Data Submission Guide for CMDP PFAS Samples

(reported through WEB ENTRY form)

Document Instructions

The web entry form used for reporting PFAS samples is separated into three sections including general **Sample Information** (see <u>page 2</u>), **Chem/Rad Results** (see <u>page 3</u>) and **Field Results and Measurements** (Do not use for PFAS reporting). Additionally, this document includes an **example** of a completed sample submission (<u>page 4</u>).

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 <u>RED and underlined text</u> are **required** in order to meet federal and state reporting requirements. Header fields in <u>BLUE and underlined text</u> are *conditionally or situationally required*. Header fields in **BLACK text** are not required for a successful data submission. *Samples will be rejected if the <u>required fields</u> are left blank.*

Additionally keep in mind:

- <u>Do not</u> base data submissions off the symbols (*, +-, f) and labels located in the upper right section of the sample data entry screen.
- Use drop down icons () to filter data.
- If you have questions, please contact our CMDP support staff at <u>dec.cmdpsupport@alaska.gov</u>.

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Set Default Values for Sample Information				
Water System ID Facility	Sampling Point ID	Collection Date Collection Time (24-hr)	Sample Type	Section 1: Sample
Water System *: Water System Name	Facility *:	Sampling Point : Sampling Location		Information
AK2310675 NORTH POLE UTILITIES		v SPWL005 v WELLA		Information
Sample ID *: PFAS12354	Collection Date * Collection Time (24-	hr)f Sample Received Date f		(1999 2)
		HH:MM 01/02/2024		(page 2)
Laboratory ID - Name : AK00961 - DW PROGRAM TEST LAB	Sample Type *f : Sample Volume(ML) Special v 100	Sample Collector Name KG		
Comment				
Set Default Values for Sample Results Table				Castion 2. Cham /Dad
Chem/Rads Results				Section 2: Chem/Rad
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2006 - Perfluorocta true Acid (PFOA)	2 ug/L EPA 533 - 01/11/2 EPA 533 - 01/11/2	024 12:00		(page 3)
2805	-			
Perfluoroctane Suffonic Acid true	2 ug/L EPA 533 - 01/11/2 EPA 533 01/11/2	024 12:00		
(PFOS)				Section 3: Field Results
 Field Results and Measurements Field Results and Measurements 				
Refresh () Add () Remove				and Measurements
Parameter Result	Result UOM Method	Person Performing Analysis Comments		
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	SUBMISSION GUIDE FOR PFAS SAMPLES TH	ROUGH WEB ENTRY		
Section 4: Example of Completed Sample Submission				
Example: Samples analyzed by 533 method code				
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DATA SUBMISSION GUIDE FOR PFAS SAMPLES THROUGH WEB ENTRY

Header fields in <u>**RED**</u> and <u>underlined text</u> below are **required** in order to meet federal and state reporting requirements. Header fields in <u>**BLUE**</u> and <u>underlined text</u> are *conditionally or situationally required*. Header fields in **BLACK text** are not required for a successful data submission.

Section 1: Sample Information

Chem / Radionuclides		<mark>— 8</mark> ×
🗐 Save 🛭 😼 Save And Add Another 🛛 🙆 Close	* - Required + - Conditionally Required	f - Federally Required f - Federally Conditionally Required
Set Default Values for Sample Information		^
Water System *: Water System Name Facility *: AK2120216 THORNE BAY, CITY OF	Sampling Point [*] :	Sampling Location
Sample ID [*] : Collection D	ate *i : Collection Time ^f	Sample Received Date ^f
Laboratory ID - Name : Sample Type AK00961 - ANALYTICA ALASKA - ANCHORAGE V Routine	*f : Sample Volume(ML)	Sample Collector Name
Comment		

<u>Water System</u>: Public Water System identification number (PWSID).

Water System Name: This field will auto-populate when the appropriate PWSID (first field on the left) is entered.

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.

<u>Facility</u>: Select the appropriate water system facility from where the sample was collected (typically from a source facility or treatment plant).

Sampling Point: Select the appropriate sample point 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 (<u>http://dec.alaska.gov/eh/dw/contact/</u>).

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

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

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

Collection Time: Time sample collected (HH:MM).

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

<u>Laboratory ID-Name</u>: This field will auto-populate with the appropriate lab submitting data through CMDP or select the lab name from the drop down menu.

Sample Type: From the drop down menu, select the either Routine or Special sample type.

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

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

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

DATA SUBMISSION GUIDE FOR PFAS SAMPLES THROUGH WEB ENTRY

Header fields in <u>**RED**</u> and <u>underlined text</u> below are **required** in order to meet federal and state reporting requirements. Header fields in <u>**BLUE**</u> and <u>underlined text</u> are *conditionally or situationally required*. Header fields in **BLACK text** are not required for a successful data submission.

Section 2: Chem/Rad Results																
Che	m/Rads F	Results														
æ	Refresh 🗧	🕨 Add 🎽	Remove													
	Analyte	Not Detected	Result ^f	Result UOM ^f	Standard Deviation (+/-) ^f		Reporting Limit UOM ⁺	Volume Assayed (ML)	Method ^f	Analysis Start Date ^f	Analysis Start Time (24-hr) ^f	Analysis Completed Date	Analysis Completed Time (24-hr)	Analyzing Lab ID	Person Performing Analysis	Comments
	No items to show.															

Set Default Values for Sample Results Table: Do <u>NOT</u> use this button to select multiple analytes. The Analyte Group field does not contain individual analytes for PFAS so they will need to be entered directly into the Chem/Rads Results table.

<u>Analyte</u>: 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.

TIP FOR USERS: Use the search window to filter the <u>Analyte</u> list by either searching for the name of the analyte or the analyte code.

Not Detected: This field automatically defaults to a result of a **non-detect** (box will be **checked**) when entering a new sample result. If the contaminant is <u>detected</u> in the sample (level above detection limit) you will need to <u>uncheck</u> this box.

NOTE: When the user clicks off of the individual sample result row, **Not Detected** values will be listed as <u>true</u> and **Detected** values will be listed as <u>false</u>.

PFAS ANALYTES									
Analysis Code	Analysis Code Analyte Name								
2816	HEXAFLUOROPROPYLENE OXIDE DIMER ACID								
2810	(HFPO-DA)								
2805	PERFLUOROCTANE SULFONIC ACID (PFOS)								
2806	PERFLUOROCTANOIC 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

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

<u>Result UOM</u>: From drop down menu, select the unit of measure for the sample result as appropriate.

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

Reporting Limit: Enter the appropriate reporting limit of the sample.

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

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

<u>Method</u>: The drop-down list will display method codes and is not filtered by the methods your lab (or subcontracting lab) is certified for. <u>Be sure to verify certification status by State of Alaska</u> 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.

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

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

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

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).

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

Person Preforming Analysis: Not required.

Comments: 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 - This section should NOT be used for PFAS sample submittals. Please leave fields blank.

NEXT STEPS: Once sample results are added to the **Chem/Rads Results** table, review the information and confirm sample data was uploaded appropriately.

Congratulations! You have successfully entered sample data into the web entry form.

DATA SUBMISSION GUIDE FOR PFAS SAMPLES THROUGH WEB ENTRY

Section 4: Example of Completed Sample Submission

<u>iple</u> : Samp	oles analyzed by 533 method	code												
Chem	/ Radionuclides													
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⊳	Set Default Values for Sample Informa	ition												
	ter System *: Water Syste		Facilit							oling Point [*] :		Sampling L	ocation	
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	nple ID [*] : AS12354			ction Date	*f :			Time (24-hr)	f		Sample Received	l Date ^f		
								mo(ML)					127	
	ooratory ID - Name [*] : 00961 - DW PROGRAM TEST LAB		 Sample Special 	le Type ^{*f} : al		~	Sample Volu 100	ime(ML)		KG	ollector Name			
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<u>Ex</u>	<u>cample of PFAS Non</u>	-Detec	<u>t San</u>	<u>nple:</u>										
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	Analyte ^{*†}	Not Detected F		Result UOM ^f	Standard Deviation (+/-) ^f	Reporting Limit ^f	Reporting Limit UOM ^{+/}	Volume Assayed(N	Method f	Analysis Start Date ^f	Analys <mark>is Start</mark> Time (24-hr) ^f	Analysis Completed Date	Analysis Completed Time (24-hr)	Analyzin Lab ID
	2806 - Perfluoroctanoic Acid (PFOA)	true					ug/L		EPA 533 - EPA 533	01/11/2024	12:00			
	2805 - Perfluoroctane Sulfonic Acid (PFOS)	true				2	ug/L	E	EPA 533 - EPA 533	01/11/2024	12:00			
	2801 - Perfluorobutanesulfonic Acid (PFBS)	true				2	ug/L		EPA 555	01/11/2024	12:00			
	2803 - PERFLUOROHEXANE SULFONIC ACID (PFHxS)	true				2	ug/L	E	EPA 533 - EPA 533	01/11/2024	12:00			
		_												
<u>Ex</u>	cample of PFAS Det	<u>ect San</u>	<u>nple:</u>											
Che	em/Rads Results													
2	Refresh 😳 Add 🤤 Remove													
	Analyte ^{*f}	Not Detected f	Result ^f	Result UOM ^f	Standard Deviation (+/-)	Reporting Limit ^f	Reporting Limit UOM ⁺	Volume Assayed (N	Method ^f	Analysis Start Date ^f	Analysis Start Time (24-hr) ^f	Analysis Completed Date	Analysis Completed Time (24-hr)	Analyzin Lab ID
	2806 - Perfluoroctanoic Acid (PFOA)	false 3	3.5	ug/L		2	ug/L		EPA 533 - EPA 533	01/11/2024	12:00			
	2805 - Perfluoroctane Sulfonic Acid (PFOS)	false	3.5	ug/L		2	ug/L		ED4 633	01/11/2024	12:00			
	2801 - Perfluorobutanesulfonic Acid (PFBS)	false	3.5	ug/L		2	ug/L		EPA 533 - EPA 533	01/11/2024	12:00			
	2803 - PERFLUOROHEXANE SULFONIC ACID (PFHxS)	false	3.5	ug/L		2	ug/L		EPA 533 - EPA 533	01/11/2024	12:00			