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.

C Ac Sam	id aple	Add Batch	Edit Batch	BULK Print All	Print Selected	Delete Selected	Upload Selected	Upload All RDY	Go To CMDP	Hide a	ntaminant ccepted Sar lefresh	Lat Group: mples	Data BACTI/	Submit GWR <u>My Re</u> load State	ttal 2.		
Sa	mp	les	Search By	Water System	n No. 🔻 Se	arch For: 🔍			Clear	ଚ୍ଚ 🛃) 🔶 Pag	ge 1	of 2	Go	۲		Help Logoff
Se	l Edit	t Analy	sis Rep	Lab Log ID	Statu	s Rule Type	Water Sys Number	s <u>Wat</u>	ter Sys Nam	e	Loc	Free <u>Cl</u>	Tot Cl	Collected	On	TColi I	EColi

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.

LDS: Report Export - Mozilla	Firefox										
Image:											
Create and submit sample XML file to CMDP											
20163	assword below.										
Sanute Second	User ID: Password:										
	Step 2: Click Ok button to submit the	ne file.									
1 Samples	MDP /L file.										
*If the submits fails of Click "RESET" below	or you experience an error: BEFORE CLOSING THIS WINDOW to	Email XML to me here instead									
reset the sample stat	us to RDY. <u>RESET</u>	Ok Close									

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 sucessfully sent to CMDP. Click OK.

pwstest.ncwater.org says:	×						
XML file submitted.							
Status: SUCCESS:XML Submission Accepted							
Please remember to logon to CMDP to review and certify the xml file.							
ОК							

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 (<u>https://cmdp.epa.gov</u>) using your credentials.

CMDP Secure Login	
Enter your Username and Password	For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!
Username: Bassword:	
Forgot Password	
Forgot UserId	
Warning Notice and Privacy Policy	
SCS Help Desk	
LOGIN clear	

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

me PWS Profiles	Laboratory Profiles	Drinking Water Sample J	obs Searc	h Individual Samples	Syste	m Administration	
b Maintenance View 🔪							
arch Jobs							
D	Created By	Status	From		То		File Name
			▼				
inking Water Sam	ple Jobs						
🦻 Refresh 🛛 🖕 Creat	e New Job Send to Rev	iewer Send to Certifier	Certify and	Submit to State 🛛 💥	Reject	👗 Remove 🗌 🗆	Download Samples
Job ID	 Sample Category 	Description		File Name		Primacy Agency	Status
6321	Microbial	TEST_Bacti_1				NC	Accepted by
6324	Microbial	TEST_BACTI_	repeats			NC	Draft with Pre
6325	Microbial	TEST_Bacti_P	ositive			NC	Accepted by
6326	Chem/Radionuclid	es TEST_Nitrate_	1			NC	Draft with Pre
6341		New Job using	g files	CMDP TEST FILE.xml		NC	Draft with Pre
6342	Chem/Radionuclid	es DBPs				NC	Accepted by
6418		Contaminant C	ode Test			NC	Draft with Pre
6419	Chem/Radionuclid	es Cont. Code Te:	st			NC	Draft with Pre
6459	Chem/Radionuclid	es wqp 0620201	7			NC	Accepted by
6553		New Job using	g files	TCRSample_EDIT .xm	I	NC	Draft with Pre

User will then double-click the sample job they just created to open the 'Job Summery 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.

lob Maintenance View 🔰 Job Summary View - 6624 🗶									
Sample Result Operational Data Job History Validations Attachments	Composite Samples								
Federal Reporting Validation Results									
Category	Sample Identifier	Validation Category							
	No ite	ms to show							
	10 40								
XML Submittal Validation Summary									
Category	Total	Without Errors							
Microbial	0	0							
Chem/Radionuclides	1	0							
Operational	0	0							
Composite	0	0							
Composito	•	•							

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.



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, <u>Uploading Sample Files to CMDP</u>.

b Maintenance View						
earch Jobs						
b ID	Created By S	Status	From		То	File Name
			▼			H.
rinking Water Samp	le Jobs					
👌 Refresh 🛛 🜵 Create	New Job Send to Reviewer	Send to Certifier	Certify and S	ubmit to State 🛛	🕻 Reject 🕌 Ren	nove 🖸 Download Samples
Job ID	Sample Category	Description		File Name	Primacy	Agency Status
6419	Chem/Radionuclides	Cont. Code Tes	t		NC	Draft with Preparer
6418		Contaminant Co	ode Test		NC	Draft with Preparer
6342	Chem/Radionuclides	DBPs			NC	Accepted by State
6786		MyTestGroup			NC	Draft with Preparer
6341		New Job using	files	CMDP TEST FILE.xr	nl NC	Draft with Preparer
6553		New Job using	files	TCRSample_EDIT .>	cml NC	Accepted by State
6624		New Job using	files	ChemSamples3.xm	I NC	Draft with Reviewe
6626		New Job using	files	ChemSamples4.xm	I NC	Draft with Preparer
6813		New Job using	files	ChemSamples4.xm	I NC	Draft with Preparer
6321	Microbial	TEST_Bacti_1			NC	Accepted by State
6325	Microbial	TEST_Bacti_Po	sitive		NC	Accepted by State
6324	Microbial	TEST_BACTI_r	epeats		NC	Draft with Preparer
6326	Chem/Radionuclides	TEST_Nitrate_1			NC	Draft with Preparer
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'.

٩	Compliance Monitoring Data Portal														
Hom	e PWS	Profiles	Laborato	ry Profiles Drink	king Wa	ater Sample J	lobs	Search	Individual Sam	oles	Syste	m Administrati	ion		
Job	Maintenan	ce View									-				
Sea	rch Job	s													
Job I	D	-	Created B	iv.	Status			From		То			File Name	•	
	-			.,			▼.								Sear
Drin	king Wa	ter Samo	le lobe												
	Refresh		New Job	Send to Reviewer	Sen	to Certifier	Certify	and S	ubmit to State	X Re	iect	Remove		d Samples	
	Job ID		▲ Sa	ample Category		Description			File Name			Primacy Agency		Status	
	6321		Mic	crobial		TEST_Bacti_1						NC		Accepted by	State
	6324		Mic	crobial		TEST_BACTI_	repeats					NC		Draft with Pr	eparer
	6325		Mic	crobial		TEST_Bacti_P	ositive					NC		Accepted by	State
	6326		Ch	em/Radionuclides		TEST_Nitrate_	1					NC		Draft with Pr	eparer
	6341					New Job usin	g files		CMDP TEST FILE	.xml		NC		Draft with Pr	eparer
	6342		Ch	em/Radionuclides		DBPs						NC		Accepted by	State
	6418					Contaminant C	ode Test					NC		Draft with Pr	eparer
	6419		Ch	em/Radionuclides		Cont. Code Te	st					NC		Draft with Pr	eparer
	6459		Ch	em/Radionuclides		wqp 0620201	7					NC		Accepted by	State
	6553					New Job usin	g files		TCRSample_EDIT	.xml		NC		Draft with Pr	eparer
	6624					New Job usin	g files		ChemSamples3.>	cml		NC		Draft with Pr	eparer
	6626					New Job usin	g files		ChemSamples4.>	cmi		NC		Draft with Pr	eparer
	6786					MyTestGroup						NC		Draft with Pr	eparer

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.

Send Data to Reviewer	
Select Individual Are you sure you want to submit this data for review?	

A notification will indicate if a sample was sent successfully.

Send Data t	Send Data to Reviewer	
Ar	Job successfully submitted for review	
	ОК	

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 La	boratory Profiles Dri	nking Water Sample Jo	bbs Search Indiv	idual Samples	System Administr	ation						
Job Maintenance View												
Search Jobs												
Job ID Cr	eated By	Status	From		То	File Name	_					
			▼					Search Res	et			
Drinking Water Sample	Drinking Water Sample Jobs											
Refresh 🜵 Create Net	w Job Send to Review	er Send to Certifier	Certify and Submit	t to State 🔀	Reject 样 Remove	Download Sar	mples					
Job ID 🔺 Sample	Category Descri	iption File I	Name	Primacy Agency	Status	Preparer	Created On	Reviewer	Reviewe			
6321 Microbia	I TEST_I	Bacti_1		NC	Accepted by State	Miranda Harper	06/02/2017	Miranda Harper	06/02/201			
6324 Microbia	I TEST_I	BACTI_repeats		NC	Draft with Preparer	Miranda Harper	06/02/2017					
6325 Microbia	I TEST_I	Bacti_Positive		NC	Accepted by State	Miranda Harper	06/02/2017	Miranda Harper	06/02/201			
6326 Chem/Ra	adionuclides TEST_I	Nitrate_1		NC	Draft with Preparer	Miranda Harper	06/02/2017					
6341	New Jo	ob using files CMD	P TEST FILE.xml	NC	Draft with Preparer	Turner Morrison	06/05/2017					
6342 Chem/Ra	adionuclides DBPs			NC	Accepted by State	Turner Morrison	06/05/2017	Turner Morrison	06/05/201			
6418	Contan	ninant Code Test		NC	Draft with Preparer	Turner Morrison	06/15/2017					
6419 Chem/Ra	adionuclides Cont. C	Code Test		NC	Draft with Preparer	Turner Morrison	06/15/2017					
6459 Chem/Ra	adionuclides wqp 00	6202017		NC	Accepted by State	Miranda Harper	06/20/2017	Miranda Harper	07/28/201			
6553	New Jo	ob using files TCRS	Sample_EDIT .xml	NC	Draft with Reviewer	Miranda Harper	06/29/2017	Miranda Harper				
6624	New Jo	ob using files Cher	mSamples3.xml	NC	Draft with Preparer	Miranda Harper	07/12/2017					
6626	New Jo	ob using files Cher	mSamples4.xml	NC	Draft with Preparer	Miranda Harper	07/12/2017					
6786	MyTest	tGroup		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.

	Home PWS Profiles La	boratory Profiles Drinking Wat	ter Sample Jobs Search Individual	Samples System Administrat	ion							
1	Job Maintenance View 🛛 Job Summary View - 10619 🎉											
	Sample Result Operational Data Job History Validations Attachments Composite Samples											
I	😴 Refresh Add 🔻 🎽 Remove											
Ш	Category	WS ID	WS Name	Facility Name	Sampling Point	Sample ID	Sample Type	Collection Date				
	Microbial	NC0241010	GREENSBORO, CITY OF	DISTRIBUTION SYSTEM	RTOR	123117-0001	Routine	12/04/2017				
Ш	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						* - Required	I + - Conc	ditionally Requir	ed f - Fe	derally Required	f - Federally Con	ditionally Req
Set Default Values for Sample Information												
Water System Id : Water System Name	Facility :	Sampling	Point [*] :	Sampling Lo	cation							
NC0241010 GREENSBORO, CITY OF	D01 - DISTRIBUTION SYSTE	EM 💌 RTOR		F 37								
Seconda ID. [®] .	Outline Parts ¹	0-1111	Trace	0								
123117-0002	12/04/2017	To:18	lime	HH:MM 12/	04/2017							
][
Laboratory ID - Name * :	Sample Type [*] f :	Sample Vo	lume(ML) ^f	Sample Colle	ector Name							
37724 - ENCO	Routine	100		Tiffini Burling	ame							
Comment												
Set Default Values for Sample Results Table	1											
Microbial Analytes Results												
arresh 🜵 Add 样 Remove												
				Volume		Analysis Start	Analysis Start	Analysis	Analysis			
Analyte 1 A/P 1 Count	Units	Volume(ML)	Interference	Assayed(ML) f	Method 1	Date f	Time f	Completed Date	Completed Time	Analyzing Lab ID	Source Type	Comments
					COLISURE-PA -							
3014 - E. Coli Absent					PRESENCE/AB	12/04/2017	13:00	12/05/2017 1	3:00			
					COLISURE-PA -							
3014 - E. Coli Absent					COLISURE - PRESENCE/AB	12/04/2017	13:00	12/05/2017 1	3:00			

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'.

Field Results and Measurements

Compliance Monitoring Data Portal											
Home PWS Profiles Laboratory Profiles	s Drinking Water Sam	ple Jobs Search Inc	lividual Samp	les System Adminis	tration						
Job Maintenance View Job Summary View	r - 6553 💥										
Search Jobs											
Job ID Created By	Status	From		То	File Name						
		▼					Search				
Drinking Water Sample Jobs											
🗞 Refresh 🖕 Create New Job Send to	Reviewer Send to Cert	ifier Certify and Subr	nit to State	样 Reject 🕌 Remo	ve 🔲 Download Sa	amples					
Job ID 🔺 Sample Category	Description	File Name	Primacy Agency	Status	Preparer	Created On	Reviewer				
6321 Microbial	TEST_Bacti_1		NC	Accepted by State	Miranda Harper	06/02/2017	Miranda Harper				
6324 Microbial	TEST_BACTI_repeats		NC	Draft with Preparer	Miranda Harper	06/02/2017					
6325 Microbial	TEST_Bacti_Positive		NC	Accepted by State	Miranda Harper	06/02/2017	Miranda Harper				
6326 Chem/Radionuclides	TEST_Nitrate_1		NC	Draft with Preparer	Miranda Harper	06/02/2017					
6341	New Job using files	CMDP TEST FILE.xml	NC	Draft with Preparer	Turner Morrison	06/05/2017					
6342 Chem/Radionuclides	DBPs		NC	Accepted by State	Turner Morrison	06/05/2017	Turner Morrison				
6418	Contaminant Code Test		NC	Draft with Preparer	Turner Morrison	06/15/2017					
6419 Chem/Radionuclides	Cont. Code Test		NC	Draft with Preparer	Turner Morrison	06/15/2017					
6459 Chem/Radionuclides	wqp 06202017		NC	Accepted by State	Miranda Harper	06/20/2017	Miranda Harper				
6553	New Job using files	TCRSample_EDIT .xml	NC	Draft with Reviewer	Miranda Harper	06/29/2017	Miranda Harper				
6624	New Job using files	ChemSamples3.xml	NC	Draft with Preparer	Miranda Harper	07/12/2017					
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? Submit Cancel	

A notification will indicate if a sample was sent successfully.

Send Data t	Send Data to Certifer	<u>פ-</u>
Ar	Job successfully submitted to certifer	
	ОК	

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 Laborator	y Profiles Drinking	g Water Sample Job	s Search	Individual Sar	nples Syst	em Administrat	ion				
ſ	Job N	laintenanc	e View Job Summ	nary View - 6553 💥										
ł	Search Jobs													
	Job ID Created By Status From To File Name Image: Contract of the state of th													
	2	Refresh i	Create New Job	Send to Reviewer S	Send to Certifier	Certify and S	ubmit to State	e 👗 Reject	👗 Remove	C Download	Samples			
		Job ID 🛎	Sample Category	Description	File Name	Prir	nacy ency Status		Preparer	Created On	Reviewer	Reviewed On	Certifier	Certified O
		6321	Microbial	TEST_Bacti_1		NC	Accepted	by State	Miranda Harper	06/02/2017	Miranda Harper	06/02/2017	Miranda Harper	06/02/2017
		6324	Microbial	TEST_BACTI_repeats		NC	Draft with	Preparer	Miranda Harper	06/02/2017				
		6325	Microbial	TEST_Bacti_Positive		NC	Accepted	by State	Miranda Harper	06/02/2017	Miranda Harper	06/02/2017	Miranda Harper	06/02/2017
		6326	Chem/Radionuclides	TEST_Nitrate_1		NC	Draft with	Preparer	Miranda Harper	06/02/2017				
		6341		New Job using files	CMDP TEST FILE	.xml NC	Draft with	Preparer	Turner Morrison	06/05/2017				
		6342	Chem/Radionuclides	DBPs		NC	Accepted	by State	Turner Morrison	06/05/2017	Turner Morrison	06/05/2017	Turner Morrison	06/05/2017
		6418		Contaminant Code Test	t	NC	Draft with	Preparer	Turner Morrison	06/15/2017				
		6419	Chem/Radionuclides	Cont. Code Test		NC	Draft with	Preparer	Turner Morrison	06/15/2017				
		6459	Chem/Radionuclides	wqp 06:202017		NC	Accepted	by State	Miranda Harper	06/20/2017	Miranda Harper	07/28/2017	Miranda Harper	07/28/2017
		6553		New Job using files	TCRSample_EDIT	F.xml NC	Draft with	Certifier	Miranda Harper	06/29/2017	Miranda Harper	07/31/2017	Miranda Harper	
		6624		New Job using files	ChemSamples3.>	cmi NC	Draft with	Preparer	Miranda Harper	07/12/2017				
		6626		New Job using files	ChemSamples4.>	cmi NC	Draft with	Preparer	Miranda Harper	07/12/2017				
		6786		MyTestGroup		NC	Draft with	Preparer	Miranda Harner	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	e PWS	Profiles Laborato	ry Profiles Drink	king Wa	ater Sample J	obs	Search Indi	vidual Samp	les Sys	tem Administra	tion	
Job I	Maintenand	e View										
Sea	rch Jobs											
Job II	D	Created E	Зу	Status			From		То		File Name	
						▼						
Drin	king Wa	ter Sample Jobs										
2	Refresh	Create New Job	Send to Reviewer	Send	d to Certifier	Certify	and Subm	it to State	样 Reject	: 样 Remove	Download	Samples
	Job ID 🛎	Sample Category	Description		File Name		Primacy Agency	Status		Preparer	Created On	Reviewer
	6321	Microbial	TEST_Bacti_1				NC	Accepted by	/ State	Miranda Harper	06/02/2017	Miranda Harper
	6324	Microbial	TEST_BACTI_repea	its			NC	Draft with P	reparer	Miranda Harper	06/02/2017	
	6325	Microbial	TEST_Bacti_Positiv	е			NC	Accepted by	/ State	Miranda Harper	06/02/2017	Miranda Harper
	6326	Chem/Radionuclides	TEST_Nitrate_1				NC	Draft with P	reparer	Miranda Harper	06/02/2017	
	6341		New Job using files		CMDP TEST FI	LE.xml	NC	Draft with P	reparer	Turner Morrison	06/05/2017	
	6342	Chem/Radionuclides	DBPs				NC	Accepted by	/ State	Turner Morrison	06/05/2017	Turner Morrison
	6418		Contaminant Code 1	Test			NC	Draft with P	reparer	Turner Morrison	06/15/2017	
	6419	Chem/Radionuclides	Cont. Code Test				NC	Draft with P	reparer	Turner Morrison	06/15/2017	
	6459	Chem/Radionuclides	wqp 06202017				NC	Accepted by	/ State	Miranda Harper	06/20/2017	Miranda Harper
	6553		New Job using files	4	TCRSample_E	DIT .xml	NC	Draft with C	ertifier	Miranda Harper	06/29/2017	Miranda Harper
	6624		New Job using files		ChemSamples	3.xml	NC	Draft with P	reparer	Miranda Harper	07/12/2017	
	6626		New Job using files	4	ChemSamples	4.xml	NC	Draft with P	reparer	Miranda Harper	07/12/2017	
$ \square$	6786		MyTestGroup				NC	Draft with P	reparer	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: <u>Download Sample XML</u>		
Attachments		
File Name	Description	Date Added
	No ite	ems to show.
Question: What is the first and middle name of your old	est sibling?	
certify, under penalty of law that the information provided in	this document is, to the best of my knowledge and belief, true, accu	ate, and complete.
Tam aware that there are significant penalties for submitting faise	information, including the possibility of fines and imprisonment for kn	owing violations.
submit		

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.

06/15/2	017				
06/15/2	P1-3				
	Submittee	I to State		×	
06/20/2					
06/29/2					
07/40/0		Job successfully sub	mitted to State		
0//12/2		,			
07/12/2	\sim				
0111212					
07/31/2					
0110112		0	K j		

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													
lome	PWS F	Profiles Laborato	ry Profiles Drinki	ng Wa	ater Sample J	obs Se	arch Indi	vidual Samp	les Syst	tem Administrat	tion			
Job N	ob Maintenance View													
Sear	rch Jobs													
Job ID)	Created E	ly s	Status		Fr	om		То		F			
						-								
Drin	king Wat	er Sample Jobs												
2	Refresh 🛛	Create New Job	Send to Reviewer	Send	d to Certifier	Certify a	nd Subm	it to State	💢 Reject	样 Remove	🔋 Do			
	Job ID 🛎	Sample Category	Description		File Name		Primacy Agency	Status		Preparer	Creat			
	6321	Microbial	TEST_Bacti_1				NC	Accepted by	/ State	Miranda Harper	06/02/			
	6324	Microbial	TEST_BACTI_repeat	s			NC	Draft with Pr	reparer	Miranda Harper	06/02			
	6325	Microbial	TEST_Bacti_Positive				NC	Accepted by	/ State	Miranda Harper	06/02			
	6326	Chem/Radionuclides	TEST_Nitrate_1				NC	Draft with Pr	reparer	Miranda Harper	06/02			
	6341		New Job using files		CMDP TEST FI	LE.xml	NC	Draft with Pr	reparer	Turner Morrison	06/05			
	6342	Chem/Radionuclides	DBPs				NC	Accepted by	/ State	Turner Morrison	06/05/			
	6418		Contaminant Code Te	est			NC	Draft with Pr	reparer	Turner Morrison	06/15			
	6419	Chem/Radionuclides	Cont. Code Test				NC	Draft with Pr	reparer	Turner Morrison	06/15/			
	6459	Chem/Radionuclides	wqp 06202017				NC	Accepted by	/ State	Miranda Harper	06/20/			
✓	6553		New Job using files		TCRSample_E	DIT .xml	NC	Submitted		Miranda Harper	06/29/			
	6624		New Job using files		ChemSamples	3.xml	NC	Draft with Pr	reparer	Miranda Harper	07/12/			
	6626		New Job using files		ChemSamples	4.xml	NC	Draft with Pr	reparer	Miranda Harper	07/12/			
	6786		MyTestGroup				NC	Draft with Pr	reparer	Miranda Harper	07/31/			

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.

(Secompliance Monitoring Data Portal													
	Home PWS	Profiles	atory Profiles Drink	cing Wa	ater Sample J	obs Sear	rch Individual Sam	oles Syst	tem Administra	tion				
(Job Maintenan	ce View												
ſ	Search Jobs	5												
	Job ID	Create	ed By	Status		From	n	То		File N	lame			
						▼)						Search		
	Drinking Wa	ter Sample Iol	he											
		Create New Is	b Send to Reviewer	Send	to Cartifiar	Certify and	Submit to State	X Reject	X Remove		load Samples			
	Job ID	- Create new 50	Sample Category	Joend	Description	Certify and	File Name	M Kejett	Primacy Agenc	v	Status	Preparer		
	6321		Microbial		TEST Bacti 1				NC	.,	Accepted by State	Miranda Ha		
	6324		Microbial		TEST BACTI	repeats			NC		Draft with Preparer	Miranda Ha		
	6325		Microbial		TEST Bacti P	ositive			NC		Accepted by State	Miranda Ha		
	6326		Chem/Radionuclides		TEST_Nitrate_	1			NC		Draft with Preparer	Miranda Ha		
	6341				New Job usin	g files	CMDP TEST FILE	xml	NC		Draft with Preparer	Turner Mor		
	6342		Chem/Radionuclides		DBPs				NC		Accepted by State	Turner Mor		
	6418				Contaminant C	ode Test			NC		Draft with Preparer	Turner Mor		
	6419		Chem/Radionuclides		Cont. Code Te	st			NC		Draft with Preparer	Turner Mor		
	6459		Chem/Radionuclides		wqp 0620201	7			NC		Accepted by State	Miranda Ha		
	6553				New Job usin	g files	TCRSample_EDI	.xml	NC		Submitted	Miranda Ha		
	6624				New Job usin	g files	ChemSamples3.	ml	NC		Draft with Reviewer	Miranda Ha		
	6626				New Job usin	g files	ChemSamples4.	ml	NC		Draft with Preparer	Miranda Ha		
	6786				MyTestGroup				NC		Draft with Preparer	Miranda Ha		

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.

Home PWS Profiles Laboratory	Profiles Drinking Water Sam	ple Jobs Search Individual S	amples System Administrati	on								
Job Maintenance View Job Summary View - 16572 💢												
Sample Result Operational Data	Job History Validations	Attachments Composite Sar	nples									
🍣 Refresh 🛛 Add 🔻 💥 Remove												
Category	WS ID	WS Name	Facility Name	Sampling Point								
Chem/Radionuclides	NC0160147	HUNTWOOD MHP	TREATMENT_PLT_WELL #2	E02								
Chem/Radionuclides	NC0392111	CAMELOT S/D	TREATMENT_PLT_WELL #1	001								
Chem/Radionuclides	NC0392111	CAMELOT S/D	TREATMENT_PLT_WELL #1	001								
Chem/Radionuclides	NC0392263	LEGEND HILLS S/D	TREATMENT_PLT_WELL #1	001								
Chem/Radionuclides	NC0392388	WOODS OF ASHBURY S\D	TREATMENT_PLT_PLANT #1	001								

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.