CMDP – Excel Sample Validation & Submission (XML) User Guide

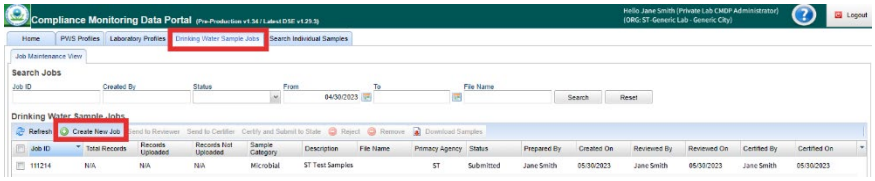
This guide covers the **Excel Template workflow** for **uploading, validating, and submitting** samples to the State via CMDP, including how to resolve **federal/XML validations** and **post-submission state rejections**. It does **not** cover Web Entry or non-Excel batch processes.

State-required but not federal-validated:

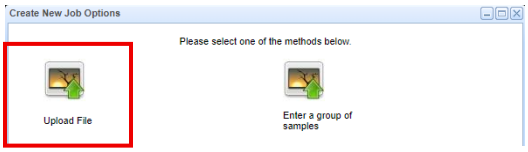
- **Method**
- **Sampling Location**
  These may **not** trigger CMDP Validations tab errors but can cause **state rejection** if blank or wrong.

1. Upload Sample Job (XML)

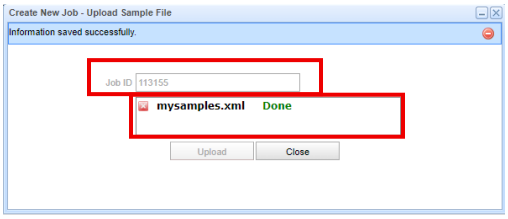
- Go to **Drinking Water Sample Jobs → Create New Job.**



- In the popup, **choose Upload File → Choose a file to upload → select the XML.**



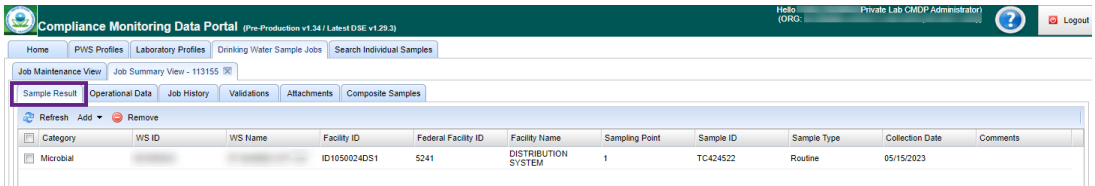
- Wait for the **Done** icon next to the file name, then click **Upload.**



- Look for Information saved successfully and note the **Job ID (**auto-assigned).

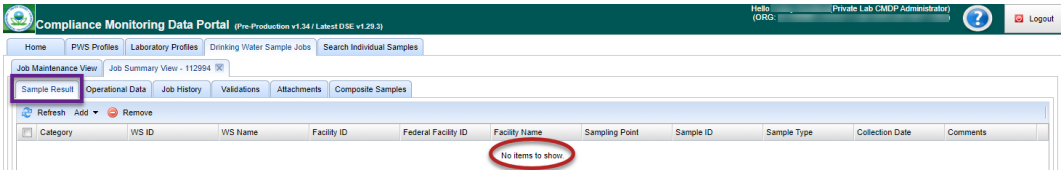
- Click **Close** → open **Sample Result** sub-tab and confirm **all sample submissions** appear.

Submission Uploaded Successfully



- **If something is missing** (a submission isn't listed or you see **No items to show**):

Submission Uploaded Successfully



- On **Job Maintenance View**, select the **Job ID → Remove** to delete the job.
- Return to Excel, fix missing/invalid fields (e.g., **Sample ID, WS ID, Analyte Code-Name**), **regenerate XML**, and re-upload.

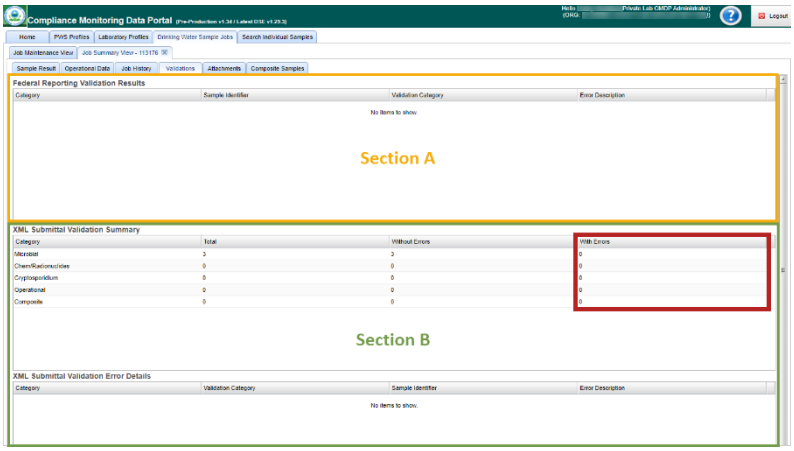
Tip: A blank **Sample Category** on Job Maintenance also indicates an unsuccessful upload—delete, fix Excel, and reupload.

2. Review of the Validations Tab

a) Open Validations

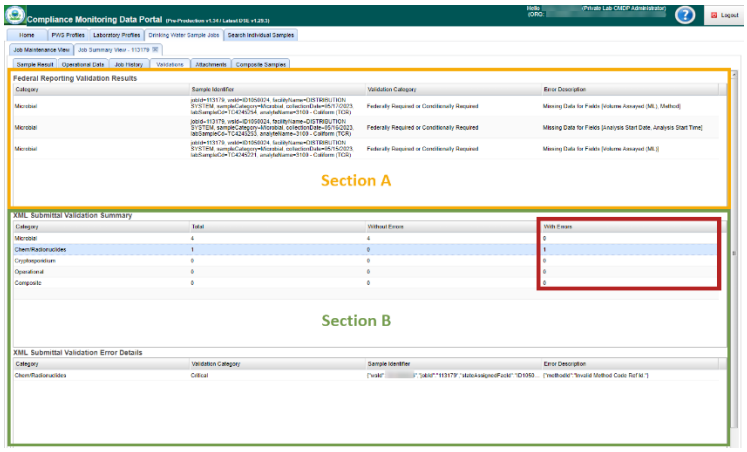
After a successful XML upload (you see a **Job ID** and your records appear under **Sample Result**), open the **Validations** tab. You'll see two sections:

- **Section A — Federal Reporting Validation Results**
- **Section B — XML Submittal Validation Summary & Error Details**
- **Why this matters:** Fixing items here reduces **state rejections** later.
- **What "no error" looks like**
  - **Section A:** shows **No items to show**.
  - **Section B:** the **With Errors** column shows **0** for every category.



Action: You are clear to **submit to the State**.

- **What "errors present" looks like**
  - **Section A:** one or more rows list issues (e.g., missing/invalid required or conditional fields).
  - **Section B:** any **With Errors ≥ 1**; details are in the **XML Submittal Validation Error Details** grid.



Action: You **must correct** the problems **before** submitting to the State.

b) How to use each section

1. **Section A — Federal Reporting Validation Results**
   - Double-click an error row to open that **exact sample**.
   - Review **Sample Identifier**, **Validation Category**, and **Error Description** to understand what to fix.
2. **Section B — XML Submittal Validation Summary & Error Details**
   - Click a summary row to open the **Error Details grid**.

Note: The details grid **does not navigate** to a sample on double-click—use identifiers (PWSID, Job ID, analyte) to locate the record manually**.**

c) Correction loop (if any errors)

- **Remove the job**: Job Maintenance View → **select Job ID → Remove**.
  - Fix the **Excel template** (e.g., add **Collection Time (24H), Method** reporting code, **Sampling Location,** correct **Analyte/Units,** etc.).
  - **Regenerate XML** from Excel.
  - **Create New Job → Upload File again.**
  - Recheck the **Validations** tab.

Tip: If the **Sample Result** sub-tab shows **No items to show** or Job Maintenance shows a blank **Sample Category,** the upload failed—delete the job, correct Excel, and re-upload.

d) Common fixes (fast)

- **Collection Time (24H) missing →** enter **HH:MM** in Excel.
- **Method** not provided/invalid → map to the correct **reporting** code from your Methods Chart.
- **Sampling Location** blank → enter a plain-text location.
- **Units mismatch** → align **Result UOM** and **Reporting UOM.**

3. Section A - XML Submittal Validation Summary & Error Details

Section A displays checks against **federally or conditionally required fields**. If a field is blank or invalid, a row appears here.

Navigation: Double-click any row in Section A to open that **specific sample submission**.

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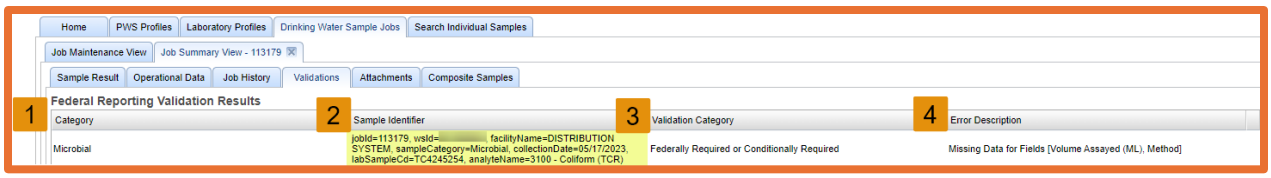

1 **Category** — Sample group for the record with the error (e.g., *Microbial*, *Chem/Radionuclides*, *Cryptosporidium*).

2 **Sample Identifier** — Details that identify the exact sample that has the error. It tells you *which* sample, not *what* the error is.

- Fields commonly shown:
  - **jobId** (CMDP job number)
  - **wsId** (Public Water System ID)
  - **facilityname**
  - **samplecategory** (Microbial / Chem/Rad / Crypto)
  - **collectiondate** (MM/DD/YY)
  - **labsamplecd** (lab sample ID)
  - **analytename** (analyte + code, e.g., 3100 — Coliform (TCR))

3 **Validation Category** — Severity/type **(e.g., Federally Required / Conditionally Required).**

4 **Error Description** — Plain-language description of what is wrong or missing.

Use this table to translate frequent errors and where to correct them in the **Excel template.**

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.

Note: Double-click in this table does not navigate to the sample**.**

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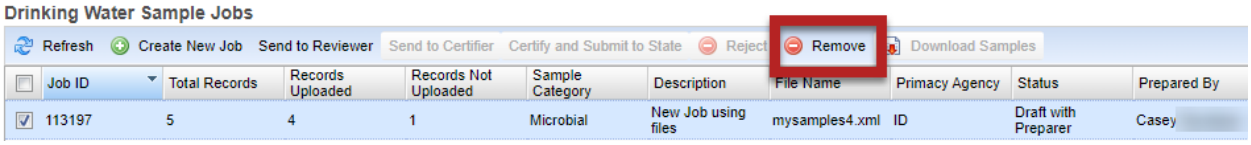
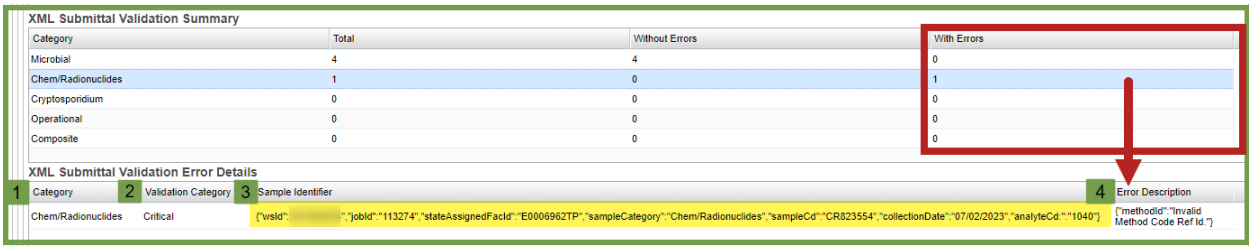
- If Section A shows no rows and Section B shows With Errors = 0, proceed to Part 3 — Submit Sample Job.
- If any rows appear in Section A or Section B shows errors, complete the correction loop:
  1. In **Job Maintenance View**, select the **Job ID → Remove** (deletes the job).
  2. Correct the **Excel template** (e.g., add **Collection Time, Sampling Location, Method** reporting code, units, etc.).
  3. **Regenerate XML** and **re-upload** (Create New Job → Upload File).
  4. Recheck the **Validations** tab.



Tip: If the **Sample Result** sub-tab shows **No items to show** or **Sample Category** is blank in Job Maintenance, the upload was unsuccessful—delete the job, fix Excel, and re-upload.

4. Section B – XML Submittal Validation Summary & Error Details

- Open the **XML Submittal Validation Summary** table.
- Look at the **With Errors** column.
  - If there are errors, the column will show a **number 1 or greater**.
  - If there are no errors, the column will show **0**.
- **Click on the individual row** to view details in the **XML Submittal Validation Error Details** table.
  - This will display specific error messages, such as missing fields or invalid data entries.
- **Click** a row in the **Summary** to populate **XML Submittal Validation Error Details** below.



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Note: The **Error Details** grid does **not** jump to the sample on double-click. Use the identifiers shown to locate the record.

1 **Category –** Sample group (Microbial, Chem/Radionuclides, Cryptosporidium).

2 **Validation Category –** Severity/type (e.g., *Critical*)

3 **Sample Identifier** – Tells you which sample has the error (not what the error is). Usually includes:

wsId: Public Water System identification number
jobId: Job sample identification code assigned by CMDP
stateAssignedFacID: Water system facility name entered in CMDP
sampleCategory: Type of sample classification (i.e., Microbial, Chem/Radionuclides, Cryptosporidium)
SampleCd: Lab sample identification number
collectionDate: Date sample collected (MM/DD/YY)
analyteCd: Sample analyte(s) code/name

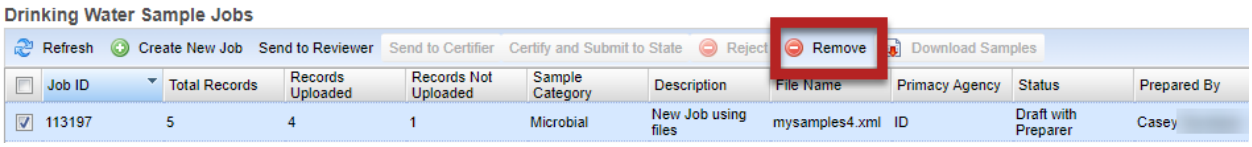
4 **Error Description –** What rule failed (date format, invalid ID, missing required field, duplicate, ect.).

The table below highlights common CMDP error messages as displayed within the **Error Description** column along with an explanation of the error.

CMDP Error Description	Description of Error	Fields for Labs to Review
{"collectionDate":"Date is not a valid date in the required format."}	No data entered in **Collection Date** field or data entered incorrectly.	Add data into **Collection Date** field or correct data to match the MM/DD/YY format.
{sampleRecievedDt":"Sample Received Date must be after Collected Date."}	The sample has to be collected before it is received by the laboratory.	Confirm the **Sample Received Date** is *a date occurring AFTER* the **Collection Date**.
{"facSamplingPointId":"Invalid Facility Sampling Point Id."}	The Sampling Point ID entered is not associated to the water system or is not associated to the Facility ID entered.	Confirm the Sample Point IDs are associated to the correct water system and are for the correct contaminant submitted.
{"facilityId":"Invalid Facility Id."}	**Facility ID** entered is not associated to the water system or is entered incorrectly.	Review the **Facility ID** field for the water system.
{"labEntityId": "Invalid Lab ID."}	The lab ID code entered in the **Reporting Lab ID** or **Analyzing Lab ID** field is not correct.	Confirm the **Reporting Lab ID** or **Analyzing Lab ID** listed in the template is entered correctly and confirm the lab is certified in Idaho.
{"methodId":"Invalid Method Code Ref Id."}	Method code entered in **Method** field is not compatible with entered analyte.	Review the **Method** field to confirm it is appropriate compared to the analyte submitted.
{original SampleId":"Original Sample Id is required when Sample Type is Repeat, Triggered, or Confirmation."}	When the **sample type** is listed as **Repeat, Triggered, or Confirmation** it must be associated to original Total Coliform present (TC+) or Chem sample that caused the sample to be collected.	Confirm the **Sample Type** entered. If indeed entry is a repeat, triggered or confirmation sample, the **Original Sample ID** field must contain the Sample ID for the original positive sample.
{"SampleExists":"Sample already exists"}	Sample submission has previously been uploaded into CMDP.	If all the information is correct, re-upload the sample with a different **Sample ID** (i.e., from 1184407005 to 1184407005-01).

- **Delete and Correct the Job**
  - Go to **Job Maintenance View**.
  - **Select the Job ID** you want to remove.
  - Click **Remove** (red button at the top).
  - Make corrections in your **Excel template.**

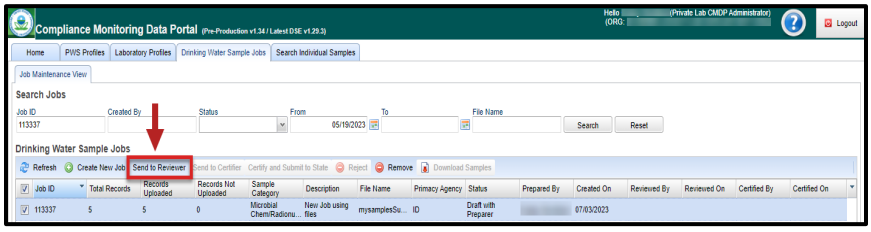
- Re-upload the corrected file.



5.) Submit Sample Job

Once you confirm that no errors exist from the *Validations* tab, the Sample Job can be submitted to the State.

A. Verify No Errors

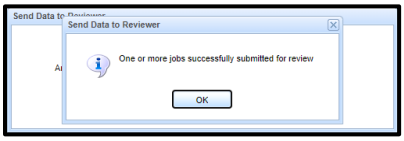


Before submitting, confirm there are no errors in the **Validation tab**.

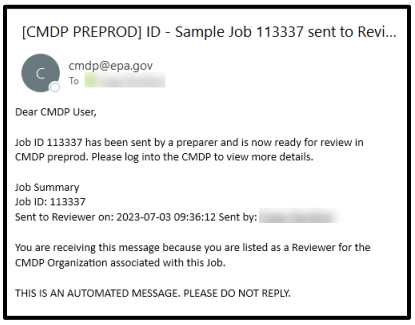
1. Go to the **Job Maintenance** View tab.
2. Enter the **Job ID** into the search bar.
3. Select the checkbox next to the appropriate job.
4. Click **Submit**.

B. Send to Reviewer





1. Click the Send to Reviewer button on the Drinking Water Sample Jobs Menu.
2. A pop-up will appear to select the appropriate reviewer.
3. After selecting the reviewer, click **OK**.
4. A confirmation window will appear stating the job was submitted for review. Click **OK**.
5. The assigned reviewer will receive an Automated notification email that a job is ready for review.



The email is notification only; no action is required within the email itself.

C. Sent to Certifier

Once the review is complete:

1. Click **Send to Certifier**.

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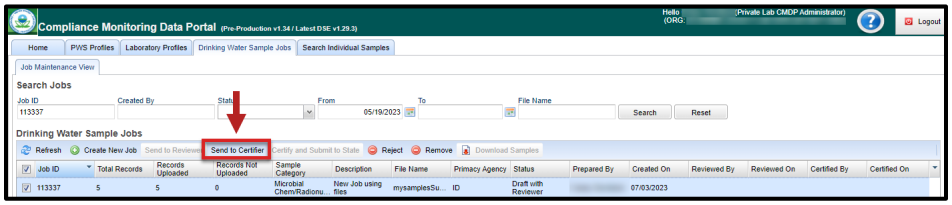
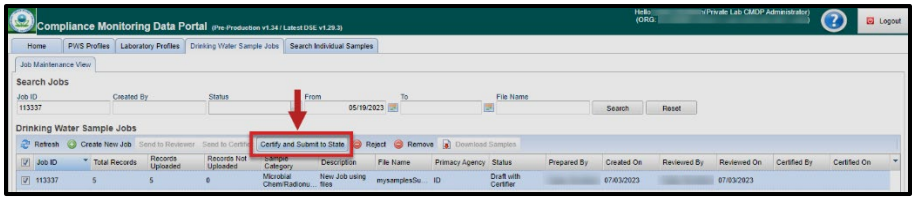
2. Select the appropriate certifier in the pop-up window.
3. Click **OK** to confirm.

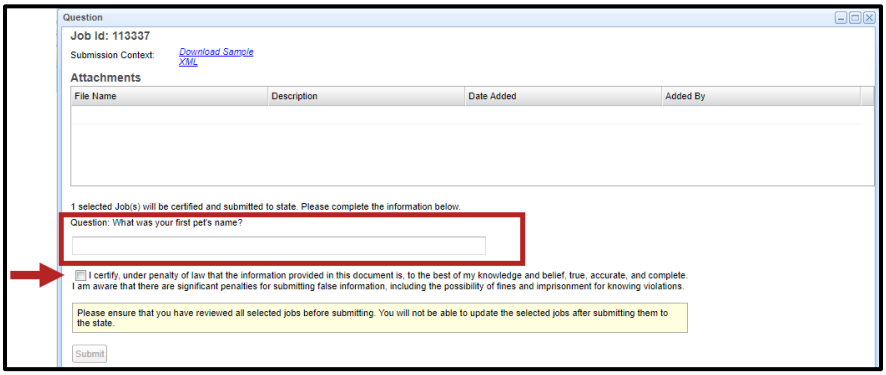


D. Certify and Submit to State

When ready to submit to the State:

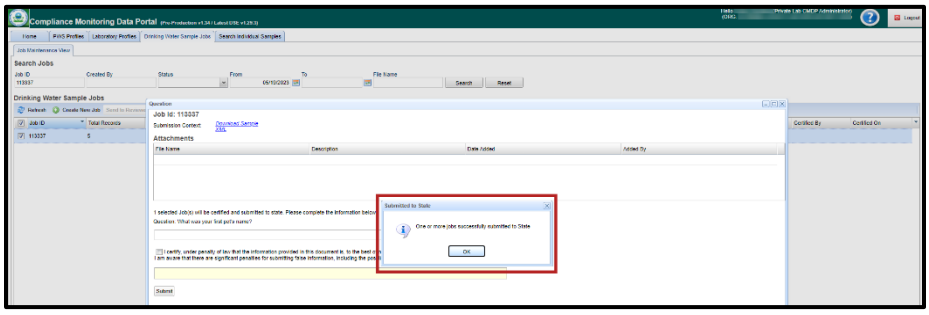
1. The certifier or **Lab System Administrator** clicks **Certify and Submit to State**.
2. Enter **username** and **password**.
3. Answer the security question and check the **confirmation box** to verify accuracy of the data.
4. Click **Submit**.





E. Final Confirmation

1. Final confirmation pop-up will appear.
2. Click **OK** to complete the process.
3. The **Job Details row** will update automatically, showing the exact submission date and completion of each step (prepare, review, certify).



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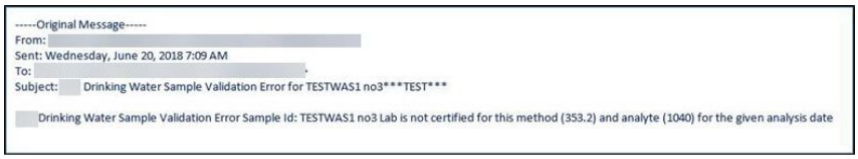
6. Validation Errors from the State

A. Identify the Error

Even after a Sample Job is submitted, it may still be **rejected** during the **state validation process.**



- The State will send an **email notification** containing the **reason for rejection**.
- The error **may not appear** on the CMDP Validations tab.

To identify the error:

1. Review the rejection email carefully.
2. Compare the **rejection message** with the table below to understand what caused the issue.

Rejection Message	Explanation of Rejection	Fields for Labs to Review
Invalid 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 (ResultMeasurementValue), and/or Interference. (SAMPLE RESULT)	(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).
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.

B. Correct the Errors

1. Open the original Excel template used for the submission.
2. Locate the incorrect data and make the necessary corrections.
3. Add an "X" to the beginning of the Sample ID to differentiate the corrected record.

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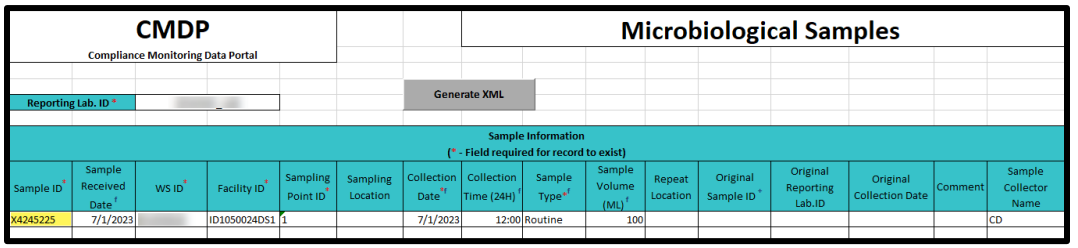
- Example: 11844070 → X11844070

After editing the Excel template, generate the XML file. It is recommended to rename the XML file and the Job Description with a naming convention that indicates that the sample/result is resubmission.



CMDP
Compliance Monitoring Data Portal

Microbiological Samples

Reporting Lab. ID *

Generate XML

Sample Information
(* - Field required for record to exist)

Sample ID*	Sample Received Date*	WS ID*	Facility ID*	Sampling Point ID*	Sampling Location	Collection Date*f	Collection Time (24H)f	Sample Type*f	Sample Volume (ML)f	Repeat Location	Original Sample ID*	Original Reporting Lab.ID	Original Collection Date	Comment	Sample Collector Name
X4245225	7/1/2023	[redacted]	ID1050024DS1	1		7/1/2023	12:00	Routine	100						CD

C. Re-Upload the Sample Submission

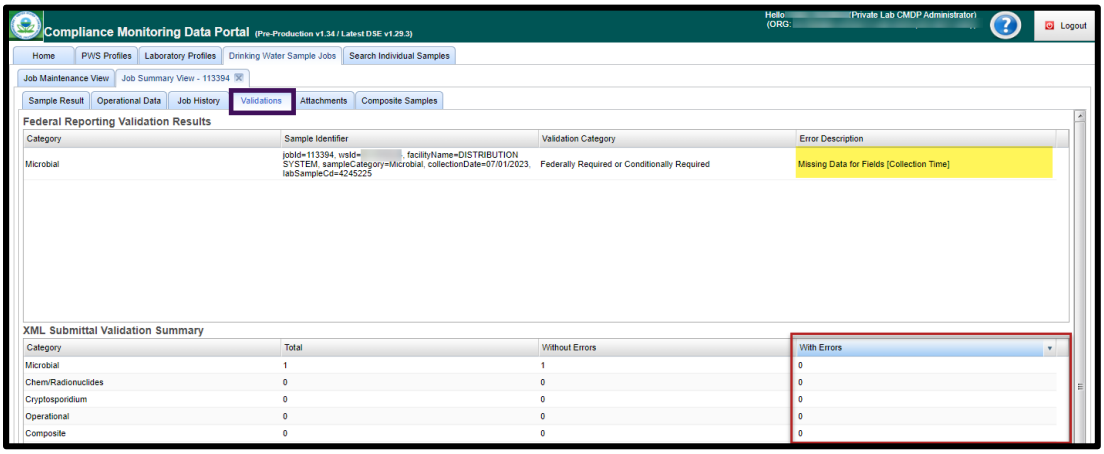
1. **Review the Validations** tab for any inconsistencies
2. **Submit the sample/result** to the State.

7. Validation & Submission Process – Excel Template

This guide explains how to find, fix, and resubmit sample errors in CMDP (Compliance Monitoring Data Portal).

A. Upload and Check XML File

1. Upload your XML file into CMDP.
2. Go to the **Sample Results** tab and make sure all samples are listed.



Compliance Monitoring Data Portal (Pre-Production v1.34 / Latest DSE v1.29.3)

Hello [redacted] (Private Lab CMDP Administrator)
(ORG: [redacted])

Logout

Home | PWS Profiles | Laboratory Profiles | Drinking Water Sample Jobs | Search Individual Samples

Job Maintenance View | Job Summary View - 113394

Sample Result | Operational Data | Job History | Validations | Attachments | Composite Samples

Federal Reporting Validation Results

Category	Sample Identifier	Validation Category	Error Description
Microbial	jobId=113394, wsId=[redacted], facilityName=DISTRIBUTION SYSTEM, sampleCategory=Microbial, collectionDate=07/01/2023, labSampleCd=4245225	Federally Required or Conditionally Required	Missing Data for Fields [Collection Time]

XML Submittal Validation Summary

Category	Total	Without Errors	With Errors
Microbial	1	1	0
Chem/Radionuclides	0	0	0
Cryptosporidium	0	0	0
Operational	0	0	0
Composite	0	0	0

B. Review Validation Errors

1. Open the **Validations** tab.
2. Look for errors in the **Federal Reporting Validations Results** table.
3. Errors will be highlighted in **yellow**.

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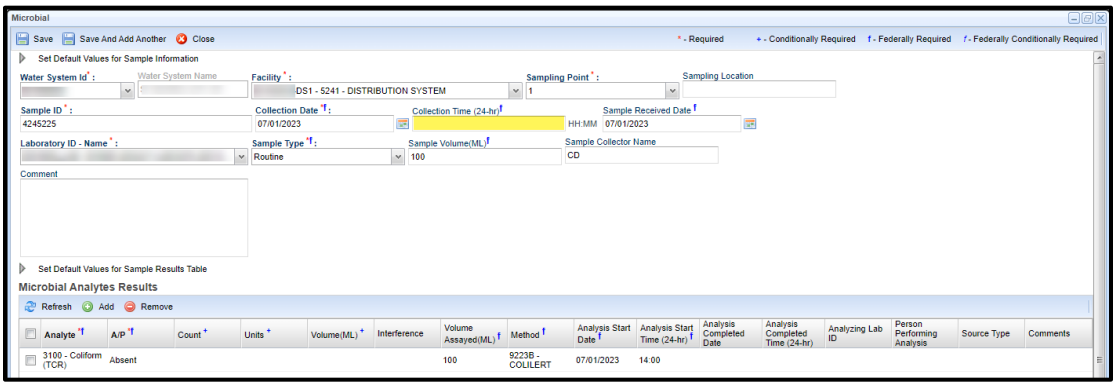
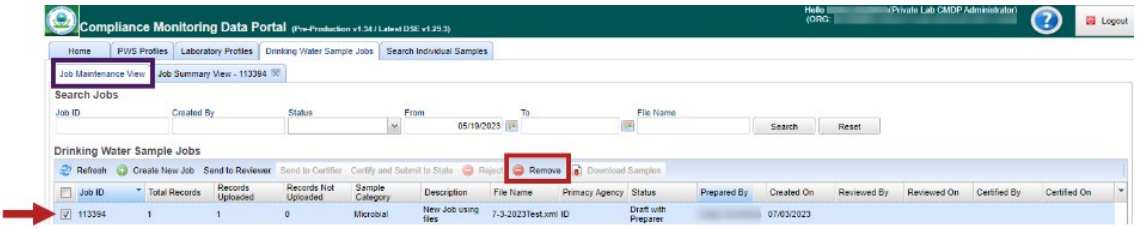


Example: *Collection Time (24H) is blank or incorrect.*

Tip: All values in the **With Error** column must show "**0**" before you submit.

C. Fix the Errors

1. Double-click on the error message under **Error Description**.
2. The sample details will open.
3. Correct the highlighted fields, them **Save** your changes.



D. Delete the Old XML File (If Needed)

If the file was already uploaded but contains errors:

1. Go to the Job Maintenance View tab.
2. Select the job by checking the box next to the Job ID.
3. Click Remove to permanently delete it.

CMDP
Compliance Monitoring Data Portal

Microbiological Samples

Reporting Lab. ID *

Generate XML

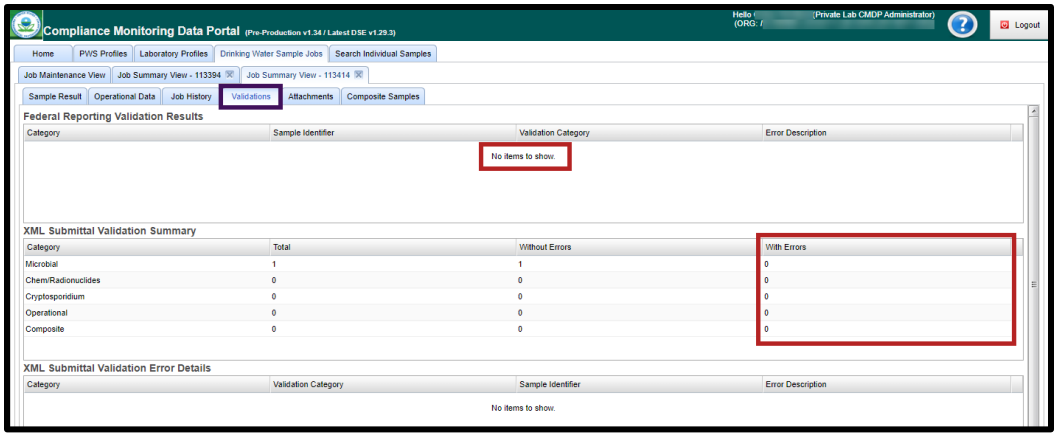
Sample Information
(* - Field required for record to exist)

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 (ML) f	Repeat Location	Original Sample ID +	Original Reporting Lab.ID	Original Collection Date	Comment	Sample Collector Name
4245225	7/1/2023	ID1050024	ID1050024DS1	1		7/1/2023	10:05	Routine	100						CD

CMDP – Excel Sample Validation & Submission (XML) User Guide

E. Submit Corrected File

1. Upload the corrected XML file.
2. Check **Validations** again to confirm there are no errors.
3. Submit the job to the state using these steps:
   - **Send to Reviewer → Send to Certifier → Certify and Submit**



F. If the State Rejects Submission

Sometimes the state will find an error **after** submission:

- You'll receive an email notification explaining the issue.
- Common state Error: Missing **Sample Location**

Reporting Lab. ID *

Generate XML

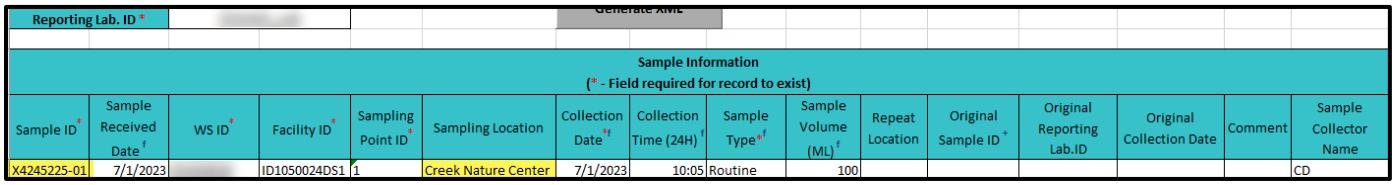
Sample Information
(* - Field required for record to exist)

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 (ML) f	Repeat Location	Original Sample ID +	Original Reporting Lab.ID	Original Collection Date	Comment	Sample Collector Name
[redacted]	7/1/2023	[redacted]	ID1050024DS1	1		7/1/2023	12:00	Routine	100						CD

G. How to Fix:

1. Open the Excel template and correct the issue.
2. Add an "**X**" at the beginning of the Sample ID.
   - Example: Change **11844070** → **X11844070**.

3. Upload the corrected file and resubmit it as a **new job**.



Reporting Lab. ID *

Sample Information
(* - Field required for record to exist)

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 (ML) f	Repeat Location	Original Sample ID +	Original Reporting Lab.ID	Original Collection Date	Comment	Sample Collector Name
X4245225-01	7/1/2023		ID1050024DS1	1	Creek Nature Center	7/1/2023	10:05	Routine	100						CD

H. Final Check

- After submitting, review the Validations tab one last time.
- Confirm there are **no errors**.
- Your sample is now successfully submitted.