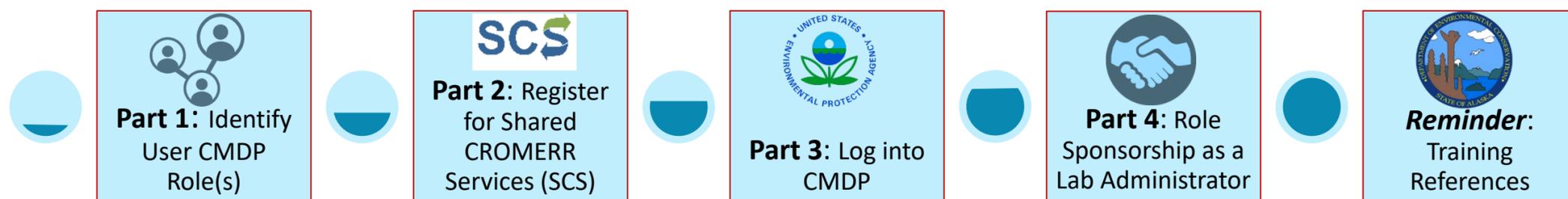


SCS REGISTRATION GUIDANCE FOR LABORATORIES (CMDP)

This document provides step-by-step instructions for how to register for the Compliance Monitoring Data Portal (CMDP) through the Shared Cross-Media Electronic Reporting Regulation (CROMERR) Services and identifies additional resources that will help laboratories become familiar with CMDP.



Part 1: Identify User CMDP Role(s)

Before registering with EPA's Shared CROMERR Services (SCS) and using CMDP, you will need to identify your CMDP User Role. Four hierarchical roles for laboratories to consider exist within CMDP and are listed in the figure to the left. Roles are listed in the order of functionality. For instance, the CMDP Lab System Administrator role has the most functionality.

Laboratory Roles
1. Lab System Administrator
2. Certifier
3. Reviewer
4. Preparer

To fully understand the functionality of each role, please review the *CMDP Role Registration Guide* [<http://dec.alaska.gov/media/10787/cmdp-role-registration-user-guide.pdf>] to determine who will be designated the Lab System Administration, Certifier, Reviewer, and Preparer.

The following are a few things to keep in mind when selecting roles within your laboratory:

- **Lab System Administrators must register with SCS first.** Once registered, Administrators can invite/accept other role requests (i.e., Preparers, Reviewers, and Certifiers) from individuals within their organization.
- Only the Lab CMDP Administrator and Certifier can submit data to the State.
- Larger laboratories should consider having two Lab System Administrators.
- Each role assumes the functionality of the role below it. For example, the Certifier can perform the functions of the Reviewer and Preparer.

NOTE: The steps in the registration process listed in this document may vary by User Role, we have included notes to indicate the differences.

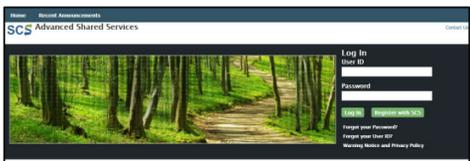


Part 2: Register for Shared CROMERR Services (SCS)

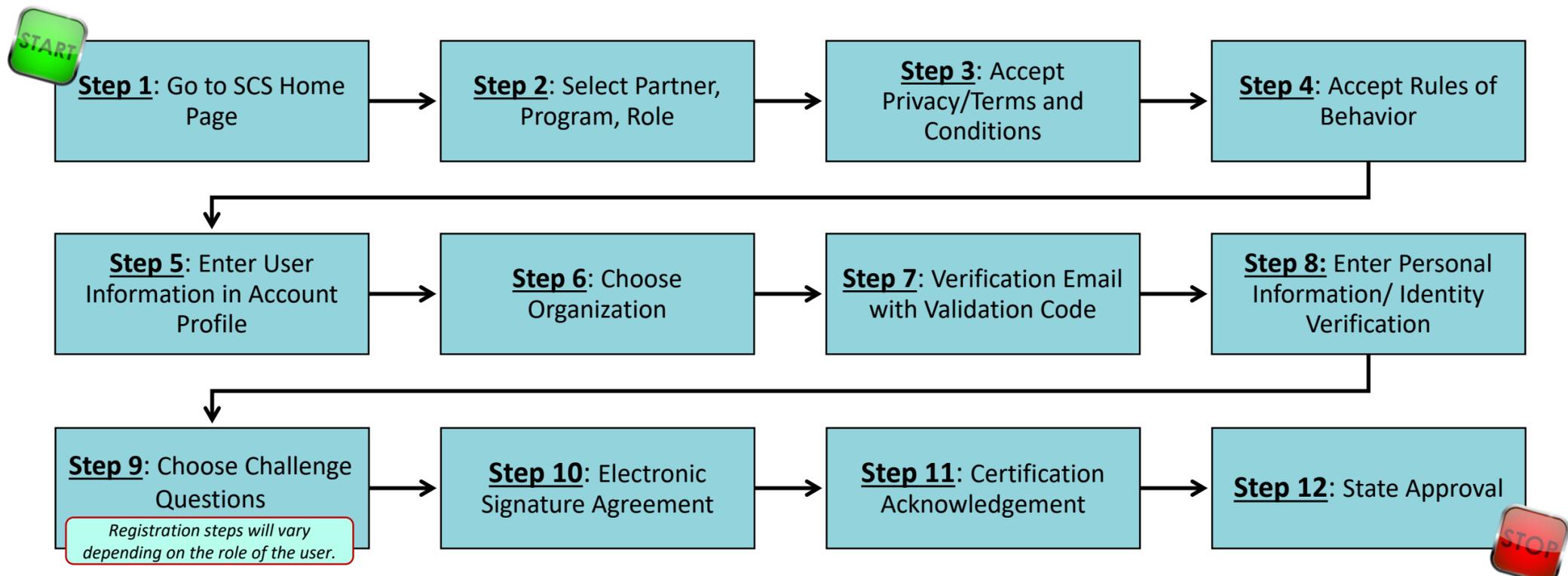
Before using CMDP, each user must first register with EPA's Shared CROMERR Services (SCS) to receive a user name and password (credentials). Once the registrant is approved as a CMDP User, they will be able to access the CMDP application using the credentials received from SCS.

Watch the registration process in action!

Click the picture to the right for a screen recorded demonstration of registering with Shared CROMERR Services.

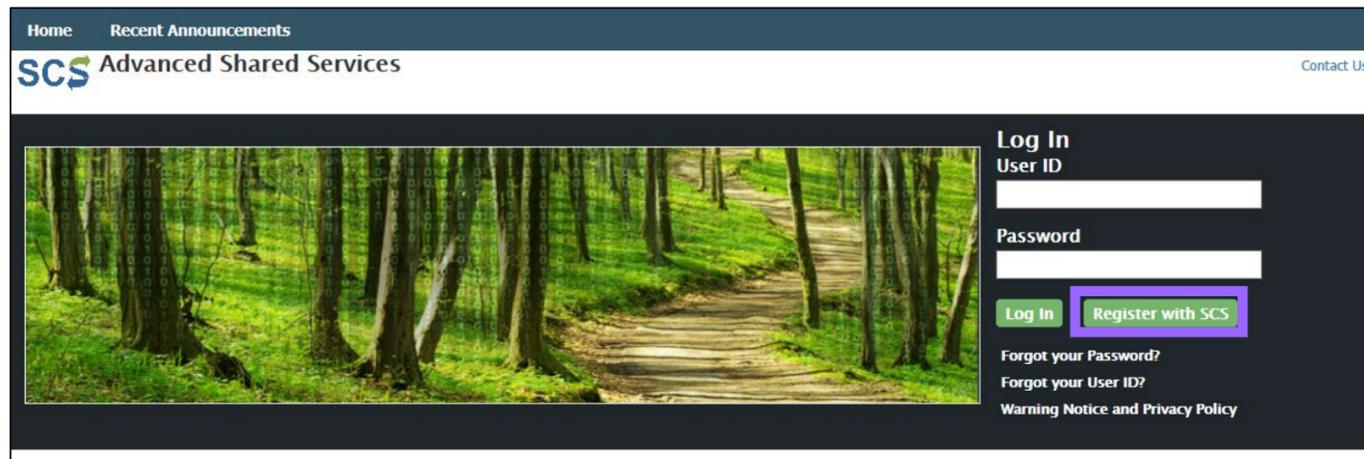


The flow chart below highlights the major steps when registering for SCS. Detailed instructions for how to register begin on [page 2](#).

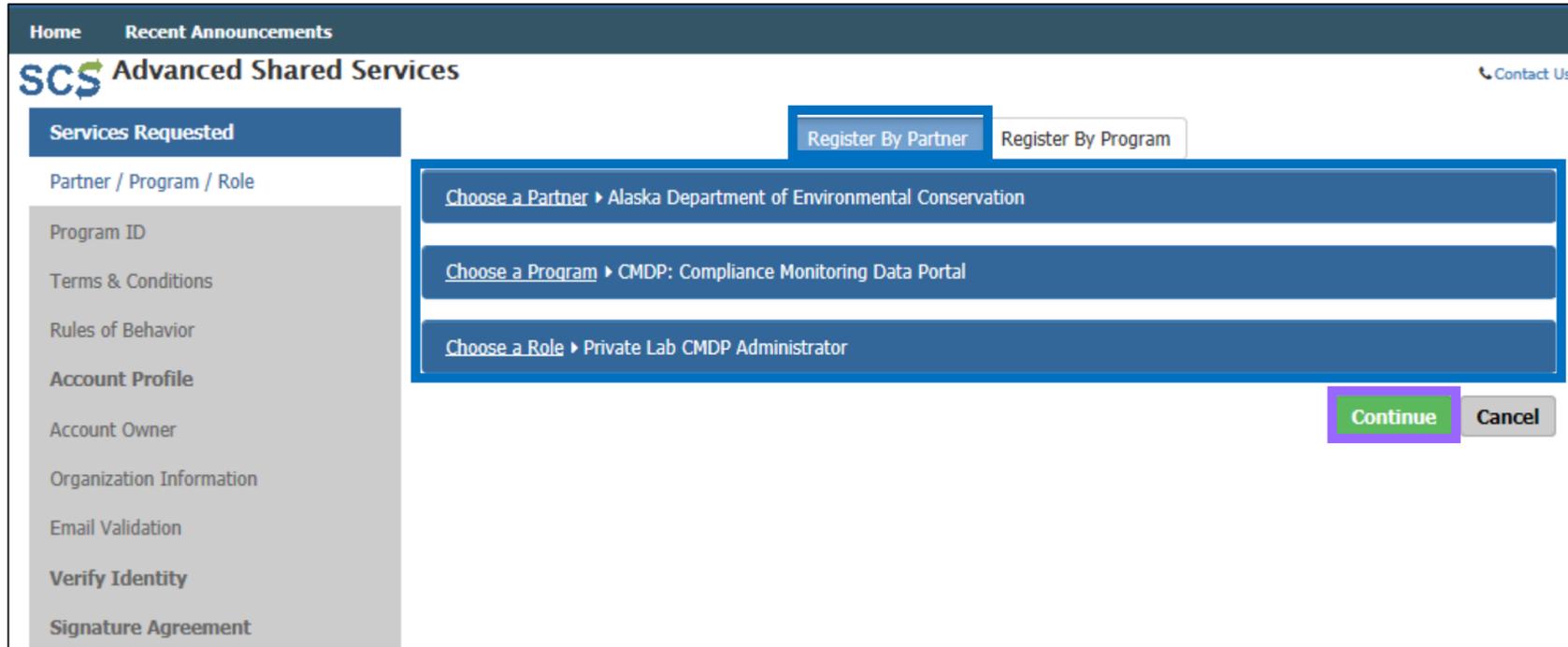


HOW TO REGISTER FOR SHARED CHROMERR SERVICES

Step 1: In order to use CMDP, create an account in SCS first. To do so, go to the following URL: <https://encromerr.epa.gov/>. On the home page, click on **Register with SCS**.



Step 2: At the top of the page, select **Register By Partner**.



Then, choose a Partner (in the screen shot to the right, the **Alaska Department of Environmental Conservation** was selected).

Then, select **CMDP: Compliance Monitoring Data Portal** as the Program.

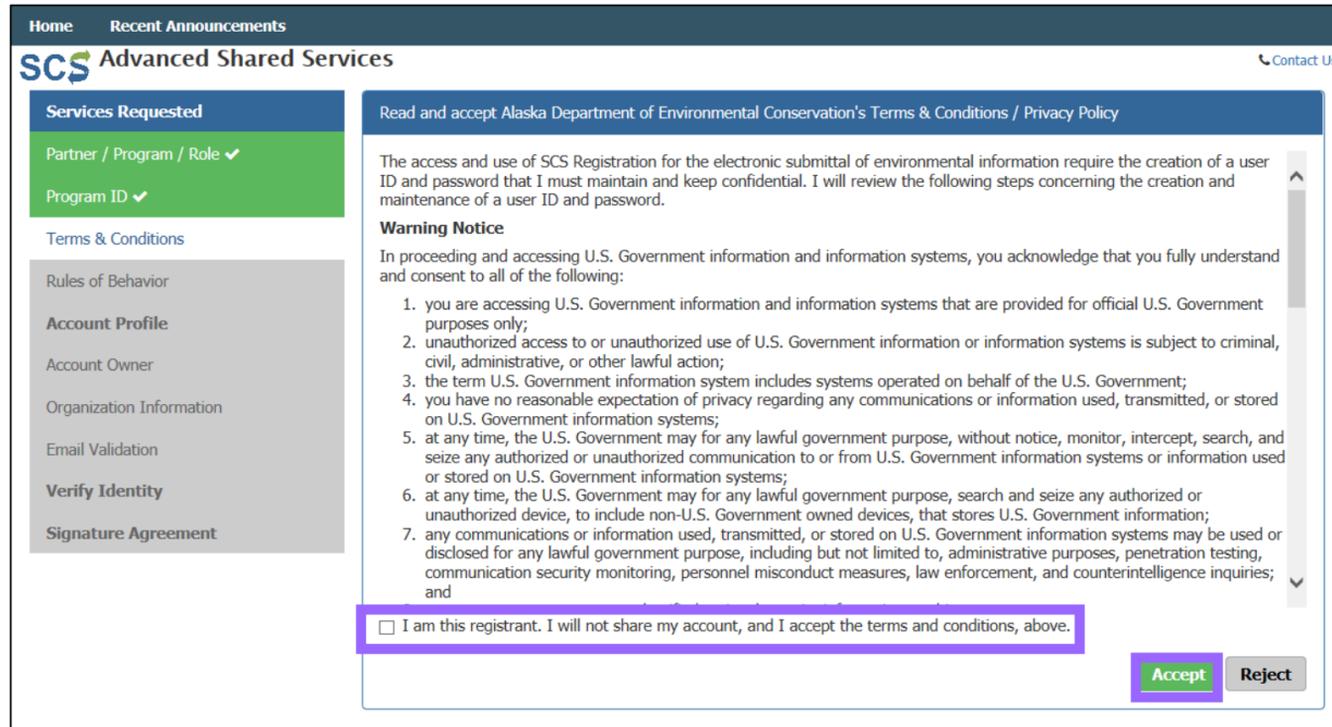
Finally, choose the desired role. In this example, the user selects a **Private Lab CMDP Administrator**.

Click **Continue**.

Step 3: Read the terms & conditions/privacy policy for the use of these services.

If you agree to these conditions, **check the box** stating "I am a registrant. I will not share my account, and I accept the terms and conditions, above."

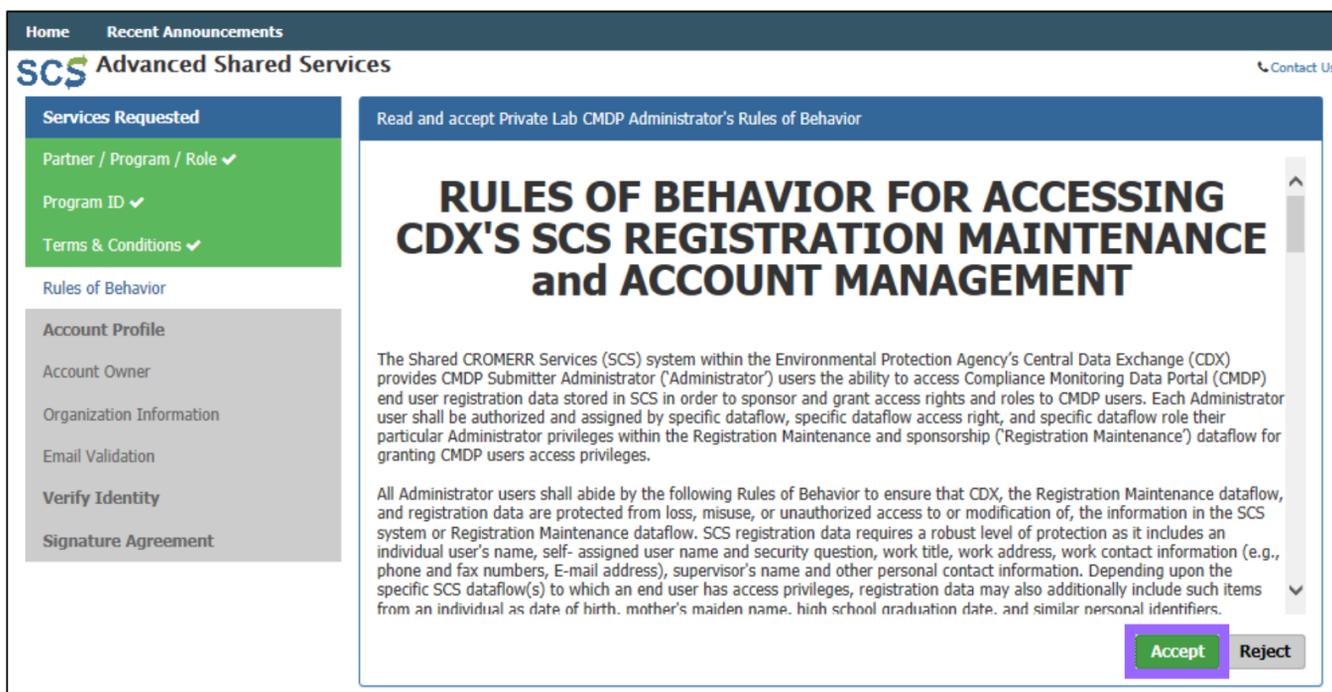
If you agree to the **Terms & Conditions/Privacy Policy**, click **Accept** to move forward.



Step 4: Read through the Rules of Behavior, because you are accessing SCS Registration maintenance and account management pages as Administrators.

If you agree to the conditions in the **Rules of Behaviors**, click **Accept** at the bottom of the page.

NOTE: Lab Certifiers, Lab Reviewers and Lab Preparers will not see this step.



HOW TO REGISTER FOR SHARED CHROMERR SERVICES

Step 5: In the next step, you will have to enter individual information as displayed to the right including full name and email address. You will also enter your account information and select three security questions/answers.

Click **Continue** to move forward.

NOTE: If the user also has access to the Test version of CMDP, it is recommended to create a different User ID and Password.

Services Requested ✓

Partner / Program / Role ✓

Program ID ✓

Terms & Conditions ✓

Rules of Behavior ✓

Account Profile

Account Owner

Organization Information

Email Validation

Verify Identity

Signature Agreement

Create your user information

Enter Account Identity Information. (Passwords must be a minimum of 8 alpha-numeric characters (no spaces or special characters) and contain at least 1 of each of the following: uppercase character, lowercase character, number. Passwords may not begin with a number nor contain the word "password" nor contain your User Name.) A required field is indicated with an asterisk (*).

Account Owner

Title	Ms	✓
First Name *	Rachel	✓
Middle Initial	Middle Initial	✓
Last Name *	Westbrook	✓
Suffix	Suffix	✓
Email Address *	rachel.westbrook@alaska.gov	✓
Confirm Email *	rachel.westbrook@alaska.gov	✓

Account

User ID *	123rewestbrook	✓ <i>i</i>
Password *	••••••••	✓ <i>i</i>
Confirm Password *	••••••••	✓
Security Question 1 *	In what city or town was your first job?	✓
Security Answer 1 *	✓
Security Question 2 *	What street did you live on in third grade?	✓
Security Answer 2 *	✓
Security Question 3 *	What school did you attend for sixth grade?	✓
Security Answer 3 *	✓

Continue
Cancel

Step 6: Choose your organization. Use the search feature to narrow down the list of organizations. Proceed by entering the organization name then click search.

In this case, we entered "Alaska" in the **Advanced Search** field and a list of laboratories within Alaska appeared. We selected **Analytica Alaska- Anchorage (AK00961)**.

You will have to click on the address located below the name to select the appropriate laboratory.

Add the phone number for your laboratory and click **Continue** to move forward.

NOTE: If your organization is not listed, contact the CMDP Transition Team for assistance.

Choose an organization

Search

Advanced Search...

External ID	<input type="text"/>
Mailing Address	<input type="text"/>
City	<input type="text"/>
State	Alaska
Country	<input type="text"/>
Zip	<input type="text"/>

Search

Please search and Select an organization, if the organization search is not found, you will need to contact the Help Desk.

- ADAK DRINKING WATER LABORATORY (AK00957)
- ADMIRALTY ENVIRONMENTAL, LLC (AK00976)
- AK DEPT OF ENVIRONMENTAL CONSERVATION-LA (AK00012)
- ANALYTICA ALASKA - ANCHORAGE (AK00961)**
- ANALYTICA ALASKA - JUNEAU (AK00014)
- ANALYTICA ALASKA MOBILE UNIT (AK00960)
- ANALYTICA INTERNATIONAL, INC / ANCHORAGE (AK00969)
- ANALYTICA INTERNATIONAL, INC / DEADHORSE (AK00970)
- ANALYTICA INTERNATIONAL, INC / FAIRBANKS (AK00968)
- ANCHORAGE WATER & WASTEWATER UTILILTY (AK00017)
- ARCTIC FOX ENVIRONMENTAL, INC (AK00973)
- B&D WATER LABORATORY (AK00035)

Home
Recent Announcements

SCS Advanced Shared Services

Services Requested ✓

Partner / Program / Role ✓

Program ID ✓

Terms & Conditions ✓

Rules of Behavior ✓

Account Profile

Account Owner ✓

Organization Information

Email Validation

Verify Identity

Signature Agreement

Choose an organization

Search

Advanced Search...

External ID	<input type="text"/>
Mailing Address	<input type="text"/>
City	<input type="text"/>
State	Alaska
Country	<input type="text"/>
Zip	<input type="text"/>

Search

Please search and Select an organization, if the organization search is not found, you will need to contact the Help Desk.

ANALYTICA ALASKA - ANCHORAGE (AK00961)
 811 W 8TH AVENUE ANCHORAGE, AK US 99501

Phone Number ✓

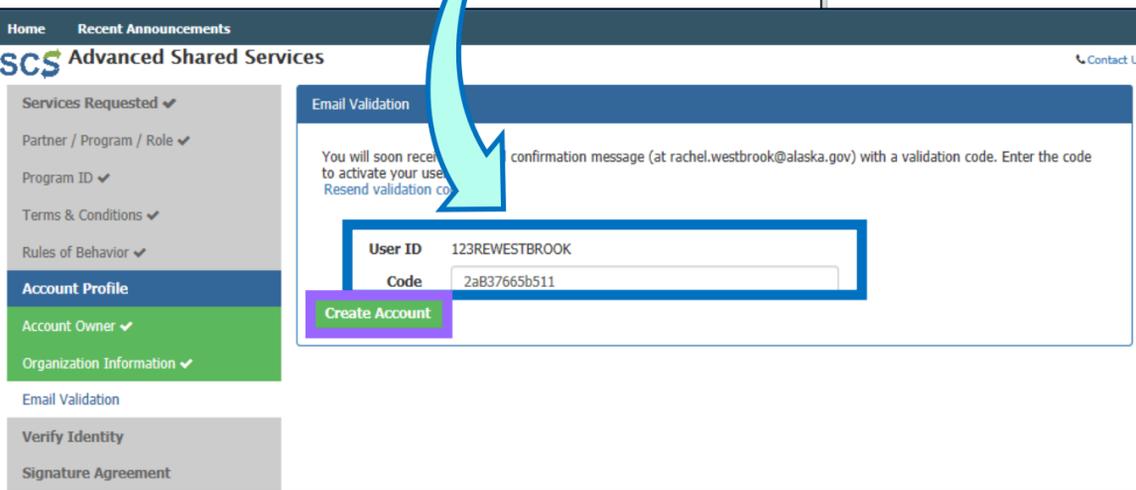
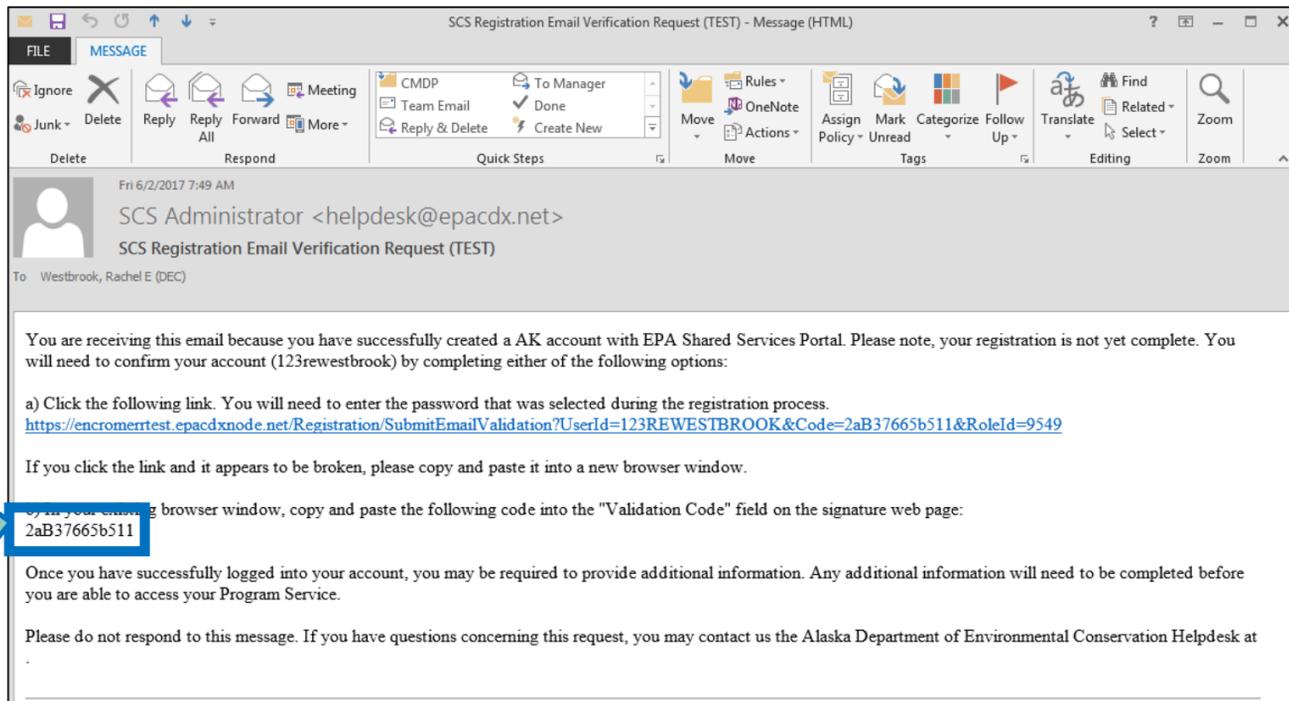
Phone Ext
Phone Ex

Continue
Cancel

HOW TO REGISTER FOR SHARED CHROMERR SERVICES

Step 7: An email will be sent to the address entered previously during the registration process.

Copy the validation code found in that email and paste it into the Code field in the Email Validation step. Once you entered the code, click **Create Account**.



Step 8: Enter your personal information (i.e., home address, city, zip code, etc.) in order for SCS to verify your identify.

NOTE: Private Laboratory CMDP Administrators and Private Laboratory Certifiers need to complete this LexisNexis verification step because they are requesting authorization to electronically sign Sample Jobs in CMDP.

Once all the information is entered, click **Verify**.

NOTE: If SCS fails to verify any information on Step 8, please contact the Drinking Water Program's [CMDP Helpdesk](#) or select **Use Paper Agreement**. You will need to print and sign the agreement **and** submit the form to the Program.

The screenshot shows the LexisNexis verification form. It includes fields for First Name (Otman), Middle Initial, Last Name (Bouazzaoui), Home Address, Home Address 2, City, State, Zip Code, Home Phone, Last 4 of SSN, and Date of Birth. There is a checkbox for "I have reviewed the name presented above and I would like to proceed with LexisNexis." and a "Verify" button. A "Use Paper Agreement" link is also visible.



NOTE: Lab [Reviewers](#) and Lab [Preparers](#) will not have to complete Steps 9-12 of this document.

Instead, Lab Reviewers and Lab Preparers will use the Sponsor Information web form to request sponsorship from the CMDP Administrator. Refer to the [CMDP Role Registration Guide](#) for additional guidance.

Meanwhile, Lab [Certifiers](#) will use the Sponsor Information web form to request sponsorship from the CMDP Lab Administrator then complete Steps 9-12 upon approval.

Step 9: Once the LexisNexis identity proofing is complete, you will be requested to choose 5 **Challenge Questions** that will be used randomly when using the electronic signature service in CMDP.

NOTE: You will be asked one of these security questions every time data is submitted to the State in order to verify your credentials.

After picking five questions and providing answers, click **Save Answers**.

The screenshot shows a green notification bar that says "LexisNexis Identity Proofing Successful". Below it is the "SCS Registration: Additional Verification" section, which states: "You are registered for a program that requires eSignature PIN Verification. Please select five (5) challenge questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess." Below this is a form titled "Select 5 Challenge Questions and Answers" with five dropdown menus and corresponding input fields.

Step 10: You will be redirected to the **Electronic Signature Agreement (ESA)** screen (and you will receive an “eSig-PIN” e-mail from SCS).

If you agree to the conditions in the **Electronic Signature Agreement**, click **Sign Electronically** at the bottom of the page.

The questions/answers have been saved. ✕

Electronic Signature Agreement

The SCS electronic signature agreement (ESA) is an agreement between yourself and SCS that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the SCS ESA please contact the [SCS Help Desk](#).

Alaska Department of Environmental Conservation ELECTRONIC SIGNATURE AGREEMENT

In accepting the electronic signature credential issued by the Alaska Department of Environmental Conservation to sign electronic documents submitted to Alaska Department of Environmental Conservation's Shared CROMERR Services (SCS), and as a representative for:

Electronic Signature Holder Company Information	
Organization Name:	ANALYTICA ALASKA - ANCHORAGE (AK00961)
Address:	811 W 8TH AVENUE ANCHORAGE, AK US 99501
Phone Number:	(907) 269-7630
E-mail Address:	rachel.westbrook@alaska.gov
Registrant's Name:	Rachel Westbrook
SCS User Name:	123REWESTBROOK

I, **Rachel Westbrook**,

(1) **I Certify I have the authority to enter into this Agreement on behalf of the Organization** identified above, and I am a signatory authorized to represent that Organization, and I am able to sign and submit reports and other information on behalf of that Organization in the capacity required by statute and/or regulation.

(2) **I Certify that by signing and submitting this agreement, I have read, understand, and accept the terms and conditions** of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

(3) **Agree to protect the electronic signature credential**, consisting of my Shared CROMERR Service (SCS), user identification and password, as well as

Sign Electronically i

Step 11: A Certification Acknowledgement dialog window will be displayed as seen in the screen shot to the right. Click **Accept** to move forward.

Certification Acknowledgement i

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Accept
Decline

You will then be asked to enter the **password** you already set for this account previously and **answer** one of the challenge questions you chose for the LexisNexis identity verification. Click **Sign** to move forward.

[Contact Us](#)
 Logged in as 123REWESTBROOK (Log out)
Mail: (2)

Signature Device Authentication

Log In ✓

User ID
123REWESTBROOK

Password

 Show Password

Answer Secret Question ✓

Question
Where did you first meet your spouse?

Answer

Sign File

Click Sign to complete your submission.

Sign i

Step 12: Because you are requesting an account as Private Laboratory CMDP Administrator, your request will be forwarded to the state CMDP Administrator. Once your account has been activated, you will receive a notification indicating you now can access the CMDP application with the Login and Password you defined during registration.

The Status will change from **Awaiting Approval** to **Active**.

[Contact Us](#)
 Logged in as LABADMIN (Log out)
Mail: (1)

Home
Recent Announcements

/ Dashboard

Program Services

[Services](#) | [Profile](#) | [Mail](#) | [Submission History](#)

Partner	Service	Role	Org	Status
RI	CMDP	Private Lab CMDP Administrator	ACCUTEST LABORATORIES (176)	Awaiting Approval

Showing 1 to 1 of 1 rows

Notifications
 No notifications



Part 3: Log into CMDP

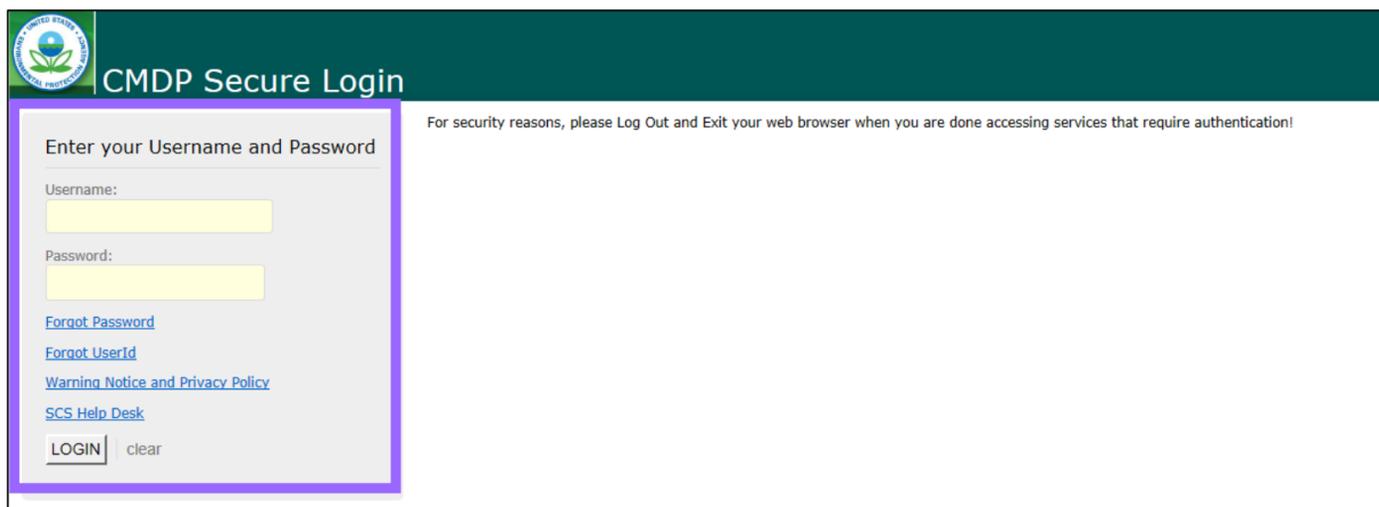
Step 1: After you have registered with SCS, users can now access the CMDP application. To begin, go to the CMDP Secure Login website [<https://cmdpapp1.epa.gov/>] and enter your username and password information.

NOTE: If the user also has access to the Test version of CMDP, it is very important to keep these links separate (differences noted below) so that test data is not accidentally uploaded into the live version of CMDP.

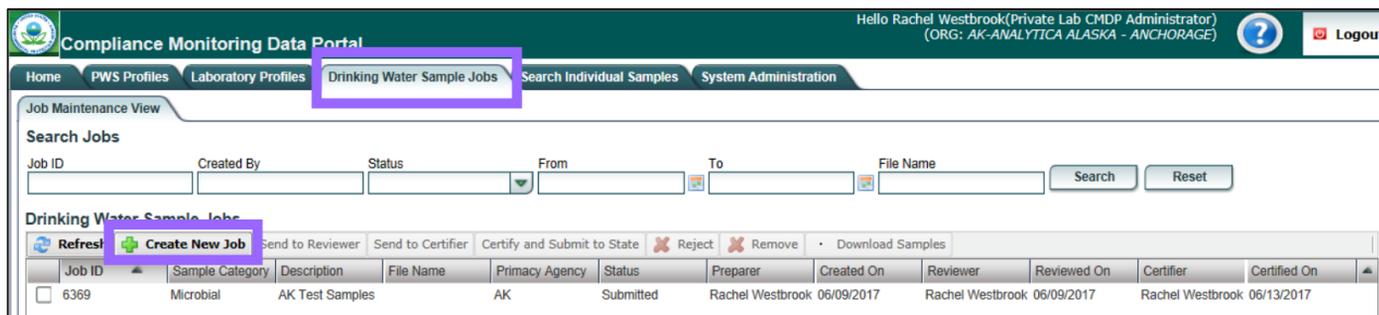
The Production application is differentiated by the **papp1** in the link.

CMDP Production is: [<https://cmdpapp1.epa.gov/>]

CMDP Pre-Production is: [<https://cmdpprep.epa.gov/>]



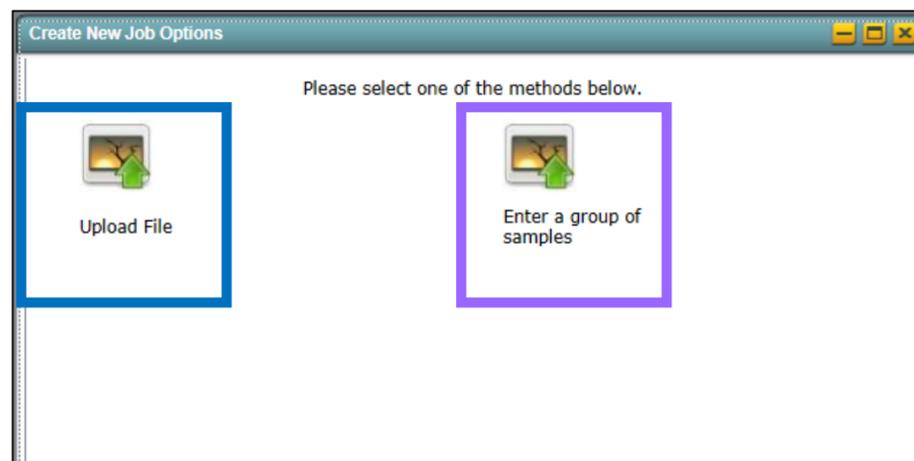
Step 2: To submit data to the Department, go to the **Drinking Water Sample Jobs** tab and select **Create New Job**.



Step 3: Data Submission

1. If you are submitting data via web entry, select **Enter a group of samples**.
2. If you are submitting data via an excel spreadsheet, select **Upload File**.

Remember, users can refer to the EPA training videos/DEC Lab Reporting Guides (described on page 7) when submitting samples and help ensure a successful data submittal.





Part 4: Role Sponsorship as a Lab Administrator

As a Private Lab Administrator, the user can sponsor other lab staff to be a Certifier, Reviewer, or Preparer. Sponsoring a laboratory role will allow the individual to begin registering for SCS.

Step 1: Log into SCS [<https://encromerr.epa.gov/>] using credentials.

Step 2: From the main Dashboard page, click on the **Role Sponsorship/Invitation** button under the **Role Sponsorship** heading.

Partner	Program Service	Role	Org	Action
AK	CMDP	Private Lab CMDP Administrator	ANALYTICA ALASKA - ANCHORAGE (AK00961)	Handoff

Showing 1 to 1 of 1 rows

Step 3: Enter the email address of the individual you would like to sponsor (must enter twice). Click **Continue**.

Step 4: Enter the information of the role you wish to sponsor.

Choose a Partner (in the screen shot to the right, the **Alaska Department of Environmental Conservation** was selected).

Then, select **CMDP: Compliance Monitoring Data Portal** as the Program Service.

Choose the desired role. In this example, the user selects a **Private Lab Certifier**.

Finally, select your laboratory name under the **Organization** from drop down menu. Then, click **Continue**.

Step 5: Review the Sponsorship Information, and if everything is correct, click **Continue**.

Step 6: A notification will indicate that an email has been sent to the person you sponsored (screen shot to the right).

Step 7: Then, the sponsored individual will have to complete the appropriate SCS registration steps beginning on [page 2](#) of this document.

NOTE: Some steps outlined in this document, like Step 4, do not apply to Lab Certifiers, Lab Reviewers and/or Lab Preparers and as such users will not see these steps.



Reminder: Training References

Important Notice

Remember the Drinking Water Program has consolidated/developed different forms of training materials designed to assist laboratories with navigating through and identifying required fields necessary for a successful data submittal. Review the following below for more information:

EPA Training Videos: Users can review and/or download EPA developed training materials and video tutorials designed to assist laboratories with navigating through the application.

1. If your laboratory submits data online via **web entry**, be sure to watch the following videos on the CMDP webpage:

- Introduction to the CMDP
- Entering PWS and Lab Profiles
- Searching Sampling
- Submission Workflow
- Using Data Entry Screens to Enter Microbial, Chem, and Rad Samples
- Using Data Entry Screens to Enter Composite Samples

2. If your laboratory submits data via **excel files/XML**, watch the videos listed below:

- Introduction to the CMDP
- Entering PWS and Lab Profiles
- Searching Sampling
- Submission Workflow
- Manually Uploading Files Using CMDP Templates

DEC Lab Data Submission Guides: Users can review and print out the DEC Lab Data Submission Guides (as appropriate). These documents are not step-by-step instructions on how to use/navigate through the application. Instead the documents identify state and federal required reporting fields when submitting sample results. Samples will be rejected if required fields are left blank. The guides generated are listed below and highlight the following:

- *TC/EC samples for RTRC Online Data Entry Web Form*
 - Required fields for Total Coliform and *E.coli* sample submissions via web entry form.
- *TC/EC samples for RTRC Excel Reporting*
 - Required fields for Total Coliform and *E.coli* sample submissions via Excel worksheets (located on the Microbiological tab).
- *Chemical/Radiological samples Online Data Entry Web Form*
 - Required fields for all regulated Chemical and Radiological sample submissions via web entry form.
- *Chemical/Radiological samples Excel Reporting*
 - Required fields for all regulated Chemical and Radiological sample submissions via Excel worksheets (located on the Chem-Rads tab).
- *Disinfection By-Product Samples Web Entry*
 - Required fields for reporting disinfection by-product samples (specifically TTHMs and HAA5s) via web entry form.
- *Disinfection By-Product Samples Excel Reporting*
 - Required fields for reporting disinfection by-product samples (specifically TTHMs and HAA5s) samples via Excel template.
- *Shipping Blank Web Entry*
 - Required fields for reporting shipping blank samples via web entry form.
- *Shipping Blank Excel Reporting*
 - Required fields for reporting shipping blank samples via Excel template.
- *LT2 samples Web Entry*
 - Required fields for reporting LT2 samples via web entry form.
- *LT2 samples Excel Reporting*
 - Required fields for reporting LT2 samples via Excel template.
- *Unanalyzed Samples*
 - **Optional submission.** DO NOT report unanalyzed sample information through CMDP. This document indicates how to submit this data to the State and the information to be included with the submission.
- *Fecal Coliform samples for filtration avoidance systems Web Entry*
 - Required fields for reporting Fecal Coliform samples for systems who avoid filtration (covered under the Surface Water Treatment Rule) via web entry form.
- *PFOS/PFOA samples Web Entry*
 - Required fields for reporting PFOS/PFOA samples via web entry form.
- *PFOS/PFOA samples Excel Reporting*
 - Required fields for reporting PFOS/PFOA samples via Excel template.

Important Notice

Remember to contact the CMDP Helpdesk at dec.cmdpsupport@alaska.gov if you have any questions or concerns when registering through SCS or submitting data through CMDP.