**XML generated through the Excel Template or other laboratory reporting system**

This document is divided into four separate parts (as shown below) and provides instruction on how to upload an XML file into CMDP, identifies items to consider when addressing validation errors within CMDP and highlights the most common reasons why samples are rejected from the State.

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**Part 1: Upload Sample Job Information**

As a reminder, before you upload the sample job use the DEC Lab Data Submission Guides to ensure the data is complete. These documents outline the federal and state specific requirements for a successful upload.

**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 Upload File option. Then, click the Choose a file to upload... link to select the XML file. Then, navigate to the appropriate folder where your XML file is located, select it and click Open.

Wait until the Done icon is displayed (located next to the XML file name) before clicking the Upload button.

A message stating Information saved successfully will appear at the top of the dialog box and a Job ID will be listed within the grayed out field. (This number is automatically assigned by CMDP.)

**Step 3:** After clicking the Close button, check the Job Maintenance View tab to confirm that all sample data was uploaded.

From the Job Maintenance View tab, three columns will indicate whether or not all sample data was uploaded into CMDP (three columns include: Total Records, Records Uploaded, Records Not Uploaded).

*If a number other than zero is listed under the Records Not Uploaded column (screen shot to the right), this indicates a significant field for fields (e.g., Sample ID, WS ID, etc.) were incorrect or left blank in the XML upload.*

*If a zero is listed under the Records Not Uploaded column, this indicates that all sample data was uploaded into CMDP. However, this does not mean all samples submissions are error free.*

In either case, proceed to **Part 2** to determine whether any errors are present **BEFORE** samples are submitted to the State.
IMPORTANT: Be aware, three different types of validation errors can occur with any sample data (three validation types include: XML Errors, Federal Reporting Errors and State Reporting Errors). The XML Submittal Validation Errors and 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, AND the numbers listed under the With Errors column all equal "0" shown within the XML Submittal 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 both** of these error indicators may be present:

- Under the Federal Reporting Validation section **one or more messages will be displayed.**
- Under the XML Submittal Validation section the With Errors column **includes a number of 1 or greater.**

If the sample job has both XML and Federal Reporting errors, correct the XML Submittal Validation errors first as these are critical errors that prevent samples from being uploaded into CMDP. Once those are corrected, then address the Federal Reporting Validation.

To correct XML Submittal Validation errors go to [page 3](#).
To correct Federal Reporting Validation errors go to [page 4](#).
XML Submittal Validation Summary/ XML Submittal Validation Error Details

- Check the XML Submittal Validation Summary table, specifically the With Errors column (e.g., number of records with errors identified).
- If there are errors, a number of 1 or greater will be listed in the With Errors column. Click on the individual row to display the error message in the XML Submittal Validation Error Details table. Errors displayed in this table include invalid data entries and missing software required fields for each sample.

The information below provides a brief description of each column within XML Submittal Validation Error Details 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. **Validation Category**: This column identifies the severity level for the type of error identified (e.g., Critical).

3. **Sample Identifier**: This column provides details on the specific sample that contains the XML errors. The information merely identifies the sample, it does not describe the error. For instance, the screen shot above (highlighted text under column 3) identifies that an error occurred with the sample from AK2110520 and the sample job is 64020 with a facility code of DS0001. It is a Microbial sample with an assigned lab sample identification number of T2BAD collected on 12/03/2019. Specifically, the type of information displayed within this section includes the following:
   - `wsId`: Public Water System identification number
   - `jobId`: Job sample identification code assigned by CMDP
   - `stateAssignedFacId`: Water system facility code entered in CMDP
   - `sampleCategory`: Type of sample classification (i.e., Microbial, Chem/Radionuclides, Cryptosporidium)
   - `sampleCd`: Lab sample identification number
   - `collectionDate`: Date sample collected (YYYY/MM/DD)
   - `analyteCd`: Sample analyte(s) code/name

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 7, under the XML Submittal 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 then delete the Sample Job from CMDP. To delete the Sample Job, click the Remove button located under the Drinking Water Sample Jobs menu (screen shot below).

- Make the appropriate edits to the Excel Template or other laboratory reporting system and re-upload the corrected submission (following the process outlined in Part 1). Be sure to confirm no additional errors appear on the Validations tabs within the XML Submittal Validation and the Federal Reporting Validation sections.

If there are no additional errors on the Validations tab, proceed to Part 3.
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.

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 64020 and this sample job is from AK2110643 with a facility name of DS INFILTRATION GALLERY. It is a Microbial sample with a collocation date of 12/03/2019, assigned a lab sample identification number of T3BAD. Specifically, the type of information displayed within this section includes the following:

   - jobid: Job sample identification code assigned by CMDP
   - wslid: Public Water System identification number
   - facilityName: Water system facility name
   - sampleCategory: Type of sample classification (i.e., Microbial, Chem/Radionuclides, Cryptosporidium)

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 7, 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 then delete the Sample Job from CMDP. To delete the Sample Job, click the Remove button located under the Drinking Water Sample Jobs menu (screen shot below).

Make the appropriate edits to the Excel Template or other laboratory reporting system and re-upload the corrected submission (following the process outlined in Part 1). Be sure to confirm no additional errors appear on the Validations tabs within the XML Submittal Validation and the Federal Reporting Validation sections.

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.

**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 do anything with the email or even exit out of CMDP. This convenience 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 address 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 7, 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, make the appropriate correction(s). However, be aware this process is different than the **VALIDATION & SUBMISSION PROCESS (XML UPLOAD)** 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).

**Step 3:** Once the XML is generated, **re-upload the sample submission** into CMDP, **review the Validations tab** for any inconsistencies and **submit the sample/result** to the State (following the process outlined on pages 1-5 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.
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).

<table>
<thead>
<tr>
<th>Category</th>
<th>CMDP Error Message</th>
<th>Explanation of Error</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>XML Submittal Validation Errors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>{&quot;collectionDate&quot;:&quot;Date is not a valid date in the required format.&quot;}</td>
<td>No data entered in <strong>Collection Date</strong> field or data entered incorrectly. Please add data and resubmit.</td>
</tr>
<tr>
<td></td>
<td>{&quot;sampleReceivedDt&quot;:&quot;Sample Received Date must be after Collected Date.&quot;}</td>
<td>Confirm the <strong>Sample Received Date</strong> is a date occurring on or AFTER the <strong>Collection Date</strong>.</td>
</tr>
<tr>
<td></td>
<td>{&quot;facSamplingPointId&quot;:&quot;Invalid Facility Sampling Point Id.&quot;}</td>
<td>The <strong>Sampling Point ID</strong> entered is not associated to the water system or is not associated to the Facility ID entered. Review the <strong>Sampling Point ID</strong> field and confirm this information is associated to the correct contaminant and water system. Confirm this information from the annual Monitoring Summary, <strong>DEC Excel Look-Up tool</strong>, contacting the PWS or DW Program directly.</td>
</tr>
<tr>
<td></td>
<td>{&quot;facilityId&quot;:&quot;Invalid Facility Id.&quot;}</td>
<td>Facility ID entered is not associated to the water system or is entered incorrectly. Review the <strong>Facility ID</strong> field and confirm this information from the annual Monitoring Summary, <strong>DEC Excel Look-Up tool</strong>, contacting the PWS or DW Program directly.</td>
</tr>
<tr>
<td></td>
<td>{&quot;legalEntityId&quot;: &quot;Invalid Lab Id.&quot;}</td>
<td>The lab ID code entered in the <strong>Reporting Lab ID</strong> or <strong>Analyzing Lab ID</strong> field is not correct. Confirm the <strong>Reporting Lab ID</strong> or <strong>Analyzing Lab ID</strong> listed in the template is entered correctly and confirm the lab is certified in Alaska.</td>
</tr>
<tr>
<td></td>
<td>{&quot;wsid&quot;: &quot;wsid is required&quot;}</td>
<td>Confirm information within <strong>WS ID</strong> field (or PWSID) is accurate. If no data present, then add PWSID information into <strong>WS ID</strong> field.</td>
</tr>
<tr>
<td></td>
<td>{&quot;methodId&quot;: &quot;Invalid Method Code Ref Id.&quot;}</td>
<td>Method code entered in <strong>Method</strong> field is not compatible with entered analyte or Method Code submitted does not exist. Refer to the Method Chart in appropriate <strong>DEC Lab Data Submission Guides</strong> for correct Method Code.</td>
</tr>
<tr>
<td></td>
<td>{&quot;originalSampleId&quot;: &quot;Original Sample Id is required when Sample Type is Repeat, Triggered, or Confirmation.&quot;}</td>
<td>When the <strong>Sample Type</strong> is listed as Repeat, Triggered, or Confirmation it must be associated to original present sample.</td>
</tr>
<tr>
<td></td>
<td>{&quot;SampleExists&quot;: &quot;Sample already exists&quot;}</td>
<td>Sample submission has previously been uploaded into CMDP. If all the information is correct, re-upload the sample with a different <strong>Sample ID</strong> (i.e., from 1184407005 to 1184407005-01).</td>
</tr>
<tr>
<td></td>
<td>{&quot;count&quot;: &quot;Count must be greater than zero&quot;}</td>
<td>Total Coliform present sample where value is listed as 0 (zero) under the <strong>Count</strong> field.</td>
</tr>
<tr>
<td></td>
<td>{&quot;result&quot;: &quot;Result must be greater than zero when Not Detected is unchecked&quot;}</td>
<td>Contaminant is detected in sample, so value in <strong>Result</strong> field must be greater than zero.</td>
</tr>
<tr>
<td></td>
<td>{&quot;resultUomid&quot;: &quot;Missing/Invalid Result UOM&quot;}</td>
<td>Contaminant is detected in sample, so value in <strong>Result UOM</strong> field must contain information.</td>
</tr>
<tr>
<td></td>
<td>{&quot;ap&quot;: &quot;A/P has no value&quot;}</td>
<td>TC sample does not have a Presence/Absence indicator under the <strong>A/P</strong> field.</td>
</tr>
<tr>
<td><strong>Federal Reporting Validation Errors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Missing Data for Fields [sampleRecievedDt]</td>
<td>No data entered in <strong>Sample Received Date</strong> field. Please add data and resubmit.</td>
</tr>
<tr>
<td></td>
<td>Missing Data for Fields [sampleVolume]</td>
<td>No data entered in <strong>Sample Volume</strong> field. Please add data and resubmit.</td>
</tr>
<tr>
<td></td>
<td>Missing Data for Fields [Collection Time]</td>
<td>No data entered in <strong>Collection Time</strong> field. Please add data and resubmit.</td>
</tr>
<tr>
<td></td>
<td>Missing Data for Fields [Volume Assayed]</td>
<td>No data entered in <strong>Volume Assayed</strong> field. Please add data and resubmit.</td>
</tr>
<tr>
<td></td>
<td>Missing Data for Fields [Analysis Start Date]</td>
<td>No data entered in <strong>Analysis Start Date</strong> field. Please add data and resubmit.</td>
</tr>
<tr>
<td></td>
<td>Missing Data for Fields [Sample Type]</td>
<td>No data entered in <strong>Sample Type</strong> field. Please add data and resubmit.</td>
</tr>
<tr>
<td></td>
<td>Lab is not certified for this method (xxxx) and analyte (xxxx) for the given analysis date</td>
<td><strong>Method</strong> field contains method code that Analyzing Lab is not certified for. Review <strong>Method</strong> field and confirm Analyzing Lab is certified for method code. Refer to <strong>DEC Lab Data Submission Guides</strong> for additional information.</td>
</tr>
<tr>
<td></td>
<td>Required field: Sampling location identifier is missing</td>
<td>Resubmit sample with <strong>Sampling Location</strong> information included.</td>
</tr>
<tr>
<td></td>
<td>Sample age for Sample Result (xxxx) is beyond the allowed limit</td>
<td>Sample result exceeds hold time. <strong>Analysis Start Date</strong> value entered is more than 30 hrs. from <strong>Collection Date</strong>.</td>
</tr>
<tr>
<td></td>
<td>No reporting limit given for Sample Result</td>
<td>The <strong>Reporting Limit</strong> field is either left blank or listed as zero (0) for Non-Detected Chem/Rad samples. Resubmit sample with <strong>Reporting Limit</strong> information included and confirm value is not zero (0).</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>Resubmit as either <strong>FreeChlorineResidual</strong> or <strong>TotalChlorineResidual</strong> as noted on the TC/EC <strong>DEC Lab Data Submission Guide</strong> for the Excel Template.</td>
</tr>
<tr>
<td></td>
<td>Sample submitted with no analysis result</td>
<td>Resubmit sample with <strong>Analyte Result</strong> information included.</td>
</tr>
<tr>
<td></td>
<td>Invalid data: Lab Sample ID is too long. Maximum allowed length: 20 characters</td>
<td>Resubmit sample with <strong>Sample ID</strong> that is within 20 character limit.</td>
</tr>
</tbody>
</table>