The Compliance Monitoring Data Portal (CMDP)

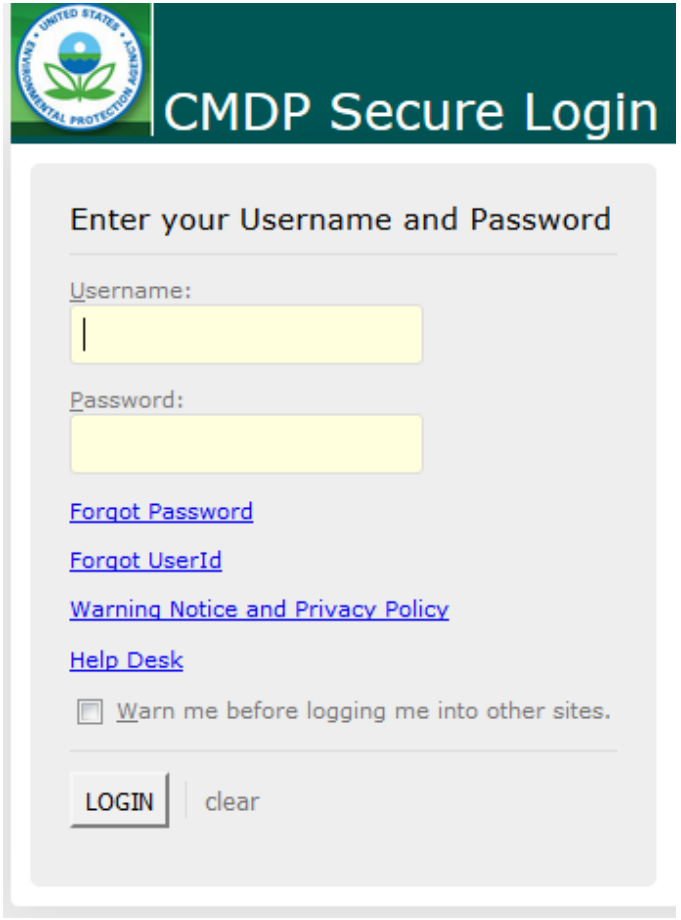
Module 4: Chemical, Radionuclide and Microbial Samples and Results

For *lab* users

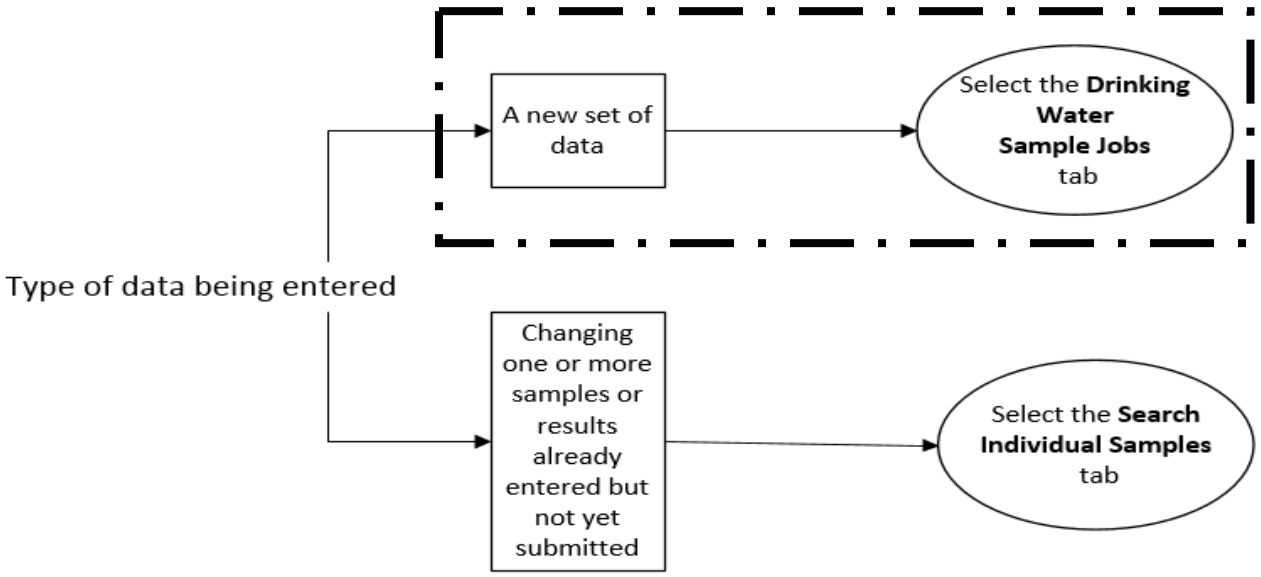
Methods to report samples and results to the CMDP

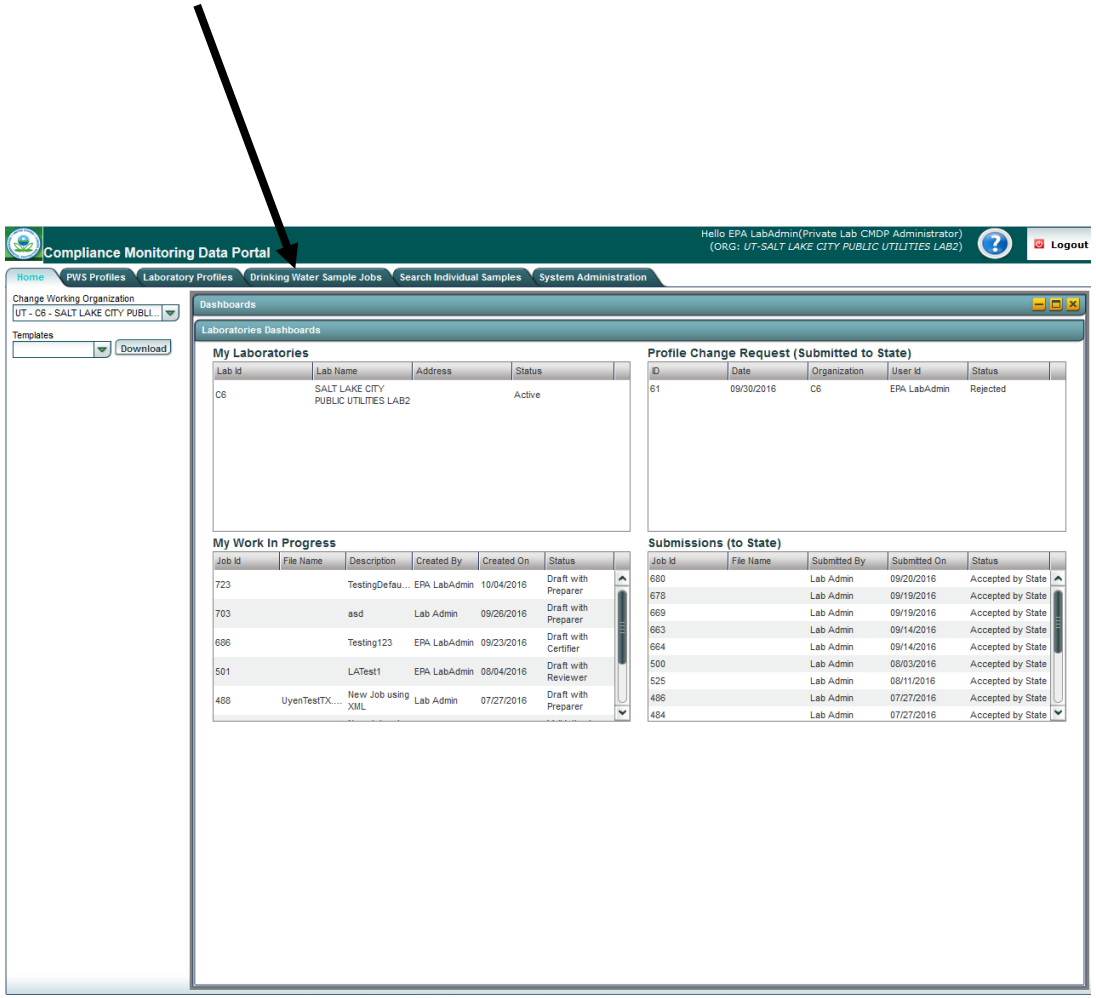
1. Uploading the information using web-services;
2. Manually uploading XML files (XML files for CMDP can be generated by using the Excel templates that are available in CMDP (or, if desired, generated by some other application); and
3. Entering the information directly into the CMDP using the data entry screens that are part of the CMDP application.

First, login to the CMDP



Step 1. Select the “Drinking Water Sample Jobs” tab





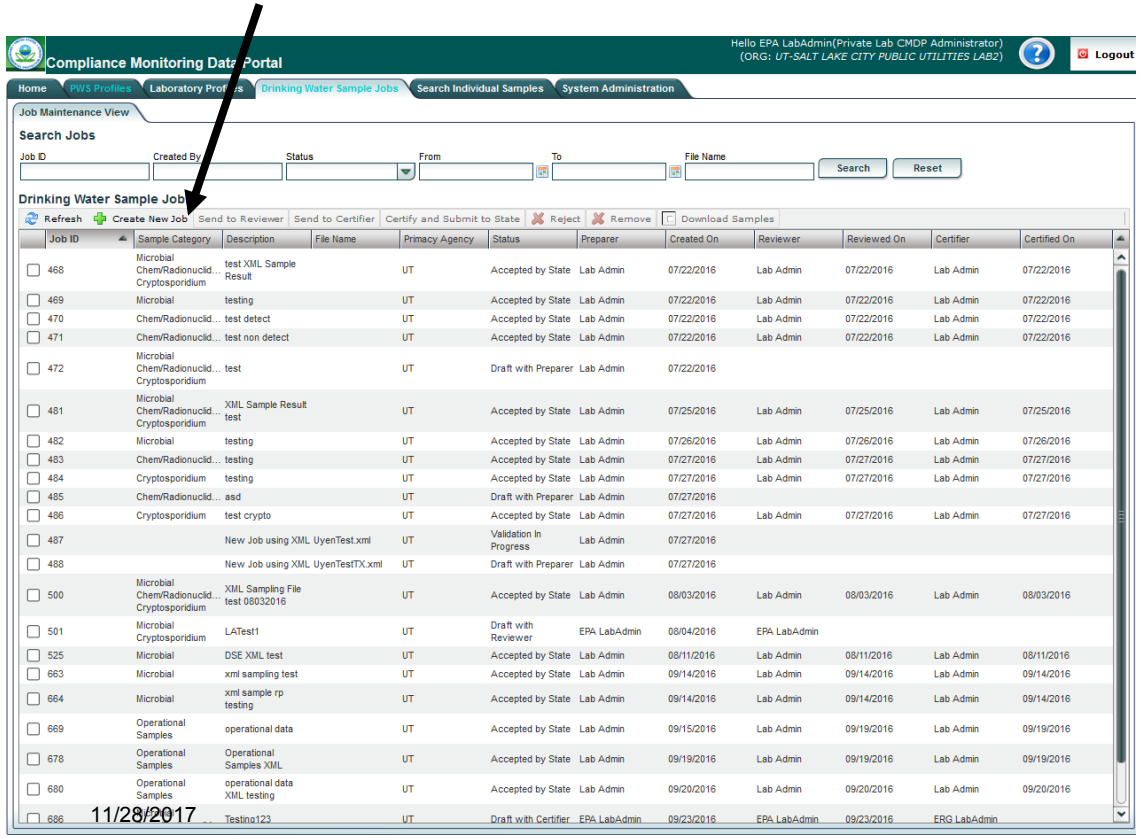
On the **Drinking Water Sample Jobs** page:

1. You'll initially see a list of all the jobs your lab entered.
2. Each row represents a separate job.
3. Each job can consist of one or more samples and results for one or more types of samples.

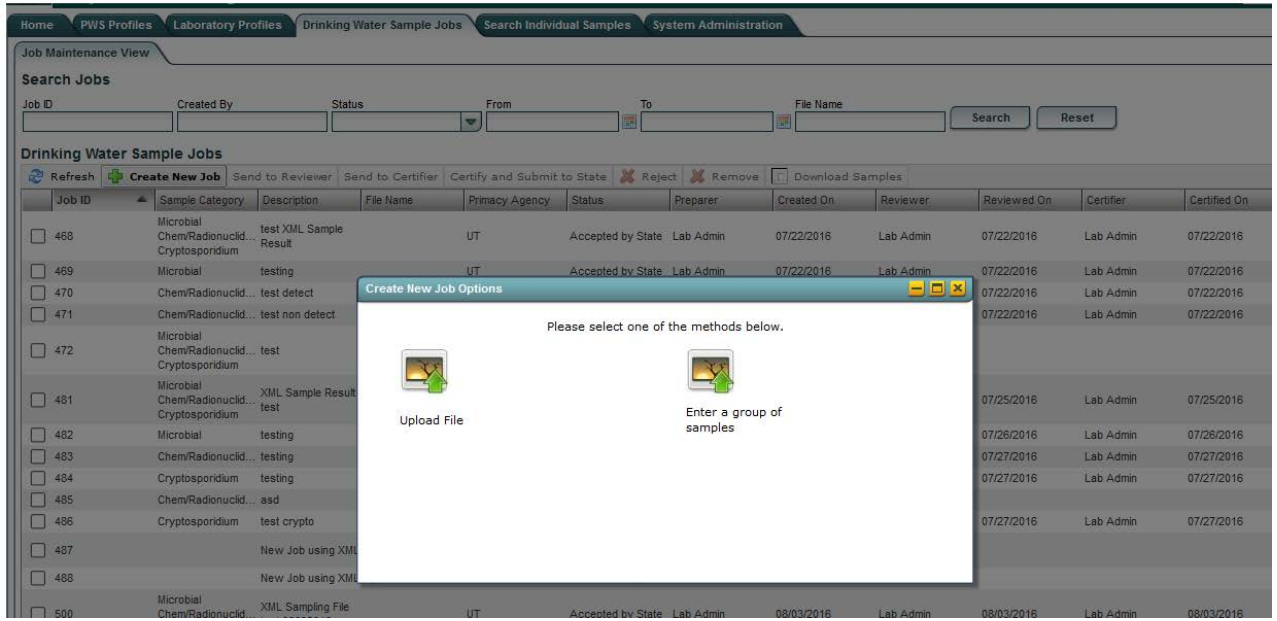
Step 2. Create a new job

On the **Drinking Water Sample Jobs** tab:

1. Click “Create New Job”



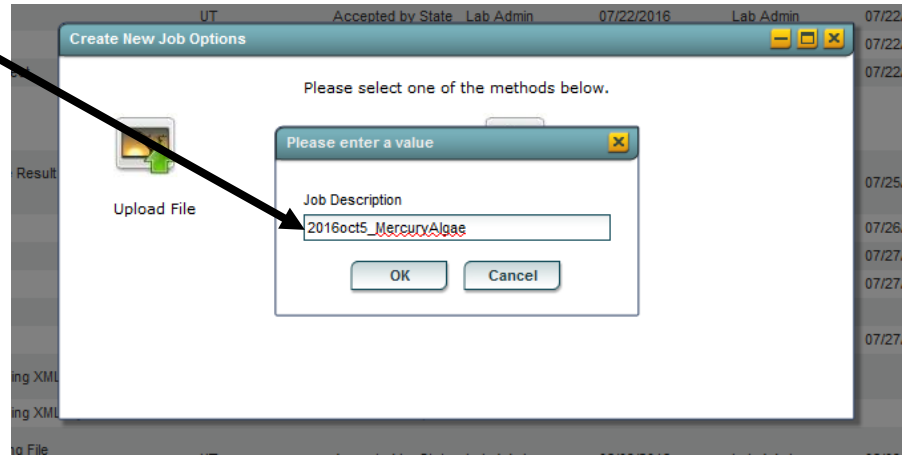
A popup dialog box called “Create New Job Options” will appear. Click on “**Enter a group of samples**.”



*Note: If you are uploading an Excel file, select **Upload File** (that is not covered in this user guide)*

Enter a name for the **Job Description** and select **OK**.

TIP: Consider using a naming convention for your organization, to help you better keep track of the samples and results you enter.

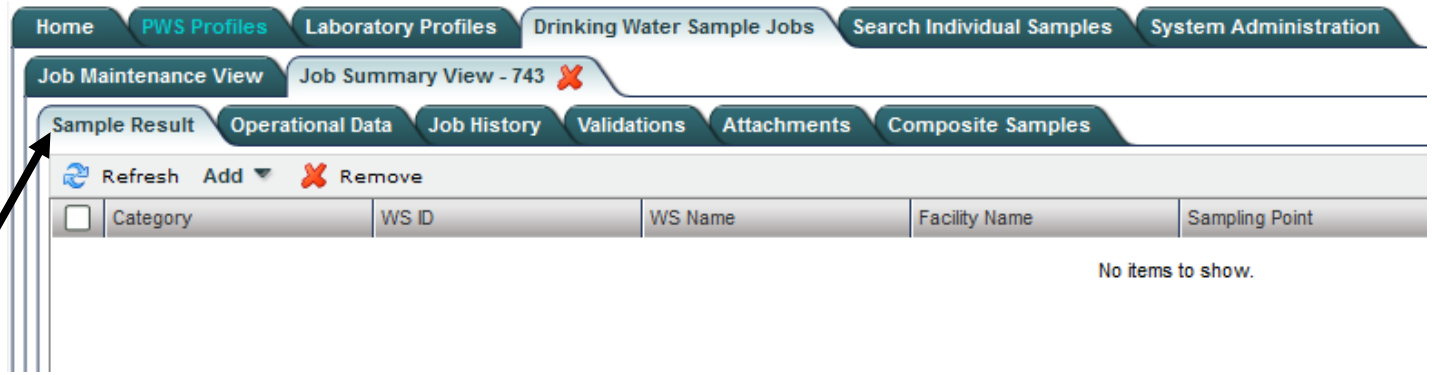


Step 3. Use the **Sample Result** tab

A new job is created and numbered. In the example, the Job is number 743.

You may enter data in one of these three tabs:

- Sample Result
- Operational Data
- Composite Samples

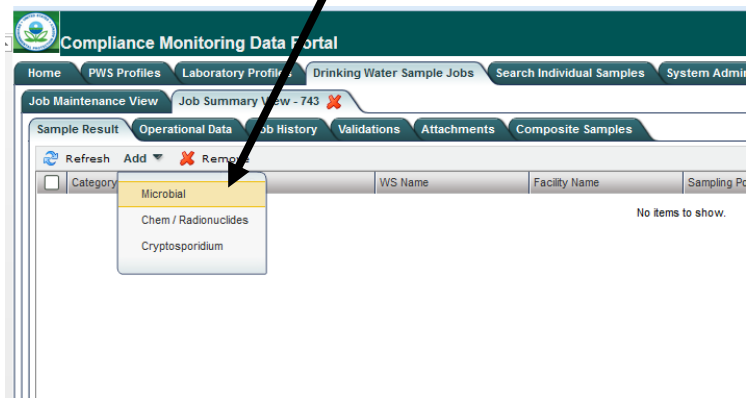


To add microbial samples to the job, click on the **Sample Result** tab

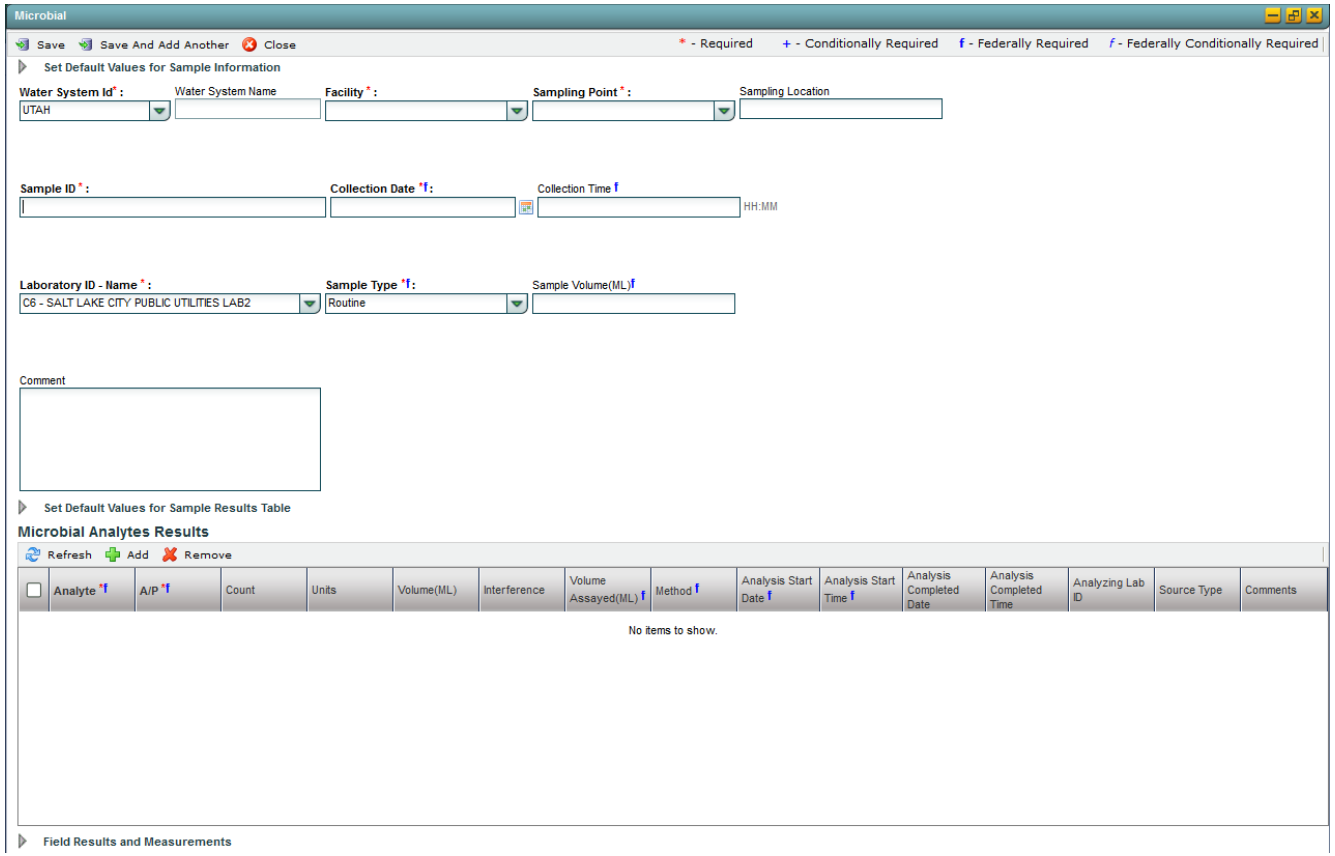
Step 4: Adding microbial samples

In the **Sample Result** tab:

1. Click **Add**
2. Select **Microbial** from the dropdown menu



The following data entry screen is presented:



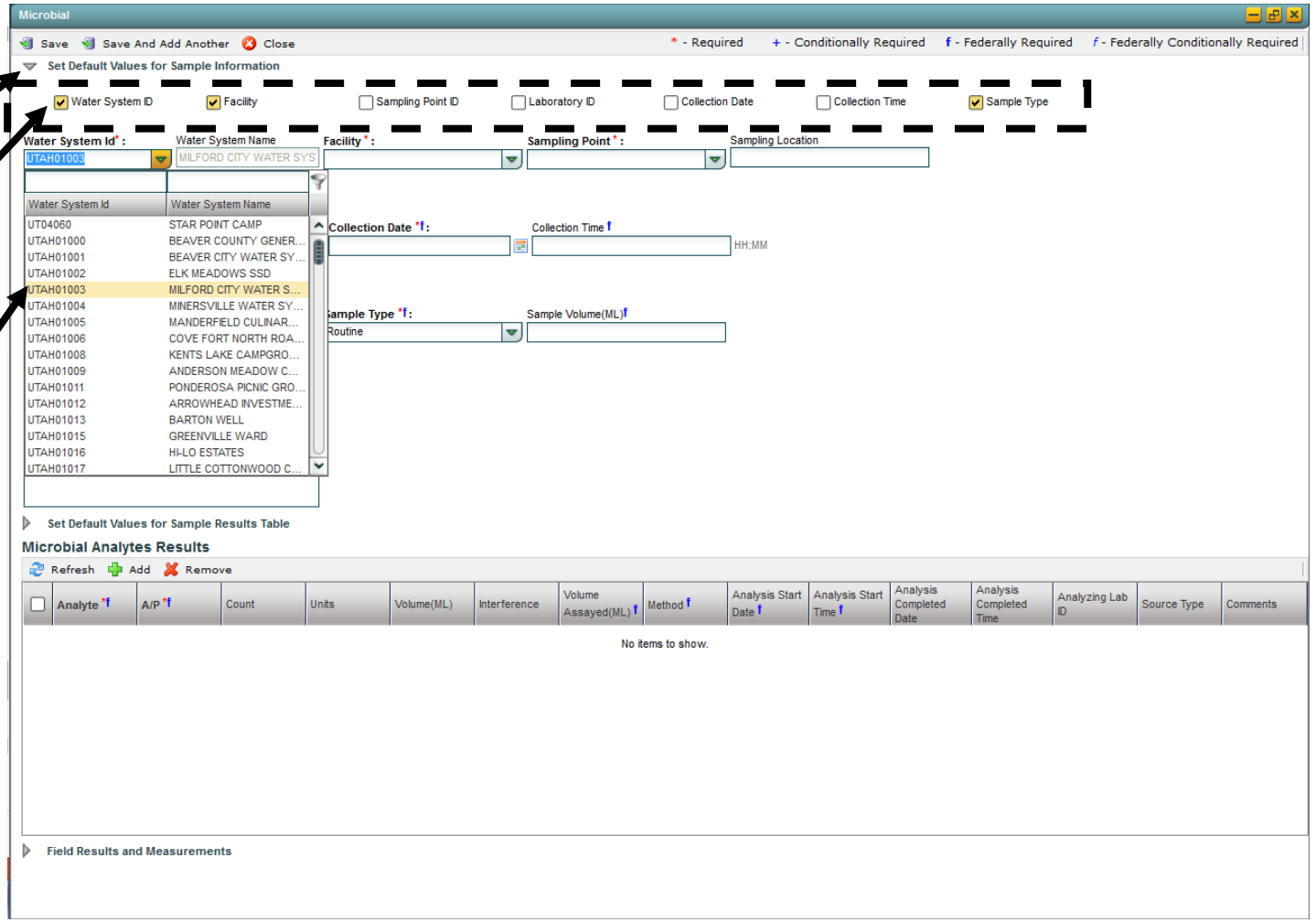
Setting default values

To enter several samples of the same **Water System Id**, **Facility**, and **Sample Type**:

1. Click **Set Default Values for Sample Information**

2. Check the boxes titled: **Water System Id**, **Facility**, and **Sample Type**.

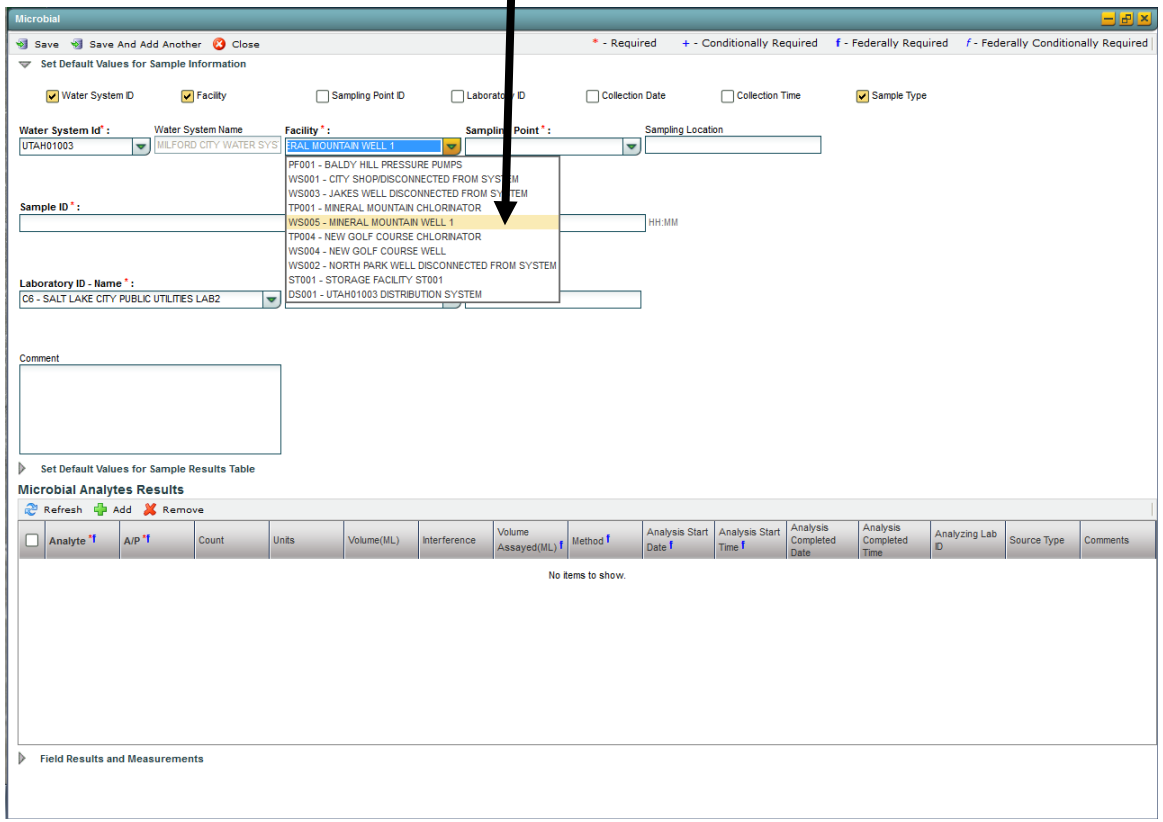
3. Select your **Water System Id** from the dropdown menu. You may type in the first few letters of the **Water System Name** to restrict the dropdown menu results.



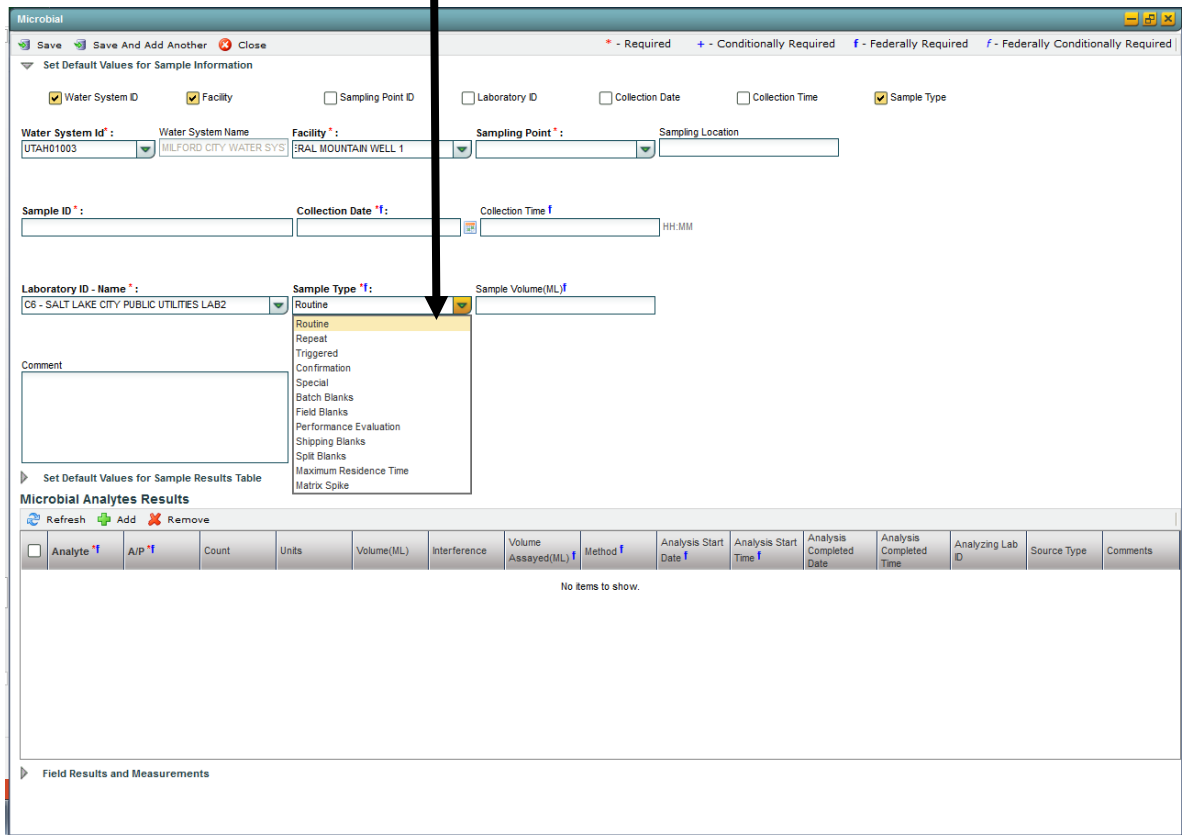
*Note: Laboratory users will have **Laboratory ID – Name** automatically defaulted for every sample entered.*

Setting default values

4. Select your **Facility** from the dropdown menu



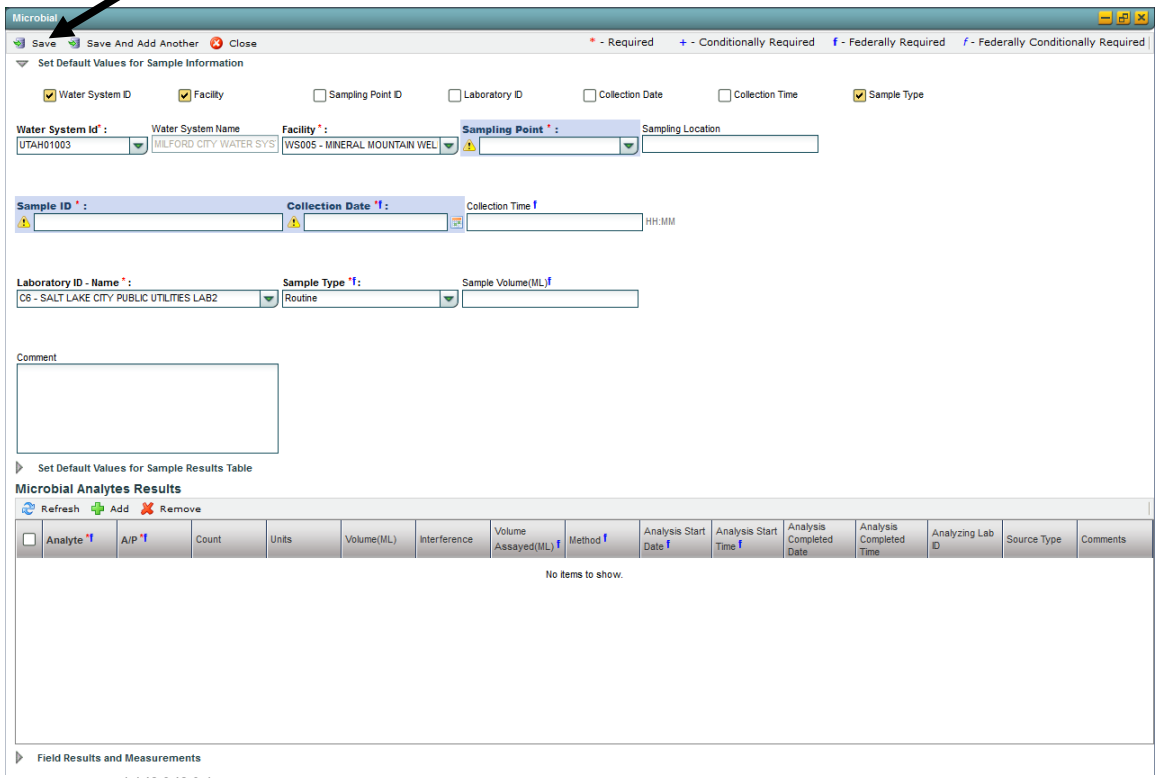
5. Select the **Sample Type** from the dropdown menu



Setting default values

Field names with an * are required fields.

Below, **Save** was clicked before three of the required fields were filled in.

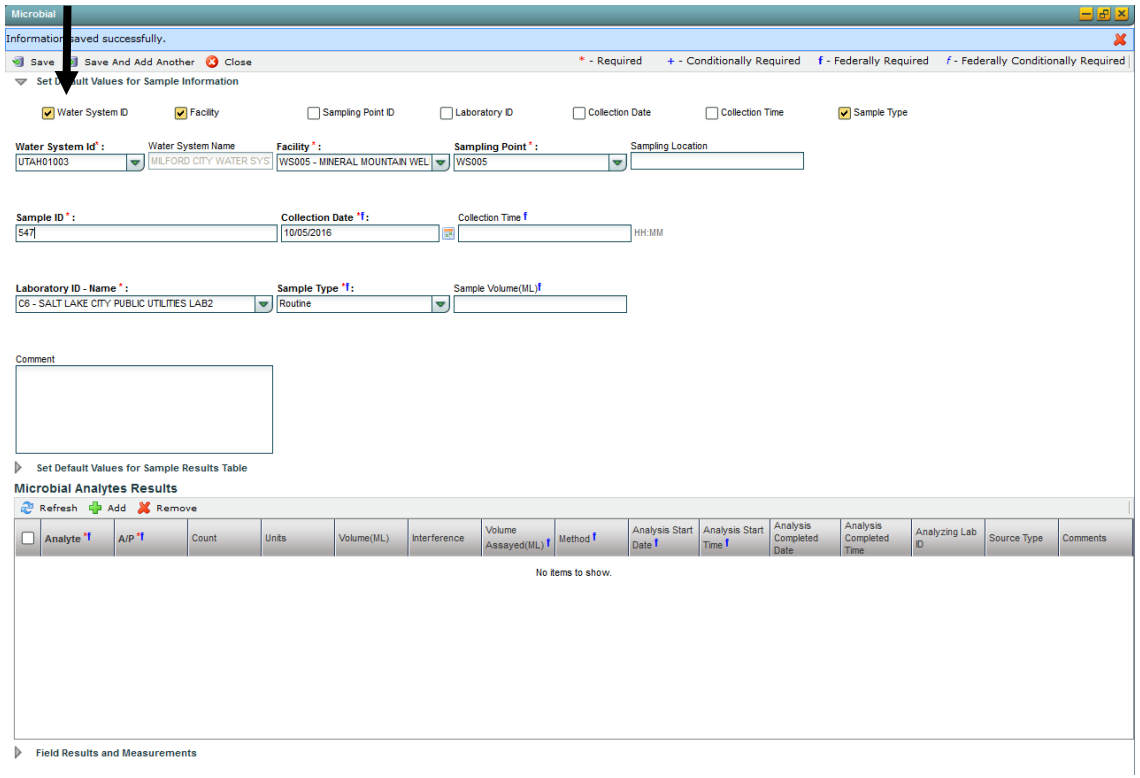


The three required fields must now be filled in.

Sampling Point will provide a dropdown menu to select from.

Sample ID and **Collection Date** must be typed in.

You may then click **Save** or **Save And Add Another**



Fields may have:

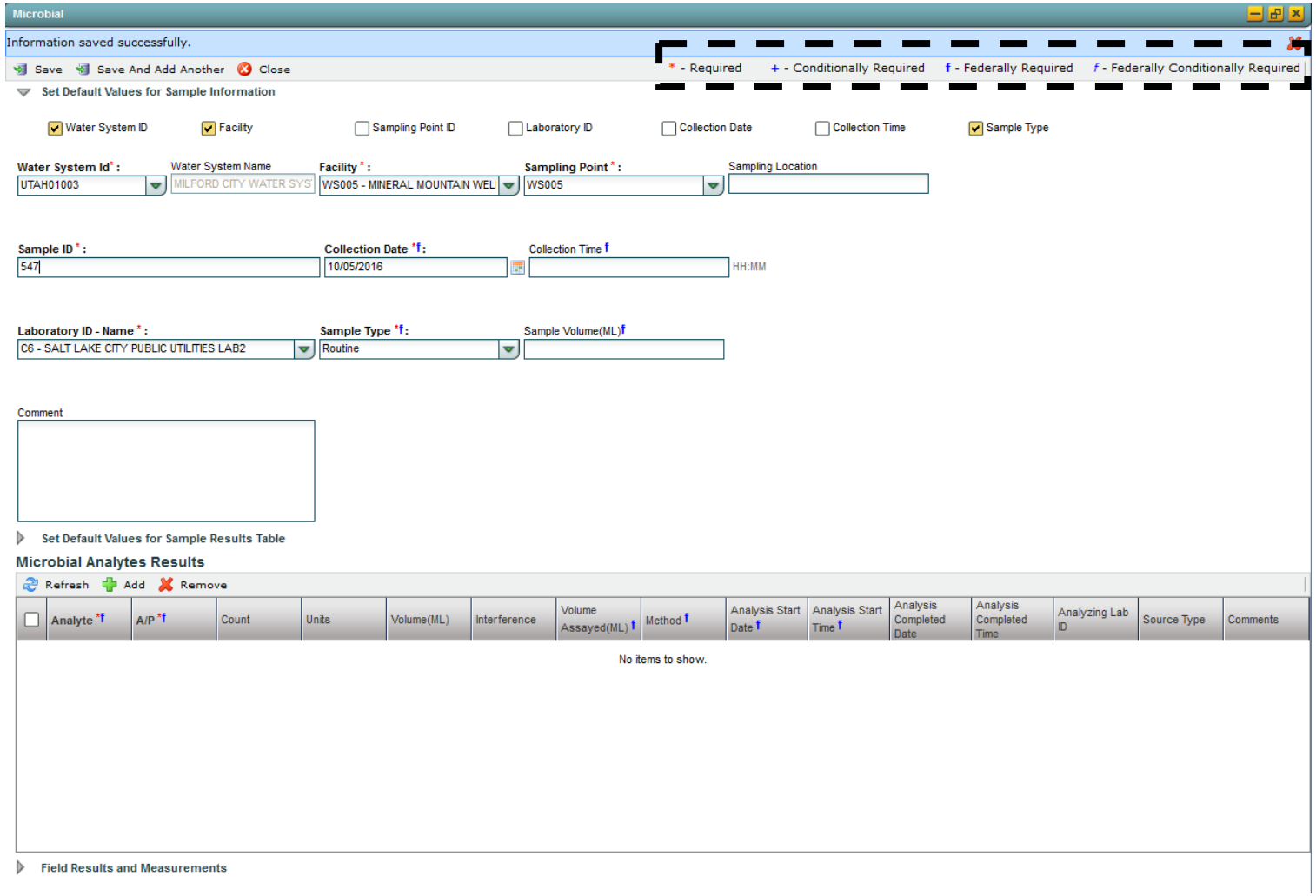
* for Required

+ for Conditionally Required

f for Federally Required

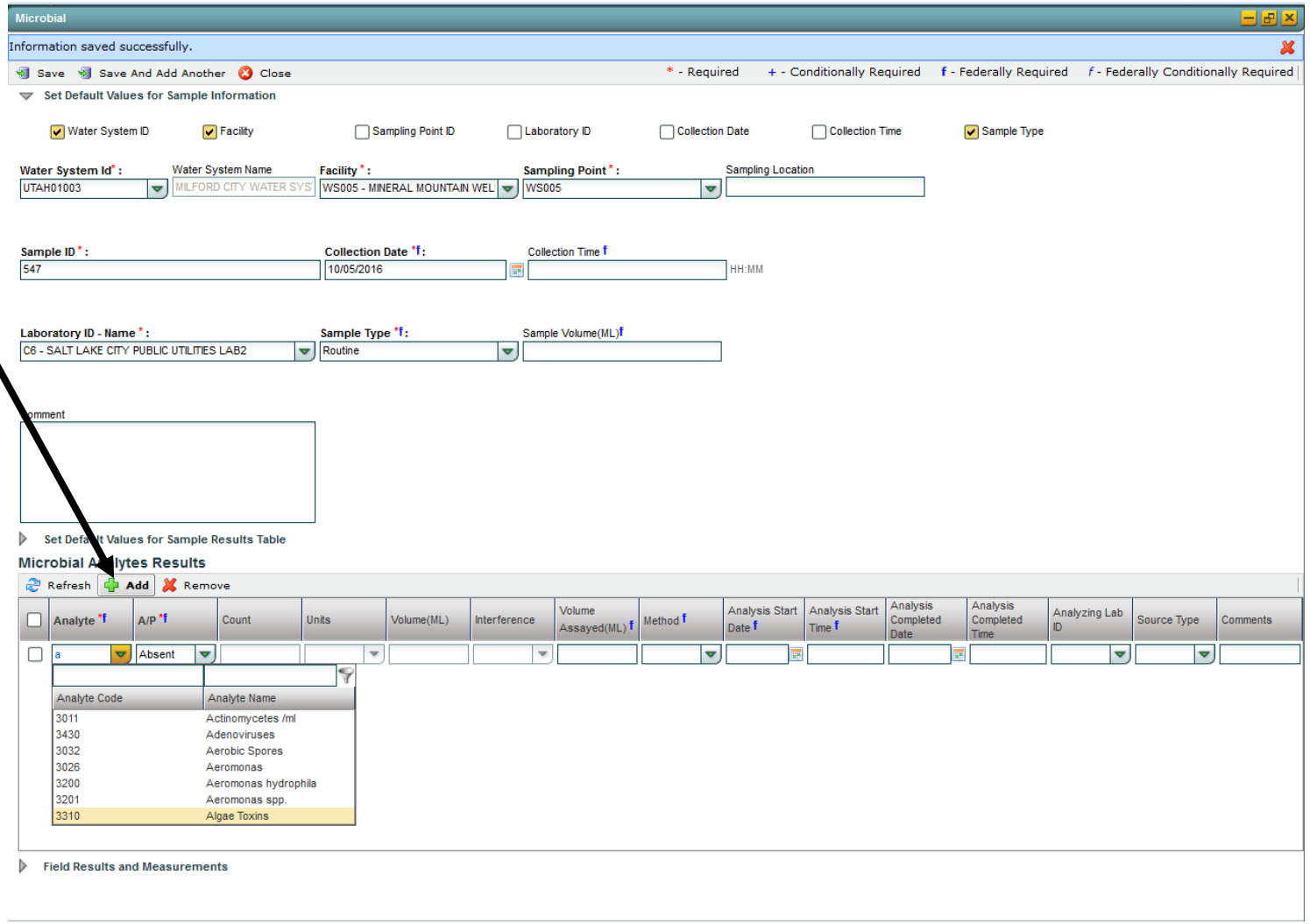
f for Federally Conditionally Required

However, only an empty * will prevent you from saving the record



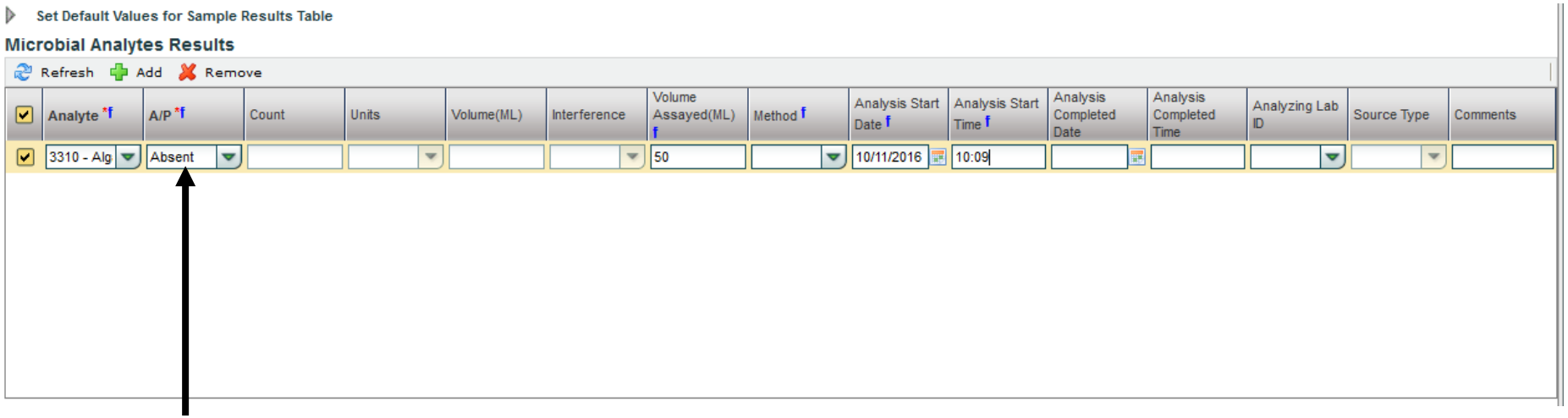
Adding results

1. In the **Microbial Analytes Results** section click **Add**
2. Select an analyte first, as it controls some of the other result options (e.g., Method).
    a. *To select an analyte:*
        - either select from the dropdown menu
            or
        - start typing its name or code in the analyte field. The CMDP can filter using both the name field and code field for analytes.



*Note: once you've clicked the **Add** button, the application expects you to complete the entry or hit the 'Esc' key before you do anything else (the 'Esc' key cancels the entry of a new result).*

Adding results



*Note: For a microbial result, "**A/P**" is defaulted to Absent*

To finish entering results hit the 'Enter' key or click outside the results grid.
To enter several results, click on the **Add** button again or hit the tab key after the last column and the application will insert a new row below.

To modify a result record, double-click anywhere on the row then update the result.

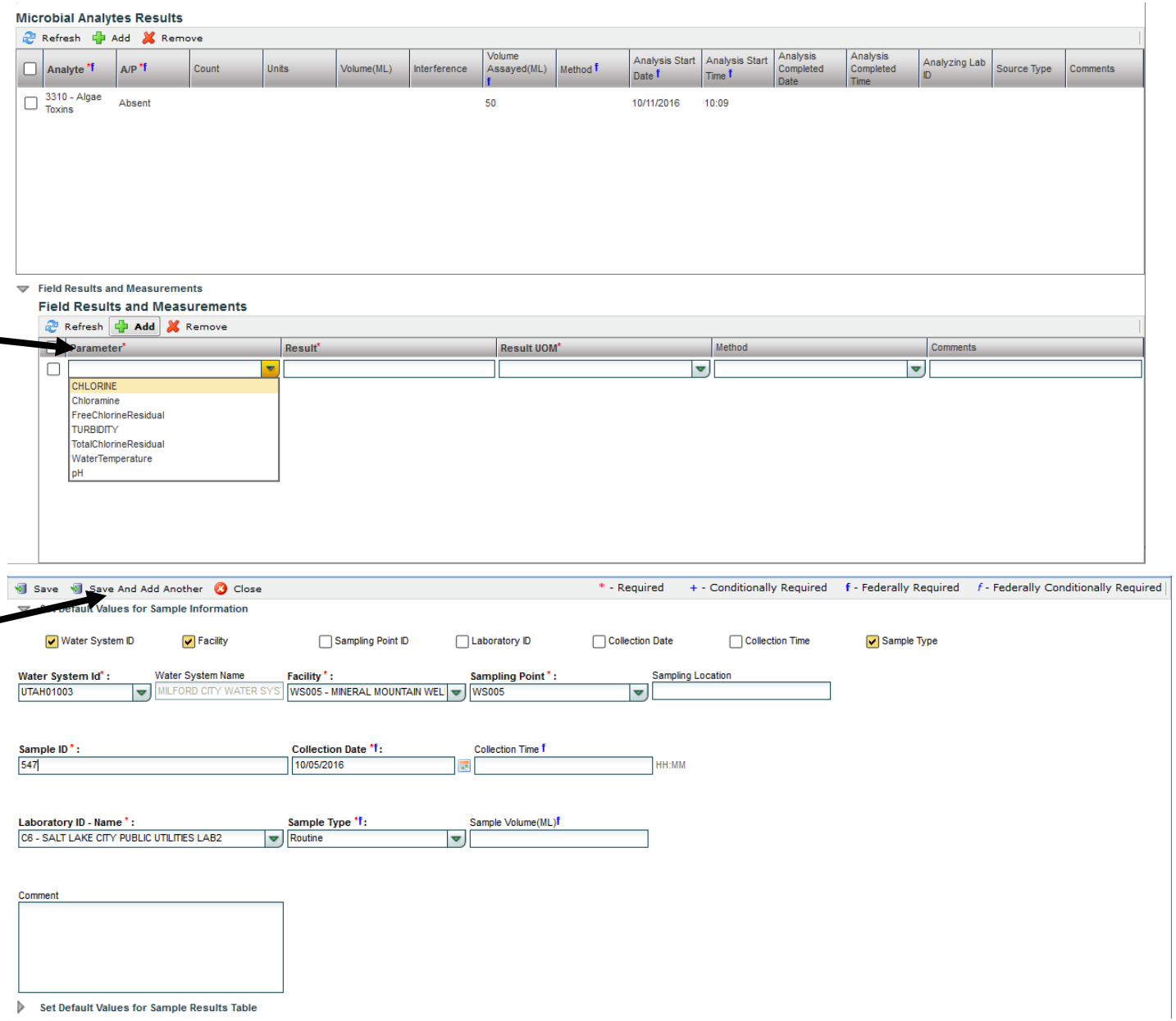
Field Results and Measurements is used to record measurements made in the field while collecting the sample.

Click **Add** to select a **Parameter**

Examples: Chlorine, pH, Water Temperature.

You may now click '**Save And Add Another**.' Or you may click '**Close**' to leave the record.

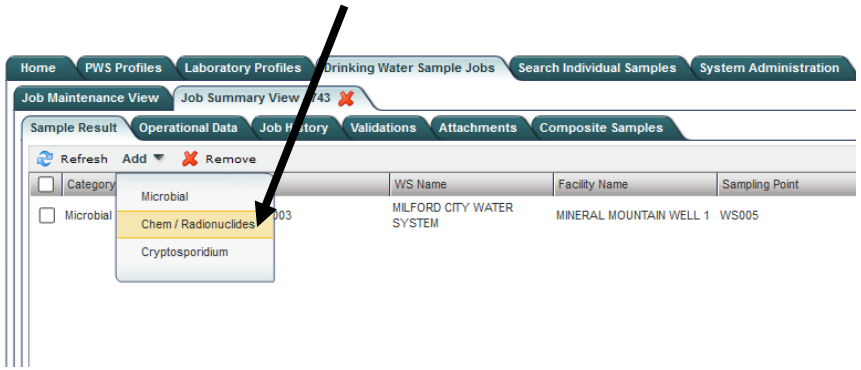
The record automatically saves, though the user may still select '**Save**.'



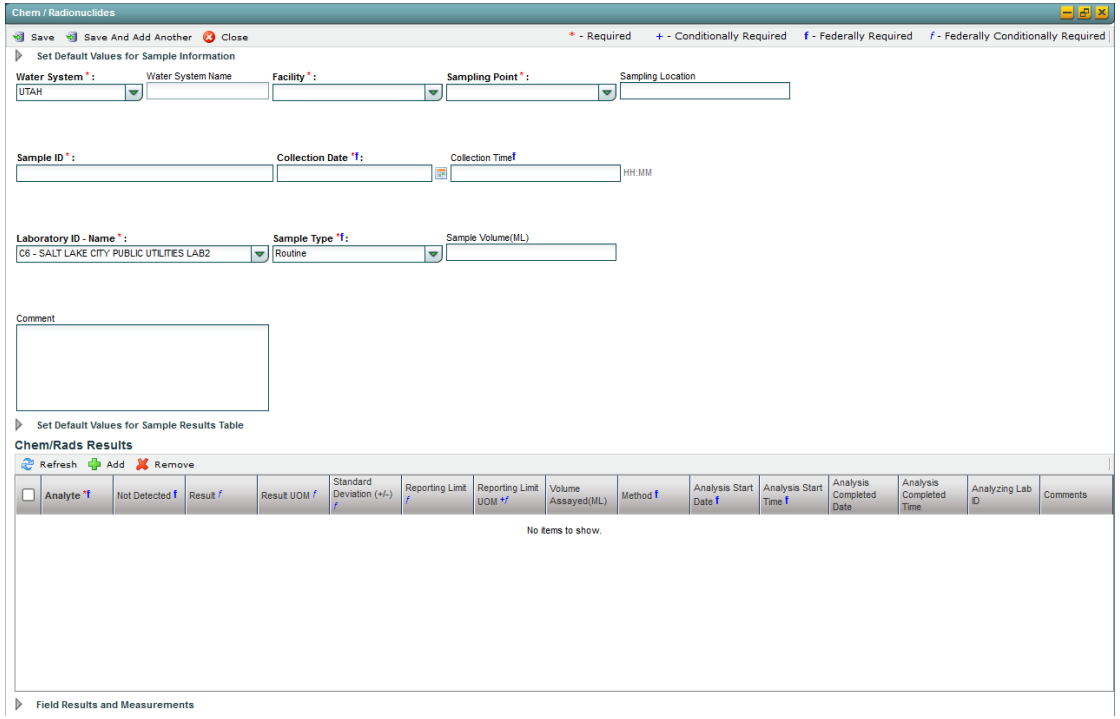
Adding Chemical and/or Radionuclides samples

In the **Sample Result** tab:

1. Click **Add**
2. Select **Chem/Radionuclides** from the dropdown menu



The following data entry screen is presented:



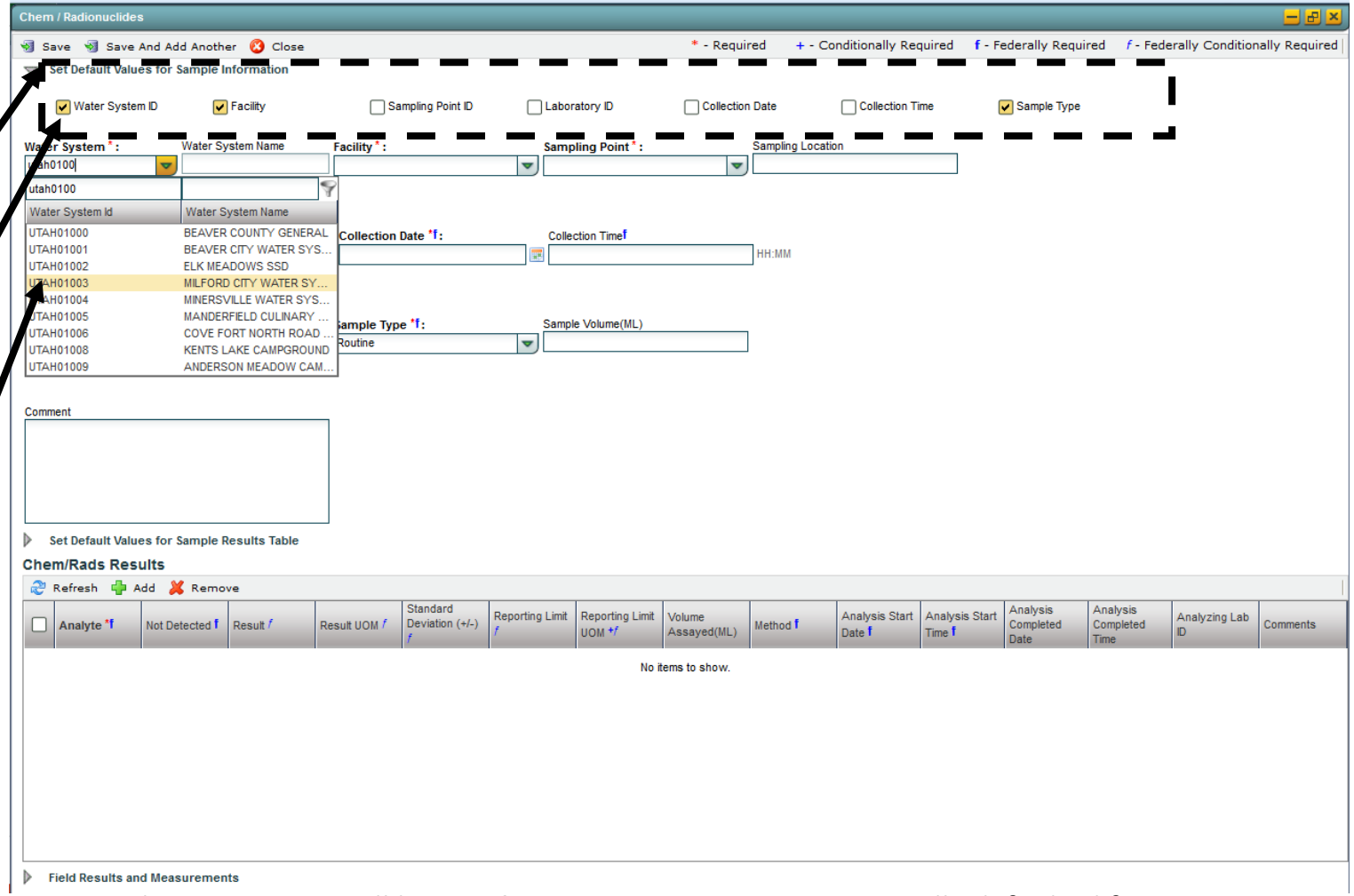
Setting default values

To enter several samples of the same **Water System Id**, **Facility**, and **Sample Type**:

1. Click **Set Default Values for Sample Information**

2. Check the boxes titled: **Water System Id**, **Facility**, and **Sample Type**.

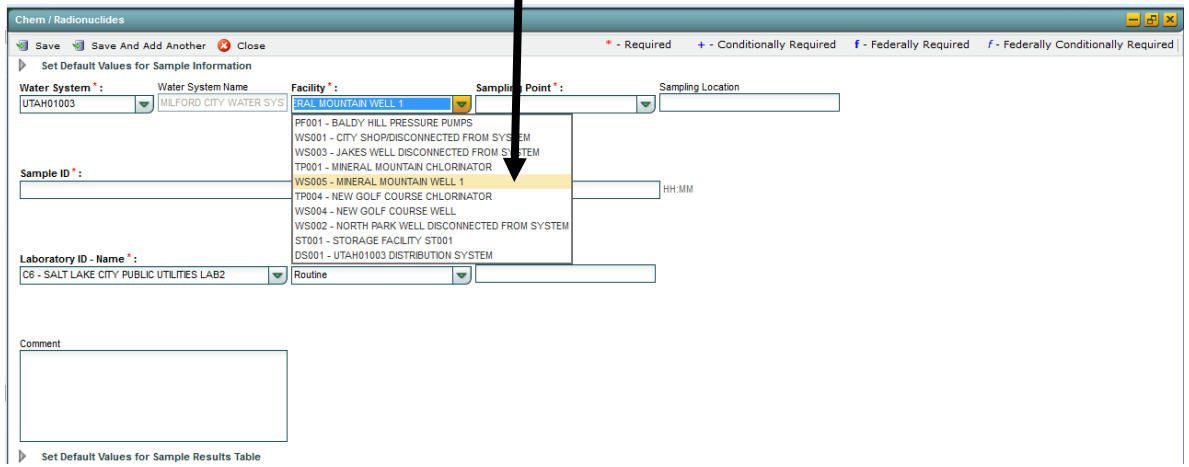
3. Select your **Water System Id** from the dropdown menu. You may type in the first few letters of the **Water System Name** to restrict the dropdown menu results.



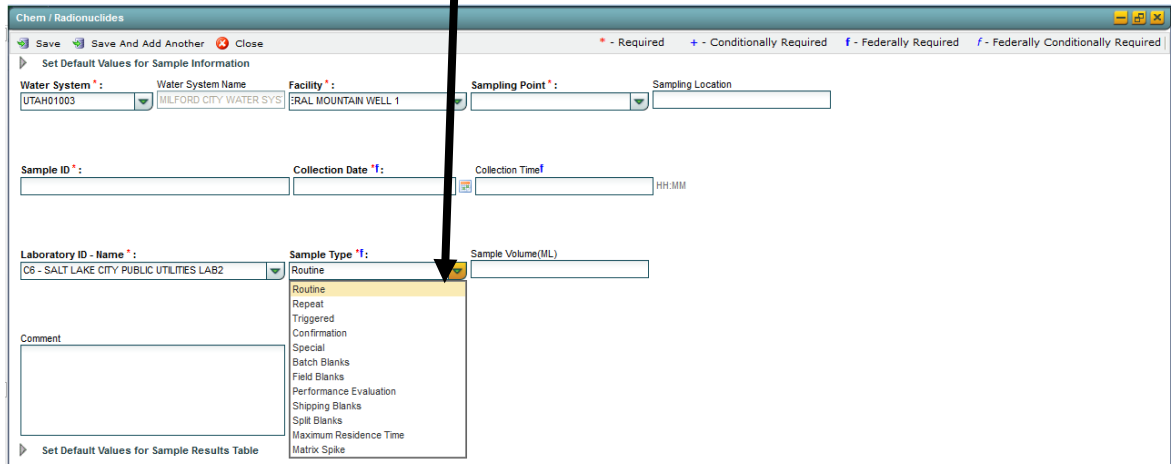
*Note: Laboratory users will have **Laboratory ID – Name** automatically defaulted for every sample entered.*

Setting default values

4. Select the **Facility** from the dropdown menu



5. Select the **Sample Type** from the dropdown menu



Setting default values

Field names with an * are required fields.

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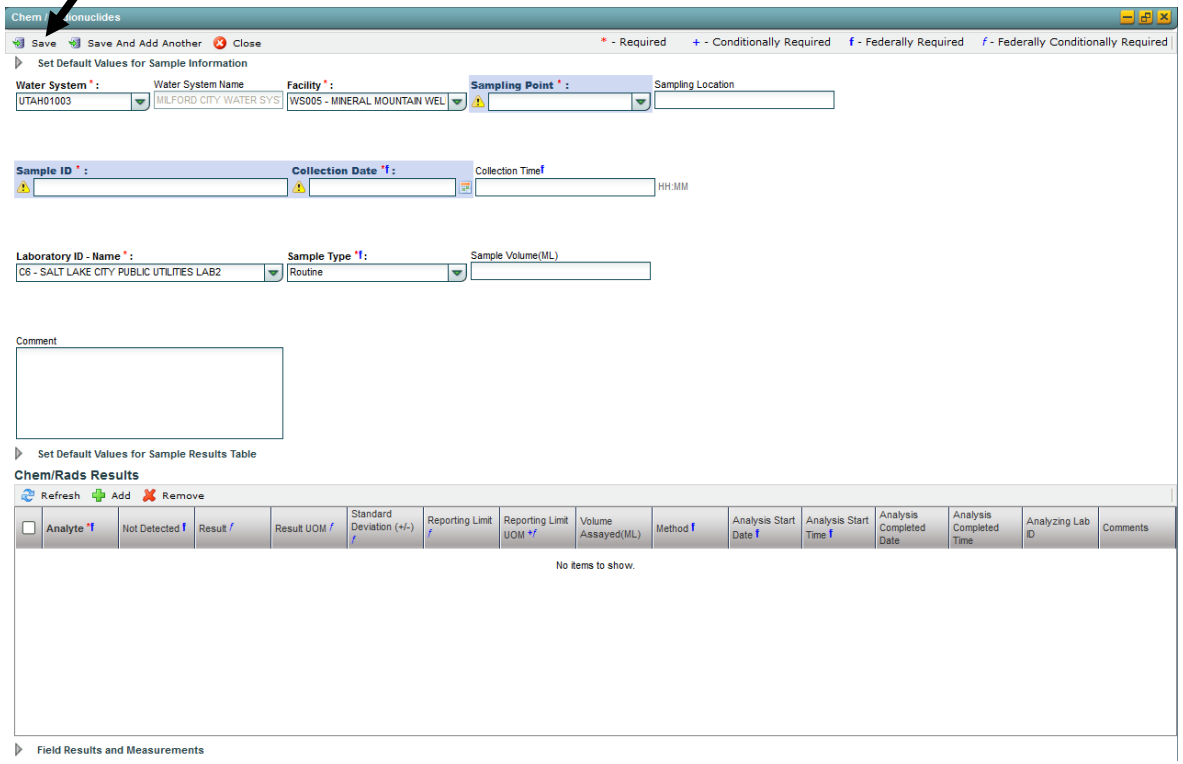
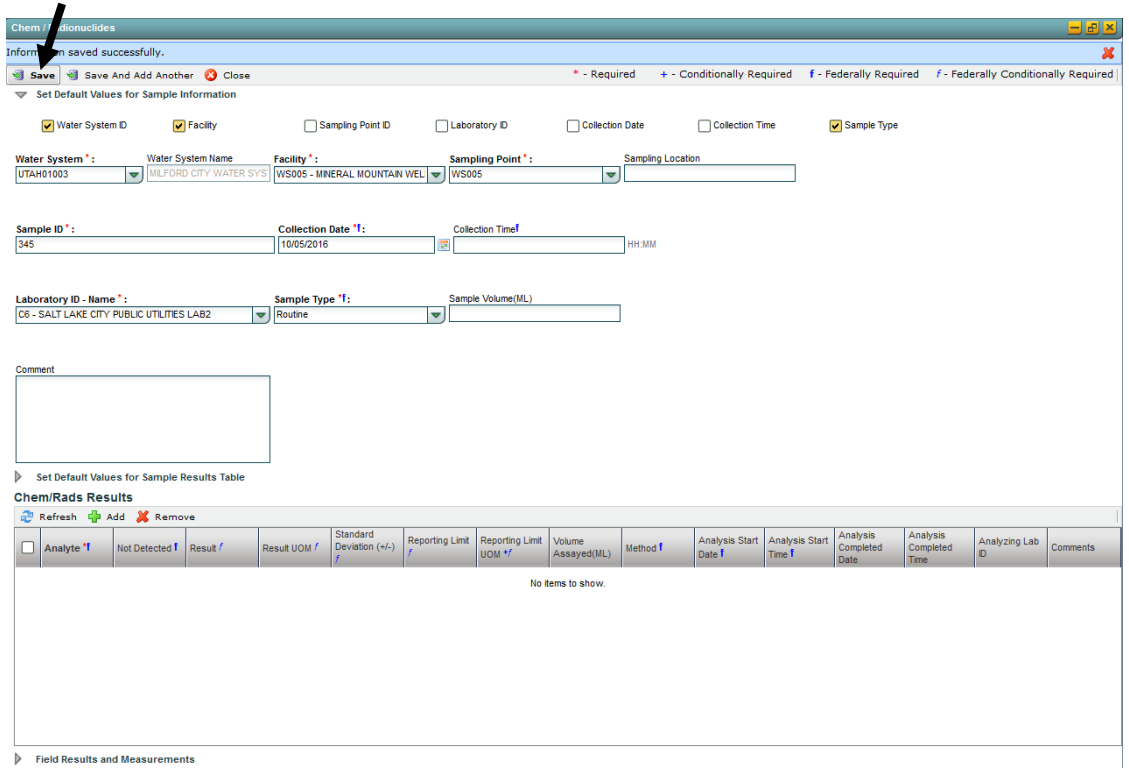


The three required fields must now be filled in.

Sampling Point will provide a dropdown menu to select from.

Sample ID and **Collection Date** must be typed in.

You may then click **Save** or **Save And Add Another**



Setting default values

Fields may have:

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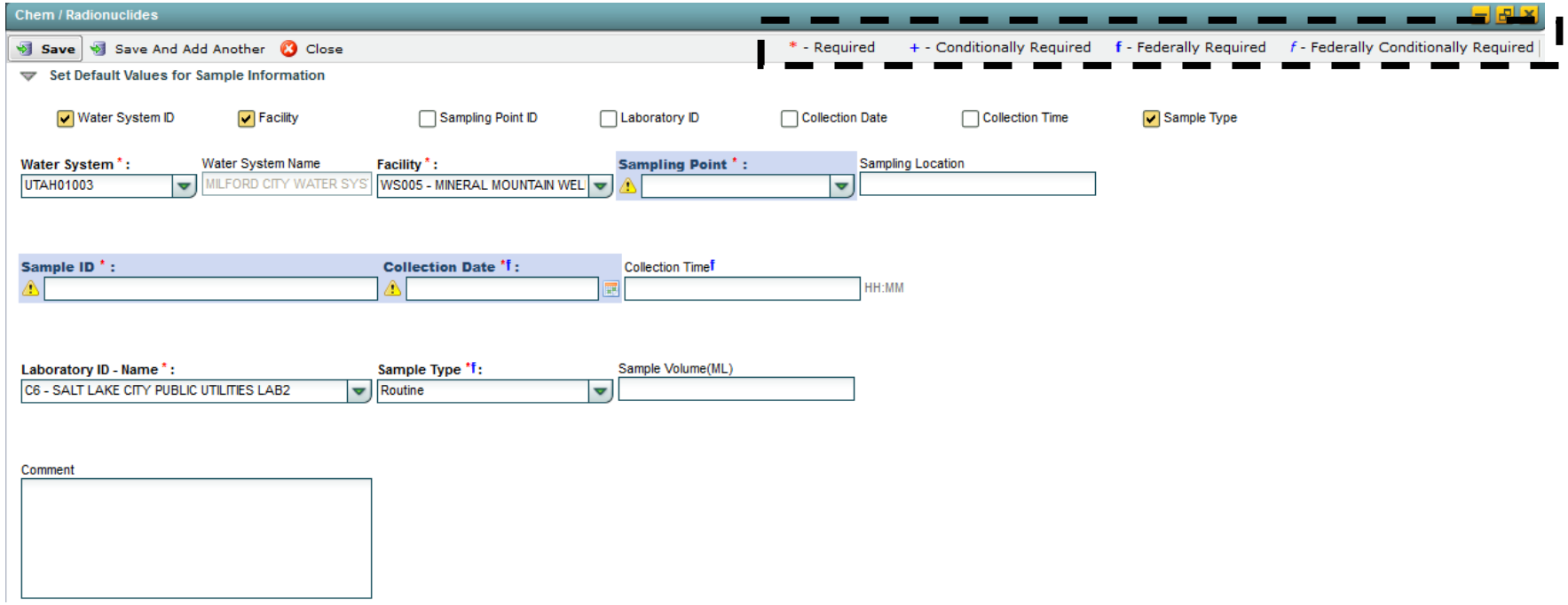
However, only an empty * will prevent you from saving the record



Adding results

1. In the **Chem/Rads Results** section click **Add**
2. Select the analyte first, as it controls some of other result options (e.g., Method).
    a. *To select an analyte:*
        - either select from the dropdown menu
            or
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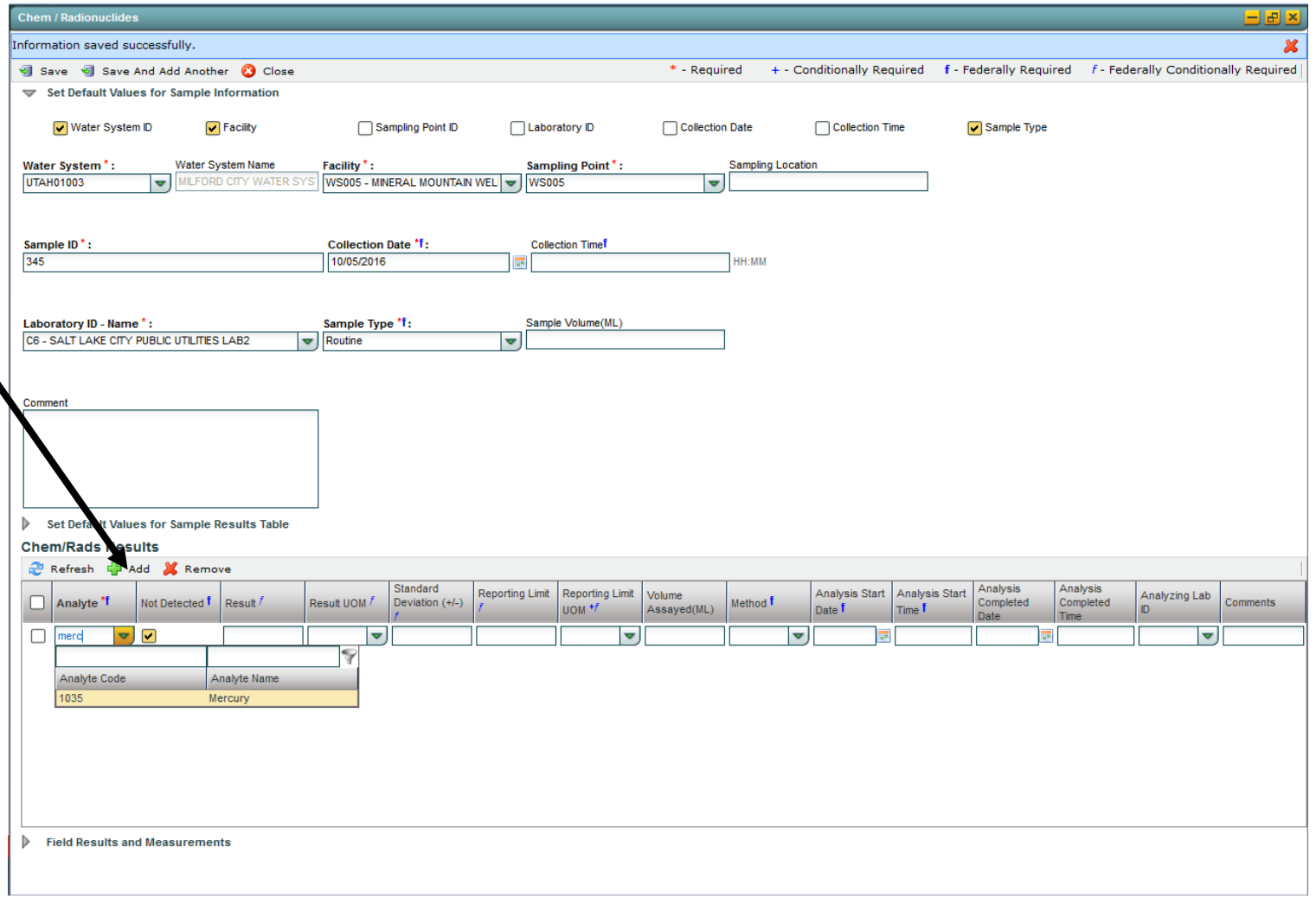
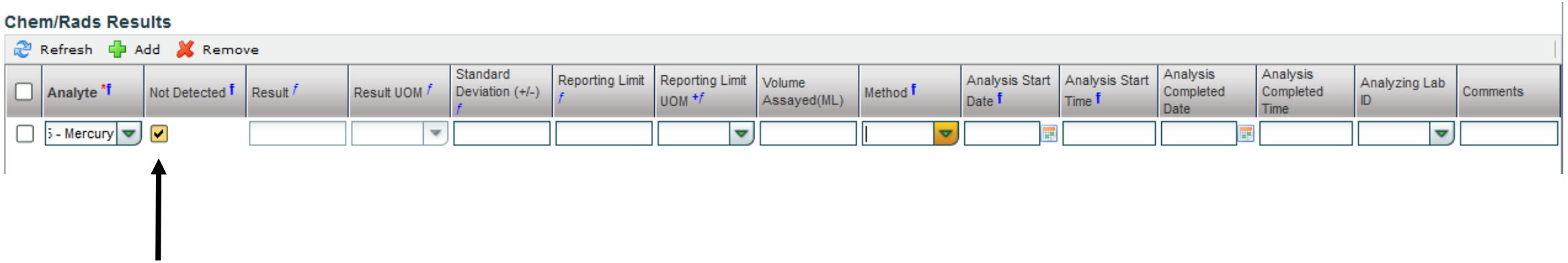


*Note: once you've clicked the **Add** button, the application expects you to complete the entry or hit the 'Esc' key before you do anything else (the 'Esc' key cancels the entry of a new result).*

Adding results



*Note: For a **Chem/Rads Results** entry "Not Detected" is the default*

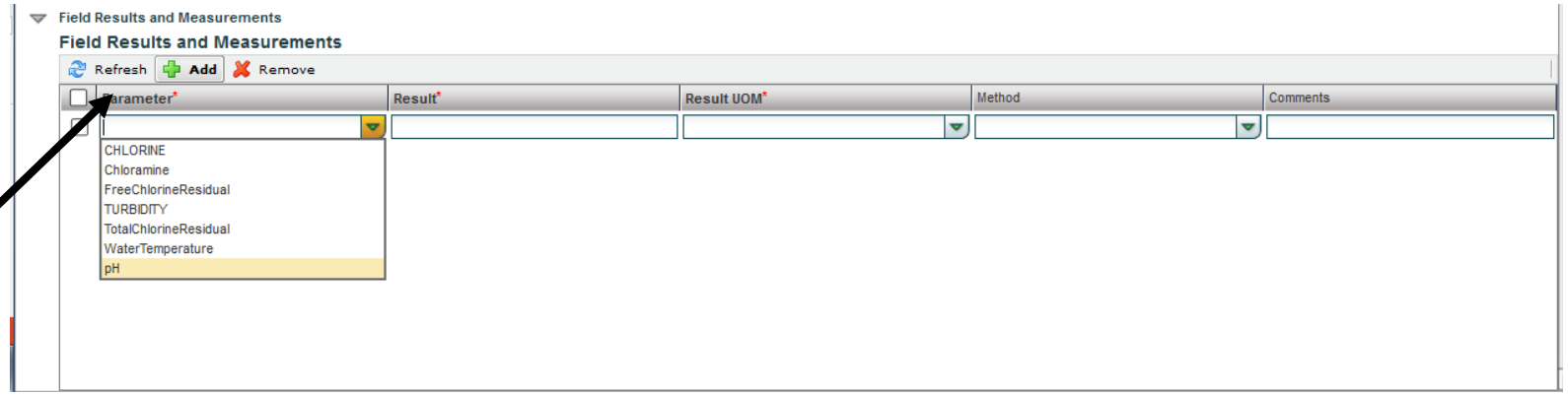
To finish entering results hit the 'Enter' key or click outside the results grid.
To enter several results, click on the **Add** button again hit the tab key after the last column and the application will insert a new row below.

To modify a result record, double-click anywhere on the row then update the result.

Field Results and Measurements is used to record measurements made in the field while collecting the sample.

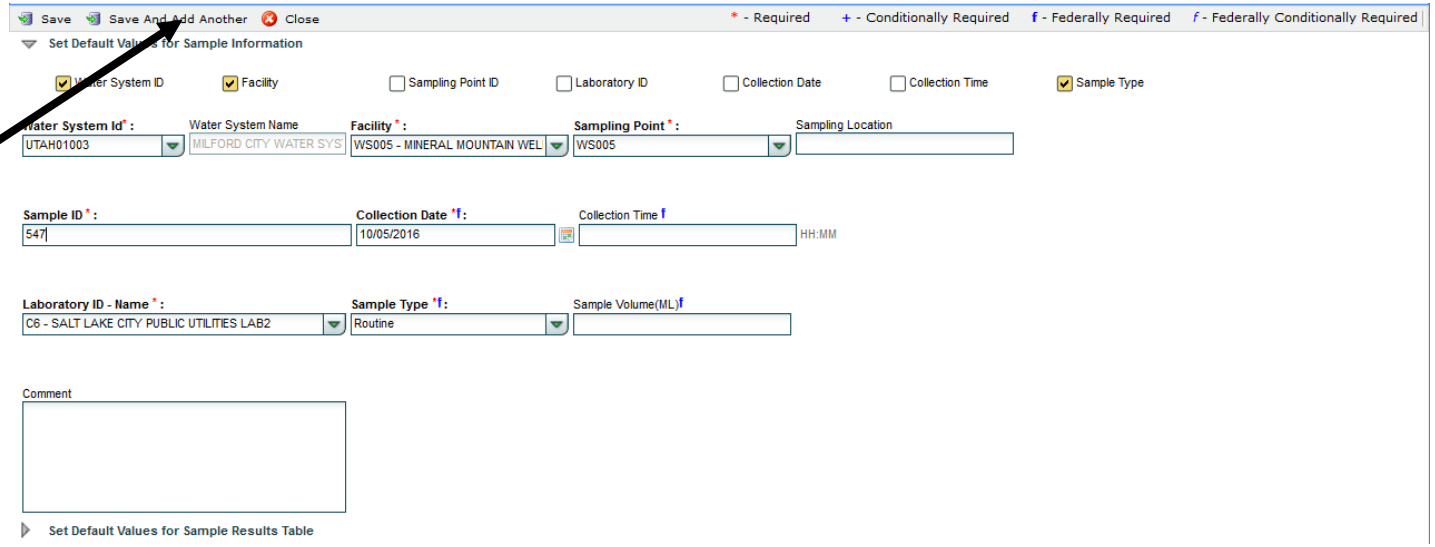
Click **Add** to select a **Parameter**

Examples: Chlorine, pH, Water Temperature.



You may now click '**Save And Add Another**.' Or you may click '**Close**' to leave the record.

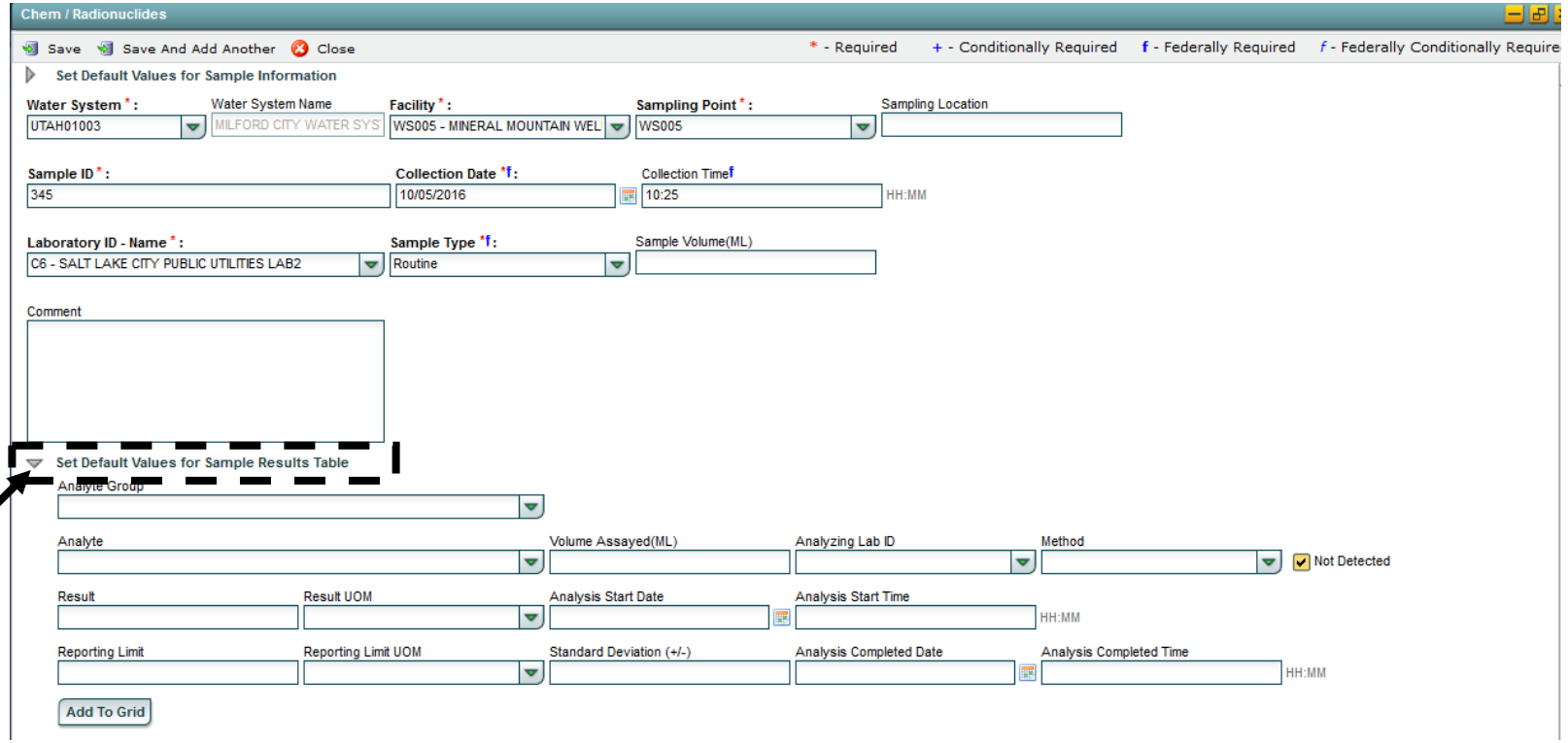
The record automatically saves, though you may still select '**Save**.'



Tip1: Entering several results at once

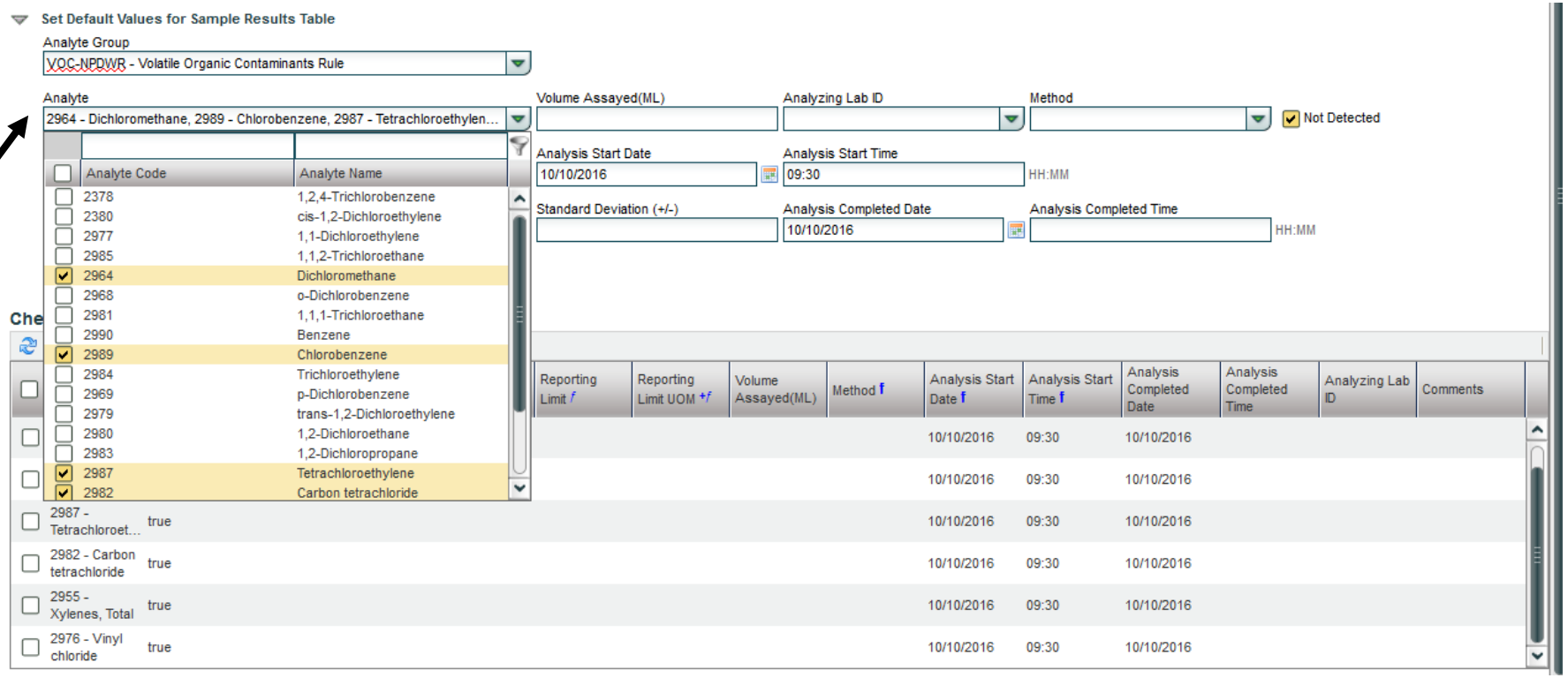
Use when entering a large number of results (e.g., volatile organic chemical results) with at least some of the same information (e.g., method used, analysis start date)

1. Expand the **Set Default Values for Sample Results Table** area

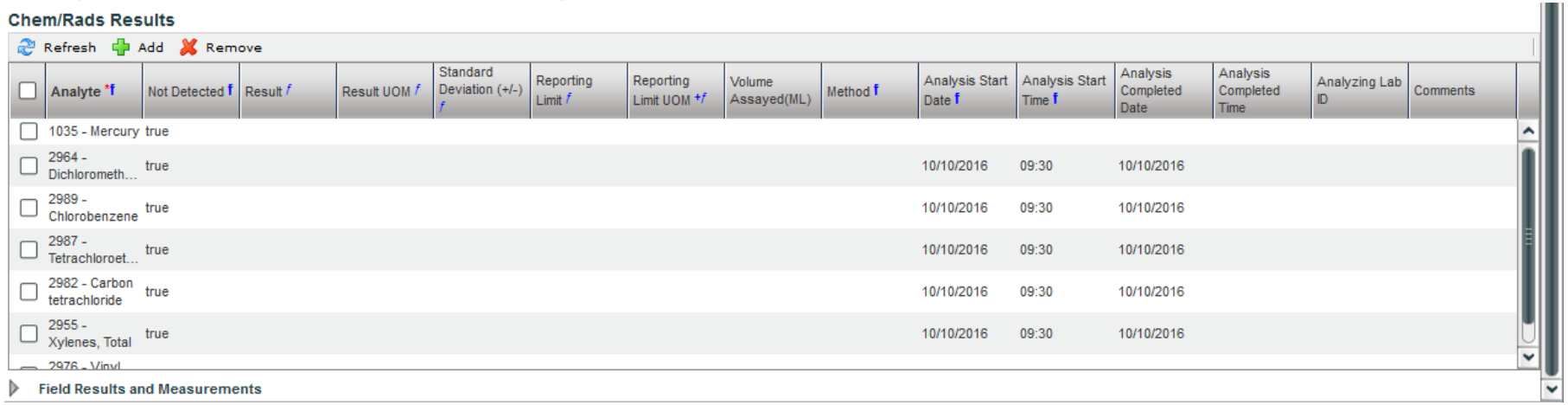


Tip1: Entering several results at once

1. Expand the **Set Default Values for Sample Results Table** area
2. Input your data
3. Under **Analyte**, check the boxes for each of the analytes you wish to input data for
4. Click **Add To Grid**

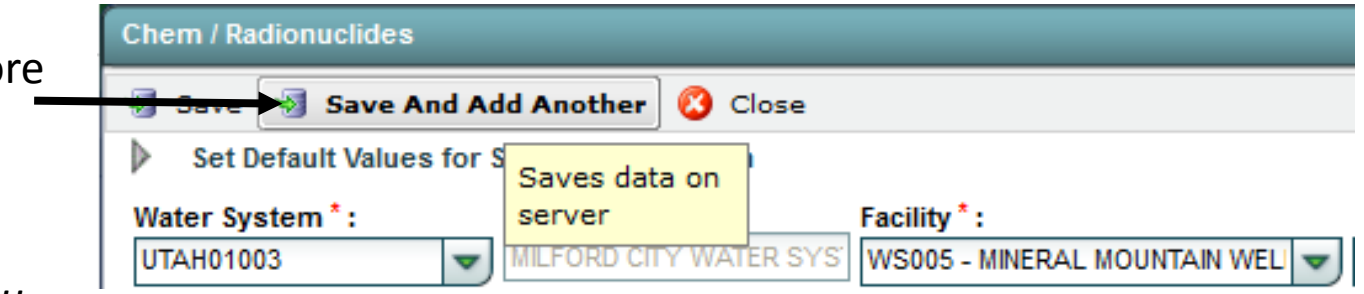


Tip 1: Entering several results at once



Above is an example of VOC analytes with the following fields automatically filled in: **Not Detected**, **Analysis Start Date**, **Analysis Start Time**, and **Analysis Completed Date**. You must double-click on each row and fill in the appropriate fields.

Next, click **Close** if you have completed your data entry. Click **Save And Add Another** if you have more results to add.

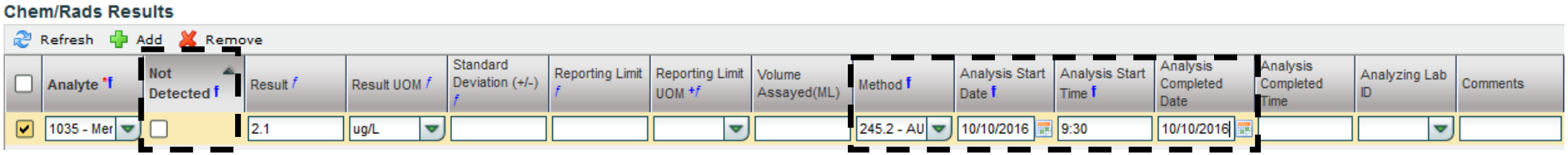


Note: *Records are saved as you enter them so you don't have to click on the **Save** button first, but you certainly can.*

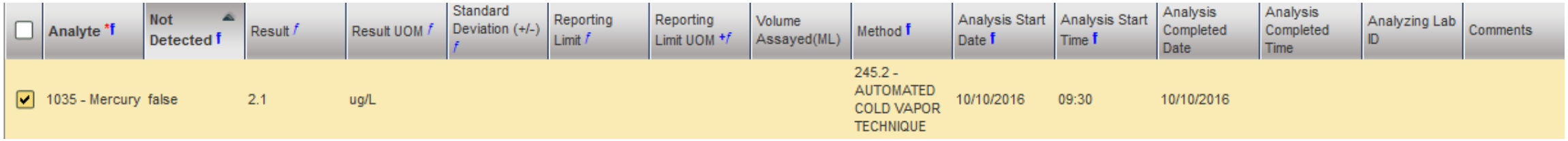
Tip 2: Update the sample information if the default is incorrect

Not Detected is defaulted to 'true.'

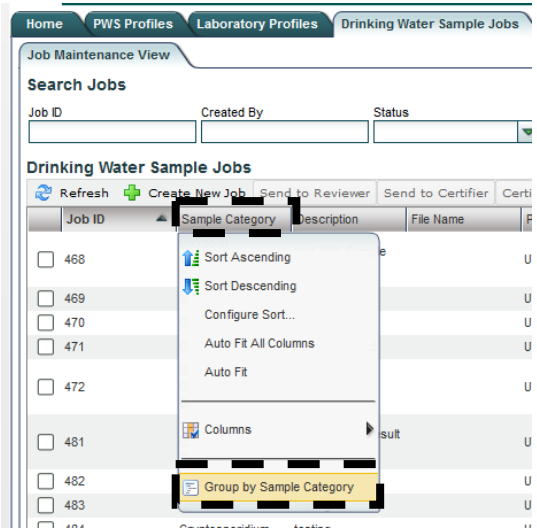
If that is not correct for the sample, you must uncheck **Not Detected**. Since the **Analyte** was detected, the user should now add the corresponding details, such as **Result**, **Method**, etc.



Not Detected will then change to False



Tip3: Sorting Sample Jobs



In **Sample Category**,
selecting **Group by Sample Category** groups together samples from similar sample categories, such as **Microbial** or **Operational Samples**