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.

Add	Add Batch	Edit Batch	BULK Print All	Print Selected	Delete Selected	Upload Selected	Upload All RDY	Go To CMDP	Hide ac		Group:	BACTI	Submit GWR My Re load State F	ports		
Sam	nples	Search By:	Water System	No. 🔻 Se	arch For: 🔍			Clear	2 🖲	e Pag	je 1	of 2	Go	٠		Help Logoff
Sel	Edit Analy	sis Rep <u>La</u>	ab Log ID	Status	<u>Rule Type</u>	Water Sys Number	Wat	er Sys Nam	<u>e</u>	Loc	Free Cl	Tot Cl	Collected	On	TColi	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	
🕕 🔒 https://pwstest.ncwat	er.org/LDS/pages/CSVExport.aspx	
Create and	submit sample XML f	file to CMDP
Samples	Step 1: Enter CMDP User ID and F	Password below.
Sanutaria (Sanutaria)	User ID: Password:	
	Step 2: Click Ok button to submit the	he file.
1 Samples	Step 3: After submittal, log on to C to review and certify the XM	
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!
Lisername: Password:	
Forgot Password	
Forgot UserId	
Warning Notice and Privacy Policy	
SCS Help Desk	
LOGIN dear	

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

ome	PWS P	rofiles Laborat	tory Profiles Dr	inking W	later Sample Jo	obs	Search	Individual Samp	les	Syste	em Administrati	ion	
ob I	Maintenance	View											
ea	rch Jobs												
ob IC)	Created	l By	Status			From			То		File N	ame
						▼							
rin	king Wate	er Sample Job	e										
-	Refresh 🖣		Send to Review	er Sen	d to Certifier	Certify	r and Si	ubmit to State	×	Reject	样 Remove	Down	load Samples
	Job ID	<u>ه</u>	Sample Category		Description			File Name			Primacy Agency	,	Status
	6321	Ĩ	Microbial		TEST_Bacti_1						NC		Accepted by S
	6324	1	Microbial		TEST_BACTI_r	epeats					NC		Draft with Prep
	6325	1	Microbial		TEST_Bacti_Po	sitive					NC		Accepted by S
	6326	(Chem/Radionuclides		TEST_Nitrate_1						NC		Draft with Prep
	6341				New Job using	files		CMDP TEST FILE.	xml		NC		Draft with Prep
	6342	(Chem/Radionuclides		DBPs						NC		Accepted by S
	6418				Contaminant Co	ode Tes					NC		Draft with Prep
	6419	(Chem/Radionuclides		Cont. Code Tes	t					NC		Draft with Prep
	6459	(Chem/Radionuclides		wqp 06202017						NC		Accepted by S
	6553				New Job using	files		TCRSample_EDIT	.xml		NC		Draft with Prep
	6624				New Job using	files		ChemSamples3 x	ml		NC		Draft with Pren
	6626				New Job using	files		ChemSamples4.x	ml		NC		Draft with Prep

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.

deral Reporting Validation Results		
ategory	Sample Identifier	Validation Category
		No items to show.
/L Submittal Validation Summary		
	Total	Without Errors
tegory	Total 0	Without Errors 0
tegory crobial		
itegory crobial envRadionuclides	0	0
ML Submittal Validation Summary ategory icrobial henvRadionuclides ryptosporidium perational	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.



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>.

earch Jobs	Created By	Status	From	То	File Name
		▼			
rinking Water S		Í	Ĭ.aa		
🥐 Refresh 🜵 C	reate New Job Send to Reviewe	Send to Certifier Certify	and Submit to State	Reject 样 Remove	Download Samples
Job ID	Sample Category	Description	 File Name 	Primacy Agency	Status
6419	Chem/Radionuclides	Cont. Code Test		NC	Draft with Prepare
6418		Contaminant Code Test		NC	Draft with Prepare
6342	Chem/Radionuclides	DBPs		NC	Accepted by State
6786		MyTestGroup		NC	Draft with Prepare
6341		New Job using files	CMDP TEST FILE.xml	NC	Draft with Prepare
6553		New Job using files	TCRSample_EDIT .xml	NC	Accepted by State
6624		New Job using files	ChemSamples3.xml	NC	Draft with Review
6626		New Job using files	ChemSamples4.xml	NC	Draft with Prepare
6813		New Job using files	ChemSamples4.xml	NC	Draft with Prepare
6321	Microbial	TEST_Bacti_1		NC	Accepted by State
6325	Microbial	TEST_Bacti_Positive		NC	Accepted by State
6324	Microbial	TEST_BACTI_repeats		NC	Draft with Prepare
6326	Chem/Radionuclides	TEST Nitrate 1		NC	Draft with Prepare
6459	Chem/Radionuclides	wap 06202017		NC	Accepted by Stat

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'.

e PWS Profiles	Laboratory Profiles Drin	iking Water Sample Jobs 👋	Search Individual San	nples 🛛 System Admir	istration
Maintenance View					
rch Jobs					
D	Created By	Status	From	To	File Name
		▼			W.
king Water Sar	nple Jobs				
Refresh 🌵 Crea	ate New Job Send to Reviewe	r Send to Certifier Certif	y and Submit to State	🕺 Reject 🗔 Rem	ove 🖸 Download Samples
Job ID	Sample Category	Description	File Name	Primacy	Agency Status
6321	Microbial	TEST_Bacti_1		NC	Accepted by State
6324	Microbial	TEST_BACTI_repeats		NC	Draft with Preparer
6325	Microbial	TEST_Bacti_Positive		NC	Accepted by State
6326	Chem/Radionuclides	TEST_Nitrate_1		NC	Draft with Preparer
6341		New Job using files	CMDP TEST FIL	E.xml NC	Draft with Preparer
6342	Chem/Radionuclides	DBPs		NC	Accepted by State
6418		Contaminant Code Tes	st	NC	Draft with Preparer
6419	Chem/Radionuclides	Cont. Code Test		NC	Draft with Preparer
6459	Chem/Radionuclides	wqp 06202017		NC	Accepted by State
6553		New Job using files	TCRSample_ED	IT .xml NC	Draft with Preparer
		New Job using files	ChemSamples3	.xml NC	Draft with Preparer
6624		New Job dailing files	onomounpiede		

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'.

me V PWS	Profiles Laboratory Pro	ofiles Drinking Water S	ample Jobs Search Inc	dividual Samp	oles 🔍 System Admini	stration			
b Maintenan	ce View								
arch Job	5								
D ID	Created By	Status	From		To	File Name			
			▼					Search	leset
rinking Wa	ter Sample Jobs								
-	Create New Job Send	to Reviewer Send to C	ertifier Certify and Subr	mit to State	💥 Reject 💥 Remo	ve 🖸 Download	Samples		
Job ID	Sample Category	Description	File Name	Primacy Agency	Status	Preparer	Created On	Reviewer	Review
6321	Microbial	TEST_Bacti_1		NC	Accepted by State	Miranda Harper	06/02/2017	Miranda Harper	06/02/
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/
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	06/05/2
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		
0410	Chem/Radionuclides	wqp 06202017		NC	Accepted by State	Miranda Harper	06/20/2017	Miranda Harper	07/28/2
6459		New Job using files	TCRSample_EDIT.xml	NC	Draft with Reviewer	Miranda Harper	06/29/2017	Miranda Harper	
		New Job using files							
6459		New Job using files	ChemSamples3.xml	NC	Draft with Preparer	Miranda Harper	07/12/2017		
6459 6553		2	ChemSamples3.xml ChemSamples4.xml	NC NC	Draft with Preparer Draft with Preparer	Miranda Harper Miranda Harper	07/12/2017 07/12/2017		

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.

Job Maintenance View	ob Summary View - 10619 💢 🔪						
Sample Result Operati	onal Data Job History Validat	ions Attachments Composite Sa	mples				
😂 Refresh Add 🔻 🛔	Remove						
	-						
Category	WS ID	WS Name	Facility Name	Sampling Point	Sample ID	Sample Type	Collection Da
Category Microbial	WS ID NC0241010	WS Name GREENSBORO, CITY OF	Facility Name DISTRIBUTION SYSTEM	Sampling Point RTOR	Sample ID 123117-0001	Sample Type Routine	Collection Da 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												_
ng 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 O	F D01 - DISTRIBUTION SYST	EM 💌 RTOR		▼ F37								
Sample ID * :	Collection Date *f:	Collection	True	0	nple Received Date f							
123117-0002	12/04/2017	IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	lime •	HH:MM 12/								
Laboratory ID - Name * :	Sample Type *f:	Sample Vol	ume(ML) ^f	Sample Colle								
37724 - ENCO	Routine	▼ 100		Tiffini Burling	jame							
Comment	_											
Set Default Values for Sample Results Table												
Microbial Analytes Results												
arefresh 🍦 Add 💥 Remove												
				Volume		Analysis Start	Analysis Start	Analysis /	nalysis			-
Analyte *f A/P *f Count	Units	Volume(ML)	Interference	Assayed(ML) f	Method 1	Date f	Time f		Completed	Analyzing Lab ID	Source Type	Comments
3014 - E. Coli Absent					COLISURE-PA - COLISURE -	12/04/2017	13:00	12/05/2017 1	3:00			
J 3014 - E. Coli Absent					PRESENCE/AB	12/04/2017	13.00	12/05/2017 1	5.00			
					COLISURE-PA -	10/0//00/7	10.00	10/05/0017				
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

ome 🛛	PWS Profile	es Laboratory Profi	les V Drinking Water Sa	mple Jobs Search In	dividual Sampl	es 🔰 System Adminis	stration		
ob Maint	tenance Viev	w Job Summary Vi	ew - 6553 💥						
earch	Jobs								
b ID		Created By	Status	From		То	File Name		
				▼					Search
rinkin	a Water S	ample Jobs							
🤁 Refr	-	eate New Job Send 1	to Reviewer Send to Ce	rtifier Certify and Sub	mit to State	💥 Reject 💥 Remo	ve 🗌 Download S	Samalas	
_				· · ·	Primacy				
Job	b ID 🔺	Sample Category	Description	File Name	Agency	Status	Preparer	Created On	Reviewer
632	21	Microbial	TEST_Bacti_1		NC	Accepted by State	Miranda Harper	06/02/2017	Miranda Harpe
6324	4	Microbial	TEST_BACTI_repeats		NC	Draft with Preparer	Miranda Harper	06/02/2017	
632	:5	Microbial	TEST_Bacti_Positive		NC	Accepted by State	Miranda Harper	06/02/2017	Miranda Harpe
632	6	Chem/Radionuclides	TEST_Nitrate_1		NC	Draft with Preparer	Miranda Harper	06/02/2017	
634	1		New Job using files	CMDP TEST FILE.xml	NC	Draft with Preparer	Turner Morrison	06/05/2017	
634	2	Chem/Radionuclides	DBPs		NC	Accepted by State	Turner Morrison	06/05/2017	Turner Morriso
641	8		Contaminant Code Test		NC	Draft with Preparer	Turner Morrison	06/15/2017	
641	9	Chem/Radionuclides	Cont. Code Test		NC	Draft with Preparer	Turner Morrison	06/15/2017	
	9	Chem/Radionuclides	wqp 06202017		NC	Accepted by State	Miranda Harper	06/20/2017	Miranda Harpe
645					NC	Draft with Reviewer	Miranda Harper	06/29/2017	Miranda Harpe
645	3		New Job using files	TCRSample_EDIT .xml	NC	Dian with Reviewer	initiatioa narpor		
_			New Job using files New Job using files	ChemSample_EDIT.xml	NC	Draft with Preparer	Miranda Harper	07/12/2017	initianda Harpo

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'.

ome	PWS I	Profiles Lal	boratory P	rofiles Drinl	king Wa	ater Sample Jo	bs Se	arch Indi	vidual Sample's 🔪 Sys	stem Administra	tion				
ob N	laintenanc	e View Job	Summary	View - 6553 🌡	\$										
ear	rch Jobs														
lob ID		Cr	reated By		Status		Fr	om	То		File Name				_
							-						Search	Reset	
Drin	king Wat	er Sample	Jobs												
-	Refresh i			nd to Reviewer	Send	d to Certifier	Certify a	nd Subm	it to State 🛛 👗 Rejec	t 样 Remove	Download	Samples			
	Job ID 🛎	Sample Catego	ory De	scription		File Name		Primacy Agency	Status	Preparer	Created On	Reviewer	Reviewed On	Certifier	Certified
	6321	Microbial	TE	ST_Bacti_1				NC	Accepted by State	Miranda Harper	06/02/2017	Miranda Harper	06/02/2017	Miranda Harper	06/02/20
	6324	Microbial	TE	ST_BACTI_repea	ats			NC	Draft with Preparer	Miranda Harper	06/02/2017				
	6325	Microbial	TE	ST_Bacti_Positiv	e			NC	Accepted by State	Miranda Harper	06/02/2017	Miranda Harper	06/02/2017	Miranda Harper	06/02/20
	6326	Chem/Radionuo	clides TE	ST_Nitrate_1				NC	Draft with Preparer	Miranda Harper	06/02/2017				
	6341		Ne	w Job using files	6	CMDP TEST FIL	E.xml	NC	Draft with Preparer	Turner Morrison	06/05/2017				
	6342	Chem/Radionuo	clides DB	Ps				NC	Accepted by State	Turner Morrison	06/05/2017	Turner Morrison	06/05/2017	Turner Morrison	06/05/20
	6418		Co	ntaminant Code	Test			NC	Draft with Preparer	Turner Morrison	06/15/2017				
	6419	Chem/Radionuo	clides Co	nt. Code Test				NC	Draft with Preparer	Turner Morrison	06/15/2017				
	6459	Chem/Radionuo	clides wo	p 06202017				NC	Accepted by State	Miranda Harper	06/20/2017	Miranda Harper	07/28/2017	Miranda Harper	07/28/20
	6553		Ne	w Job using files	8	TCRSample_ED	IT .xml	NC	Draft with Certifier	Miranda Harper	06/29/2017	Miranda Harper	07/31/2017	Miranda Harper	
	6624		Ne	w Job using files	5	ChemSamples3	.xml	NC	Draft with Preparer	Miranda Harper	07/12/2017				
	6626		Ne	w Job using files	8	ChemSamples4	.xml	NC	Draft with Preparer	Miranda Harper	07/12/2017				
_	6786			TestGroup				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'.

			ry Profiles V Drink	king Wa	ater Sample J	obs 🔪	Search Indi	vidual Samp	oles Sys	tem Administra	tion	
ob N	laintenanc	e View										
ear	rch Jobs											
ob ID)	Created E	Зу	Status			From		То		File Name	
						▼						
rin	king Wat	er Sample Jobs										
-	Refresh (Create New Job		Send	d to Certifier	Certify	and Subm	it to State	样 Rejec	t 💢 Remove	C Download	d Samples
	Job ID 📥	Sample Category	Description		File Name		Primacy Agency	Status		Preparer	Created On	Reviewer
	6321	Microbial	TEST_Bacti_1				NC	Accepted by	y State	Miranda Harper	06/02/2017	Miranda Harp
	6324	Microbial	TEST_BACTI_repea	its			NC	Draft with P	reparer	Miranda Harper	06/02/2017	
	6325	Microbial	TEST_Bacti_Positive	е			NC	Accepted by	y State	Miranda Harper	06/02/2017	Miranda Harp
	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	y State	Turner Morrison	06/05/2017	Turner Morris
	6418		Contaminant Code T	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	y State	Miranda Harper	06/20/2017	Miranda Harpe
	6553		New Job using files		TCRSample_E	DIT .xml	NC	Draft with C	ertifier	Miranda Harper	06/29/2017	Miranda Harpe
	6624		New Job using files		ChemSamples	3.xml	NC	Draft with P	reparer	Miranda Harper	07/12/2017	
	6626		New Job using files		ChemSamples	4.xml	NC	Draft with P	reparer	Miranda Harper	07/12/2017	

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 ld: 6553		
Submission Context: Download Sample XML		
Attachments		
File Name	Description	Date Added
	No ite	ems to show.
Question: What is the first and middle name of your old	est sibling?	
	this document is, to the best of my knowledge and belief, true, accu	
	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.

COLORED D		or morrison corects			0010012011	
06/15/2	017					
06/15/2						
	Submittee	d to State			×	
06/20/2						
06/29/2						
		Job successfully	submitted to	o State		
07/12/2		Job successfully	Submitted to	Jalace		
	2					
07/12/2	_					
07/04/0						
07/31/2			OK			

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.

	Compli	ance Monitorin	g Data Portal								
lom	e PWS I	Profiles Laborato	ry Profiles Drinki	ing Wa	ater Sample J	obs	earch Indi	vidual Samp	ples Sys	tem Administrat	tion
lob I	Maintenanc	e View									
Sea	rch Jobs										
lob II)	Created E	iv e	Status			From		То		
	,			Julua		-	10111				
Drin	king Wat	er Sample Jobs	, r								
-	-	Create New Job	Send to Reviewer	Send	d to Certifier	Certify	and Subm	it to State	💢 Rejec	t 💢 Remove	
	Job ID 🛎	Sample Category	Description		File Name		Primacy Agency	Status		Preparer	Cre
	6321	Microbial	TEST_Bacti_1				NC	Accepted by	y State	Miranda Harper	06/
	6324	Microbial	TEST_BACTI_repeat	s			NC	Draft with P	reparer	Miranda Harper	06/
	6325	Microbial	TEST_Bacti_Positive				NC	Accepted by	y State	Miranda Harper	06/
	6326	Chem/Radionuclides	TEST_Nitrate_1				NC	Draft with P	reparer	Miranda Harper	06/
	6341		New Job using files		CMDP TEST FI	LE.xml	NC	Draft with P	reparer	Turner Morrison	06/
	6342	Chem/Radionuclides	DBPs				NC	Accepted by	y State	Turner Morrison	06/
	6418		Contaminant Code Te	est			NC	Draft with P	reparer	Turner Morrison	06/
	6419	Chem/Radionuclides	Cont. Code Test				NC	Draft with P	reparer	Turner Morrison	06/
	6459	Chem/Radionuclides	wqp 06202017				NC	Accepted by	y State	Miranda Harper	06/
•	6553		New Job using files		TCRSample_E	DIT .xml	NC	Submitted		Miranda Harper	06/
	6624		New Job using files		ChemSamples	3.xml	NC	Draft with P	reparer	Miranda Harper	07/
	6626		New Job using files		ChemSamples	4.xml	NC	Draft with P	reparer	Miranda Harper	07/
\square	6786		MyTestGroup				NC	Draft with P	reparer	Miranda Harper	07/

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.

me 🔪	PWS Profiles	Laboratory Profile	es Drink	ing Water Sample J	obs Sea	arch Individual Samp	les Syst	em Administration		
b Mainte	enance View									
earch J	Jobs									
ob ID		Created By		Status	Fro	m	То		File Name	
					▼				5 L	Search
rinkina	Water Samp	le Jobs								
🕑 Refre		New Job Send to	Reviewer	Send to Certifier	Certify an	d Submit to State	样 Reject	👗 Remove 🗔	Download Samples	
Job	ID	Sample Cat	egory	Description		File Name		Primacy Agency	Status	Prepare
6321		Microbial		TEST_Bacti_1				NC	Accepted by State	Miranda
6324		Microbial		TEST_BACTI_	repeats			NC	Draft with Preparer	Miranda
6325		Microbial		TEST_Bacti_P	ositive			NC	Accepted by State	Mirand
6326		Chem/Radio	nuclides	TEST_Nitrate_	1			NC	Draft with Preparer	Mirand
6341				New Job usin	g files	CMDP TEST FILE	kml	NC	Draft with Preparer	Turner
6342		Chem/Radio	nuclides	DBPs				NC	Accepted by State	Turner
6418				Contaminant C	ode Test			NC	Draft with Preparer	Turner
6419		Chem/Radio	nuclides	Cont. Code Te	st			NC	Draft with Preparer	Turner
6459		Chem/Radio	nuclides	wqp 0620201	7			NC	Accepted by State	Miranda
6553				New Job usin	g files	TCRSample_EDIT	.xml	NC	Submitted	Miranda
6624				New Job usin	g files	ChemSamples3.	ml	NC	Draft with Reviewer	Miranda
6626				New Job usin	g files	ChemSamples4.x	ml	NC	Draft with Preparer	Miranda

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.

ome	PWS Profiles Laboratory	Profiles Drinking Water Sam	ple Jobs Search Individual S	amples System Administration	on
ob M	aintenance View Job Summa	ıry View - 16572 样 🔪			
Sam	ole Result Operational Data	Job History Validations	Attachments Composite San	nples	
2	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.