

# Data Submission Guide for CMDP PFAS Samples (reported through EXCEL TEMPLATE)

## Document Instructions

The Excel template used for reporting PFAS samples are separated into three sections including general **Sample Information** (see [page 2](#)), **Chem/Rad Results** (see [page 3](#)) and **Field Results and Measurements** (Do not use for PFAS reporting). Additionally, this document includes an **example** of a completed sample submission ([page 4](#)).

Submit the information as described on the following pages for **PFAS** samples. This guidance document will highlight the required fields within each section.

Header fields in **RED and underlined text** are **required** in order to meet federal and state reporting requirements.

Header fields in **BLUE and underlined text** are *conditionally or situationally required*.

Header fields in **BLACK text** are not required for a successful data submission.

**Sample data will be rejected if the required fields are left blank.**

Additionally keep in mind:

- Use drop down icons (▼) to filter data.
- If you have questions, please contact our CMDP support staff at [dec.cmdpsupport@alaska.gov](mailto:dec.cmdpsupport@alaska.gov).

## **Screenshot of Chemical/Radionuclides Excel Template**

CMDP		Chemicals/Radionuclides													Field Results and Measurements (Optional)																					
Compliance Monitoring Data Portal																																				
Reporting Lab. ID		Generate XML																																		
Sample Information													Results					Field Results and Measurements (Optional)																		
Sample ID*	Sample Received Date†	WS ID*	Facility ID*	Sampling Point ID*	Sampling Location	Collection Date*	Collection Time (24H)†	Sample Type*	Sample Volume (ML)	Repeat Location	Original Sample ID*	Original Reporting Lab.ID	Original Collection Date	Comment	Sample Collector Name	Analyte* [Code - Name]	Not Detected	Result	Standard Deviation (+/-)†	Reporting Limit	Reporting Limit UOM*	Volume Assayed (ML)	Method†	Analysis Start Date	Analysis Start Time†	Analysis Completed Date	Analysis Completed Time	Analyst Name	Analyzing Lab ID	Comment	Parameter* [Code - Name]	Result	Result UOM*	Method	Analyst Name	Comment

**Section 1: Sample Information**  
(page 2)

**Section 2: Chem/Rad Results**  
(page 3)

**Section 3: Field Results and Measurements**  
*DO NOT USE FOR PFAS*

DATA SUBMISSION GUIDE FOR PFAS SAMPLES THROUGH EXCEL TEMPLATE																																							
Section 4: Example of Completed Sample Submission																																							
Reporting Lab. ID*		AK00961																												Generate XML									
Sample Information													Results					Field Results and Measurements (Optional)																					
Sample ID*	Sample Received Date†	WS ID*	Facility ID*	Sampling Point ID*	Sampling Location	Collection Date*	Collection Time (24H)†	Sample Type*	Sample Volume (ML)	Repeat Location	Original Sample ID*	Original Reporting Lab.ID	Original Collection Date	Comment	Sample Collector Name	Analyte* [Code - Name]	Not Detected	Result	Standard Deviation (+/-)†	Reporting Limit	Reporting Limit UOM*	Volume Assayed (ML)	Method†	Analysis Start Date	Analysis Start Time†	Analysis Completed Date	Analysis Completed Time	Analyst Name	Analyzing Lab ID	Comment	Parameter* [Code - Name]	Result	Result UOM*	Method	Analyst Name	Comment			
PFOSPF0A1	1/15/2019	AK2310730	TP0001	SPTP001	CLEARWELL	1/3/2019	10:25	Special							MM	2805-PERFLUOROCANE SULFONIC ACID (PFOS)	No	3.5	ng/L	2	ng/L	EPA 533-EPA 533	1/14/2019	21:12					FLOOR946										
Example of a Sample Result (Non-Detect):																																							
2803-PERFLUOROHXANE SULFONIC ACID (PFHXS)	No	3.5	ng/L	2	ng/L	EPA 537.1-EPA 537.1	1/14/2019	21:12							FLOOR946																								
Example of a Sample Result (Detect):																																							
2801-PERFLUOROBUTANESULFONIC ACID (PFBS)	No	3.5	ng/L	2	ng/L	EPA 537.1-EPA 537.1	1/14/2019	21:12							FLOOR946																								

**Section 4: Example of a Completed Sample Submission**  
(page 4)

# DATA SUBMISSION GUIDE FOR PFAS SAMPLES THROUGH EXCEL TEMPLATE

Header fields in **RED and underlined text** below are **required** in order to meet federal and state reporting requirements.

Header fields in **BLUE and underlined text** are *conditionally or situationally required*.

Header fields in **BLACK text** are not required for a successful data submission.

## Section 1: Sample Information

<b>CMDP</b> <small>Compliance Monitoring Data Portal</small>				<b>Chemicals/Radionuclides</b>											
Reporting Lab. ID *				Generate XML											
Sample Information															
Sample ID*	Sample Received Date*	WS ID*	Facility ID*	Sampling Point ID*	Sampling Location	Collection Date*	Collection Time (24H)†	Sample Type*	Sample Volume	Repeat Location	Original Sample ID*	Original Reporting Lab. ID	Original Collection Date	Comment	Sample Collector Name

**Reporting Lab. ID:** Lab identification number.

**Sample ID:** Lab sample identification number, limit to 20 characters (*numbers, letters, dash/underscore (-\_) are allowed*).

**Sample Received Date:** Date sample was received by lab (MM/DD/YY).

**WS ID:** Public Water System identification number (PWSID).

**NOTE:** Each water system name has a unique PWSID number. If the name and number on the work order does not match what is listed in CMDP, investigate to ensure accuracy and consistency.

**Facility ID:** Facility identification number where sample was collected (typically from a source facility or treatment plant).

**Sampling Point ID:** Sample Point identification number related to the facility where the sample was collected.

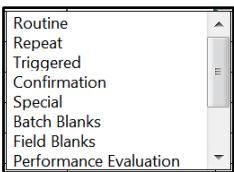
If you are unsure of the **Facility ID** and **Sampling Point ID** to enter, please contact the PWS directly or the DEC Drinking Water Program Regional Office (<http://dec.alaska.gov/eh/dw/contact/>).

**Sampling Location:** This field must describe the location where the sample was taken. Keep description succinct (*numbers, letters, dash/underscore (-\_) only*).

**Collection Date:** Date sample collected (MM/DD/YY).

**Collection Time (24H):** Time sample collected (HH:MM).

**Sample Type:** Type of sample to be submitted. From the drop-down menu (pictured below), select the either **Routine** or **Special** sample type.



**Sample Volume:** Not required (numerical value only).

**Repeat Location:** Do NOT report data in this field.

**Original Sample ID:** Do NOT report data in this field.

**Original Reporting Lab. ID:** Not required but report if information is available.

**Original Collection Date:** Not required but report if information is available (MM/DD/YY).

**Comment:** Not required, however if comments are provided, please limit characters to numbers, letters, dash or underscore (-\_). In particular, do NOT include quotation marks.

**Sample Collector Name:** Name of sample collector, report if information is provided.

# DATA SUBMISSION GUIDE FOR PFAS SAMPLES THROUGH EXCEL TEMPLATE

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## Section 2: Chem/Rad Results

Results

Analyte* <sup>f</sup> [Code - Name]	Not Detected* <sup>f</sup>	Result <sup>f</sup>	Result UOM <sup>f</sup>	Standard Deviation (+/-) <sup>f</sup>	Reporting Limit <sup>f</sup>	Reporting Limit UOM <sup>f</sup>	Volume Assayed (ML)	Method <sup>f</sup>	Analysis Start Date <sup>f</sup>	Analysis Start Time <sup>f</sup>	Analysis Completed Date	Analysis Completed Time	Analyst Name	Analyzing Lab ID	Comment

**Analyte [Code-Name]:** From the drop-down menu, select the individual sample analytes for the results you are submitting. For a successful PFAS sample submittal, use the list below for the analyte codes of the individual contaminants.

**NOTE:** This list will NOT filter by the analytes your lab (or lab that you have subcontracted with) is certified for. Be sure to verify the certification information (outside of CMDP) prior to data submission.

**Not Detected:** From the drop-down menu (pictured below), select whether the contaminant was **Not Detected** (select **Yes**) or **Detected** (select **No**) in the analyzed sample.

Yes  
 No

**Result:** Enter the appropriate reported result of the sample *only if* reporting a detect.

**Result UOM:** From the drop-down menu (pictured below), select the unit of measure for the sample result as appropriate.

MFL  
 pCi/L  
 ng/L  
 ug/L  
 mg/L  
 CU  
 TON  
 umho/cm

**Standard Deviation (+/-):** Not required but report if applicable.

**Reporting Limit:** Enter the appropriate reporting limit of the analytes.

**Reporting Limit UOM:** From the drop-down menu, select the unit of measure for the reporting limit as appropriate.

**Volume Assayed:** Not required but report if applicable (numerical value only).

**Method:** This drop-down list includes methods for ALL chemical analyses and is not filtered by the analytes your lab (or subcontracting lab) is certified for. Be sure to verify certification status in Alaska and select the appropriate method listed in the Methods Chart (shown to the right). Notice that each **Analysis Method Used** by labs is assigned to a specific *reporting code* indicated in the **Report this Method in CMDP** column. Samples will be rejected if users report a code that is not listed on the methods chart.

PFAS ANALYTES	
Analysis Code	Analyte Name
2816	HEXAFLUOROPROPYLENE OXIDE DIMER ACID (HFPO-DA)
2805	PERFLUOROOCTANE SULFONIC ACID (PFOS)
2806	PERFLUOROOCTANOIC ACID (PFOA)
2802	PERFLUOROHEPTANOIC ACID (PFHpA)
2803	PERFLUOROHEXANE SULFONIC ACID (PFHxS)
2804	PERFLUORONONANOIC ACID (PFNA)
2801	PERFLUOROBUTANESULFONIC ACID (PFBS)

\*Only report analytes/methods you are approved for in the State of Alaska

Methods Chart	
Analysis Method Used	Report this Method in CMDP
533	EPA 533 – EPA 533
537.1	EPA 537.1 – EPA 537.1

**Analysis Start Date:** Date when lab began analysis (MM/DD/YY).

**Analysis Start Time:** Time when lab began analysis (HH:MM).

**Analysis Completed Date:** Not required but report if information is available (MM/DD/YY).

**Analysis Completed Time:** Not required but report if information is available (HH:MM).

**Analyst Name:** Not required.

**Analyzing Lab ID:** If the sample was subcontracted to a different lab for analysis, the analyzing lab identification number is required to be reported here.

**Comment:** Not required, however if comments are provided, please limit characters to numbers, letters, dash or underscore ( - \_ ). In particular, do NOT include quotation marks.

## Section 3: Field Results and Measurements

**REMINDER!** This section should **NOT** be used for PFAS sample submittals. Please leave fields blank.

Congratulations! You have successfully entered sample data using the excel template.

# DATA SUBMISSION GUIDE FOR PFAS SAMPLES THROUGH EXCEL TEMPLATE

## Section 4: Example of Completed Sample Submission

Reporting Lab. ID * AK00961 <span style="float: right;">Generate XML</span>																																
Sample Information														Results																		
Sample ID*	Sample Received Date <sup>f</sup>	WS ID*	Facility ID*	Sampling Point ID*	Sampling Location	Collection Date* <sup>f</sup>	Collection Time (24H) <sup>f</sup>	Sample Type* <sup>f</sup>	Sample Volume (ML)	Repeat Location	Original Sample ID*	Original Reporting Lab.ID	Original Collection Date	Comment	Sample Collector Name	Analyte* <sup>f</sup> [Code - Name]	Not Detected* <sup>f</sup>	Result <sup>f</sup>	Result UOM <sup>f</sup>	Standard Deviation (+/-) <sup>f</sup>	Reporting Limit <sup>f</sup>	Reporting Limit UOM <sup>f</sup>	Volume Assayed (ML)	Method <sup>f</sup>	Analysis Start Date <sup>f</sup>	Analysis Start Time <sup>f</sup>	Analysis Completed Date	Analysis Completed Time	Analyst Name	Analyzing Lab ID	Comment	
PFOSPFOA1	1/15/2019	AK2310730	TP0001	SPTP001	CLEARWELL	1/3/2019	10:25	Special							MM	2806-PERFLUOROCTANOIC ACID (PFOA)	Yes				2	ng/L		EPA 533-EPA 533	1/14/2019	21:12					FL00946	
																2805-PERFLUOROCTANE SULFONIC ACID (PFOS)	No	3.5	ng/L		2	ng/L		EPA 533-EPA 533	1/14/2019	21:12					FL00946	

**DO NOT USE FOR PFAS**

### Sample Information

1 Reporting Lab. ID * AK00961		Generate XML														
Sample Information																
Sample ID*	Sample Received Date <sup>f</sup>	WS ID*	Facility ID*	Sampling Point ID*	Sampling Location	Collection Date* <sup>f</sup>	Collection Time (24H) <sup>f</sup>	Sample Type* <sup>f</sup>	Sample Volume (ML)	Repeat Location	Original Sample ID*	Original Reporting Lab.ID	Original Collection Date	Comment	Sample Collector Name	
PFOSPFOA1	1/15/2019	AK2310730	TP0001	SPTP001	CLEARWELL	1/3/2019	10:25	Special							MM	

### Example of a Sample Result (Non-Detect):

Results																
Analyte* <sup>f</sup> [Code - Name]	Not Detected* <sup>f</sup>	Result <sup>f</sup>	Result UOM <sup>f</sup>	Standard Deviation (+/-) <sup>f</sup>	Reporting Limit <sup>f</sup>	Reporting Limit UOM* <sup>f</sup>	Volume Assayed (ML)	Method <sup>f</sup>	Analysis Start Date <sup>f</sup>	Analysis Start Time <sup>f</sup>	Analysis Completed Date	Analysis Completed Time	Analyst Name	Analyzing Lab ID	Comment	
2806-PERFLUOROCTANOIC ACID (PFOA)	Yes				2	ng/L		EPA 537.1-EPA 537.1	1/14/2019	21:12				FL00946		

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Analyte* <sup>f</sup> [Code - Name]	Not Detected* <sup>f</sup>	Result <sup>f</sup>	Result UOM <sup>f</sup>	Standard Deviation (+/-) <sup>f</sup>	Reporting Limit <sup>f</sup>	Reporting Limit UOM* <sup>f</sup>	Volume Assayed (ML)	Method <sup>f</sup>	Analysis Start Date <sup>f</sup>	Analysis Start Time <sup>f</sup>	Analysis Completed Date	Analysis Completed Time	Analyst Name	Analyzing Lab ID	Comment	
2805-PERFLUOROCTANE SULFONIC ACID (PFOS)	No	3.5	ng/L		2	ng/L		EPA 537.1-EPA 537.1	1/14/2019	21:12				FL00946		
2803-PERFLUOROHEXANE SULFONIC ACID (PFHXS)	No	3.5	ng/L		2	ng/L		EPA 537.1-EPA 537.1	1/14/2019	21:12				FL00946		
2801-PERFLUOROBUTANESULFONIC ACID (PFBS)	No	3.5	ng/L		2	ng/L		EPA 537.1-EPA 537.1	1/14/2019	21:12				FL00946		