Data Submission Guide for CMDP *Chemical/Radionuclide Samples*

(reported through EXCEL TEMPLATE)

Document Instructions

The Excel template used for reporting Chemical/Radionuclide samples has three sections: general **Sample Information**, **Chem/Rad Results,** and **Field Results and Measurements** (do not use this section for Chem/Rad reporting). This guidance document describes how to submit information for **Chemical** and/or **Radionuclide** samples and includes a **Methods Chart** and **examples** of a 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.

Sample data will be rejected if the required fields are left blank.

Additionally keep in mind:

- Use drop-down icons (▾) to filter data.
- If you have questions, please contact our CMDP support staff at support@1gec.com.

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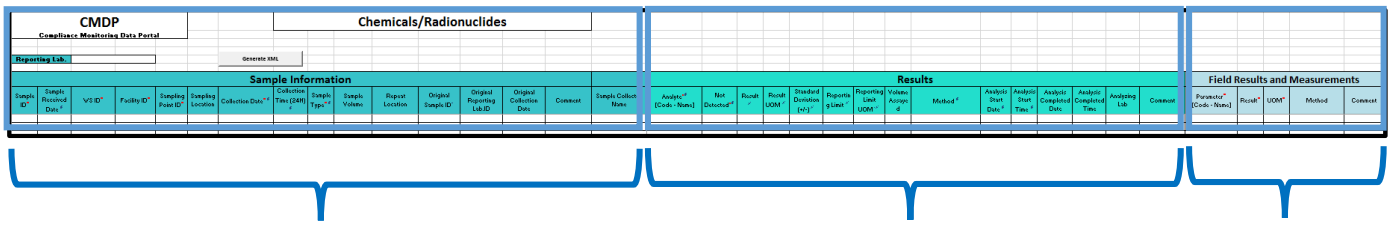
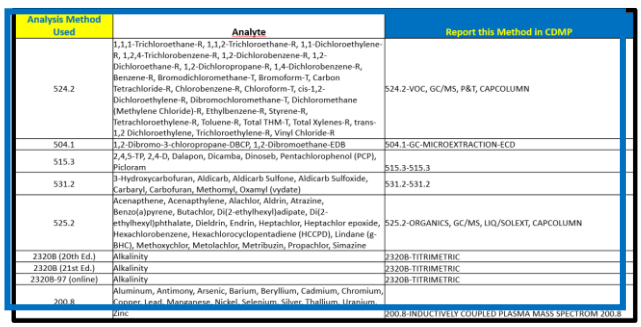


Section 1: Sample Information *(page 2)*

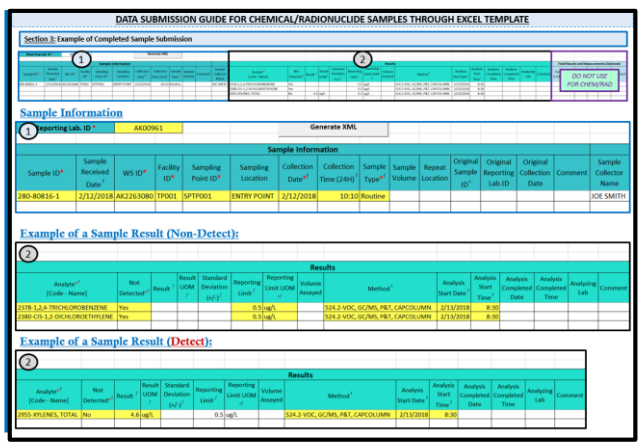
Section 2: Chem/Rad Results *(page 3)*

Section 3: Field Results and Measurements *DO NOT USE FOR CHEM/RAD*



Analysis Method Used	Analyte	Report this Method in CDMP
524.2	1,1,1-Trichloroethane-R, 1,1,2-Trichloroethane-R, 1,1-Dichloroethylene-R, 1,2,4-Trichlorobenzene-R, 1,2-Dichlorobenzene-R, 1,2-Dichloroethane-R, 1,2-Dichloropropane-R, 1,4-Dichlorobenzene-R, Benzene-R, Bromodichloromethane-T, Bromoform-T, Carbon Tetrachloride-R, Chlorobenzene-R, Chloroform-T, cis-1,2-Dichloroethylene-R, Dibromochloromethane-T, Dichloromethane (Methylene Chloride)-R, Ethylbenzene-R, Styrene-R, Tetrachloroethylene-R, Toluene-R, Total THM-T, Total Xylenes-R, trans-1,2 Dichloroethylene, Trichloroethylene-R, Vinyl Chloride-R	524.2-VOC, GC/MS, P&T, CAPCOLUMN
504.1	1,2-Dibromo-3-chloropropane-DBCP, 1,2-Dibromoethane-EDB	504.1-GC-MICROEXTRACTION-ECD
515.3	2,4,5-TP, 2,4-D, Dalapon, Dicamba, Dinoseb, Pentachlorophenol (PCP), Picloram	515.3-515.3
531.2	3-Hydroxycarbofuran, Aldicarb, Aldicarb Sulfone, Aldicarb Sulfoxide, Carbaryl, Carbofuran, Methomyl, Oxamyl (vydate)	531.2-531.2
525.2	Acenapthene, Acenapthylene, Alachlor, Aldrin, Atrazine, Benzo(a)pyrene, Butachlor, Di(2-ethylhexyl)adipate, Di(2-ethylhexyl)phthalate, Dieldrin, Endrin, Heptachlor, Heptachlor epoxide, Hexachlorobenzene, Hexachlorocyclopentadiene (HCCPD), Lindane (g-BHC), Methoxychlor, Metolachlor, Metribuzin, Propachlor, Simazine	525.2-ORGANICS, GC/MS, LIQ/SOLEXT, CAPCOLUMN
2320B (20th Ed.)	Alkalinity	2320B-TITRIMETRIC
2320B (21st Ed.)	Alkalinity	2320B-TITRIMETRIC
2320B-97 (online)	Alkalinity	2320B-TITRIMETRIC
200.8	Aluminum, Antimony, Arsenic, Barium, Beryllium, Cadmium, Chromium, Copper, Lead, Manganese, Nickel, Selenium, Silver, Thallium, Uranium, Zinc	200.8-INDUCTIVELY COUPLED PLASMA MASS SPECTROM 200.8

Methods Chart on pages 4-5



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

DATA SUBMISSION GUIDE FOR CHEMICAL/RADIONUCLIDE SAMPLES THROUGH EXCEL TEMPLATE

Header fields in **RED** and underlined text below 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.

Section 1: Sample Information

CMDP
Compliance Monitoring Data Portal

Chemicals/Radionuclides

Reporting Lab. ID *

Generate XML

Sample Information															
Sample ID*	Sample Received Date f	WS ID*	Facility ID*	Sampling Point ID*	Sampling Location	Collection Date*f	Collection Time (24H) f	Sample Type*f	Sample Volume	Repeat Location	Original Sample ID+	Original Reporting Lab.ID	Original Collection Date	Comment	Sample Collector Name

Reporting Lab. ID: Lab identification number.

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

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

WS ID: Public Water System identification number (PWSID).
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 ID: Facility identification number where sample was collected.

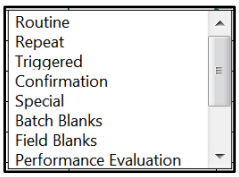
Sampling Point ID: Sample Point identification number related to the facility where the sample was collected.

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

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

Collection Time (24H): Time sample collected (HH:MM).

Sample Type: Type of sample to be submitted. From the drop-down menu (pictured below), select the appropriate sample type (i.e., routine, confirmation, special, etc.).



Sample Volume: Not required (numerical value only).

Repeat Location: Do NOT report data in this field.

Original Sample ID: If reporting a confirmation sample, be sure to enter the lab **Sample ID** number of the original sample collected.

Original Reporting Lab. ID: Not required but report if information if available.

Original Collection Date: Not required but report if information if available (MM/DD/YY).

Comment: Optional.

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

DATA SUBMISSION GUIDE FOR CHEMICAL/RADIONUCLIDE SAMPLES THROUGH EXCEL TEMPLATE

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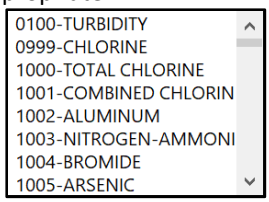
Header fields in **BLUE** and underlined text are *conditionally or situationally required*.
Header fields in **BLACK text** are not required for a successful data submission.

Section 2: Chem/Rad Results

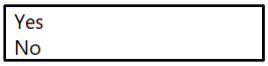
Results														
Analyte*f [Code - Name]	Not Detected*f	Result f	Result UOM f	Standard Deviation (+/-) f	Reporting Limit f	Reporting Limit UOM *f	Volume Assayed	Method f	Analysis Start Date f	Analysis Start Time f	Analysis Completed Date	Analysis Completed Time	Analyzing Lab	Comment

Analyte [Code-Name]: From the drop-down menu (pictured below), select the analytes you are submitting results for as appropriate.



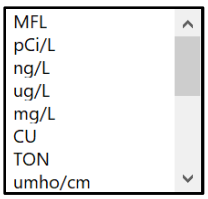
NOTE: *This list will NOT filter by the analytes your lab (or lab that you have subcontracted with) is certified for so be sure to verify the certification information (outside of CMDP) prior to data submission.*

Not Detected: From the drop-down menu (pictured below), select whether the contaminant was **Not Detected** (select **Yes**) or **Detected** (select **No**) in the analyzed sample.



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

Result UOM: From the drop-down menu (pictured below), 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 analyte.

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

Volume Assayed: 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 analytes your lab (or subcontracting lab) is certified for. Be sure to verify certification status and select the appropriate method listed in the Methods Chart (see chart on pages 4-5). Notice that each **Analysis Method Used** by labs is assigned to a specific *reporting code* indicated in the **Report this Method in CMDP** column. Samples will be rejected if users report a code that is not listed on the methods chart.

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: Optional.

Section 3: Field Results and Measurements

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

Field Results and Measurements (Optional) (* - Field required for record to exist)				
Parameter* [Code - Name]	Result*	UOM*	Method	Comment

CHEMICAL/RADIONUCLIDE SAMPLES METHODS CHART

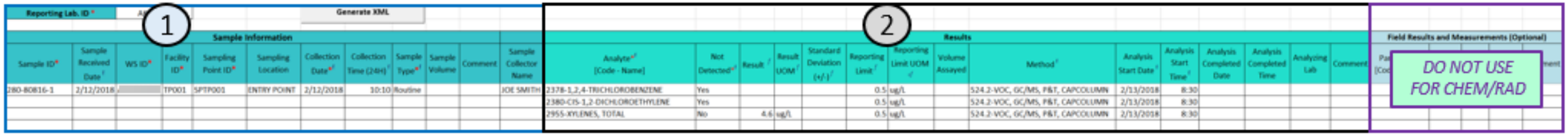
Analysis Method Used	Analyte	Report this Method in CMDP
524.2	1,1,1-Trichloroethane-R, 1,1,2-Trichloroethane-R, 1,1-Dichloroethylene-R, 1,2,4-Trichlorobenzene-R, 1,2-Dichlorobenzene-R, 1,2-Dichloroethane-R, 1,2-Dichloropropane-R, 1,4-Dichlorobenzene-R, Benzene-R, Bromodichloromethane-T, Bromoform-T, Carbon Tetrachloride-R, Chlorobenzene-R, Chloroform-T, cis-1,2-Dichloroethylene-R, Dibromochloromethane-T, Dichloromethane (Methylene Chloride)-R, Ethylbenzene-R, Styrene-R, Tetrachloroethylene-R, Toluene-R, Total THM-T, Total Xylenes-R, trans-1,2 Dichloroethylene, Trichloroethylene-R, Vinyl Chloride-R	524.2-VOC, GC/MS, P&T, CAPCOLUMN
504.1	1,2-Dibromo-3-chloropropane-DBCP, 1,2-Dibromoethane-EDB	504.1-GC-MICROEXTRACTION-ECD
515.3	2,4,5-TP, 2,4-D, Dalapon, Dicamba, Dinoseb, Pentachlorophenol (PCP), Picloram	515.3-515.3
531.2	3-Hydroxycarbofuran, Aldicarb, Aldicarb Sulfone, Aldicarb Sulfoxide, Carbaryl, Carbofuran, Methomyl, Oxamyl (vydate)	531.2-531.2
525.2	Acenapthene, Acenapthylene, Alachlor, Aldrin, Atrazine, Benzo(a)pyrene, Butachlor, Di(2-ethylhexyl)adipate, Di(2-ethylhexyl)phthalate, Dieldrin, Endrin, Heptachlor, Heptachlor epoxide, Hexachlorobenzene, Hexachlorocyclopentadiene (HCCPD), Lindane (g-BHC), Methoxychlor, Metolachlor, Metribuzin, Propachlor, Simazine	525.2-ORGANICS, GC/MS, LIQ/SOLEXT, CAPCOLUMN
2320B (20th Ed.)	Alkalinity	2320B-TITRIMETRIC
2320B (21st Ed.)	Alkalinity	2320B-TITRIMETRIC
2320B-97 (online)	Alkalinity	2320B-TITRIMETRIC
200.8	Aluminum, Antimony, Arsenic, Barium, Beryllium, Cadmium, Chromium, Copper, Lead, Manganese, Nickel, Selenium, Silver, Thallium, Uranium, Zinc	200.8-INDUCTIVELY COUPLED PLASMA MASS SPECTROM 200.8
100.2	Asbestos	100.2-TRANSMISSION ELECTRON MICROSCOPY
300.1	Bromate	300.1-ION CHROMATOGRAPHY
317	Bromate, Chlorite	317-317
300.0	Bromide, Chlorate, Chloride, Chlorite, Fluoride, Nitrate-N, Nitrite-N, Nitrate-Nitrite as N, Ortho-phosphate, Sulfate	300.0-ION CHROMATOGRAPHY
200.7	Calcium, Iron, Magnesium, Potassium, Sodium, Aluminum, Barium, Beryllium, Cadmium, Calcium, Chromium, Copper, Iron, Magnesium, Manganese, Nickel, Potassium, Silver, Sodium	200.7-INDUCTIVELY COUPLED PLASMA
505	Chlordane, PCB monitoring, Toxaphene	505-PESTICIDES, PCB, GC, MICROEXTRACT
2120B (20th Ed.)	Color	2120B-VISUAL COMPARISON METHOD
2120B (21st Ed.)	Color	2120B-VISUAL COMPARISON METHOD
2120B (22nd Ed.)	Color	2120B-VISUAL COMPARISON METHOD
2510B (20th Ed.)	Conductivity	2510B-CONDUCTANCE @ 25C
2510B (21st Ed.)	Conductivity	2510B-CONDUCTANCE @ 25C
2510B (22nd Ed.)	Conductivity	2510B-CONDUCTANCE @ 25C
2510B-97 (online)	Conductivity	2510B-CONDUCTANCE @ 25C
335.4	Cyanide	335.4-SPECTROPHOTOMETRIC SEMI-AUTOMATED
4500-CN-C (21st Ed.)	Cyanide	4500CN-C-AMENABLE SPECTROPHOTOMETRIC
4500-CN-C (online)	Cyanide	4500CN-C-AMENABLE SPECTROPHOTOMETRIC
4500-CN-E (21st Ed.)	Cyanide	4500CN-E-SPECTROPHOTOMETRIC, MANUAL
4500-CN-E (online)	Cyanide	4500CN-E-SPECTROPHOTOMETRIC, MANUAL
552.2	Dibromoacetic acid, Dichloroacetic acid, Monobromoacetic acid, Monochloroacetic acid, Total Haloacetic Acids, Trichloroacetic acid	552.2-DBPS & CL2 SOLVENTS GC L/L ELECTRON CAPT
552.3	Dibromoacetic acid, Dichloroacetic acid, Monobromoacetic acid, Monochloroacetic acid, Total Haloacetic Acids, Trichloroacetic acid	552.3-552.3
1613	Dioxin (2,3,7,8-TCDD)	1613-HIGH RES GCMS-CAPCOL- L/L EXTRACTION
549.2	Diquat, Paraquat	549.2-549.2
5310B (21st Ed.)	Dissolved Organic Carbon (DOC), Total Organic Carbon (TOC)	5310B-HIGH TEMPERATURE COMBUSTION METHOD
5310C (20th Ed.)	Dissolved Organic Carbon (DOC), Total Organic Carbon (TOC)	5310C-PERSULFATE-ULTRAVIOLET OR OXIDATION
5310C (21st Ed.)	Dissolved Organic Carbon (DOC), Total Organic Carbon (TOC)	5310C-PERSULFATE-ULTRAVIOLET OR OXIDATION
548.1	Endothall	548.1-GC-L/S EXTRACTION-ELECTRON CAPTURE DETEC
4500-F-C (22nd Ed.)	Fluoride	4500F-C-POTENTIOMETER ION SELECTIVE ELECTRODE
4500-F-C (online)	Fluoride	4500F-C-POTENTIOMETER ION SELECTIVE ELECTRODE
901.1	Gamma/Photon emitters	901.1-901.1
547	Glyphosphate	547-HIGH PERF LIQ CHROM-POST COL REACTOR-FLU
7110B (22nd Ed.)	Gross alpha evaporation, Gross beta evaporation	7110B-EVAPORATION METHOD FOR GROSS ALPHA-BETA
900.0	Gross alpha, Gross beta	900 -EVAPORATION METHOD FOR GROSS ALPHA-BETA

CHEMICAL/RADIONUCLIDE SAMPLES METHODS CHART

Analysis Method Used	Analyte	Report this Method in CMDP
2340B (20th Ed.)	Hardness	2340B-HARDNESS IN WATER BY EDTA TITRATION
2340B (22nd Ed.)	Hardness	2340B-HARDNESS IN WATER BY EDTA TITRATION
2340B (online.)	Hardness	2340B-HARDNESS IN WATER BY EDTA TITRATION
5540C (20th Ed.)	MBAS-Foaming Agents	5540C-Methylene Blue Active Substances (MBAS)
245.1	Mercury	245.1-MANUAL COLD VAPOR TECHNIQUE
4500-NO3-D (20th Ed.)	Nitrate	4500NO3-D-ION SELECTIVE ELECTRODE
4500-NO3-E (20th Ed.)	Nitrate-N, Nitrate-Nitrite as N	4500NO3-E-CADMIUM REDUCTION, MANUAL
HACH 10206 (Jan. 2011)	Nitrate-N, Nitrate-Nitrite as N	HACH 10206-HACH 10206
353.2	Nitrate-N, Nitrate-Nitrite as N, Nitrite-N	353.2-CADMIUM REDUCTION, AUTOMATED
4500-NO3-F (21st Ed.)	Nitrate-N, Nitrite-N	4500NO3-F-CADMIUM REDUCTION, AUTOMATED
4500-NO2-B (20th Ed.)	Nitrite-N	4500NO2-B-SPECTROPHOTOMETRIC, MANUAL
2150B (21st Ed.)	Odor	2150B-Threshold Odor Test
4500-P-E (20th Ed.)	Ortho-phosphate	4500P-E-COLORIMETRIC, MANUAL
4500-P-E (21st Ed.)	Ortho-phosphate	4500P-E-COLORIMETRIC, MANUAL
150.1	pH	150.1-ELECTROMETRIC-INDIVIDUAL MEASUREMENT
4500-H-B (20th Ed.)	pH	4500H-B-ELECTROMETRIC-ONLINE MEASUREMENT
4500-H-B (21st Ed.)	pH	4500H-B-ELECTROMETRIC-ONLINE MEASUREMENT
4500-H-B-00 (online)	pH	4500H-B-ELECTROMETRIC-ONLINE MEASUREMENT
7500Ra-B (22nd Ed.)	Radium 226	7500-RAB-PRECIPITATION METHOD FOR RADIUM
7500Ra-D (22nd Ed.)	Radium 228	7500-RAD-SEQUENTIAL PRECIPITATION METHOD FOR RADI
903.0	Radium-226	903.0-PRECIPITATION METHOD FOR RADIUM
903.1	Radium-226	903.1-PRECIPITATION METHOD FOR RADIUM
904.0	Radium-228	904.0-SEQUENTIAL PRECIPITATION METHOD FOR RADI
905.0	Strontium-89, 90	905.0-LIQUID SCINTILLATION SPECTROPHOTOMETRIC
2540C (20th Ed.)	TDS	2540C-Total Dissolved Solids Dried at 180 deg C
2540C (21st Ed.)	TDS	2540C-Total Dissolved Solids Dried at 180 deg C
2540C (22nd Ed.)	TDS	2540C-Total Dissolved Solids Dried at 180 deg C
2540C-97 (online)	TDS	2540C-Total Dissolved Solids Dried at 180 deg C
906.0	Tritium LSC	906-LIQUID SCINTILLATION SPECTROPHOTOMETRIC
180.1	Turbidity	180.1-180.1
2130B (20th Ed.)	Turbidity	2130B-NEPHELOMETRIC
2130B (21st Ed.)	Turbidity	2130B-NEPHELOMETRIC
5910B (22nd Ed.)	UV 254	5910B-ULTRAVIOLET ABSORPTION METHOD

DATA SUBMISSION GUIDE FOR CHEMICAL/RADIONUCLIDE SAMPLES THROUGH EXCEL TEMPLATE

Section 4: Example of Completed Sample Submission



Sample Information

1

Reporting Lab. ID *	AK00961	Generate XML

Sample Information

Sample ID*	Sample Received Date f	WS ID*	Facility ID*	Sampling Point ID*	Sampling Location	Collection Date*f	Collection Time (24H) f	Sample Type*f	Sample Volume	Repeat Location	Original Sample ID+	Original Reporting Lab.ID	Original Collection Date	Comment	Sample Collector Name
280-80816-1	2/12/2018		TP001	SPTP001	ENTRY POINT	2/12/2018	10:10	Routine							JOE SMITH

Example of a Sample Result (Non-Detect):

2

Results

Analyte*f [Code - Name]	Not Detected*f	Result f	Result UOM f	Standard Deviation (+/-)f	Reporting Limit f	Reporting Limit UOM +f	Volume Assayed	Method f	Analysis Start Date f	Analysis Start Time f	Analysis Completed Date	Analysis Completed Time	Analyzing Lab	Comment
2378-1,2,4-TRICHLOROBENZENE	Yes				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	2/13/2018	8:30				
2380-CIS-1,2-DICHLOROETHYLENE	Yes				0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	2/13/2018	8:30				

Example of a Sample Result (Detect):

2

Results

Analyte*f [Code - Name]	Not Detected*f	Result f	Result UOM f	Standard Deviation (+/-)f	Reporting Limit f	Reporting Limit UOM +f	Volume Assayed	Method f	Analysis Start Date f	Analysis Start Time f	Analysis Completed Date	Analysis Completed Time	Analyzing Lab	Comment
2955-XYLENES, TOTAL	No	4.6	ug/L		0.5	ug/L		524.2-VOC, GC/MS, P&T, CAPCOLUMN	2/13/2018	8:30				