

# Data Submission Guide for *Unanalyzed (Rejected) Samples* (reported through WEB ENTRY form and EXCEL TEMPLATE)

## **THEN: Submissions through the Electronic Data Reporting System (EDRS)**

With EDRS labs had the ability to submit unanalyzed sample information to the Drinking Water (DW) Program by indicating the reason for the rejected sample in the [Sample Rejection Reason](#) field (screen shot below).

### TCR Submission Form

(\*) means required field.

Division of Environmental Health  
Drinking Water Program

Submitted by: Edrs Test (AK DEPT OF ENVIRONMENTAL CONSERVATION-LA)

\*Lab Sample No:

\*Water System No: AK2

State Facility Id:

\*Sampling Location:

\*Collector First Name:

\*Collection Date:

\*Lab Receipt Date:

Sample Rejection Reason: 

Broken  
 Chlorine Present  
 Exceeds Holding Time  
 Excessive Headspace  
 Frozen Sample  
 Insufficient Sample Information  
 Insufficient Volume  
 Invalid Sampling Point  
 Invalid Sampling Protocol  
 Lab Accident  
 Leaked in Transit

Sample Type:

Sample Volume:

\*Lab Tech First Name:

\*Lab Tech Last Name:

Lab ID: AK00012

\*Water System Name:

Sampling Point ID:

\*Collector Last Name:

\*Collection Time:

\*Lab Receipt Time:

Original Lab Sample ID#:

Sample Category:

Distribution Chlorine Residual as reported to lab:  mg/l

(Note: report trace values as 0.01 mg/L)

Sample Comments:

Analyte Code	Analysis Date	Lab Analysis Time	Result Rejection Reason	Microbe Presence	Count	Count Type	Count Units	Result Comments
1*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## **NOW: Submissions through the Compliance Monitoring Data Portal (CMDP)**

With CMDP please be aware there is no field available for labs to report unanalyzed (or rejected) sample information. **Therefore, DO NOT report unanalyzed sample information through CMDP.**

**NOTE:** Labs can voluntarily report unanalyzed sample information to the DW Program through the data submission email address. See table at bottom of page for local area field office contact information.

If you wish to submit unanalyzed sample information by email, please attach the chain of custody and if necessary the lab reporting form. At a minimum, the attachment should include the following information:

- Public Water System identification number (PWSID)
- Lab Sample Number
- Sampling Location
- Collection Date (MM/DD/YY)
- Collection Time (HH:MM)
- Sample Received Date (MM/DD/YY)
- Sample Type (Routine, Repeat, etc.)
- Sample Analyte (i.e., Total Coliform, etc.)
- Distribution chlorine residual field result (if provided by PWS)
- Sample Rejection Reason (i.e., Broken, Exceeds Holding Time, Frozen Sample, etc.)

Anchorage DEC Office	Soldotna DEC Office	Fairbanks DEC Office	Wasilla DEC Office
<a href="mailto:DEC.DWData.Anchorage@Alaska.gov">DEC.DWData.Anchorage@Alaska.gov</a>	<a href="mailto:dec.dwdata.soldotna@Alaska.gov">dec.dwdata.soldotna@Alaska.gov</a>	<a href="mailto:DEC.DWData.Fairbanks@Alaska.gov">DEC.DWData.Fairbanks@Alaska.gov</a>	<a href="mailto:DEC.DWData.Wasilla@Alaska.gov">DEC.DWData.Wasilla@Alaska.gov</a>