CMDP Web Entry User Guide Total Coliform / *E. coli* Samples and Distribution Chlorine (RTCR)

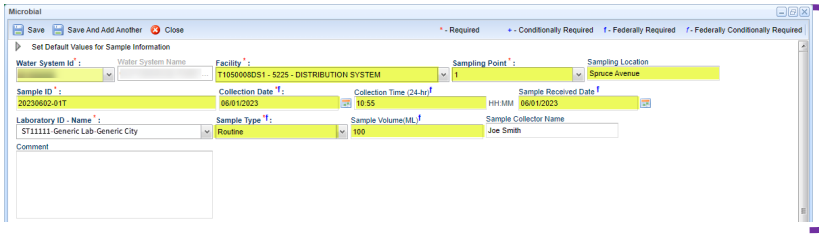
The **Web Entry form** for reporting **Total Coliform (TC)** and ***E. coli* (EC)** samples under RTCR, as well as distribution chlorine (when applicable), is divided into three sections:

1. **Sample Information**
2. **Microbial Results**
3. **Field Results and Measurements** (for distribution chlorine reporting)

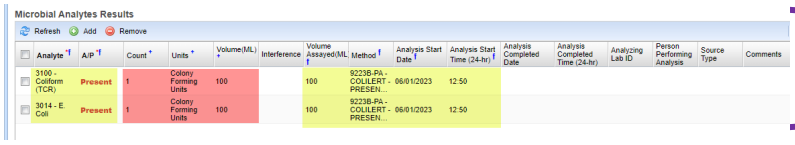
This guide explains how to complete each section for TC/EC and distribution chlorine samples. It also includes a **Methods Chart** and examples of properly completed submissions to help ensure accurate reporting.

Additional Reminders

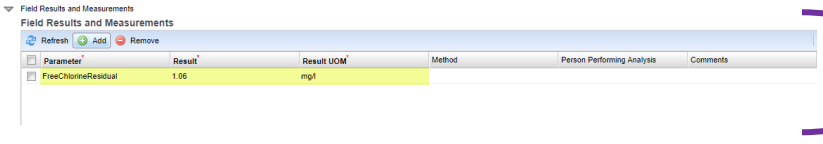
- **Do not** rely on the symbols (*, +-, f) or labels shown in the upper-right corner of the sample entry screen when entering data.
- Always use the **drop-down menus** to select and filter values.
- For questions or assistance, please contact the CMDP Support Team at **support@1gec.com**.



Section 1: Sample Information



Section 2: Microbial Results



Section 3: Field Results and Measurements

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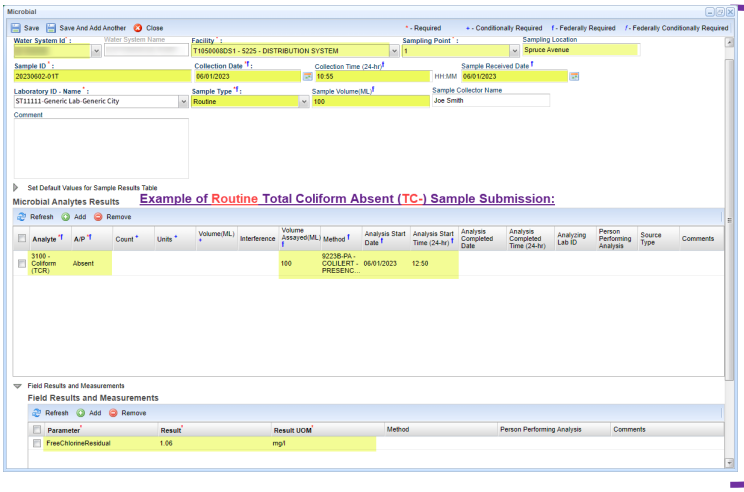
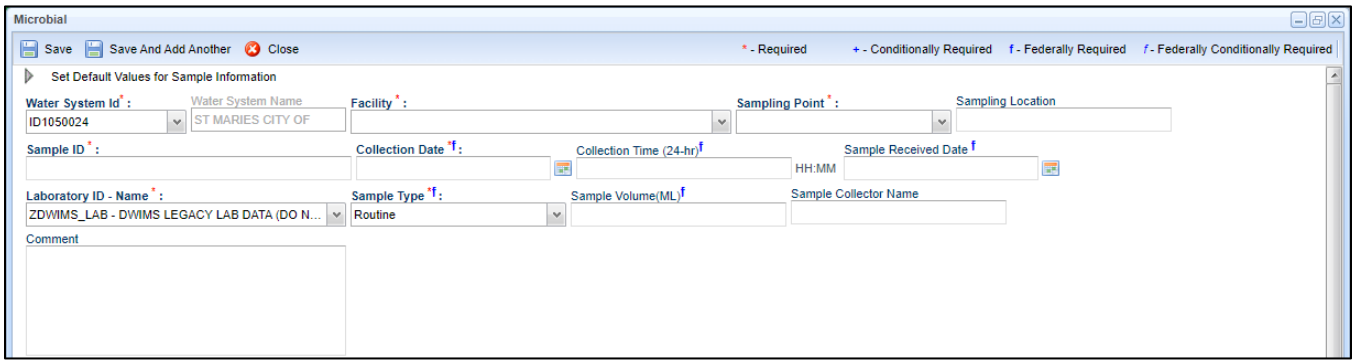


Section 4: Examples of Completed Sample Submissions

This guide explains how to enter and submit microbial sample data (Total Coliform, E. coli, and distribution chlorine residuals) in the CMDP Web Entry form. It highlights required fields, conditionally required fields, and optional fields, with examples and tips.

1. Sample Information



Red = Required **Blue = Conditionally or situationally required** **Black = Not required for a successful data submission**

- **Water System ID (PWSID):** Enter the system's ID. The system name will auto-populate when valid.
- **Water System Name:** The field will auto-populate when the PWSID is entered.
- **Facility:** Select the facility where the sample was collected.
- **Sampling Point:** Select the associated sampling point.
- **Sampling Location:** Describe the location (e.g., "123 Main St – Kitchen Sink"). Use only numbers, letters, dashes, or underscores.

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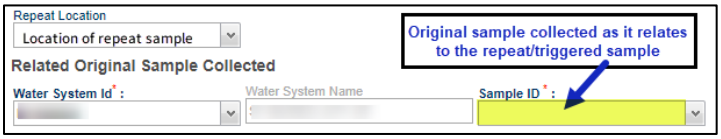
- **Sample ID:** Unique lab identifier, ≤ 20 characters (numbers/letters/dash/underscore only).
- **Collection Date:** Date sample collection (MM/DD/YY).
- **Collection Time:** Enter when the sample was collected (HH:MM).
- **Sample Received Date:** Date the lab received the sample.
- **Laboratory ID–Name:** This fields will Auto-populate.
- **Sample Type:** Select Routine, Repeat, Triggered, or Special (Special also covers Seasonal Startup).



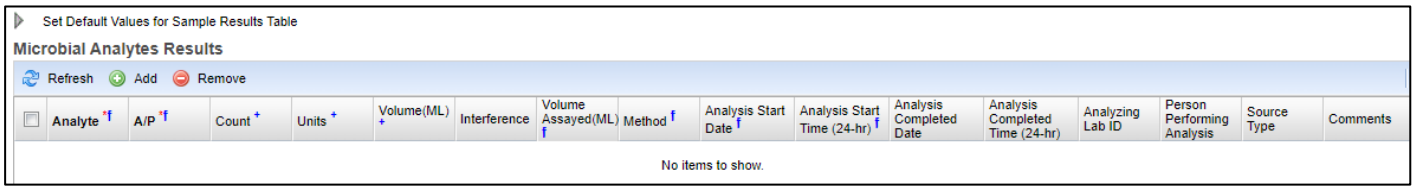
Repeat Location: Not required but report if information is available.

Related Original Sample Collected: Relate the original sample collected to the repeat or triggered sample result being submitted.

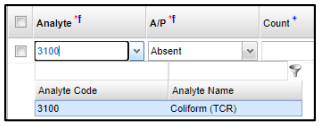
Note: The original routine sample must be added to CMDP prior to entering a repeat/triggered sample.

- **Sample Volume (ML):** Numeric value only.
- **Sample Collector Name:** Add if provided.
- **Comment:** Comments are optional.

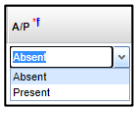
2. Microbial Results



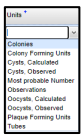
- **Analyte:** Select *3100 Coliform (TCR)* or *3014 E. coli*.



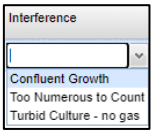
Tip for User: *Use the search window to filter the Analyte list by either searching for the name of the analyte or the analyte code.*



- **A/P:** Choose Present or Absent.
- **Count:** Enter only if required by method.
- **Unit:** From the drop down, select the unit of measure.



- **Volume (ML):** Volume of sample.
- **Interface:** Not required but report if applicable.



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- **Volume Assayed (ML):** Volume of sample analyzed.
- **Method:** Select from the drop-down. *Verify against your certification and the official Methods Chart.*

METHODS CHART	
Analysis Method Used	**Report this Method in CMDP**
9223 B Colilert-18 MPN	9223B-QT-COLILERT-QUANTITRAY
9223 B Colilert-18 PA	9223B-PA-COLILERT-PRESENCE/ABSENCE
9223 B Colisure PA	COLISURE-PA-COLISURE-PRESENCE/ABSENCE
9223 B Colilert MPN	9223B-QT-COLILERT-QUANTITRAY
9223 B Colilert PA	9223B-PA-COLILERT-PRESENCE/ABSENCE
9222 B Membrane Filtration PA	9222B-MEMBRANE FILTER
9221 D (Clark's PA)	9221D – FERMENTATION TUBE – PRESENCE/ABSENCE
9221 F (EC-MUG) PA	9221F-PA-EC-MUG – PRESENCE/ABSENCE
MF (mColiBlue 24 MPN)	M-COLIBLUE24-M-COLIBLUE24
MF (mColiBlue 24 PA)	M-COLIBLUE24-M-COLIBLUE24

- **Analysis Start Date:** Date when the analysis began (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.
- **Person Performing Analysis:** Not required but report if information is available.
- **Source Type**: Not required but report if information is available.
- **Comment**: Not required.

3. Field Results and Measurements (Distribution Chlorine)

For systems that report a distribution chlorine residual along with their routine Total Coliform sample, please report the information in this section.

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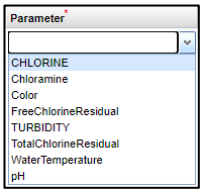
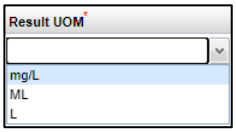
- **Parameter:** Select *FreeChlorineResidual* or *TotalChlorineResidual* (use Free if unspecified).

  Note: ***Do Not*** *report the distribution chlorine residual as 0999-Chlorine in this field.*



- **Result:** Numeric value.
- **Result UOM:** Choose the appropriate unit of measure.



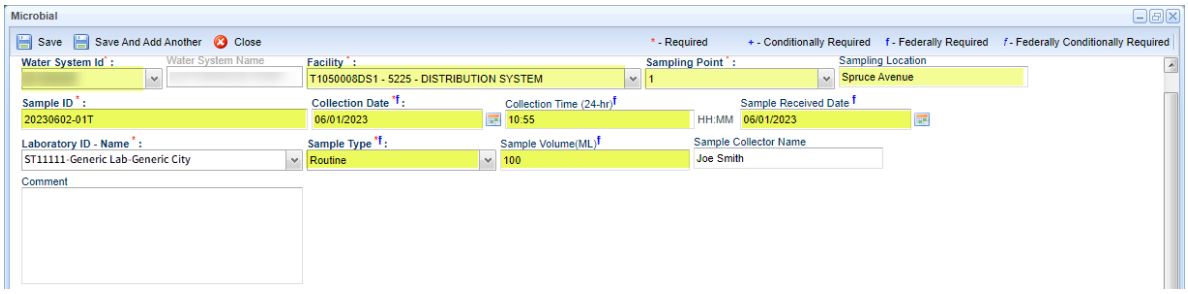
- **Method:** Do Not report data in this field.
- **Person Performing Analysis:** Not Required.
- **Optional:** Analyst name and Comments.

4. Example of Completed Sample Submissions

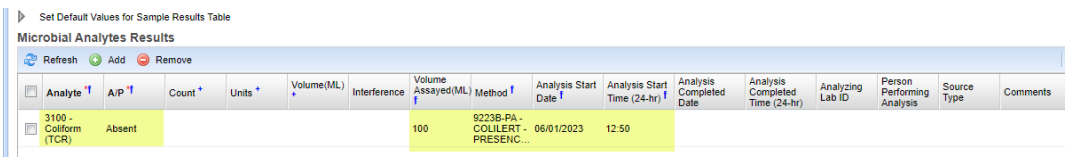
This section provides examples of how to correctly complete and submit routine, special, repeat, and triggered Total Coliform/E. coli (TC/EC) samples, as well as associated distribution chlorine results. Use these examples as references to ensure accurate data reporting in CMDP.

Example 1: Routine Total Coliform Absent (TC-)

- Demonstrates how to submit a **routine sample** with TC absent.
- Includes entry of distribution chlorine residual when reported.



Example of **Routine Total Coliform Absent** (TC-) Sample Submission:



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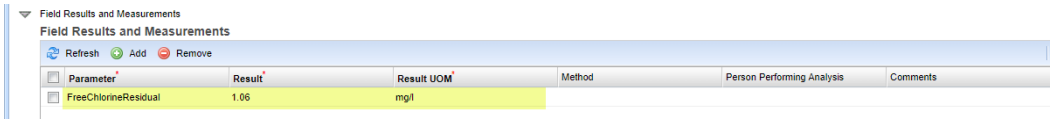
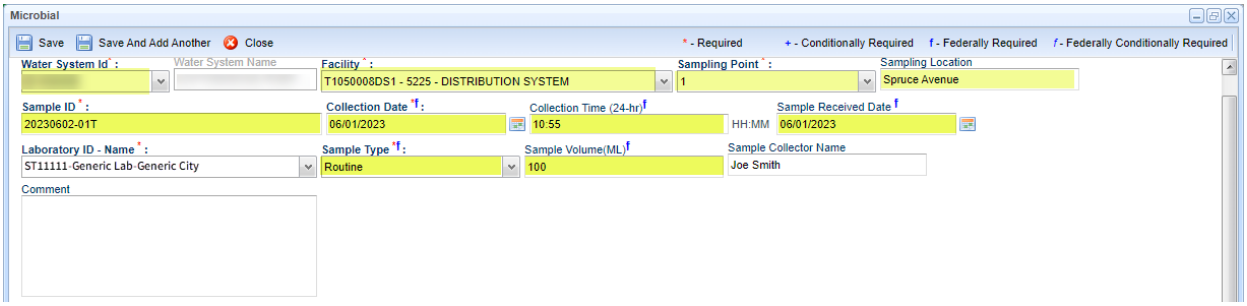
Example of **Distribution Chlorine Residual**:

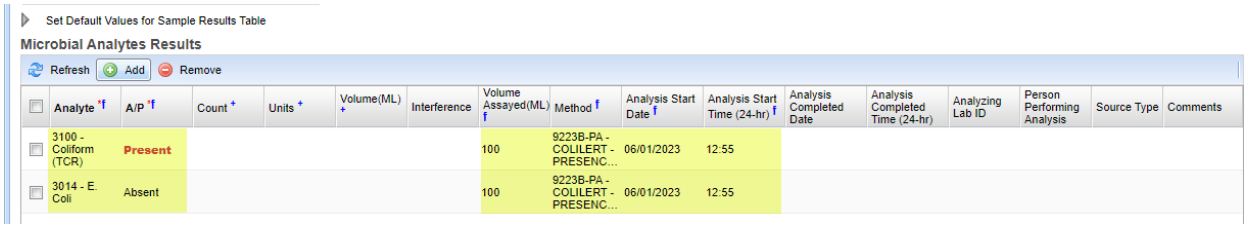


Example 2: Routine Total Coliform Absent (TC-)

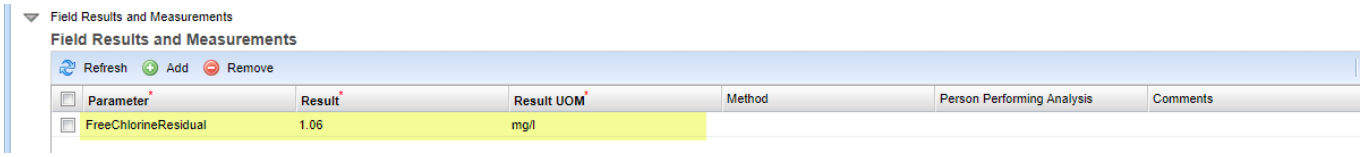
- Shows correct entry for a **routine sample** where TC is present but EC is absent. Includes entry of distribution chlorine residual when reported.
- Example includes chlorine residual reporting.



Example of **Routine Total Coliform Present** (TC+) / **E. Coli Absent** (EC-) Sample Submission:



Example of **Distribution Chlorine Residual:**



Sample 3: Routine Total Coliform Present (TC+) / E. Coli Present (EC+)

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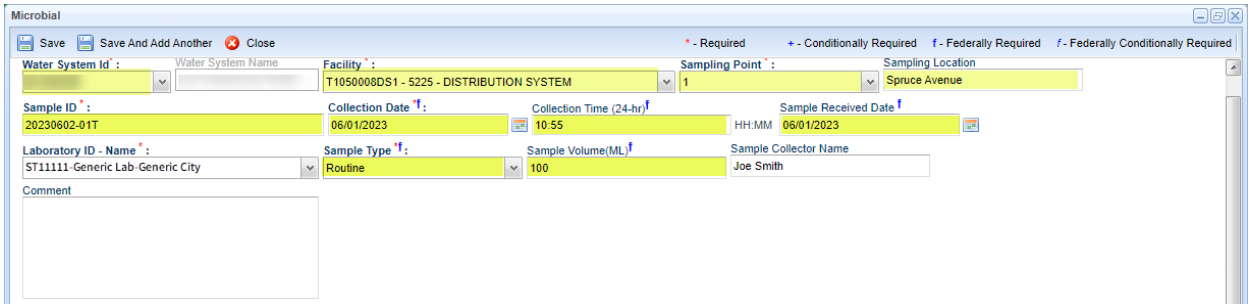
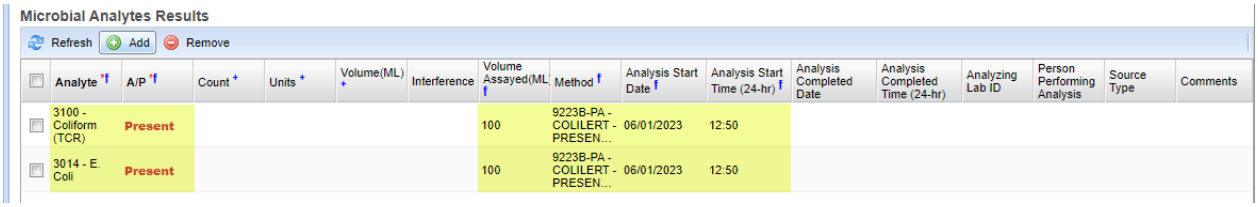
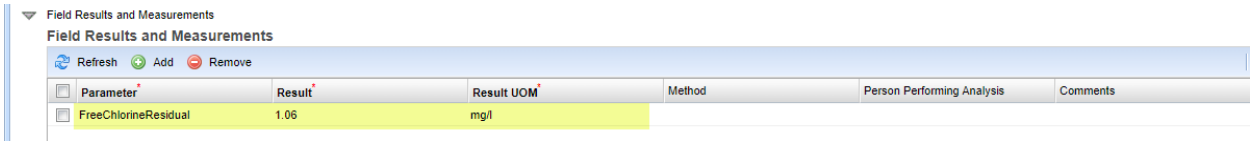
- Illustrates how to submit a **routine sample** with both TC and EC present.
- Proper chlorine residual entry is included.



Example of **Routine Total Coliform Present** (TC+) / **E. Coli Present** (EC+) Sample Submission:



Example of **Distribution Chlorine Residual**:



Sample 4: Special (Seasonal Startup) Total Coliform Absent (TC-)

- Use when reporting **seasonal startup samples** (special type).
- Remember: Add "**Startup**" to the Sampling Location field.
- Example includes chlorine residual reporting.

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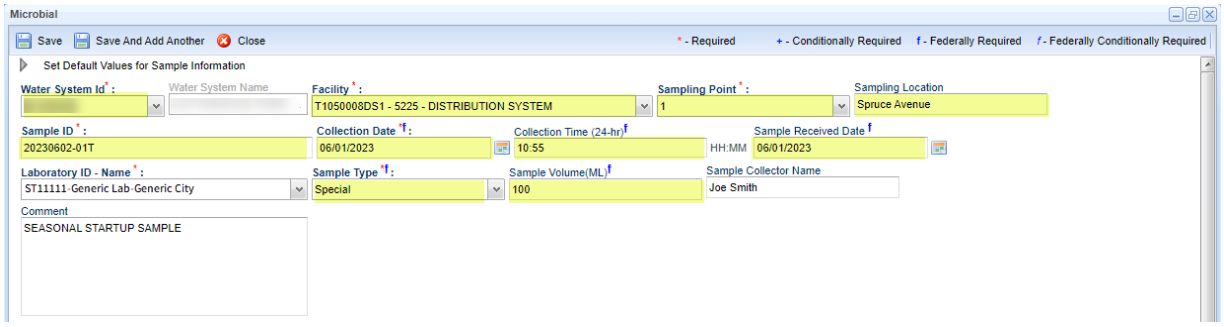
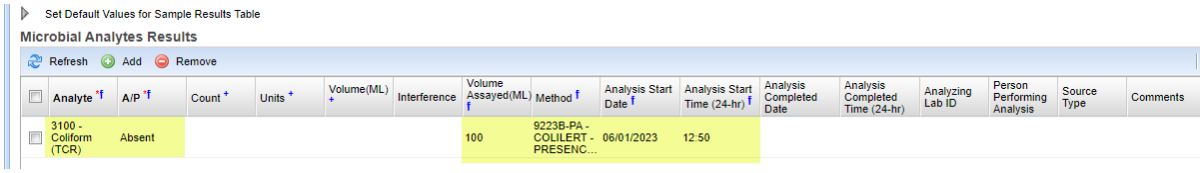
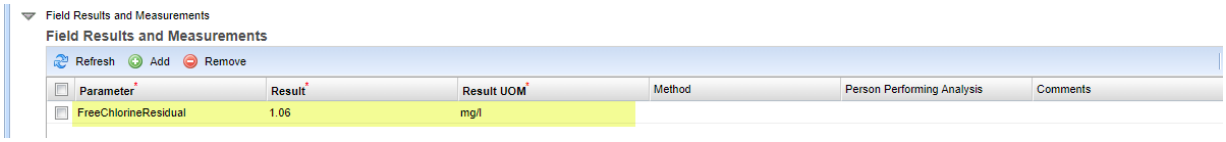


Example of **Special** (Season Startup) **Total Coliform Absent** (TC-) Sample Submission:

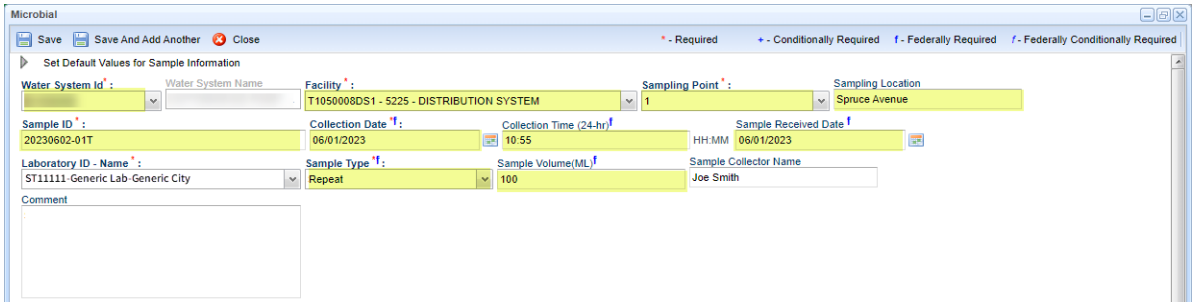


Example of **Distribution Chlorine** Residual:



Sample 5: Repeat Total Coliform Absent (TC-)

- Shows entry for a **repeat sample** collected following a previous TC+ routine result.
- Original routine sample must be entered first in CMDP before adding repeat data.



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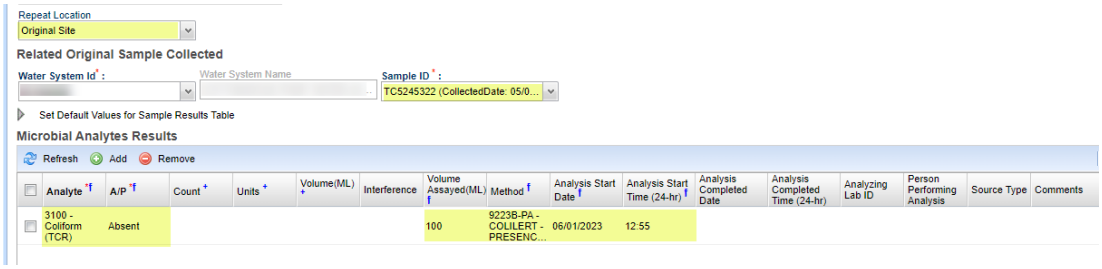
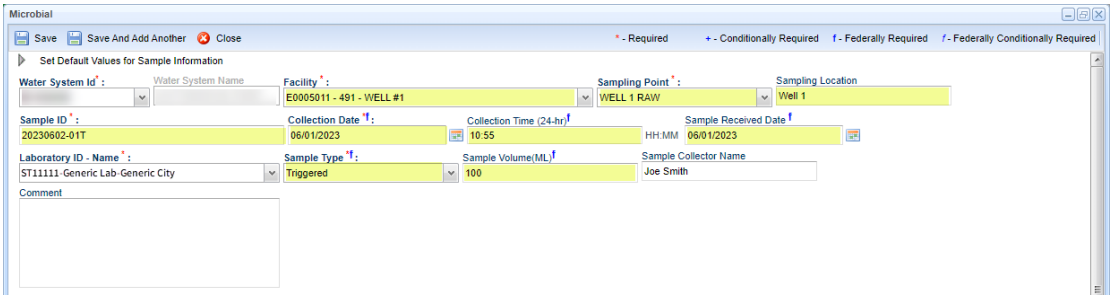
Example of **Repeat Total Coliform Absent** (TC-) Sample Submission:

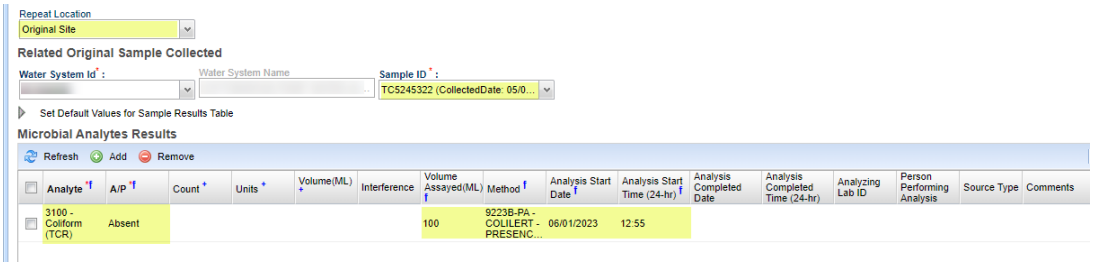


Sample 6: Triggered Total Coliform Absent (TC-)

- Example of a triggered sample where TC is absent.
- Collected due to source water monitoring or other triggered sampling requirements.



Example of Triggered **Total Coliform Absent** (TC-) Sample Submission:



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5. Helpful Tips & Reminders

- Use dropdowns to prevent typos and errors.
- Ensure reporting codes match your lab's certification.
- Always confirm your **PWSID**, **Facility ID**, and **Sampling Point ID** before submitting.
- Submissions with missing **required fields** will be **rejected**.