Data Submission Guide for CMDP *Disinfection By-Products (TTHM/HAA5)*

(reported through WEB ENTRY form)

Document Instructions

The web entry form used for reporting Disinfection By-Product samples has three distinct sections: general ***Sample Information***, ***Chem/Rad Results*** and ***Field Results and Measurements*** *(Do not use for TTHM/HAA5 reporting).* This guidance document describes how to submit information for **TTHM and HAA5 Disinfection By-Product** samples includes a **Methods Chart** and **examples** of completed sample submissions.

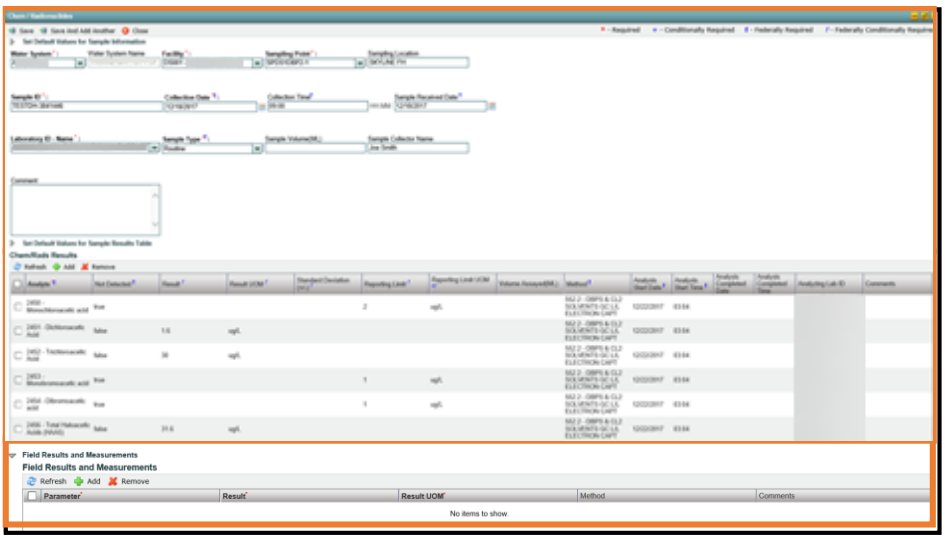
This guidance document highlights the required fields:

- Header fields in **RED** and underlined text are **required** in order to meet federal and state reporting requirements.
- Header fields in **BLUE** and underlined text are *conditionally or situationally required*.
- Header fields in **BLACK text** are not required for a successful data submission.

Samples will be rejected if the required fields are left blank.

Additionally keep in mind:

- Do not base data submissions off the symbols (*, +-, f) and labels located in the upper right section of the sample data entry screen.
- Use drop-down icons (▼) to filter data.
- If you have questions, please contact our CMDP support staff at support@1gec.com.

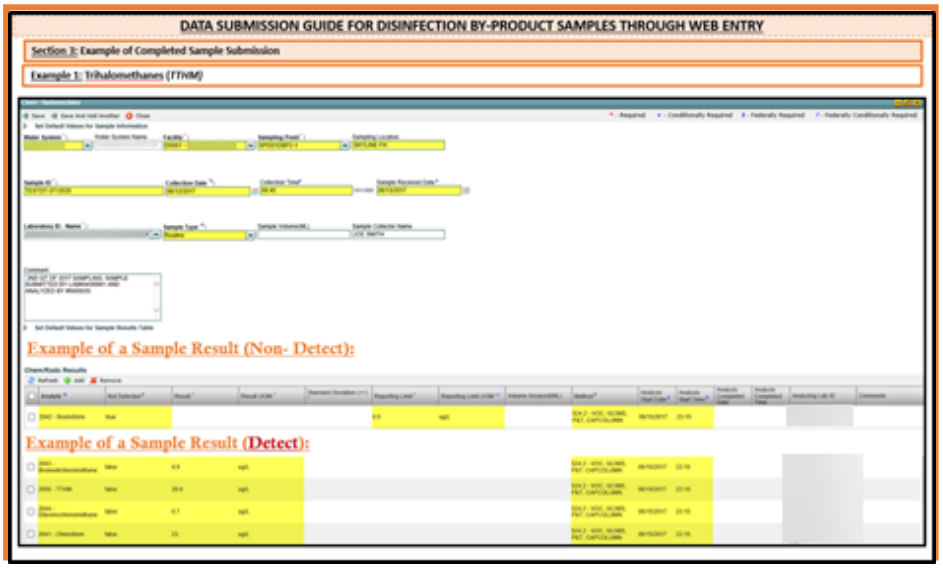


Section 1: Sample Information *(page 2)*

Section 2: Chem/Rad Results *(page 3)*

Methods Chart on page 3

Section 3: Field Results and Measurements *DO NOT USE FOR TTHM/HAA5*



Section 4: Examples of Completed Sample Submissions *(pages 4-5)*

DATA SUBMISSION GUIDE FOR DISINFECTION BY-PRODUCT SAMPLES THROUGH WEB ENTRY

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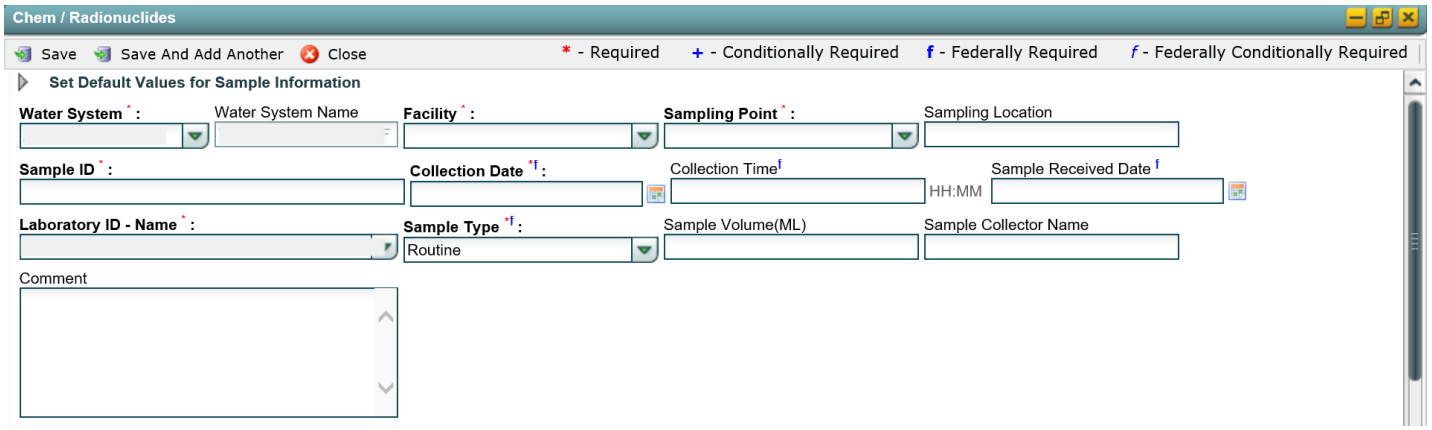
Section 1: Sample Information



Water System ID: Public Water System identification number (PWSID).

Water System Name: This field will auto-populate when the appropriate PWS ID (first field on the left) is entered.
NOTE: *Each water system name has a unique PWSID number. If the name and number on the work order does not match what is listed in CMDP, investigate to ensure accuracy and consistency.*

Facility: Select the appropriate water system facility from where the sample was collected.

Sampling Point: Select the appropriate sample point related to the facility where the sample was collected.
NOTE: *A PWS can potentially have more than one Sampling Point for TTHMs & HAA5s; selecting the appropriate sampling point is very important for this rule. If the PWS did not provide sufficient information to select the appropriate Sampling Point feel free to contact the DW Program.*

Sampling Location: This field must describe the location where the sample was taken from in the distribution system (i.e., 123 Main Street, Health Clinic, etc.). Keep description succinct (numbers, letters, dash/underscore (-_) only).

Sample ID: Lab sample identification number, limit to 20 characters (numbers, letters, dash/underscore (-_) are allowed).

Collection Date: Date sample collected (MM/DD/YY).

Collection Time: Time sample collected (HH:MM).

Sample Received Date: Date sample was received by lab (MM/DD/YY).

Laboratory ID-Name: This field will auto-populate with the appropriate lab submitting data through CMDP or select the lab name from the drop-down menu.

Sample Type: This field will auto-populate with the **Routine** sample type. From the drop-down menu, select the appropriate sample type (i.e., routine, special, etc.).

Sample Volume (ML): Not required (numerical value only).

Sample Collector Name: Name of sample collector, report if information is provided.

Comment: Comments are optional.

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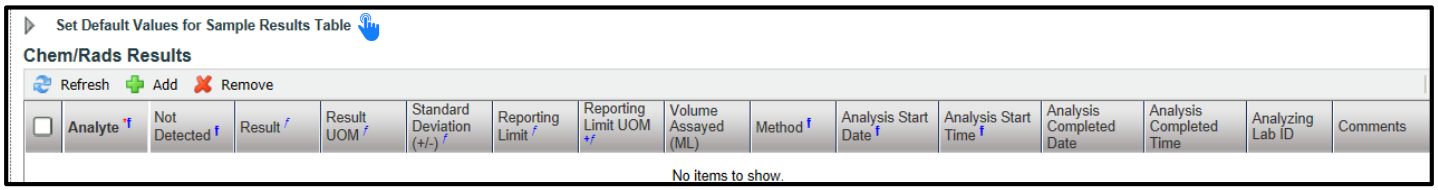
Section 2: Chem/Rad Results



Set Default Values for Sample Results Table: Do NOT use this button to select multiple analytes. The **Analyte Group** field does not contain individual analytes for TTHMs or HAA5s so they will need to be entered directly into the **Chem/Rads Results** table.

Analyte: From the drop-down menu, select the individual sample analytes for the results you are submitting. For a successful TTHM/HAA5 sample submittal, use the lists below for the analyte codes of the individual contaminants and the totals (TTHM=2950 and HAA5=2456).

TIP FOR USERS: *Use the search window to filter the* ***Analyte*** *list by either searching for the name of the analyte or the analyte code*

TTHM ANALYTES	
Analysis Code	**Analyte Name**
2941	CHLOROFORM
2942	BROMOFORM
2943	BROMODICHLORO METHANE
2944	DIBROMOCHLORO METHANE
2950	TTHM

HAA5 ANALYTES	
Analysis Code	**Analyte Name**
2450	MONOCHLOROACETIC ACID
2451	DICHLOROACETIC ACID
2452	TRICHLORACETIC ACID
2453	MONOBROMOACETIC ACID
2454	DIBROMOACETIC ACID
2456	HAA5

Not Detected: This field automatically defaults to a result of a **non-detect** (box will be **checked**) when entering a new sample result. If the contaminant is detected in the sample (level above detection limit) you will need to uncheck this box.
NOTE: *When the user clicks off the individual sample result row,* ***Not Detected*** *values will be listed as true and* ***Detected*** *values will be listed as false.*

Result: Enter the appropriate reported result of the sample *only if* reporting a detect.

Result UOM: From drop-down menu, select the unit of measure for the sample result as appropriate.

Standard Deviation (+/-): Not required but report if applicable.

Reporting Limit: Enter the appropriate reporting limit of the sample.

Reporting Limit UOM: From drop-down menu, select the unit of measure for the reporting limit as appropriate.

Volume Assayed (ML): Not required but report if applicable (numerical value only).

Method: This drop-down list includes methods for ALL chemical/radionuclide analyses and is not filtered by the methods your lab (or subcontracting lab) is certified for. Be sure to verify certification status and select the appropriate method listed in the Methods Chart (shown to the right). Notice that each **Analysis Method Used** by labs is assigned to a specific *reporting code* indicated in the **Report this Method in CDMP** column. Samples will be rejected if users report a code that is not listed on the methods chart.

Methods Chart	
Analysis Method Used	**Report this Method in CDMP**
524.2	524.2-VOC, GC/MS, P&T, CAPCOLUMN
552.2	552.2-DBPS & CL2 SOLVENTS GC L/L ELECTRON CAPT
552.3	552.3-552.3

Analysis Start Date: Date when lab began analysis (MM/DD/YY).

Analysis Start Time: Time when lab began analysis (HH:MM).

Analysis Completed Date: Not required but report if information is available (MM/DD/YY).

Analysis Completed Time: Not required but report if information is available (HH:MM).

Analyzing Lab ID: If the sample was subcontracted to a different lab for analysis, the analyzing lab identification number is required to be reported here.

Comment: Not required.

Section 3: Field Results and Measurements

REMINDER! This section should **NOT** be used for Chemical/Radionuclide sample submittals. Please leave fields blank.

Section 4: Example of Completed Sample Submission

Example 1: Trihalomethanes (TTHM)

Chem / Radionuclides

Save | Save And Add Another | Close

* - Required + - Conditionally Required f - Federally Required f - Federally Conditionally Required

Set Default Values for Sample Information

Water System * :	Water System Name	Facility * :	Sampling Point * :	Sampling Location
		DS001 - DS WATER LAKE	SPDS1DBP2-1	SKYLINE FH

Sample ID * :	Collection Date *f :	Collection Time f		Sample Received Date f
TESTDT-3713535	06/12/2017	09:45	HH:MM	06/13/2017

Laboratory ID - Name * :	Sample Type *f :	Sample Volume(ML)	Sample Collector Name
	Routine		JOE SMITH

Comment

2ND QT OF 2017 SAMPLING. SAMPLE SUBMITTED BY LAB#AK00961 AND ANALYZED BY #IN00035.

Set Default Values for Sample Results Table

Example of a Sample Result (Non- Detect):

Chem/Rads Results

Refresh | Add | Remove

Analyte *f	Not Detected f	Result f	Result UOM f	Standard Deviation (+/-) f	Reporting Limit f	Reporting Limit UOM *f	Volume Assayed(ML)	Method f	Analysis Start Date f	Analysis Start Time f	Analysis Completed Date	Analysis Completed Time	Analyzing Lab ID	Comments
2942 - Bromoform	true				0.5	ug/L		524.2 - VOC, GC/MS, P&T, CAPCOLUMN	06/15/2017	23:15				

Example of a Sample Result (Detect):

2943 - Bromodichloromethane	false	4.9	ug/L					524.2 - VOC, GC/MS, P&T, CAPCOLUMN	06/15/2017	23:15				
2950 - TTHM	false	28.6	ug/L		0.5	ug/L		524.2 - VOC, GC/MS, P&T, CAPCOLUMN	06/15/2017	23:15				
2944 - Dibromochloromethane	false	0.7	ug/L		1	ug/L		524.2 - VOC, GC/MS, P&T, CAPCOLUMN	06/15/2017	23:15				
2941 - Chloroform	false	23	ug/L		0.5	ug/L		524.2 - VOC, GC/MS, P&T, CAPCOLUMN	06/15/2017	23:15				

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Section 4: Example of Completed Sample Submission

Example 2: Haloacetic Acids (HAA5)

Chem / Radionuclides

Save | Save And Add Another | Close

* - Required + - Conditionally Required f - Federally Required f - Federally Conditionally Required

Set Default Values for Sample Information

Water System *	Water System Name	Facility *	Sampling Point *	Sampling Location
		DS001 - DS WATER LAKE	SPDS1DBP2-1	SKYLINE FH

Sample ID *	Collection Date *f	Collection Time f		Sample Received Date f
TESTDT-3713535	06/12/2017	09:45	HH:MM	06/13/2017

Laboratory ID - Name *	Sample Type *f	Sample Volume(ML)	Sample Collector Name
	Routine		JOE SMITH

Comment

2ND QT OF 2017 SAMPLING. SAMPLE SUBMITTED BY LAB#AK00961 AND ANALYZED BY #IN00035.

Set Default Values for Sample Results Table

Example of a Sample Result (Non- Detect):

Chem/Rads Results

Refresh | Add | Remove

Analyte *f	Not Detected f	Result /	Result UOM /	Standard Deviation (+/-) /	Reporting Limit /	Reporting Limit UOM */	Volume Assayed(ML)	Method f	Analysis Start Date f	Analysis Start Time f	Analysis Completed Date	Analysis Completed Time	Analyzing Lab ID	Comments
2453 - Monobromoacetic acid	true				1	ug/L		552.2 - DBPS & CL2 SOLVENTS GC L/L ELECTRON CAPT	06/16/2017	09:41				
2454 - Dibromoacetic acid	true				1	ug/L		552.2 - DBPS & CL2 SOLVENTS GC L/L ELECTRON CAPT	06/16/2017	09:41				
2450 - Monochloroacetic acid	true				2	ug/L		552.2 - DBPS & CL2 SOLVENTS GC L/L ELECTRON CAPT	06/16/2017	09:41				

Example of a Sample Result (Detect):

2451 - Dichloroacetic Acid	false	11	ug/L		0.5	ug/L		552.2 - DBPS & CL2 SOLVENTS GC L/L ELECTRON CAPT	06/16/2017	09:41			
2452 - Trichloroacetic Acid	false	20	ug/L		1	ug/L		552.2 - DBPS & CL2 SOLVENTS GC L/L ELECTRON CAPT	06/16/2017	09:41			
2456 - Total Haloacetic Acids (HAA5)	false	31	ug/L		0.5	ug/L		552.2 - DBPS & CL2 SOLVENTS GC L/L ELECTRON CAPT	06/16/2017	09:41			