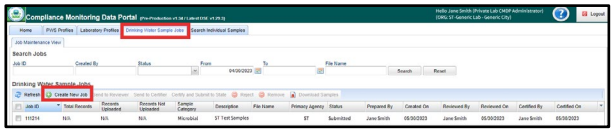
CMDP User Guide – Web Entry Sample Validation & Submission Process

This guide provides step-by-step instructions for creating, validating, and submitting sample jobs in the **Compliance Monitoring Data Portal (CMDP)** using the **Web Entry method**. It also explains how to review and resolve validation errors, as well as how to manage samples that are rejected by the State.

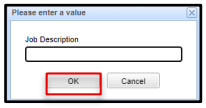
Part I: Upload Sample Job Information



1. Sample Jobs

- Go to the **Drinking Water Sample Jobs** tab and select **Create New Job**.





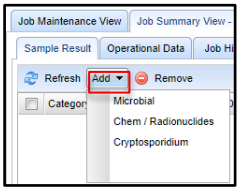
2. Create New Job

- Choose **Enter a group of samples**.
- Enter a name in the **Job Description** field.
- Click **OK**.

Tip: Use a consistent naming convention for your jobs. This will help your organization maintain data consistency and easily track submitted samples and results.

3. Add Sample Result

- Open the **Sample Result** sub-tab. Select the **Add** drop-down menu and choose the type of sample submission:
  - **Microbial**
  - **Chem/Radionuclides**
  - **Cryptosporidium**



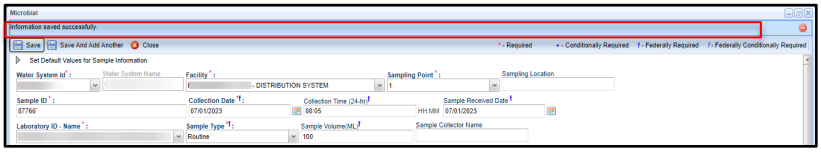
4. Enter the sample and result information

Important: Before uploading, confirm that the correct **Analysis Method** is reported and a **Sampling Location** is entered. These are state-required fields.

5. Save Web Entry Form

- When finished, click **Save** in the upper-left corner of the Web Entry form.
- If all federally required fields are entered correctly, a blue bar will appear across the top with the message:
  "Information saved successfully."

Submission Entered Successfully



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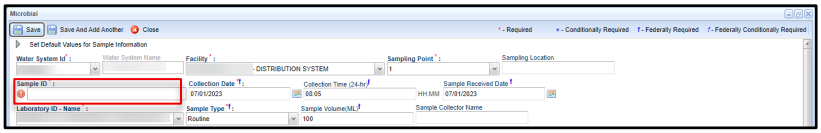
Submission Entered Unsuccessfully



- Fields marked with an asterisk (*) are **federally required**.
- If one of these fields is left blank, CMDP will display a **warning icon next** to the missing field (see screenshot above).
- You **must correct the error** before the sample job can be successfully submitted.

Part II: Review Validations Tab

1. Access the Validation Tab

- After entering sample/result information into CMDP, review the **Validations tab** to check for any errors. This is an important step because addressing errors here will reduce the number of rejections issued by the State.

2. Validate Results

- Review If "**No items to show**" appears in **Section A**, no validation errors were identified.
  ✅ You may proceed with submitting the sample/results to the State.
- If one or more messages appear in **Section A**, validation errors are identified.
  ⚠️ You must correct the listed errors before submitting the sample/results to the State.
- Errors must be corrected before submitting the sample/results.

Note: The *"No items to show"* message is displayed under the **XML Submittal Validation** section when submitting through a web entry form.

- If no additional errors appear on the **Validations** tab, you are ready to continue.
  ➡️ Proceed to **Part 3: Submit Sample Job**. (See below)

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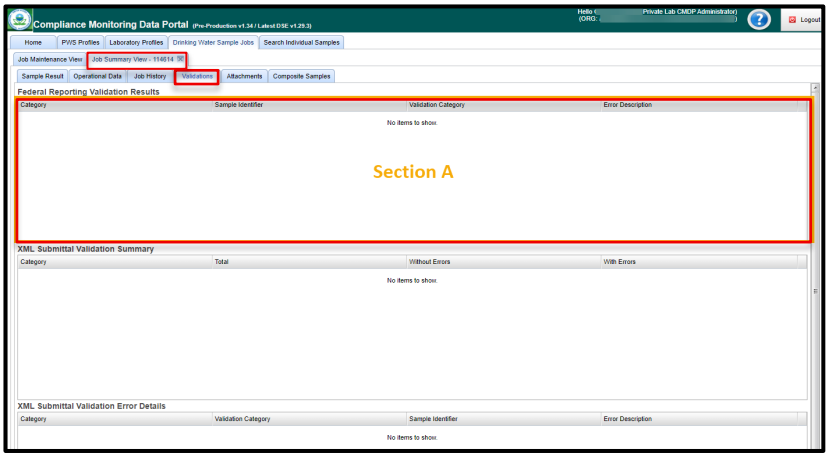
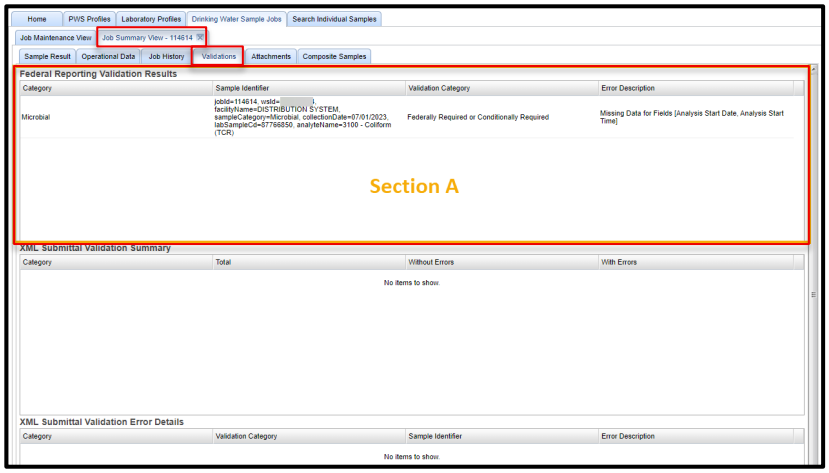
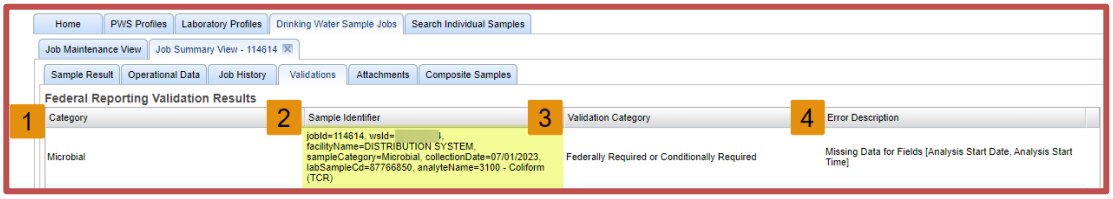


- **If Section A shows any messages (see screenshot below), the web entry form contains validation errors.**
- Fix all issues listed in Section A, then recheck the Validations tab before submitting the sample/results to the State. For step-by-step guidance on resolving these errors, next step.



3. Understanding Federal Reporting Validation Results

- **Double-click** any row to open that sample's web entry form.



- **Federal Reporting Validation Results Meaning**

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1. **Category –** Sample group (Microbial, Chem/Radionuclides, Cryptosporidium).
2. **Sample Identifier** - Key details (jobId, PWS/facility, collection date, lab sample ID, analyte, category).
3. **Validation Category** – Severity/type (e.g., Federally Required / Conditionally Required).
4. **Error Description** – What's missing or incorrect.

- Use the table below to interpret common CMDP errors. It lists the message text (as shown in the **Error Description** column), what it means, and which web-entry fields can trigger it.

CMDP Error Message	Explanation of Error	Fields for Labs to Review
Missing Data for Fields [Sample Received Date]	No data entered in **Sample Received Date** field.	Add data into **Sample Received Date** field.
Missing Data for Fields [Sample Volume (ML)]	No data entered in **Sample Volume (ML)** field. *NOTE: Only required for Microbial Samples.*	Add data into **Sample Volume (ML)** field.
Missing Data for Fields [Collection Time]	No data entered in **Collection Time** (24H) field.	Add data into **Collection Time (24H)** field.
Missing Data for Fields [Missing Sample Result for E.Coli Given Reported TC+ Sample Result]	***E.coli* sample result** was not submitted with TC+ sample result.	Add ***E.coli* sample result** to sample submission.
Missing Data for Fields [Volume Assayed (ML)]	No data entered in **Volume Assayed (ML)** field.	Add data into **Volume Assayed (ML)** field.
Missing Data for Fields [Analysis Start Date]	No data entered in **Analysis Start Date** field.	Add data into **Analysis Start Date** field.
Missing Data for Fields [Analysis Start Time]	No data entered in **Analysis Start Time** field.	Add data into **Analysis Start Time** field.

4. Fix and Verify

- **Double-click** each error row to open and edit the web entry form.
- **Save**, return to **Validations**, and recheck.
- Repeat until **no errors remain**.

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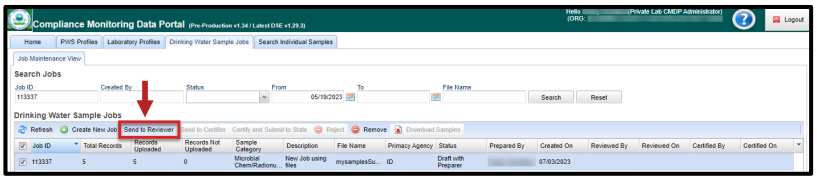
Part III: Submit Sample Job

Perquisite: The **Validations** tab shows **no errors.**

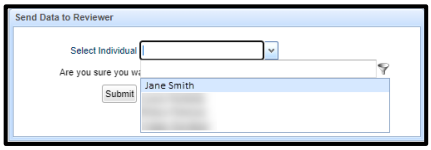
1. Locate and Select the Job

- Go to **Drinking Water Sample Jobs › Job Maintenance View**.
- Enter the **Job ID** in the search box.
- **Check** the box next to the job to select it.



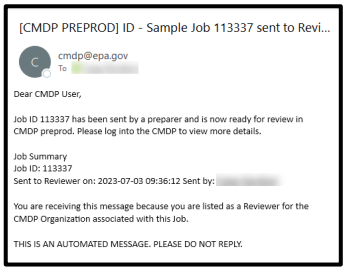
2. Send to Reviewer

- Click **Send to Reviewer**.
- In the pop-up, choose the **Reviewer** and click **Submit**.
- Click **OK** on the confirmation.





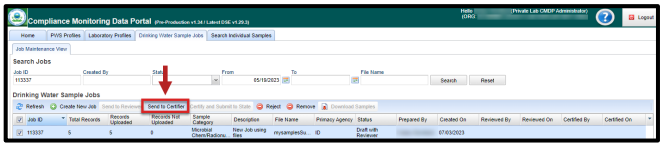
An email FYI is sent to the reviewer (no action required from the email itself).



3. Send to Certifier

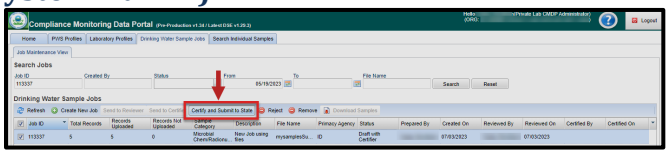
- Click **Send to Certifier**.
- Select the **Certifier** and click **Submit**.
- Click **OK** on the confirmation.

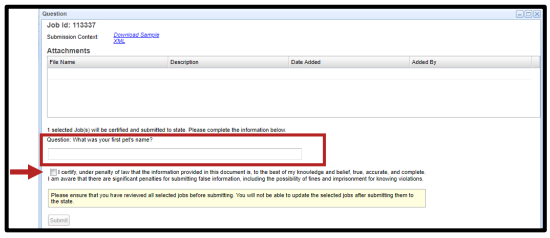
An email FYI is sent to the certifier that the job is ready for final evaluation.



4. Certify and Submit to State (Certifier/Lab System Admin)

- Click **Certify and Submit to State**.
- Enter your **username** and **password**.
- Read the certification statement, **check** the acknowledgement box, and click **Submit**.
- Click **OK** on the final confirmation to complete submission.





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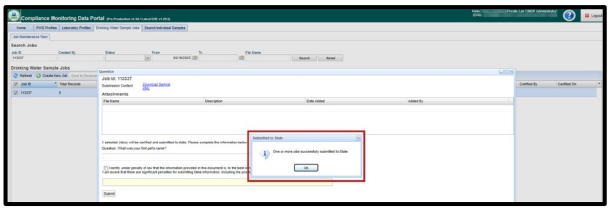
After submission: *In the job's detail row you can see when the data was submitted and who prepared, reviewed, and certified the job. This audit information updates after you click* ***OK****.*

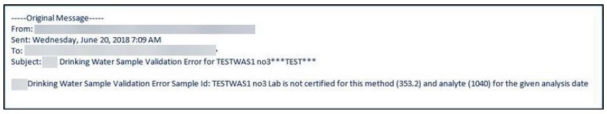


Part IV: Validation Errors from the State

Even after you submit a Sample Job, the State may still reject an individual sample submission during its validation. These errors might not appear on the Validations tab in CMDP. Use this process to fix and resubmit.

1. Read the State's rejection notice

- You'll receive an **email** from the State identifying the sample and the reason for rejection.
- In the message, any `{xxxx}` you see is a placeholder for a specific value (e.g., **analyte code**, **method code**).



Rejection Message	Explanation of Rejection	Fields for Labs to Review
Invaild Data: Lab sample ID Is too long. Maximum allowed length: 20 characters	**Sample ID** field exceeds the maximum allowed 20-character limit.	Enter **Sample ID** that is within 20-character limit.
Lab is not certified for this method (xxxx) and analyte (xxxx) for the given analysis date	**Method** field contains method code that Analyzing Lab is not certified for.	Confirm **Method** field contains method code that Analyzing Lab is certified for.
Sample age for Sample Result (xxxx) is beyond the allowed limit	Sample result exceeds hold time. **Analysis Start Date** value entered is more than 30 hrs. from **Collection Date**.	Confirm **Analysis Start Date** value and **Collection Date** value are correct.
Required field: Sample collection date is missing	**Collection Date** field is blank.	Add data to **Collection Date** field.
Required field: Sample collection time is missing	**Collection Time** (24H) field is blank.	Add data to **Collection Time** (24H).
Required field: Lab receipt date is missing	Lab **Sample Received Date** field is blank.	Add data to **Sample Received Date** field.
Required field: Sample collection location is missing	**Sampling Location** field is blank.	Add data to **Sampling Location** field.
Required field for Sample Result (xxxx) Analysis start date is missing	**Analysis Start Date** field is blank.	Add data to **Analysis Start Date** field.
Required field for Sample Result (xxxx) Analysis start time is missing	**Analysis Start Time** field is blank.	Add data to **Analysis Start Time** field.
REJECT: Inconsistent result data: Review rules for populating Presence Indicator (ResultMeasurementQualifier), Count	(e.g. **A/P** field listed as *Present* but Count field does not have a value.) *NOTE: Only required for Microbial Samples.*	If contaminant is *Present* in sample, **Count** field may need data (determined by method used).

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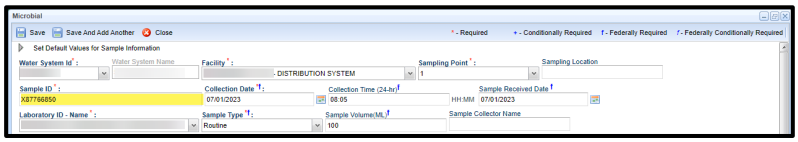
(ResultMeasurementValue), and/or Interference. (SAMPLE RESULT)		
REJECT: Inconsistent result data: Presence Indicator is "A" (absent) and Count Value is not "0". (SAMPLE RESULT)	(e.g., **A/P** field listed as *Absent* but **Count** field has a value.) *NOTE: Only required for Microbial Samples.*	If contaminant is *Absent* in sample, **Count** field should not have data entered.
REJECT: Laboratory Received Date supplied was prior to Sample Collection Date. (SAMPLE)	The sample has to be collected before it is received by the laboratory.	Confirm the **Sample Received Date** is *before in time* of the **Collection Date**.
REJECT: Sample Result failed duplicate by data check. A sample result for the same analyte is already present for this sample (SAMPLE RESULT)	A sample result with the same information in the **Analyte [Code-Name]** (as it relates to the sample) has already been submitted to the State.	Review previous sample result(s) submitted and if indeed information is correct, confirm the **Sample ID** field is different compared to the previous sample submitted. Contact the CMDP Helpdesk if issue persists.

2. Create a new web entry (resubmission)

- You **must** resubmit through CMDP by creating a **new** sample web entry with the corrections.
- Update the **Job Description** to show it's a **resubmission** (e.g., "Resubmitted 2025-03-12").
- **Important:** CMDP **will not** allow the **same Sample ID** to be used twice.
- If you're correcting an already-submitted **Excel** template, **prefix an "X"** to the Sample ID (e.g., `11844070` → `X11844070`).



3. Validate and resubmit to the State

- After creating the corrected entry, review the Validations tab and fix anything remaining.
- When clear, follow **Part III: Submit Sample Job** to Certify and Submit to State.

Done! This completes the process for addressing **rejected sample submissions** via **Web Entry**.

Part V: Scenario of Sample Rejection

Scenario: A lab admin corrects a **federal error** found during review, submits, then fixes a **state rejection** (missing field) and resubmits.

1. Review and open the error

- After creating the web entry, confirm all submittals appear under **Sample Results**.

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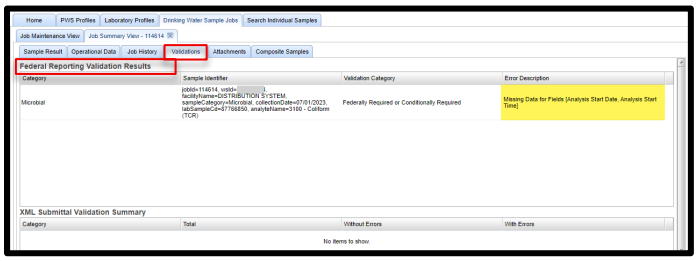
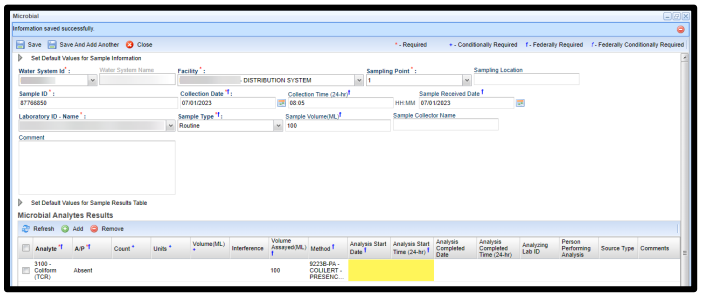
- Open **Validations** ➡ **Federal Reporting Validation Results**.

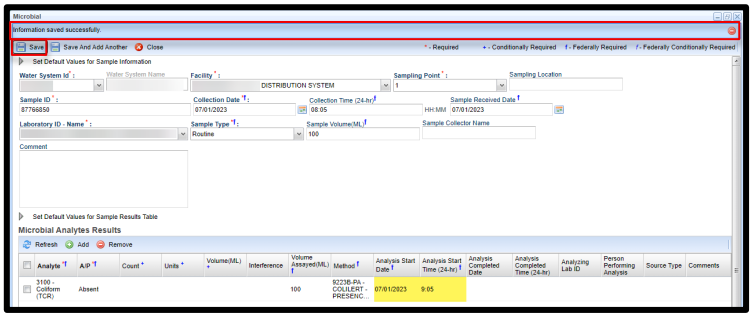


- If an error shows (e.g., **Analysis Start Date/Time missing or incorrect**), **double-click** the row to open that sample's form.



2. Edit the Sample and Save

- In the sample's web entry form, enter **Analysis Start Date** and **Analysis Start Time**.
- Click **Save.** Confirm the "**Information saved successfully**" banner.



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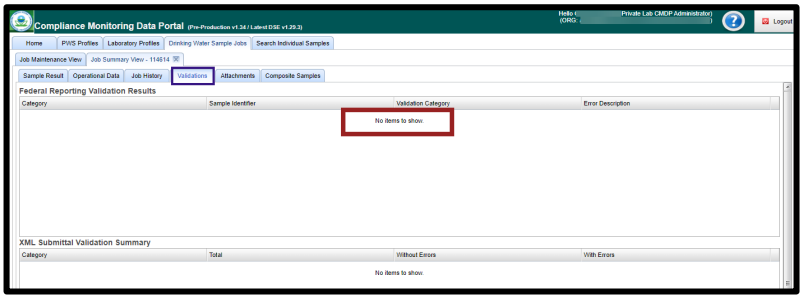
3. Re-Validate and Submit

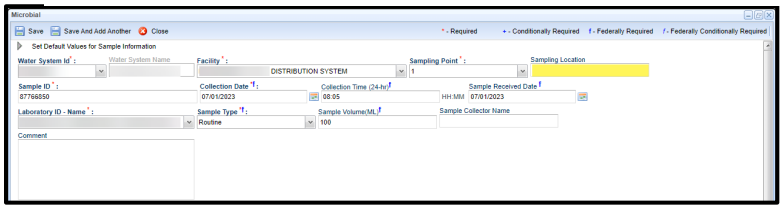
- Return to the **Validations** tab.
- Confirm that the error has cleared and that no additional validation errors remain.
- Once validated, submit the sample/results to the State.



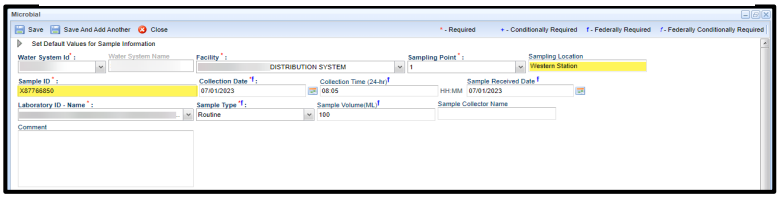
4. Resubmit with Corrected Information

- Create a **New Web Entry** form with the corrected information:
  - Enter the missing Sampling Location.
  - Add an "X" to the beginning of the Sample ID (required for resubmission).
- Upload the corrected submission into CMDP.
- Review the Validations tab again to confirm no new errors exist.
- Submit the updated Sample Job to the State.

Rejected: Submission with missing Sampling Location



Corrected: New submission with Sampling Location



The sample was successfully submitted to the state and no further validation errors were identified.