as Collection Date/Time. Hold time cannot equal 0.	Confirm the Analysis Start Date and the Analysis Start Time is <i>after in time</i> of the Collection Date and the Collection Time . Then, resubmit sample with the updated information.	