**Procedures for Requesting an Account to Electronically Submit Measurements for Parameters Not Requiring Analysis by a Certified Laboratory [15A NCAC 18C .1527(2)]:**

1. The user must go to our website at <https://deq.nc.gov/about/divisions/water-resources/drinking-water/drinking-water-laboratories> to complete and submit the form entitled “*Electronic Data Submittal by State-Approved Persons (other than Certified Laboratories): Account Request and Certification Form.*”The following fields are required:

* Requestor’s Name
* Email address
* Phone number
* NCID username - If necessary, create a user account with the North Carolina Identity Management (NCID) system
  + Go to <https://ncid.nc.gov>
  + Select the “Business” account and follow the steps to create an account
  + Write your NCID username in the required field on the account form
* Operator’s Certification Grade/Number or Contact Information for the certified laboratory that provided instruction on the measurement procedure and the date(s) of instruction.
* Parameters/Analytes that the user will be reporting and the Method Codes for the EPA-Approved Methods that the user will use to collect the measurements (see attached list of *EPA-Approved Methods*).
* Electronic Data Submittal Certification – must be completed by the Account Requestor and approved by the System Owner. (For selection of Shared CROMERR Services Role see item 3 below.)

1. After your completed form is submitted, the PWS Section will respond to the submittal and provide the user with an account number that gives them permission to upload and certify analytical results to our Lab Data Submittal (LDS) application. The user will receive a confirmation email when this account has been created. Please review the attached *“Lab Data Submittal 2.0 (+ CMDP)”* for data entry instructions.
2. The user will also need to create a Federal Reporting Account with the Shared CROMERR Services (SCS) website. CROMERR stands for the Cross-Media Electronic Reporting Rule. This will allow the user to access the Compliance Monitoring Data Portal (CMDP) application to certify and submit sample files to the State. Follow the instructions in the attached “*Shared CROMERR* *Services* *Role Registration Guide for North Carolina Certified Laboratories Using CMDP”* to create an SCS account for access to the CMDP application. Please take note of the following steps that have resulted in the most problems with SCS account creation:

* Register with a **PWS CMDP Administrator account**. The administrator must be the owner of the water system. The administrator will have rights to perform all roles (Preparer, Reviewer and Certifier) and must approve any additional persons for the Preparer, Reviewer and Certifier roles.
* Search for your organization using your water system’s number (for example, NC0123456).
* **Do NOT create a new organization or modify an existing organization**. The State must make any necessary changes to the information from their end to prevent issues.
* The Lexus-Nexus identity verification should be performed online to complete the electronic signature agreement, but if the electronic verification fails, then the user must complete a paper electronic signature request form. If you must fill out the paper form, sign and mail the original copy to the Public Water Supply Section at 1634 Mail Service Center, Raleigh, NC 27699-1634.

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