

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 [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.

Samplers will be rejected if the required fields are left blank.

Additionally keep in mind:

- Do not 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 dec.cmdpsupport@alaska.gov.

The screenshot displays the web entry form interface. The top section is titled 'Chem / Radionuclides' and includes fields for Water System ID (AK2310675), Facility (WL005 - 48548 - WELLA), Sampling Point (SPWL005), and Sampling Location (WELLA). Below this are fields for Sample ID (PFAS12354), Collection Date (01/01/2024), Collection Time (10:10), and Sample Received Date (01/02/2024). The 'Chem/Rads Results' section shows a table with columns for Analyte, Result, Reporting Limit, and Method. Two entries are visible: Perfluorooctanoic Acid (PFDA) and Perfluorobutanesulfonic Acid (PFBS), both with a result of 'true' and a reporting limit of 2 ug/L. The 'Field Results and Measurements' section is currently empty.

Section 1: Sample Information
(page 2)

Section 2: Chem/Rad Results
(page 3)

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

This screenshot shows an example of a completed sample submission. It includes the same header information as the previous screenshot. The 'Chem/Rads Results' section contains two tables. The first table, titled 'Example of PFAS Non-Detect Sample', shows results for PFDA, PFOS, PFBS, and PFOA, all with a result of 'false'. The second table, titled 'Example of PFAS Detect Sample', shows results for PFDA, PFOS, PFBS, and PFOA, all with a result of 'false'. The 'Field Results and Measurements' section is also present but empty.

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

DATA SUBMISSION GUIDE FOR PFAS SAMPLES THROUGH WEB ENTRY

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

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Section 1: Sample Information

The screenshot shows a web browser window titled 'Chem / Radionuclides'. The page has a menu bar with 'Save', 'Save And Add Another', and 'Close'. Below the menu bar is a status bar with icons and text: '* - Required', '+ - Conditionally Required', 'f - Federally Required', and 'f - Federally Conditionally Required'. The main content area is titled 'Set Default Values for Sample Information' and contains several input fields:

- Water System ID**: AK2120216 (dropdown)
- Water System Name**: THORNE BAY, CITY OF (text)
- Facility**: (dropdown)
- Sampling Point**: (dropdown)
- Sampling Location**: (text)
- Sample ID**: (text)
- Collection Date**: (calendar icon)
- Collection Time**: (text)
- Sample Received Date**: (calendar icon)
- Laboratory ID - Name**: AK00961 - ANALYTICA ALASKA - ANCHORAGE (dropdown)
- Sample Type**: Routine (dropdown)
- Sample Volume(ML)**: (text)
- Sample Collector Name**: (text)
- Comment**: (text area)

Water System: 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.

Facility: 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 (<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*).

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).

Laboratory ID-Name: 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 **RED and underlined text** below are **required** in order to meet federal and state reporting requirements.

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Section 2: Chem/Rad Results

▶ Set Default Values for Sample Results Table

Chem/Rads Results

Refresh Add Remove

<input type="checkbox"/>	Analyte	Not Detected	Result	Result UOM	Standard Deviation (+/-)	Reporting Limit	Reporting Limit UOM	Volume Assayed (ML)	Method	Analysis Start Date	Analysis Start Time (24-hr)	Analysis Completed Date	Analysis Completed Time (24-hr)	Analyzing Lab ID	Person Performing Analysis	Comments
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No items to show.

▶ **Set Default Values for Sample Results Table:** Do **NOT** 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.

Analyte: 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 **Analyte** 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 **detected** in the sample (level above detection limit) you will need to **uncheck** this box.

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

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	PERFLUOROHXANE 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**.

Result UOM: 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).

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

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).

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.

Person Performing 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.

Section 4: Example of Completed Sample Submission

Example: Samples analyzed by 533 method code

Chem / Radionuclides

Save Save And Add Another Close * - Required + - Conditionally Required f - Federally Required f - Federally Conditionally Required

Set Default Values for Sample Information

Water System * : AK2310675 Water System Name: NORTH POLE UTILITIES Facility * : WL005 - 48546 - WELL A Sampling Point * : SPWL005 Sampling Location: WELL A

Sample ID * : PFAS12354 Collection Date *f : 01/01/2024 Collection Time (24-hr)f : 10:10 Sample Received Date f : 01/02/2024

Laboratory ID - Name * : AK00961 - DW PROGRAM TEST LAB Sample Type *f : Special Sample Volume(ML): 100 Sample Collector Name: KG

Comment

Set Default Values for Sample Results Table

Example of PFAS Non-Detect Sample:

Chem/Rads Results

Refresh Add Remove

Analyte *f	Not Detected f	Result f	Result UOM f	Standard Deviation (+/-) f	Reporting Limit f	Reporting Limit UOM +f	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 - Perfluorooctanoic Acid (PFOA)	true				2	ug/L		EPA 533 - EPA 533	01/11/2024	12:00			
2805 - Perfluorooctane Sulfonic Acid (PFOS)	true				2	ug/L		EPA 533 - EPA 533	01/11/2024	12:00			
2801 - Perfluorobutanesulfonic Acid (PFBS)	true				2	ug/L		EPA 533 - EPA 533	01/11/2024	12:00			
2803 - PERFLUOROHEXANE SULFONIC ACID (PFHxS)	true				2	ug/L		EPA 533 - EPA 533	01/11/2024	12:00			

Example of PFAS Detect Sample:

Chem/Rads Results

Refresh Add Remove

Analyte *f	Not Detected f	Result f	Result UOM f	Standard Deviation (+/-) f	Reporting Limit f	Reporting Limit UOM +f	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 - Perfluorooctanoic Acid (PFOA)	false	3.5	ug/L		2	ug/L		EPA 533 - EPA 533	01/11/2024	12:00			
2805 - Perfluorooctane Sulfonic Acid (PFOS)	false	3.5	ug/L		2	ug/L		EPA 533 - EPA 533	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			