

Uploading Sample Files to CMDP

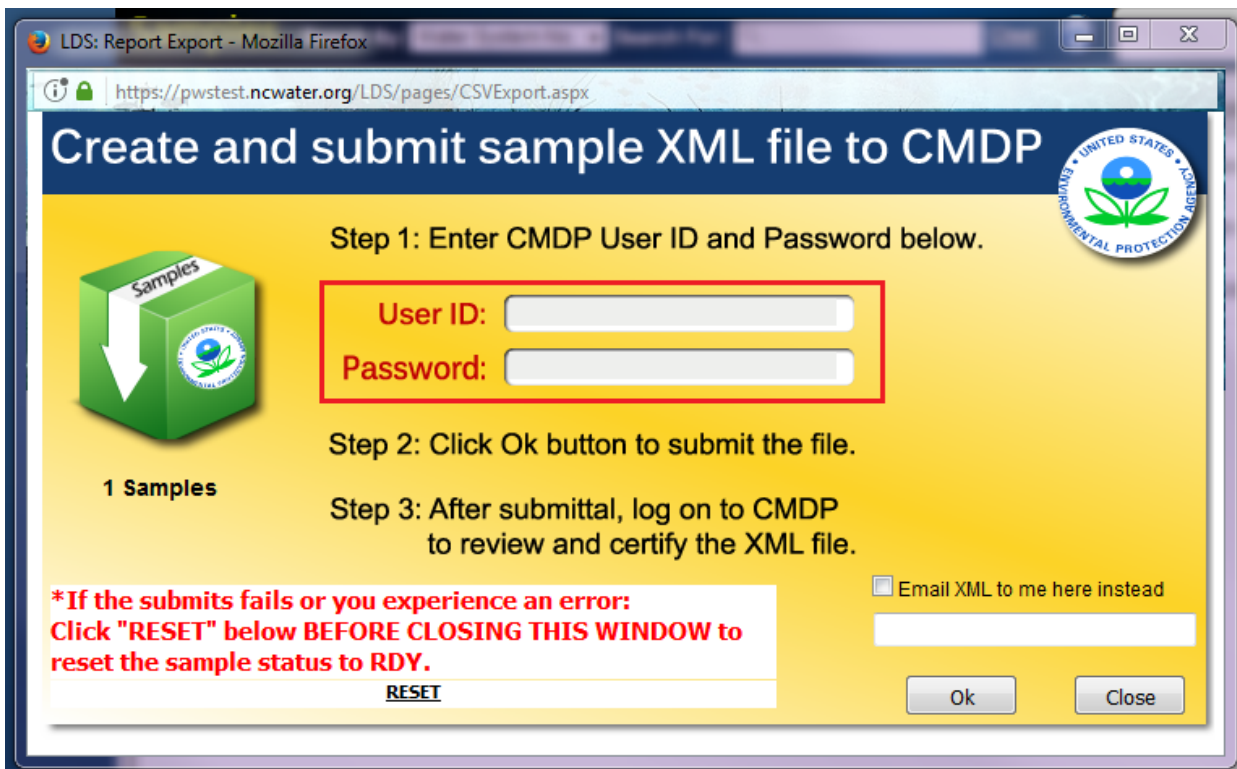
LDS Users:

Once your samples have been created in LDS and have a ‘RDY’ status, they may be uploaded to CMDP directly from the LDS dashboard. There are two options: ‘CMDP ALL RDY’, which uploads all the samples with ‘RDY’ status, and ‘CMDP Selected’, which uploads only the samples that have their checkbox selected. Click the icon you would like to use to upload the samples.

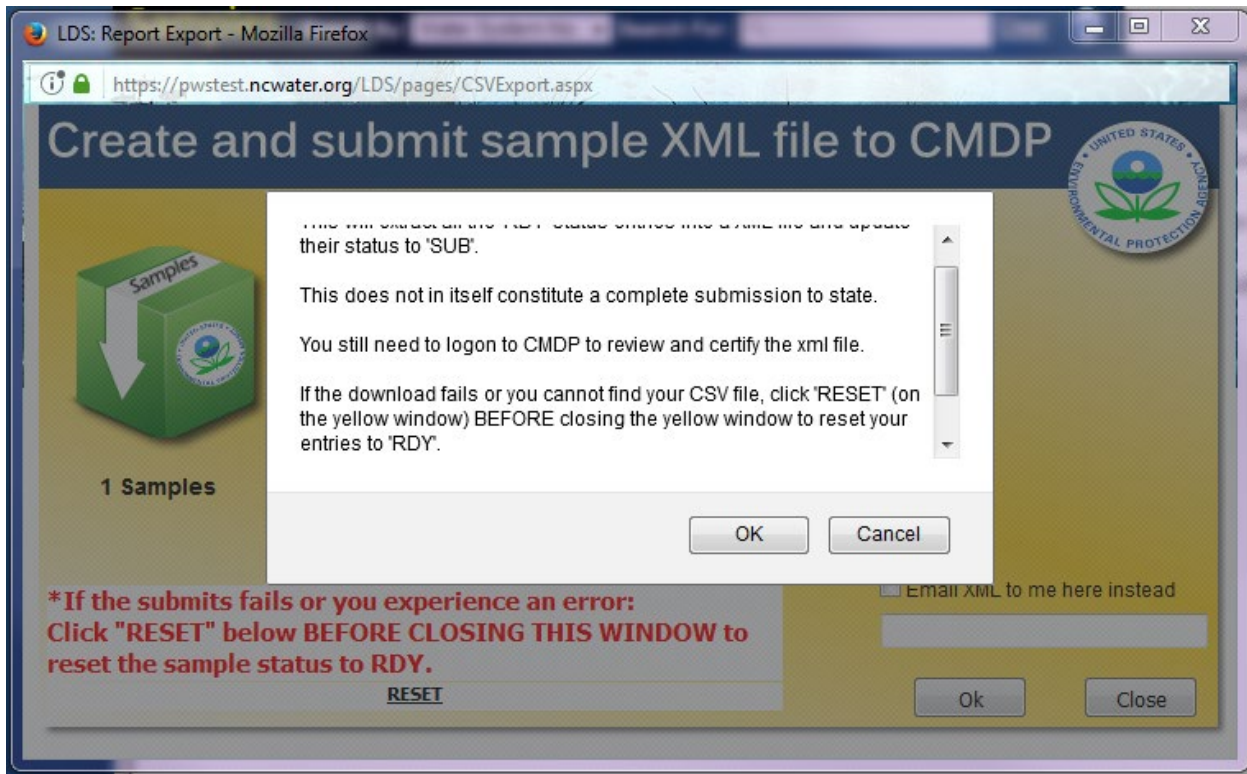


Note: Composite samples must be uploaded individually using the ‘Upload Selected’ icon.

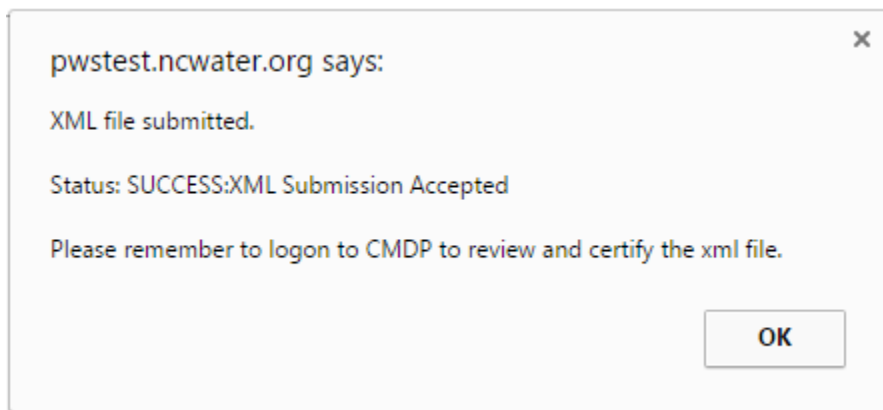
Once you have chosen either option, a pop-up window will prompt you to enter your CMDP username and password. Enter your SCS credentials to create and send an XML file to CMDP.



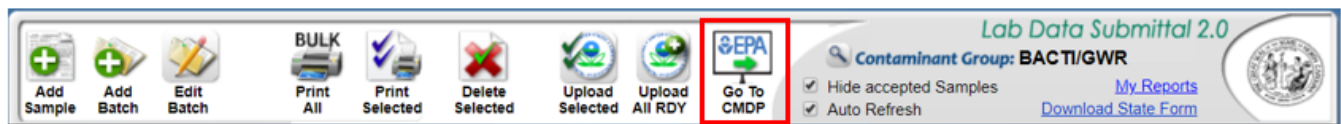
Read the prompted agreement and click ‘OK’ to continue, or ‘Cancel’ to make changes. Once you click ‘OK’, you will need to continue to the CMDP website to complete the submission to the State.



A pop-up window will confirm that the file was successfully sent to CMDP. Click OK.

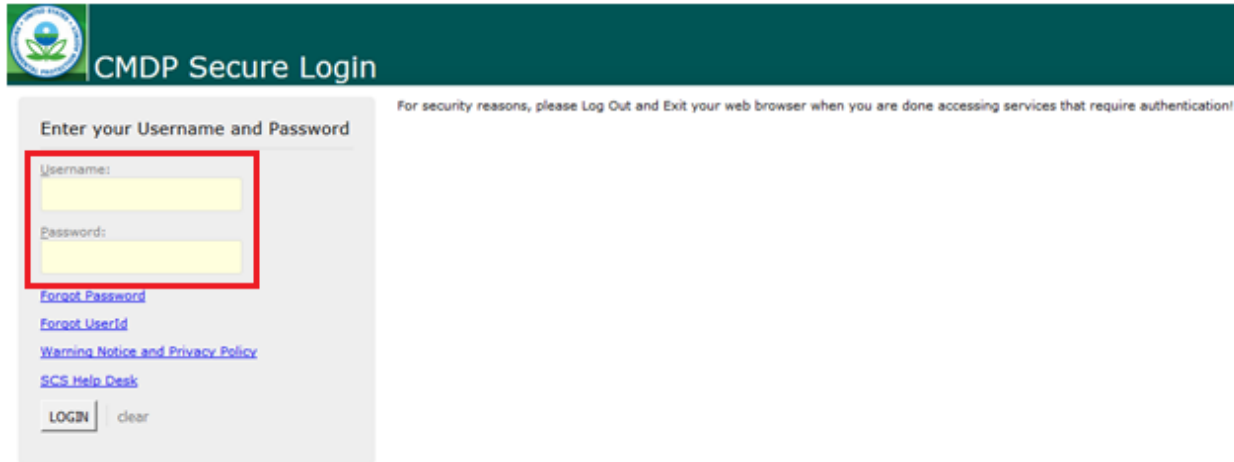


Close out of the upload file window and use the "Go to CMDP" Icon at the top of the page to open a new window to the CMDP login screen.

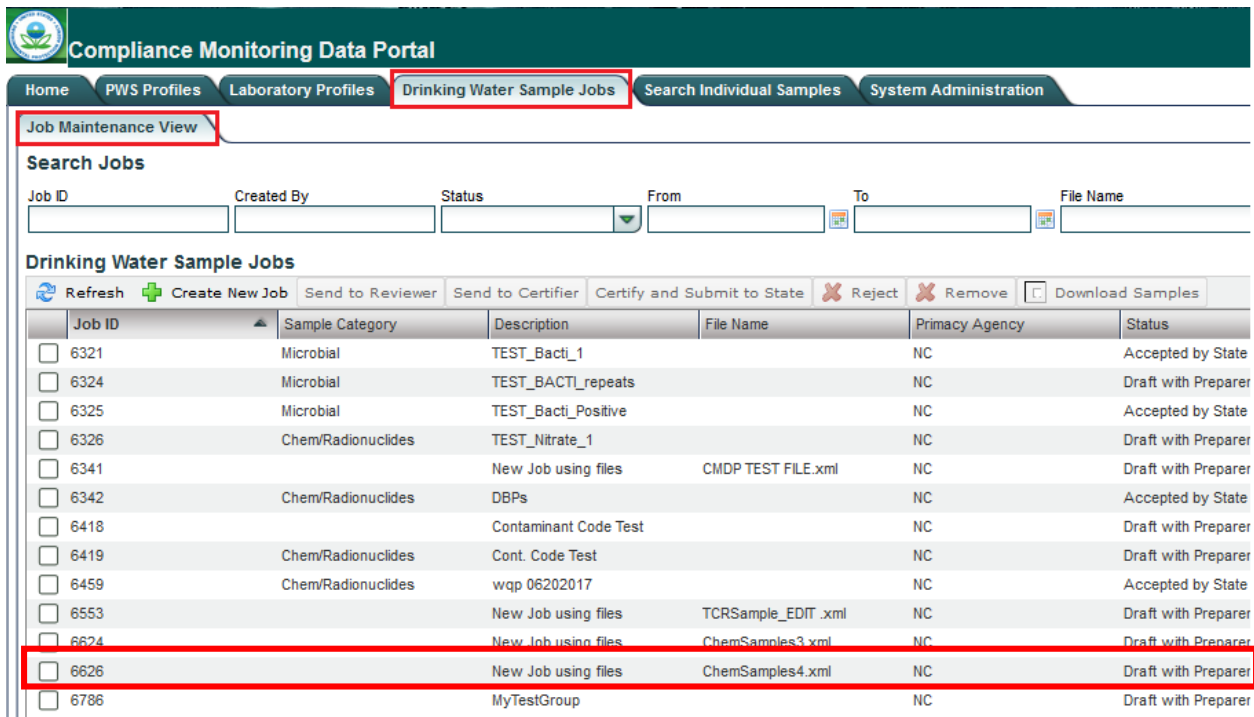


Reviewing, Certifying, and Submitting Samples in CMDP

To verify that the sample(s) uploaded or transferred to CMDP successfully, log on to the CMDP web application (<https://cmdp.epa.gov>) using your credentials.



Select the ‘Drinking Water Sample Jobs’ tab near the top of the page to view a list of submitted files in ‘Job Maintenance View’.



User will then double-click the sample job they just created to open the ‘Job Summary View’.

In the 'Job Summary View', click on the 'Validation' tab to check XML file for errors. 'XML Submittal Validation Summary' will show how many samples of each type were uploaded, how many were without errors, and how many were with errors. Click on the row to view error descriptions.

Federal Reporting Validation Results

Category	Sample Identifier	Validation Category
No items to show.		

XML Submittal Validation Summary

Category	Total	Without Errors
Microbial	0	0
Chem/Radionuclides	1	0
Cryptosporidium	0	0
Operational	0	0
Composite	0	0

After clicking on the row of the samples you wish to see, the 'XML Submittal Validation Error Details' section will show error messages detailing where and what type of error occurred.

XML Submittal Validation Error Details

Category	Validation Category	Sample Identifier	Error Description
Chem/Radionuclides	Critical	{\"wsdl\":\"NC0392020\",\"jobId\":\"6624\",\"sampleCategory\":\"Chem/Radionuclides\",\"facilityName\":\"c...	{\"facilityId\":\"Invalid Facility Id.\",\"facSamplingPointId\":\"Invalid Facility Sampling Point Id.\",\"legalEntityId\":\"Invalid Lab Id.\"}

XML Submittal Validation Error Details (Detailed View)

Sample Identifier	Error Description
{\"wsdl\":\"NC0392020\",\"jobId\":\"6626\",\"sampleCategory\":\"Chem/Radionuclides\",\"facilityName\":\"c...	{\"facilityId\":\"Invalid Facility Id.\",\"facSamplingPointId\":\"Invalid Facility Sampling Point Id.\",\"legalEntityId\":\"Invalid Lab Id.\"}

If critical errors are found, close out of the 'Job Summary View' and return to the 'Job Maintenance View'. Select the job and click 'Remove' to delete. Make corrections to the samples and re-upload the sample file following the steps outlined in the section above, **Uploading Sample Files to CMDP**.

The screenshot shows the 'Job Maintenance View' interface. At the top, there are navigation tabs: Home, PWS Profiles, Laboratory Profiles, Drinking Water Sample Jobs, Search Individual Samples, and System Administration. Below the tabs is a 'Search Jobs' section with input fields for Job ID, Created By, Status, From, To, and File Name. The main section is titled 'Drinking Water Sample Jobs' and contains a toolbar with buttons: Refresh, Create New Job, Send to Reviewer, Send to Certifier, Certify and Submit to State, Reject, Remove (highlighted with a red box), and Download Samples. Below the toolbar is a table with the following columns: Job ID, Sample Category, Description, File Name, Primacy Agency, and Status. The table contains 15 rows of job data. The row for Job ID 6813 is highlighted in yellow, and its 'Remove' button is also highlighted with a red box.

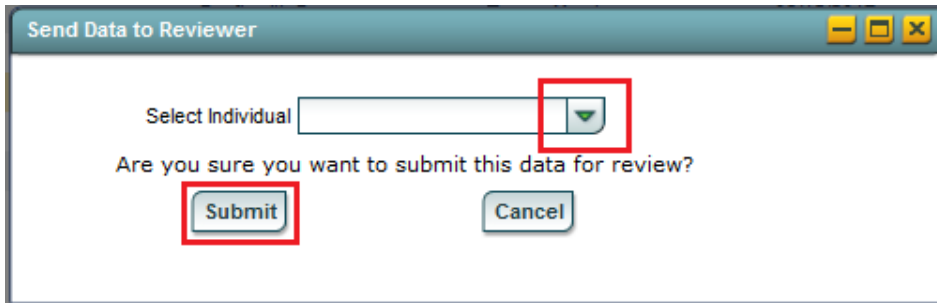
Job ID	Sample Category	Description	File Name	Primacy Agency	Status	
<input type="checkbox"/>	6419	Chem/Radionuclides	Cont. Code Test	NC	Draft with Preparer	
<input type="checkbox"/>	6418		Contaminant Code Test	NC	Draft with Preparer	
<input type="checkbox"/>	6342	Chem/Radionuclides	DBPs	NC	Accepted by State	
<input type="checkbox"/>	6786		MyTestGroup	NC	Draft with Preparer	
<input type="checkbox"/>	6341		New Job using files	CMDP TEST FILE.xml	NC	Draft with Preparer
<input type="checkbox"/>	6553		New Job using files	TCRSample_EDIT .xml	NC	Accepted by State
<input type="checkbox"/>	6624		New Job using files	ChemSamples3.xml	NC	Draft with Reviewer
<input type="checkbox"/>	6626		New Job using files	ChemSamples4.xml	NC	Draft with Preparer
<input checked="" type="checkbox"/>	6813		New Job using files	ChemSamples4.xml	NC	Draft with Preparer
<input type="checkbox"/>	6321	Microbial	TEST_Bacti_1	NC	Accepted by State	
<input type="checkbox"/>	6325	Microbial	TEST_Bacti_Positive	NC	Accepted by State	
<input type="checkbox"/>	6324	Microbial	TEST_BACTI_repeats	NC	Draft with Preparer	
<input type="checkbox"/>	6326	Chem/Radionuclides	TEST_Nitrate_1	NC	Draft with Preparer	
<input type="checkbox"/>	6459	Chem/Radionuclides	wqp 06202017	NC	Accepted by State	

Once all errors have been corrected, transfer the job to the reviewer. Click the box next to the job to select it, then click 'Send to Reviewer'.

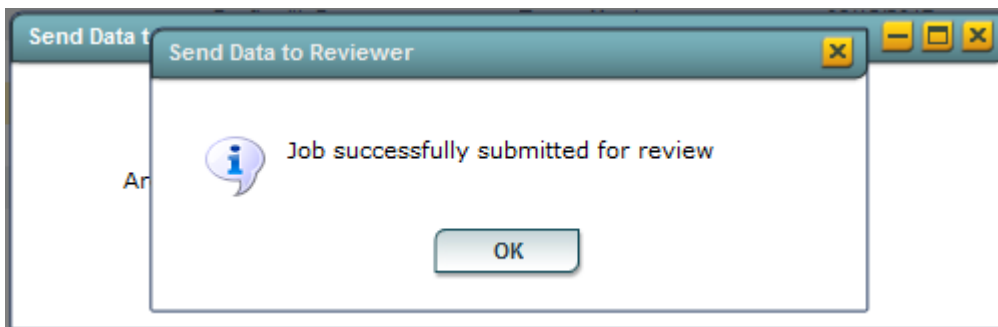
The screenshot shows the 'Job Maintenance View' interface. At the top, there are navigation tabs: Home, PWS Profiles, Laboratory Profiles, Drinking Water Sample Jobs, Search Individual Samples, and System Administration. Below the tabs is a 'Search Jobs' section with input fields for Job ID, Created By, Status, From, To, and File Name, and a 'Search' button. The main section is titled 'Drinking Water Sample Jobs' and contains a toolbar with buttons: Refresh, Create New Job, Send to Reviewer (highlighted with a red box), Send to Certifier, Certify and Submit to State, Reject, Remove, and Download Samples. Below the toolbar is a table with the following columns: Job ID, Sample Category, Description, File Name, Primacy Agency, and Status. The table contains 15 rows of job data. The row for Job ID 6553 is highlighted in yellow, and its 'Send to Reviewer' button is also highlighted with a red box.

Job ID	Sample Category	Description	File Name	Primacy Agency	Status	
<input type="checkbox"/>	6321	Microbial	TEST_Bacti_1	NC	Accepted by State	
<input type="checkbox"/>	6324	Microbial	TEST_BACTI_repeats	NC	Draft with Preparer	
<input type="checkbox"/>	6325	Microbial	TEST_Bacti_Positive	NC	Accepted by State	
<input type="checkbox"/>	6326	Chem/Radionuclides	TEST_Nitrate_1	NC	Draft with Preparer	
<input type="checkbox"/>	6341		New Job using files	CMDP TEST FILE.xml	NC	Draft with Preparer
<input type="checkbox"/>	6342	Chem/Radionuclides	DBPs	NC	Accepted by State	
<input type="checkbox"/>	6418		Contaminant Code Test	NC	Draft with Preparer	
<input type="checkbox"/>	6419	Chem/Radionuclides	Cont. Code Test	NC	Draft with Preparer	
<input type="checkbox"/>	6459	Chem/Radionuclides	wqp 06202017	NC	Accepted by State	
<input type="checkbox"/>	6553		New Job using files	TCRSample_EDIT .xml	NC	Draft with Preparer
<input type="checkbox"/>	6624		New Job using files	ChemSamples3.xml	NC	Draft with Preparer
<input type="checkbox"/>	6626		New Job using files	ChemSamples4.xml	NC	Draft with Preparer
<input type="checkbox"/>	6786		MyTestGroup	NC	Draft with Preparer	

A prompt will ask you to select an individual from the dropdown menu. Once the reviewer has been chosen, click 'Submit'. For this step, users with certifier or administrator roles will be selecting themselves.



A notification will indicate if a sample was sent successfully.



Once the sample has been submitted for review, the reviewer, if a separate entity than the preparer, must log on to access the job. From the same 'Job Maintenance View' window under 'Drinking Water Sample Jobs', the Reviewer's name should appear under 'Reviewer'.

Compliance Monitoring Data Portal

Home PWS Profiles Laboratory Profiles **Drinking Water Sample Jobs** Search Individual Samples System Administration

Job Maintenance View

Search Jobs

Job ID Created By Status From To File Name Search Reset

Drinking Water Sample Jobs

Refresh Create New Job Send to Reviewer Send to Certifier Certify and Submit to State Reject Remove Download Samples

Job ID	Sample Category	Description	File Name	Primacy Agency	Status	Preparer	Created On	Reviewer	Reviewe
<input type="checkbox"/> 6321	Microbial	TEST_Bacti_1		NC	Accepted by State	Miranda Harper	06/02/2017	Miranda Harper	06/02/201
<input type="checkbox"/> 6324	Microbial	TEST_BACTI_repeats		NC	Draft with Preparer	Miranda Harper	06/02/2017		
<input type="checkbox"/> 6325	Microbial	TEST_Bacti_Positive		NC	Accepted by State	Miranda Harper	06/02/2017	Miranda Harper	06/02/201
<input type="checkbox"/> 6326	Chem/Radionuclides	TEST_Nitrate_1		NC	Draft with Preparer	Miranda Harper	06/02/2017		
<input type="checkbox"/> 6341		New Job using files	CMDP TEST FILE.xml	NC	Draft with Preparer	Turner Morrison	06/05/2017		
<input type="checkbox"/> 6342	Chem/Radionuclides	DBPs		NC	Accepted by State	Turner Morrison	06/05/2017	Turner Morrison	06/05/201
<input type="checkbox"/> 6418		Contaminant Code Test		NC	Draft with Preparer	Turner Morrison	06/15/2017		
<input type="checkbox"/> 6419	Chem/Radionuclides	Cont. Code Test		NC	Draft with Preparer	Turner Morrison	06/15/2017		
<input type="checkbox"/> 6459	Chem/Radionuclides	wqp 06202017		NC	Accepted by State	Miranda Harper	06/20/2017	Miranda Harper	07/28/201
<input checked="" type="checkbox"/> 6553		New Job using files	TCRSample_EDIT .xml	NC	Draft with Reviewer	Miranda Harper	06/29/2017	Miranda Harper	
<input type="checkbox"/> 6624		New Job using files	ChemSamples3.xml	NC	Draft with Preparer	Miranda Harper	07/12/2017		
<input type="checkbox"/> 6626		New Job using files	ChemSamples4.xml	NC	Draft with Preparer	Miranda Harper	07/12/2017		
<input type="checkbox"/> 6786		MyTestGroup		NC	Draft with Preparer	Miranda Harper	07/31/2017		

To review a sample job, double click the job you want to view. A window titled 'Job Summary View' will open. The reviewer then clicks on the 'Sample Result' tab to view the sample information. The viewer will see a summary of the sample information for all the samples in the file.

Category	WS ID	WS Name	Facility Name	Sampling Point	Sample ID	Sample Type	Collection Date
<input type="checkbox"/> Microbial	NC0241010	GREENSBORO, CITY OF	DISTRIBUTION SYSTEM	RTOR	123117-0001	Routine	12/04/2017
<input type="checkbox"/> Microbial	NC0241010	GREENSBORO, CITY OF	DISTRIBUTION SYSTEM	RTOR	123117-0002	Routine	12/04/2017

For a more detailed view of the sample information, double click on the sample row that you would like to view. A new window will open displaying the analysis information. When you have finished reviewing the sample information for the selected row, click the 'close' icon. You will then return to the sample result view and can select another sample to review.

Microbial

Save Save And Add Another Close

Set Default Values for Sample Information

Water System ID: NC0241010 Water System Name: GREENSBORO, CITY OF Facility: D01 - DISTRIBUTION SYSTEM Sampling Point: RTOR Sampling Location: F37

Sample ID: 123117-0002 Collection Date: 12/04/2017 Collection Time: 10:18 Sample Received Date: 12/04/2017

Laboratory ID - Name: 37724 - ENCO Sample Type: Routine Sample Volume (ML): 100 Sample Collector Name: Tiffini Burlingame

Comment

Set Default Values for Sample Results Table

Microbial Analytes Results

Analyte	A/P	Count	Units	Volume (ML)	Interference	Volume Assayed (ML)	Method	Analysis Start Date	Analysis Start Time	Analysis Completed Date	Analysis Completed Time	Analyzing Lab ID	Source Type	Comments
<input type="checkbox"/> 3014 - E. Coli	Absent						COLISURE-PA - COLISURE - PRESENCE/AB...	12/04/2017	13:00	12/05/2017	13:00			
<input type="checkbox"/> 3014 - E. Coli	Absent						COLISURE-PA - COLISURE - PRESENCE/AB...	12/04/2017	13:00	12/05/2017	13:00			

Field Results and Measurements

When the review of the sample information is complete and the job is ready to send to the Certifier, return to the 'Job Maintenance View' window, select the job by checking its box, and click 'Send to Certifier'.

Compliance Monitoring Data Portal

Home | PWS Profiles | Laboratory Profiles | Drinking Water Sample Jobs | Search Individual Samples | System Administration

Job Maintenance View | Job Summary View - 6553

Search Jobs

Job ID: Created By: Status: From: To: File Name:

Drinking Water Sample Jobs

Refresh | Create New Job | Send to Reviewer | **Send to Certifier** | Certify and Submit to State | Reject | Remove | Download Samples

Job ID	Sample Category	Description	File Name	Primacy Agency	Status	Preparer	Created On	Reviewer
<input type="checkbox"/> 6321	Microbial	TEST_Bacti_1		NC	Accepted by State	Miranda Harper	06/02/2017	Miranda Harper
<input type="checkbox"/> 6324	Microbial	TEST_BACTI_repeats		NC	Draft with Preparer	Miranda Harper	06/02/2017	
<input type="checkbox"/> 6325	Microbial	TEST_Bacti_Positive		NC	Accepted by State	Miranda Harper	06/02/2017	Miranda Harper
<input type="checkbox"/> 6326	Chem/Radionuclides	TEST_Nitrate_1		NC	Draft with Preparer	Miranda Harper	06/02/2017	
<input type="checkbox"/> 6341		New Job using files	CMDP TEST FILE.xml	NC	Draft with Preparer	Turner Morrison	06/05/2017	
<input type="checkbox"/> 6342	Chem/Radionuclides	DBPs		NC	Accepted by State	Turner Morrison	06/05/2017	Turner Morrison
<input type="checkbox"/> 6418		Contaminant Code Test		NC	Draft with Preparer	Turner Morrison	06/15/2017	
<input type="checkbox"/> 6419	Chem/Radionuclides	Cont. Code Test		NC	Draft with Preparer	Turner Morrison	06/15/2017	
<input type="checkbox"/> 6459	Chem/Radionuclides	wqp 06202017		NC	Accepted by State	Miranda Harper	06/20/2017	Miranda Harper
<input checked="" type="checkbox"/> 6553		New Job using files	TCRSample_EDIT .xml	NC	Draft with Reviewer	Miranda Harper	06/29/2017	Miranda Harper
<input type="checkbox"/> 6624		New Job using files	ChemSamples3.xml	NC	Draft with Preparer	Miranda Harper	07/12/2017	
<input type="checkbox"/> 6626		New Job using files	ChemSamples4.xml	NC	Draft with Preparer	Miranda Harper	07/12/2017	

Select an individual from the dropdown menu and click 'Submit'. Remember that users with certifier or administrator roles will select themselves.

Send Data to Certifier

Select Individual

Are you sure you want to submit this data to the certifier?

A notification will indicate if a sample was sent successfully.

Send Data to Certifier

Job successfully submitted to certifier

Once the sample has been submitted for certification and submission, the certifier, if a separate entity than the reviewer, must log on to access the job. From the same 'Job Maintenance View' window under 'Drinking Water Sample Jobs', the Certifier's name should appear under 'Certifier'.

Compliance Monitoring Data Portal

Home | PWS Profiles | Laboratory Profiles | **Drinking Water Sample Jobs** | Search Individual Samples | System Administration

Job Maintenance View | Job Summary View - 6553

Search Jobs

Job ID: Created By: Status: From: To: File Name: Search

Drinking Water Sample Jobs

Refresh Create New Job Send to Reviewer Send to Certifier **Certify and Submit to State** Reject Remove Download Samples

Job ID	Sample Category	Description	File Name	Primacy Agency	Status	Preparer	Created On	Reviewer	Reviewed On	Certifier	Certified On
<input type="checkbox"/> 6321	Microbial	TEST_Bacti_1		NC	Accepted by State	Miranda Harper	06/02/2017	Miranda Harper	06/02/2017	Miranda Harper	06/02/2017
<input type="checkbox"/> 6324	Microbial	TEST_BACTI_repeats		NC	Draft with Preparer	Miranda Harper	06/02/2017				
<input type="checkbox"/> 6325	Microbial	TEST_Bacti_Positive		NC	Accepted by State	Miranda Harper	06/02/2017	Miranda Harper	06/02/2017	Miranda Harper	06/02/2017
<input type="checkbox"/> 6326	Chem/Radionuclides	TEST_Nitrate_1		NC	Draft with Preparer	Miranda Harper	06/02/2017				
<input type="checkbox"/> 6341		New Job using files	CMDP TEST FILE.xml	NC	Draft with Preparer	Turner Morrison	06/05/2017				
<input type="checkbox"/> 6342	Chem/Radionuclides	DBPs		NC	Accepted by State	Turner Morrison	06/05/2017	Turner Morrison	06/05/2017	Turner Morrison	06/05/2017
<input type="checkbox"/> 6418		Contaminant Code Test		NC	Draft with Preparer	Turner Morrison	06/15/2017				
<input type="checkbox"/> 6419	Chem/Radionuclides	Cont. Code Test		NC	Draft with Preparer	Turner Morrison	06/15/2017				
<input type="checkbox"/> 6459	Chem/Radionuclides	wqp 06202017		NC	Accepted by State	Miranda Harper	06/20/2017	Miranda Harper	07/28/2017	Miranda Harper	07/28/2017
<input checked="" type="checkbox"/> 6553		New Job using files	TCRSample_EDIT.xml	NC	Draft with Certifier	Miranda Harper	06/29/2017	Miranda Harper	07/31/2017	Miranda Harper	
<input type="checkbox"/> 6624		New Job using files	ChemSamples3.xml	NC	Draft with Preparer	Miranda Harper	07/12/2017				
<input type="checkbox"/> 6626		New Job using files	ChemSamples4.xml	NC	Draft with Preparer	Miranda Harper	07/12/2017				
<input type="checkbox"/> 6786		MyTestGroup		NC	Draft with Preparer	Miranda Harper	07/31/2017				

To certify and submit to the State, select the sample and click 'Certify and Submit to State'.

Compliance Monitoring Data Portal

Home | PWS Profiles | Laboratory Profiles | **Drinking Water Sample Jobs** | Search Individual Samples | System Administration

Job Maintenance View

Search Jobs

Job ID: Created By: Status: From: To: File Name:

Drinking Water Sample Jobs

Refresh Create New Job Send to Reviewer Send to Certifier **Certify and Submit to State** Reject Remove Download Samples

Job ID	Sample Category	Description	File Name	Primacy Agency	Status	Preparer	Created On	Reviewer
<input type="checkbox"/> 6321	Microbial	TEST_Bacti_1		NC	Accepted by State	Miranda Harper	06/02/2017	Miranda Harper
<input type="checkbox"/> 6324	Microbial	TEST_BACTI_repeats		NC	Draft with Preparer	Miranda Harper	06/02/2017	
<input type="checkbox"/> 6325	Microbial	TEST_Bacti_Positive		NC	Accepted by State	Miranda Harper	06/02/2017	Miranda Harper
<input type="checkbox"/> 6326	Chem/Radionuclides	TEST_Nitrate_1		NC	Draft with Preparer	Miranda Harper	06/02/2017	
<input type="checkbox"/> 6341		New Job using files	CMDP TEST FILE.xml	NC	Draft with Preparer	Turner Morrison	06/05/2017	
<input type="checkbox"/> 6342	Chem/Radionuclides	DBPs		NC	Accepted by State	Turner Morrison	06/05/2017	Turner Morrison
<input type="checkbox"/> 6418		Contaminant Code Test		NC	Draft with Preparer	Turner Morrison	06/15/2017	
<input type="checkbox"/> 6419	Chem/Radionuclides	Cont. Code Test		NC	Draft with Preparer	Turner Morrison	06/15/2017	
<input type="checkbox"/> 6459	Chem/Radionuclides	wqp 06202017		NC	Accepted by State	Miranda Harper	06/20/2017	Miranda Harper
<input checked="" type="checkbox"/> 6553		New Job using files	TCRSample_EDIT.xml	NC	Draft with Certifier	Miranda Harper	06/29/2017	Miranda Harper
<input type="checkbox"/> 6624		New Job using files	ChemSamples3.xml	NC	Draft with Preparer	Miranda Harper	07/12/2017	
<input type="checkbox"/> 6626		New Job using files	ChemSamples4.xml	NC	Draft with Preparer	Miranda Harper	07/12/2017	
<input type="checkbox"/> 6786		MyTestGroup		NC	Draft with Preparer	Miranda Harper	07/31/2017	

Answer the security question, check the certification box, and click 'Submit'. If the certifier would like to have a file submission confirmation, click 'Download Sample XML' before clicking 'Submit'.

Question

Job Id: 6553

Submission Context: [Download Sample XML](#)

Attachments

File Name	Description	Date Added
No items to show.		

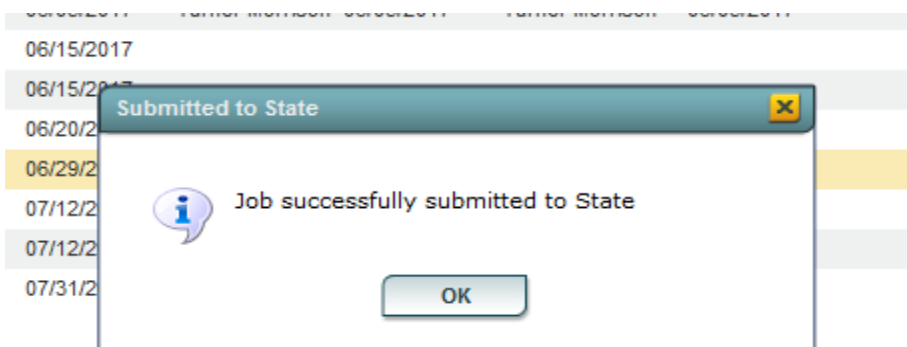
Question: What is the first and middle name of your oldest sibling?

certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Clicking 'Download Sample XML' will produce a table with the following information.

Job Id: 6624	
Prepared By: Miranda Harper	Created On: 07/12/2017
Reviewed By: Miranda Harper	Reviewed On: 08/03/2017
Certified By: Miranda Harper	Certified On:

A notification will verify that the job was successfully submitted to the State.



The status of the sample will change to 'Submitted'. This indicates that the file has been marked for submission to the State and is waiting to be accepted into the State's database.

Compliance Monitoring Data Portal

Home | PWS Profiles | Laboratory Profiles | Drinking Water Sample Jobs | Search Individual Samples | System Administration

Job Maintenance View

Search Jobs

Job ID: Created By: Status: From: To: File Name:

Drinking Water Sample Jobs

Refresh Create New Job Send to Reviewer Send to Certifier Certify and Submit to State Reject Remove Download

Job ID	Sample Category	Description	File Name	Primacy Agency	Status	Preparer	Create
<input type="checkbox"/> 6321	Microbial	TEST_Bacti_1		NC	Accepted by State	Miranda Harper	06/02/2
<input type="checkbox"/> 6324	Microbial	TEST_BACTI_repeats		NC	Draft with Preparer	Miranda Harper	06/02/2
<input type="checkbox"/> 6325	Microbial	TEST_Bacti_Positive		NC	Accepted by State	Miranda Harper	06/02/2
<input type="checkbox"/> 6326	Chem/Radionuclides	TEST_Nitrate_1		NC	Draft with Preparer	Miranda Harper	06/02/2
<input type="checkbox"/> 6341		New Job using files	CMDP TEST FILE.xml	NC	Draft with Preparer	Turner Morrison	06/05/2
<input type="checkbox"/> 6342	Chem/Radionuclides	DBPs		NC	Accepted by State	Turner Morrison	06/05/2
<input type="checkbox"/> 6418		Contaminant Code Test		NC	Draft with Preparer	Turner Morrison	06/15/2
<input type="checkbox"/> 6419	Chem/Radionuclides	Cont. Code Test		NC	Draft with Preparer	Turner Morrison	06/15/2
<input type="checkbox"/> 6459	Chem/Radionuclides	wqp 06202017		NC	Accepted by State	Miranda Harper	06/20/2
<input checked="" type="checkbox"/> 6553		New Job using files	TCRSample_EDIT .xml	NC	Submitted	Miranda Harper	06/29/2
<input type="checkbox"/> 6624		New Job using files	ChemSamples3.xml	NC	Draft with Preparer	Miranda Harper	07/12/2
<input type="checkbox"/> 6626		New Job using files	ChemSamples4.xml	NC	Draft with Preparer	Miranda Harper	07/12/2
<input type="checkbox"/> 6786		MyTestGroup		NC	Draft with Preparer	Miranda Harper	07/31/2

The State database (SDWIS) will refresh every 15 minutes and download samples that have been marked for submission. Once the sample is accepted, the status of the job will change to 'Accepted by State'. The status in LDS will also update as usual and the samples will be hidden from the active screen. At this point, no further action is required.

Compliance Monitoring Data Portal

Home | PWS Profiles | Laboratory Profiles | Drinking Water Sample Jobs | Search Individual Samples | System Administration

Job Maintenance View

Search Jobs

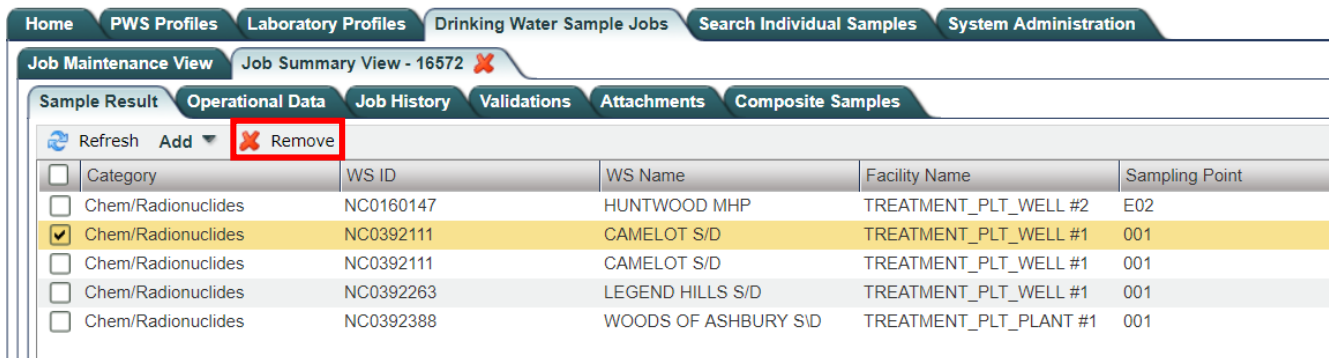
Job ID: Created By: Status: From: To: File Name: Search

Drinking Water Sample Jobs

Refresh Create New Job Send to Reviewer Send to Certifier Certify and Submit to State Reject Remove Download Samples

Job ID	Sample Category	Description	File Name	Primacy Agency	Status	Preparer
<input type="checkbox"/> 6321	Microbial	TEST_Bacti_1		NC	Accepted by State	Miranda Harper
<input type="checkbox"/> 6324	Microbial	TEST_BACTI_repeats		NC	Draft with Preparer	Miranda Harper
<input type="checkbox"/> 6325	Microbial	TEST_Bacti_Positive		NC	Accepted by State	Miranda Harper
<input type="checkbox"/> 6326	Chem/Radionuclides	TEST_Nitrate_1		NC	Draft with Preparer	Miranda Harper
<input type="checkbox"/> 6341		New Job using files	CMDP TEST FILE.xml	NC	Draft with Preparer	Turner Morrison
<input type="checkbox"/> 6342	Chem/Radionuclides	DBPs		NC	Accepted by State	Turner Morrison
<input type="checkbox"/> 6418		Contaminant Code Test		NC	Draft with Preparer	Turner Morrison
<input type="checkbox"/> 6419	Chem/Radionuclides	Cont. Code Test		NC	Draft with Preparer	Turner Morrison
<input type="checkbox"/> 6459	Chem/Radionuclides	wqp 06202017		NC	Accepted by State	Miranda Harper
<input type="checkbox"/> 6553		New Job using files	TCRSample_EDIT .xml	NC	Submitted	Miranda Harper
<input type="checkbox"/> 6624		New Job using files	ChemSamples3.xml	NC	Draft with Reviewer	Miranda Harper
<input type="checkbox"/> 6626		New Job using files	ChemSamples4.xml	NC	Draft with Preparer	Miranda Harper
<input type="checkbox"/> 6786		MyTestGroup		NC	Draft with Preparer	Miranda Harper

If an error in the sample information is found before the sample has been certified and submitted to the State, you may delete the entire job ID as you would if you had a critical error (page 5) or delete the individual sample that needs to be corrected. To delete an individual sample from a job, open the Job Summary View by double clicking on the job in the ‘Job Maintenance View’, select the checkbox next to the sample that needs to be removed, and click ‘Remove’. Contact the appropriate rule manager for the sample contaminant to have the sample reset in LDS so that corrections can be made. Resubmit the sample following the same CMDP upload and certification procedure.



If an error in the sample information is found after the file has been certified and submitted, contact the appropriate rule manager for the sample contaminant to have the sample deleted from the State database and reset in LDS. Please be aware that once the sample job has been certified, the samples cannot be modified or deleted in CMDP. Therefore, the user must use an amended sample ID number when resubmitting modified sample data to prevent a duplicate sample ID error in CMDP. We recommend adding an _A to the end of the end of the sample ID to denote that it has been amended (i.e. 20190101_W01_A). The rule manager can still reset the sample in LDS back to RDY status so that the sample data and sample ID can be updated for re-submission. Remember to uncheck the analysis complete box to unlock the sample data for editing. For total coliform samples this requires opening the analysis screen first (the microscope icon), unchecking the complete box, and saving before you can modify the sample in the edit/review screen (paper and pencil icon). The analysis complete box must re-checked to advance the sample from ANL status back to RDY status.