

# Data Submission Guide for CMDP LT2 E. coli Samples (reported through WEB ENTRY form)

## Document Instructions

The web entry form used for reporting LT2 E. coli samples has three distinct sections: general **Sample Information**, **Microbial Results** and **Field Results and Measurements** (*Do not use for LT2 E.coli reporting*). This guidance document describes how to submit E. coli samples for systems who are covered under LT2 requirements (specified in the Long Term 2 Enhanced Surface Water Treatment Rule) and includes the **Methods Chart** and an **example** of a completed sample submission.

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](mailto:support@1gec.com).

## Table of Contents

The screenshot shows the 'Microbial' data entry form. The 'Sample Information' section is highlighted with a bracket on the right, corresponding to 'Section 1: Sample Information (page 2)'. Fields include Water System Name (IND01 - IN), Sampling Point (SPIN001), Sampling Location (LT2 RAW WATER SPIN00), Collection Date (03/06/2018), Collection Time (10:10), Sample Received Date (03/07/2018), Sample Type (Routine), and Sample Volume (100). The 'Microbial Analytes Results' table shows one entry for '3014 - E. Coli' with a count of 'Absent' and a volume of '100'. The 'Field Results and Measurements' section is empty.

**Section 1: Sample Information**  
(page 2)

**Section 2: Microbial Results**  
(page 3)  
*Methods Chart on page 3*

**Section 3: Field Results and Measurements**  
*DO NOT USE FOR LT2*

The screenshot shows the 'Microbial' data entry form with an example submission. The 'Sample Information' section is highlighted with a bracket on the right, corresponding to 'Section 4: Example of a Completed Sample Submission (page 4)'. Fields include Water System Name (IND01 - IN), Sampling Point (SPIN001), Sampling Location (LT2 RAW WATER SPIN00), Collection Date (03/06/2018), Collection Time (10:10), Sample Received Date (03/07/2018), Sample Type (Routine), and Sample Volume (100). The 'Microbial Analytes Results' table shows two entries: '3014 - E. Coli' with a count of 'Absent' and '3014 - E. Coli' with a count of 'Present' and a 'Most probable Number' of '1'. The 'Field Results and Measurements' section is empty.

**Section 4: Example of a Completed Sample Submission**  
(page 4)

# DATA SUBMISSION FOR LT2 E. COLI SAMPLES THROUGH WEB ENTRY

Header fields in **RED and underlined text** below are **required** in order to meet federal and state reporting requirements.

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## Section 1: Sample Information

The screenshot shows a web-based data entry form titled "Microbial". The form has a menu bar with "Save", "Save And Add Another", and "Close". Below the menu bar, there are status indicators: "- Required", "+ - Conditionally Required", "f - Federally Required", and "f - Federally Conditionally Required". The main section is titled "Set Default Values for Sample Information". It contains several input fields with red asterisks indicating required fields: "Water System ID", "Water System Name", "Facility", "Sampling Point", "Sampling Location", "Sample ID", "Collection Date", "Collection Time", "Sample Received Date", "Laboratory ID - Name", "Sample Type", "Sample Volume (ML)", and "Sample Collector Name". The "Sample Type" field is currently set to "Routine". There is also a "Comment" field with a text area and scrollbars.

**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. The source facility for a surface water (SW) system is called an intake and the facility code will start with an "IN". If the PWS has multiple intakes be sure to select the correct one associated with the sample. Meanwhile, the source facility for a ground water under the direct influence of surface water (GWUDI) system is called a well and the facility code will start with a "WL".

**Sampling Point**: Select the appropriate sample point related to the intake (SW) or well (GWUDI) facility where the sample was collected.

**Sampling Location**: This field must describe the location where the sample was taken (i.e., raw water). Keep description succinct (numbers, letters, dash/underscore (-\_) only).

**NOTE**: Add "LT2" to the beginning of the sample location listed on the lab chain of custody (COC) if the system does not include it.

**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. Leave as is.

**Sample Volume (ML)**: Volume of sample analyzed (numerical value only).

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

**Comment**: Optional.

# DATA SUBMISSION FOR LT2 E. COLI SAMPLES THROUGH WEB ENTRY

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## Section 2: Microbial Results

Set Default Values for Sample Results Table

### Microbial Analytes Results

Refresh Add Remove

<input type="checkbox"/>	Analyte ↑	A/P ↑	Count	Units	Volume (ML)	Interferenc	Volume Assayed (ML) ↑	Method ↑	Analysis Start Date ↑	Analysis Start Time ↑	Analysis Completed Date	Analysis Completed Time	Analyzing Lab ID	Source Type	Comments
No items to show.															

**Analyte:** From drop-down menu, select **3014= E. coli**.

**A/P:** From drop-down menu (pictured below), select whether the contaminant was **Present** or **Absent** in the analyzed sample.

If **No E.coli** found in sample, report the sample as **Absent**.

**NOTE:** If **absent**, a Comment is required with the sample result. Refer to the Comments field (at the bottom of this page) for future details.

If **Any E.coli** found in sample, report the sample as **Present** and record the result under the **Count** field.

**Count:** If the result is **Absent**, do NOT enter data into this field.

If the result is **Present**, enter the count of *E.coli* in the sample.

**Units:** From drop-down menu, select either the **Most probable Number** or **Colonies** for the sample result as appropriate.

If the result is **Absent**, do NOT enter data into this field.

If the result is **Present**, select the appropriate units of measure for the sample result.

**Volume (ML):** Not required but report if information is available.

**Interference:** Not required but report if applicable.

**Volume Assayed (ML):** Volume of sample analyzed (numerical value only).

**Method:** This drop-down list includes methods for ALL microbial 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 (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 CMDP** 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 CMDP
9223 B Colilert-18 MPN	9223B-QT-COLILERT-QUANTITRAY
9223 B Colilert MPN	9223B-QT-COLILERT-QUANTITRAY
MF (mColiBlue 24 MPN)	M-COLIBLUE24-M-COLIBLUE24

**NOTE:** Methods that only report a Presence/Absence result are NOT approved for LT2 samples.

**Analysis Start Date:** Date sample was placed in the incubator and lab began analysis (MM/DD/YY).

**Analysis Start Time:** Time sample was placed in the incubator and 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.

**Source Type:** Not required but report if information is available.

**Comments:** For samples where *E. coli* is **NOT present**, submit the method detection limit (MDL) for the analysis through this field.

**NOTE:** Do NOT use the less than (<) symbol in the comment field. **Example:** MDL is less than 1 *E. coli*/100 mL.

## Section 3: Field Results and Measurements

**REMINDER!** This section (pictured to right) should **NOT** be used for LT2 sample submittals. Please leave fields blank.

Field Results and Measurements

### Field Results and Measurements

Refresh Add Remove

<input type="checkbox"/>	Parameter	Result	Result UOM	Method	Comments
No items to show.					

Section 4: Example of Completed Sample Submission

Microbial

Save Save And Add Another Close \* - Required + - Conditionally Required f - Federally Required f - Federally Conditionally Required

Set Default Values for Sample Information

Water System Id : Water System Name Facility : Sampling Point : Sampling Location  
 [Dropdown] [Text] IN001 [Dropdown] SPIN001 [Dropdown] LT2 RAW WATER SPIN00

Sample ID : Collection Date : Collection Time : Sample Received Date :  
 1180898001 03/06/2018 10:10 03/07/2018

Laboratory ID - Name : Sample Type : Sample Volume(ML) : Sample Collector Name  
 [Dropdown] Routine 100 SAM SMITH

Comment

Set Default Values for Sample Results Table

Microbial Analytes Results

**Example of LT2 E. coli Absent Sample:**

Refresh Add Remove

<input type="checkbox"/>	Analyte <sup>f</sup>	A/P <sup>f</sup>	Count	Units	Volume (ML)	Interference	Volume Assayed (ML) <sup>f</sup>	Method <sup>f</sup>	Analysis Start Date <sup>f</sup>	Analysis Start Time <sup>f</sup>	Analysis Completed Date	Analysis Completed Time	Analyzing Lab ID	Source Type	Comments
<input type="checkbox"/>	3014 - E. Coli	Absent					100	9223B-QT - COLILERT - QUANTITRA	03/07/2018	10:20					MDL is less than 1 E.coli/100 mL.

**Example of LT2 E. coli Present Sample:**

<input type="checkbox"/>	3014 - E. Coli	<b>Present</b>	1	Most probable Number			100	9223B-QT - COLILERT - QUANTITRA	03/07/2018	10:20					
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