Texas Commission on Environmental Quality (TCEQ)

Compliance Monitoring Data Portal (CMDP) Reference Guide for Laboratories

APRIL 2026

Revision 2.0

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Introduction

Beginning November 2025, all accredited laboratories that analyze drinking water compliance samples listed below, from public water systems (PWS) are required to successfully use the Compliance Monitoring Data Portal (CMDP). Samples not mentioned in this document are not required and cannot be submitted through CMDP to the Texas Commission on Environmental Quality (TCEQ). **Laboratories are responsible for ensuring that compliance samples and results are submitted to CMDP Production in a timely and accurate manner, and in accordance with TCEQ's reporting procedures.**

- *Escherichia coli* (*E. coli*),
- Total Coliforms,
- Asbestos,
- Copper,
- Disinfection Byproducts,
- Inorganics,
- Lead,
- Metals,
- Minerals,
- Organics,
- Radionuclides,
- Water Quality Parameters (WQP)

The CMDP is an online reporting application that allows laboratories to report drinking water compliance monitoring data (samples and results) directly to the TCEQ Public Water System Supervision (PWSS) Program. The CMDP is maintained by the United States Environmental Protection Agency (EPA) and is available in two environments: Pre-Production (Testing) and Production (Compliance).

This reference guide is not intended to be a complete user instruction manual. It has been designed to provide supplemental instructions to the materials available on the EPA Compliance Monitoring Data Portal (CMDP) Support website and is specific to laboratories that report drinking water compliance monitoring data to TCEQ. Additional reporting information for Texas is on the TCEQ PWSS Program webpage.

The CMDP will centralize data submissions, ensure adherence to electronic data reporting standards, allow for secure data transfers, and is compliant with the EPA Cross-Media Electronic Reporting Rule (CROMERR). To maintain CROMERR compliance, **PWSS Program staff will no longer enter sample data referenced in this document, into the PWSS Program database.**

TCEQ Data Reporting Changes

Once laboratories begin submitting sample data to TCEQ through CMDP Production, data reporting will change for all the participating PWSS Program areas except for positive microbial sample data and some processes for chemical sample data. Refer to the applicable PWSS Program QAPP Addenda for specific reporting requirements.

Laboratories will discontinue reporting:

- Rejected lead and copper sample data,
- Rejected microbial sample data,
- Sample data identified as replacement,
- Sample data for PWS facilities that are designated as inactive or proposed,
- Sample data for PWS that are designated as inactive or proposed,
- Microbial sample data via E2/STEERS,
- Lead and copper sample data via EDDs,
- WQP sample data via EDDs,

- Construction samples for microbial data,
- Sample data for Tentatively Identified Compounds (TICs),
- Non-regulated analytes, and
- Sample data associated to Field Blanks.

Laboratories must be prepared to provide this information if the PWSS Program requests it.

Once in CMDP Production, laboratories will retain access to CMDP Pre-Production, which they may use for training purposes. However, TCEQ **does not** monitor submissions in CMDP Pre-Production for laboratories that have been approved to report in CMDP Production. Sample data erroneously submitted via CMDP Pre-Production will not be accepted for compliance and may cause violations to be issued to the associated PWS.

Inactive and Proposed Facilities and Inactive and Proposed PWS

Laboratories will not be able to submit sample data through CMDP if the sample location is a facility listed as inactive or proposed, or the status of the PWS is proposed or inactive in the Drinking Water Viewer. Attempts to do so will cause the laboratory to receive a submittal invalidation error. Additional guidance on reviewing the status of a facility and/or PWS can be found in the Public Water System Information section of this document. Laboratories will continue to provide analytical results to PWS Representatives. If the PWSS Program requests it, the laboratory or PWS Representative must be prepared to provide this information.

If the Laboratory or PWS Representative believes the status of a facility or PWS needs to be changed, the PWS Representative must contact the TCEQ Inventory and Data Management Team as soon as possible at PWSINVEN@tceq.texas.gov or 512-239-1071 to determine if the facility or PWS needs to be activated in the PWSS Program database.

Rejected Samples

Laboratories will not be able to submit sample data through CMDP if the sample is rejected. All rejection processes for samples described in the applicable PWSS Program Quality Assurance Project Plan (QAPP) and Addenda continue to apply. If PWSS Program staff determine additional sample data is needed, they will contact the Laboratory, PWS Representative, or Sample Contractor. The monitoring form is not required to be submitted to the PWSS Program unless it is requested.

Example: If the monitoring form is missing the field chlorine residual, the laboratory cannot upload the sample data, and it will need to be rejected by the laboratory as directed in the PWSS Program QAPP and Addenda. The laboratory is **not** required to submit rejected sample data and should not submit it to the PWSS Program. The laboratory will document the rejection through their normal process.

Replacement Samples

If a sample is rejected and a replacement sample is collected, the sample fields for the original sample listed below must be **recorded on the monitoring form of the replacement sample**, as described in the applicable PWSS Program QAPP Addenda.

- original sample ID,
- original date of collection, and
- replacement indicator.

The replacement sample must be submitted through CMDP; however, CMDP does not have fields for the items listed above so they will not migrate into CMDP. **The replacement sample will need to be submitted through CMDP as if it was the original sample.**

Repeat and Triggered Source Monitoring Microbial Samples

For microbial samples marked as Repeat or Triggered Source Monitoring, CMDP has a field for original sample ID that will need to be completed.

Special and Construction Microbial Samples

Microbial samples identified as Special are not required to be submitted to TCEQ for the Revised Total Coliform Rule or Groundwater Rule program areas. If a special sample needs to be submitted into CMDP, it is the PWS's responsibility to instruct the laboratory to do so. In all situations, labs must continue to return the analytical results to the PWS Representative. It is the PWS Representative's responsibility to send those results to the applicable TCEQ program area.

Microbial samples identified as construction cannot be submitted into CMDP.

For sample acceptance, all fields of the Microbial Reporting Form (MRF) should be complete and meet the minimum requirements as described in QAPP Addendum 4 to ensure successful CMDP reporting. Quality assurance must be maintained; any samples that do not adhere to the requirements of QAPP Addendum 4 for sample acceptance must be rejected by the laboratory.

CMDP State Administrators

Please contact CMDPADM@tceq.texas.gov if you have any questions or need assistance.

Overview

CMDP Support Website

EPA maintains the CMDP Support website to provide training materials and a knowledge base to assist all CMDP users. EPA also uses the website to provide important announcements related to new releases of the CMDP and release notes describing the recent enhancements to the application.

CMDP Reporting Options

The CMDP offers reporting flexibility by providing several options for reporting compliance data. Users can use any combination of the following methods to report compliance data to the PWSS Program:

Online Data Entry (Web Forms) – Users can enter compliance data directly into online forms and submit the data through the CMDP. Use of the Online Data Entry forms is documented in the CMDP User Manual.

Microsoft Excel Templates – Microsoft Excel templates can be downloaded directly from the CMDP. Users can enter compliance data into the template and generate a properly formed XML file that can be manually uploaded into CMDP. The forms are updated occasionally for enhancement or to address bugs. Always be sure to use the latest templates when using this reporting option.

XML File Uploads – XML files can be generated directly from a user's data system (i.e., Laboratory Information Management System (LIMS)) and manually uploaded into the CMDP. Information related to the structure and requirements of the CMDP XML Schema is available in the CMDP Web Services Sampling XML Schema Definitions.

Web Services – XML files can be generated directly from a user's data system (i.e., LIMS) and be automatically uploaded into the CMDP using Web Services. Information related to the CMDP XML Schema and the use of Web

Services is available in the CMDP Web Services Sampling XML Schema Definitions and the CMDP-LIMS Interface Control Document.

CMDP Environments

There are two CMDP environments available: Pre-Production for testing and Production for compliance sample data.

CMDP Pre-Production

All users will begin using the CMDP Pre-Production environment. The Pre-Production environment allows users to get familiar with the CMDP and serves as a testing ground to verify online forms are completed correctly, data from Excel templates are complete, and all XML files submitted for compliance are well-formed and accurate. CMDP Pre-Production provides all the functionality of CMDP Production, but it delivers data to a test version of the PWSS Program's database.

- State CMDP Administrators will only approve users that have successfully submitted data using CMDP Pre-Production.
- Data reported through CMDP Pre-Production will NOT be used for compliance purposes.

Figure 1 CMDP Pre-Production login window

CMDP Production

The CMDP Production environment is used to report compliance data to the PWSS Program. The data is delivered directly to the production version of the PWSS Program's database where it is used to determine drinking water system compliance with monitoring and reporting, maximum contaminant levels, and treatment technique regulatory requirements.

Once a laboratory has been notified of CMDP Production approval, and has set up a laboratory administrator account, all compliance samples must be reported using CMDP Production in accordance with the most recent version of the PWSS Programmatic QAPP. It is the responsibility of the laboratory to ensure samples are submitted timely, accurately, and in accordance with TCEQ's reporting procedures. Samples erroneously submitted via CMDP Pre-Production will not be accepted for compliance and, if resubmitted after the compliance deadline, will be considered late. The PWS for which the laboratory is reporting may receive monitoring and reporting violations.

Data reported through CMDP Production will be used for compliance purposes.

Figure 2 CMDP Production login window

Path to Production

Before using CMDP Pre-Production, each user must register with EPA's Shared CROMERR Services (SCS) Pre-Production environment to receive a username and password (credentials). The SCS Registration Guidance for Laboratories (Test CMDP) describes the different roles available in CMDP and how users register for each CMDP role in the Test environment. Laboratory CMDP Administrators will then be able to approve additional CMDP Preparers, Reviewers or Certifier/Submitters for their organizations following Section 2.4 of the CMDP Role Registration User Guide.

Once the registrant is an approved user, they will be invited to register for CMDP Pre-Production using the credentials received from SCS and complete the recommended testing before receiving approval to report compliance data through CMDP Production. All Laboratory CMDP Administrators must be approved by a State CMDP Administrator before accessing CMDP Production.

CMDP Pre-Production users with a laboratory administrator role or the certifier role will be required to submit three error-free sample results for each analyte, or analyte group, that they report to TCEQ. Submissions are recommended to reflect similar file size, sample types, and frequency as results sent to TCEQ prior to CMDP. Before registering for CMDP Production, labs must demonstrate the ability to accurately report the following types of samples and results using their accredited analytical methods:

- Chemical/Radionuclide Samples
- DBPs, IOCs, SOCs, VOCs, Nitrates, and Nitrites
- Lead and Copper Tap Samples
- Routine Water Quality Parameter Samples
- Routine Optimal Water Quality Parameter Samples
- Routine Microbial Samples (i.e., negative samples, total coliform positive samples, and *E. coli* positive samples)
- Repeat Microbial Samples (i.e., negative samples, total coliform positive samples, and *E. coli* positive samples)
- Raw Well Microbial Samples (i.e., negative samples, total coliform positive samples, and *E. coli* positive samples)
- Special Microbial Samples

Upon successfully testing and demonstrating that accurate compliance monitoring data can be reported using CMDP Pre-Production, Laboratory Administrators will be invited to register for CMDP Production. All users without a Shared CROMERR Services (SCS) account will **follow the same process to register for CMDP Production and will create a new SCS account**. Users with an existing SCS account will add TCEQ to their existing SCS account. The Laboratory Administrator will coordinate with a State CMDP Administrator to establish a final date to switch from reporting data with the existing reporting procedure to reporting through CMDP Production.

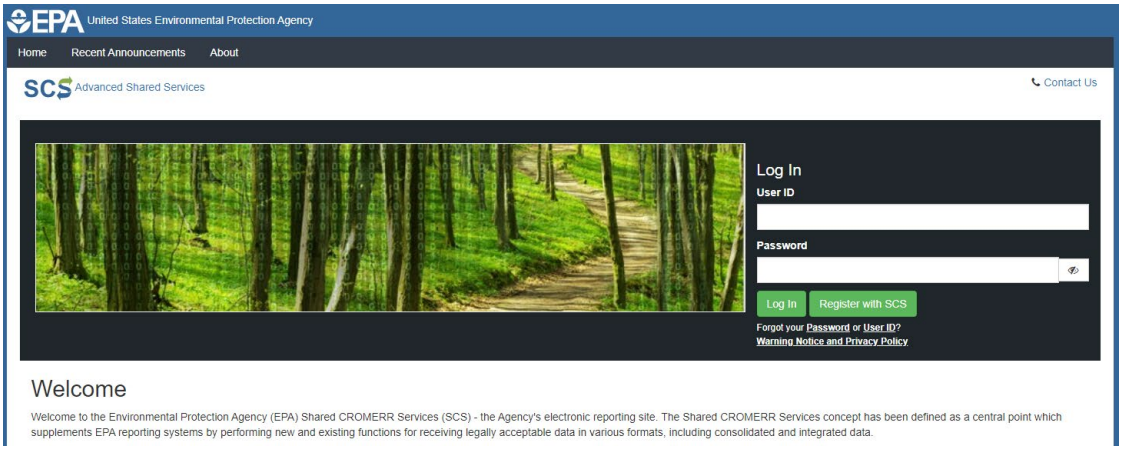


Figure 3 SCS Homepage

User Account Management

All user management activities are performed using the EPA SCS Website.

After logging into SCS, users are presented with a dashboard displaying all the partners and program services available. In SCS, users can view the Partners, Roles, and Organizations that they are associated with and maintain user profile information. **User accounts must not be shared between individuals.** Each member of an organization must have a separate account.

SCS Environments

The Pre-Production environment is used to maintain user credentials to access Pre-Production CMDP. The Production environment is used to maintain user credentials to access Production CMDP. These credentials are **not** interchangeable.

- SCS Pre-Production Website: https://encromerrtest.epacdxnode.net
- SCS Production Website: https://encromerr.epa.gov/

User Profiles

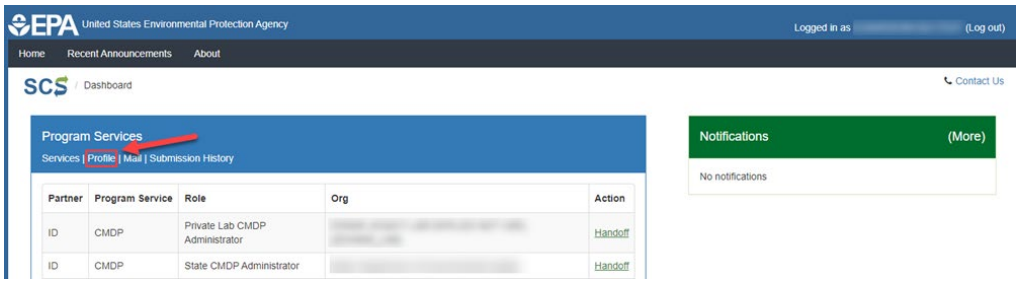


Figure 4 SCS Dashboard accessing profile information

User profiles can be accessed through the “Profile” hyperlink at the top of the “Program Services” grid.

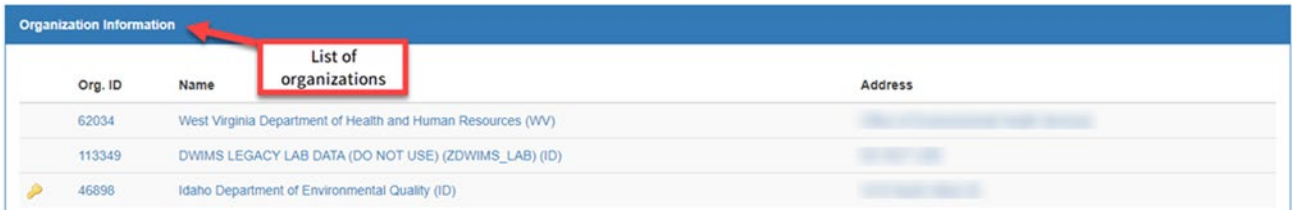


Figure 5 List of Organizations

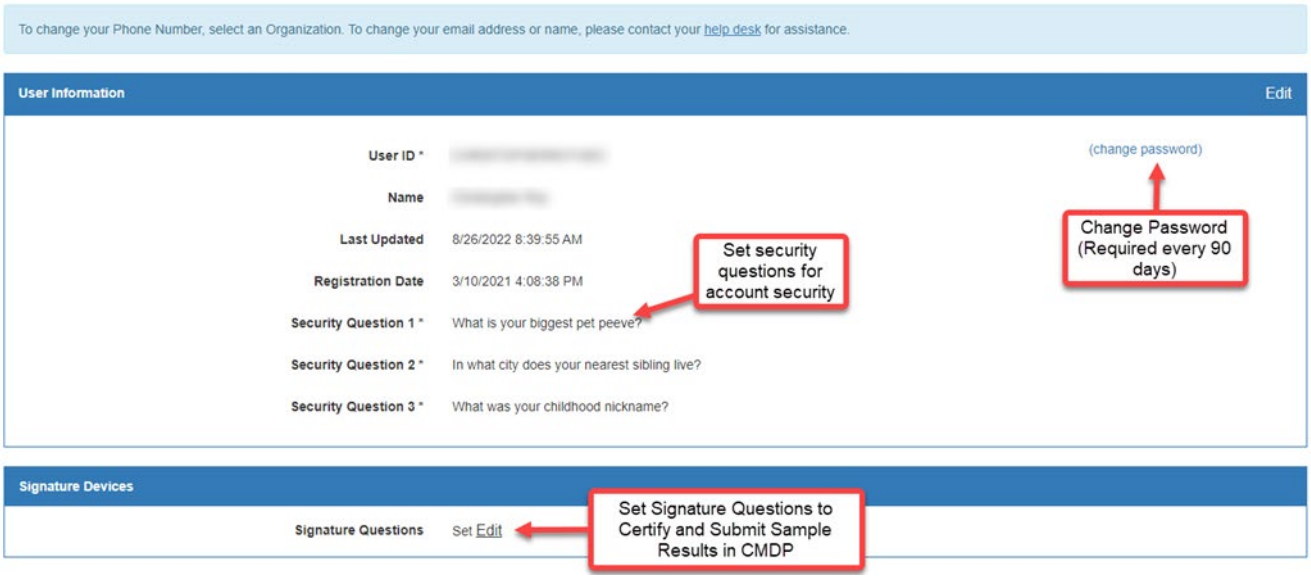


Figure 6 User profile information

Security Questions

Security questions are used to verify the identity of the user when recovering an account after a password expires. Users should carefully select appropriate security questions and remember the responses provided.

Changing Passwords

User passwords expire every 90 days. Users will begin receiving messages in the Notifications area on the Dashboard screen when the password is within 14 days of the expiration date. The password can be updated by clicking on the Change Password hyperlink on the user profile screen. To update the password, users will be prompted to enter the current password and a new password. New passwords must not contain any special characters.

If a password expires, users will no longer be able to log into CMDP or SCS. Use the Forgot Password hyperlink on the SCS log in screen to recover the account and follow the prompts to update the password.

Note: If a user attempts to log into CMDP directly with an expired password, the log-in will fail, however a failure message will not be displayed. The password must be reset using the Forgot Password function on the SCS log in screen.

Signature Questions

Signature questions are used when a user attempts to certify and submit sample jobs in CMDP. Before submittal, the user will be prompted to answer one of the three signature questions. Users should carefully select appropriate signature questions and remember the responses provided. Failure to set up the signature questions or answer a question successfully during the certify and submit process will result in the inability to successfully report data.

Using the Compliance Monitoring Data Portal

This section summarizes how to enter sample data, check for errors, and review, certify, and submit jobs to the PWSS Program using the online data entry form. Submissions, or samples missing TCEQ required fields, are subject to rejection by the laboratory or TCEQ. CMDP and EPA require specific fields to be populated to report through CMDP and into the PWSS Program's database. **TCEQ requires additional fields to be reported for compliance purposes. All fields are required unless it is noted otherwise.**

Creating a Job

1. Click on the "Drinking Water Sample Jobs" tab at the top of the screen.
2. Click on the "Create New Job" button.
3. Click on "Enter a Group of Samples" on the "Create New Job Options" pop up screen.
4. Enter a job description and click on the "OK" button. This can be anything that will help the user identify the job. A new job will be created, and a "Job Summary View" tab will be opened.

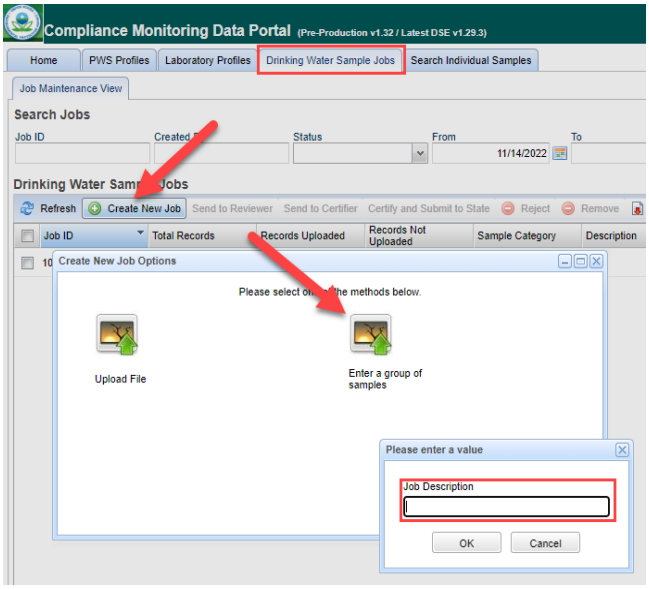


Figure 7 Create new job screen for entering samples manually

Entering Data Using Online Data Entry Forms

The portion displayed at the top of the data entry form is shown below, along with definitions of the data entry requirements per CMDP. Refer to the following sections' field requirements.

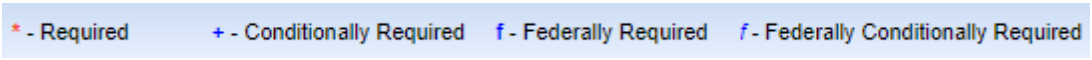


Figure 8 Field requirements key

* **- Required:** Identifies fields that must contain information to save the sample.
+ - Conditionally Required: Identifies fields that must contain data if certain conditions are met. For example, reporting a Count, Units and Volume if an enumeration analytical method is used.
f – Federally Required: Identifies fields that must contain data. These fields are used to determine if a sample can be used for compliance.
f **– Federally Conditionally Required:** Identifies fields that must contain data if certain conditions are met. These fields are used to determine if a sample can be used for compliance.

Entering Microbial Samples and Results

1. In the "Job Summary View" tab, click on the "Add" dropdown box and choose "Microbial" from the list

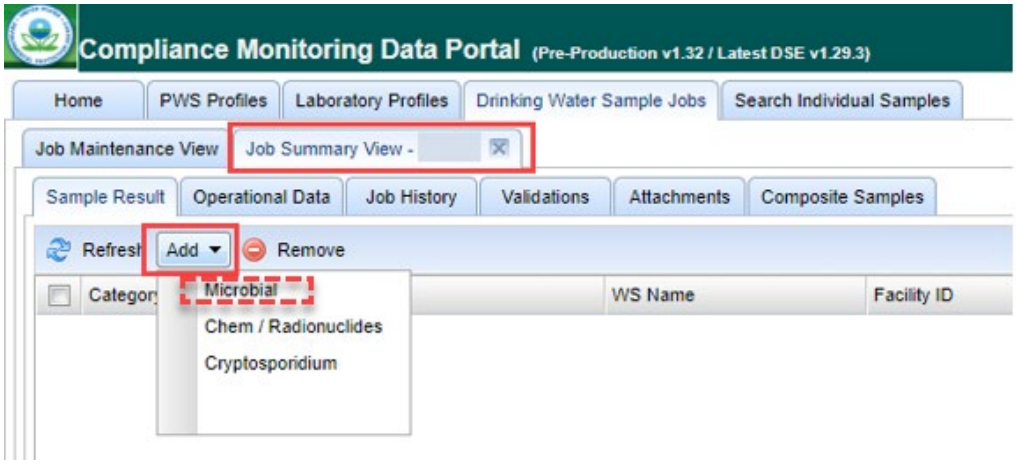


Figure 9 Job Summary View – Adding Microbial

Sample Information

1. Enter the information as described below:

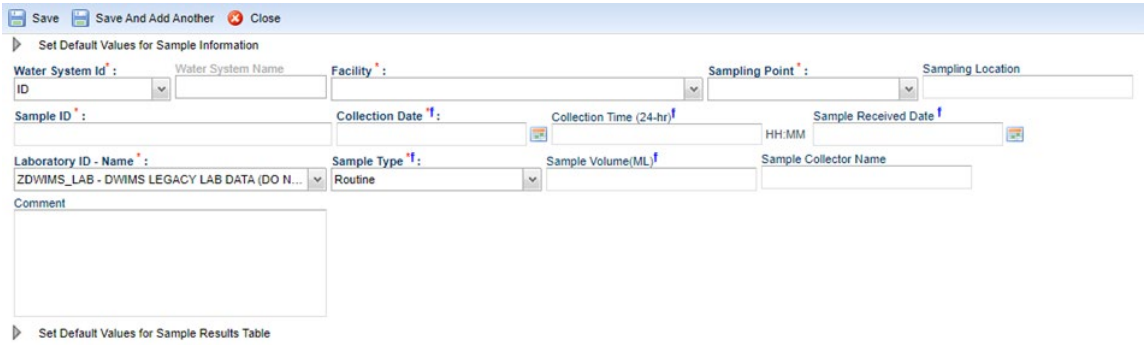


Figure 10 Microbial sample entry into the web form

a. **Water System Id (Required)**: Seven-digit public water system ID (PWS ID). This must be preceded by TX, which is automatically added by CMDP. Type it in or select from the dropdown list.
b. **Water System Name (Required)**: The PWS name will automatically populate once the PWS ID has been entered.
c. **Facility (Required)**: The PWS facility ID. Select from the dropdown list:
   - DS01 - distribution samples, or
   - Well ID - G1234567A only for raw well assessment source monitoring (ASM) or TSM samples.
d. **Sampling Point (Required)**: Sampling point where the sample was collected. Select from the dropdown list:
   - From DS01:
     - DSTCRRT if sample type is routine.
     - DSTCRRP if sample type is repeat.
     - DSTCRSP if sample type is special.
   - From Well ID:
     - ASM if samples type is raw well assessment source monitoring.
     - TSM if sample type is raw well triggered source monitoring (collected in response to a positive routine microbial sample result).

e. **Sampling Location (Required)**: Description of the sampling location
   - Routine and Repeat samples (e.g., 123 Main St, 123 Main St hose bib)
   - Triggered and assessment source monitoring samples (e.g., Well ID: G1234567A, G2041712AA, etc.)

f. **Sample ID (Required)**: Sample identification number assigned by the laboratory. This field is limited to 20 characters and only numbers, letters, dash (-), and/or underscore. **Note:** The Sample ID must be unique based on the laboratory, date, and PWS ID.

g. **Collection Date (Required)**: Date (MM/DD/YYYY) the sample was collected.

h. **Collection Time (24-hr) (Required)**: Time (HH:MM) the sample was collected.

i. **Sample Received Date (Required)**: Date (MM/DD/YYYY) the sample was received by the laboratory.

j. **Laboratory ID – Name (Required)**: ID (e.g., T123456789) and name of the laboratory reporting the sample.

k. **Sample Type (Required)**: Sample type routine, repeat, triggered, or special. See the Repeat Microbial Samples and Triggered Source Monitoring Microbial Samples subsection below for details on the additional information required for these sample types. Construction samples cannot be submitted into CMDP. This information is identified by the sampler on the Microbial Reporting Form.

   - Routine - routine distribution sample collected to fulfill the TCEQ monthly coliform requirement or routine raw well sampling for assessment source monitoring.
   - Repeat - repeat distribution sample collected in response to a positive routine microbial sample collected in distribution.
   - Triggered - raw well sample collected in response to a positive routine microbial sample collected in distribution.
   - Special – sample to rescind a boil water notice, as investigative sampling, to meet TCEQ seasonal start up requirements, or after well disinfection. Special samples cannot be used to meet routine, repeat, or triggered sample requirements. Special samples are not required to be submitted into the CMDP for the RTCR or GWR.

l. **Sample Volume (ML) (Required)**: Enter the volume of the sample in MLs (e.g., 100 for microbial samples)

m. **Sample Collector Name (Required)**: Name of the sample collector.

n. **Comment**: (Not Required) Comments about the sample.

Repeat Microbial Samples

1. Additional required information must be submitted when reporting a repeat sample type. The information will associate the repeat sample to the original positive microbial sample that caused the additional monitoring.

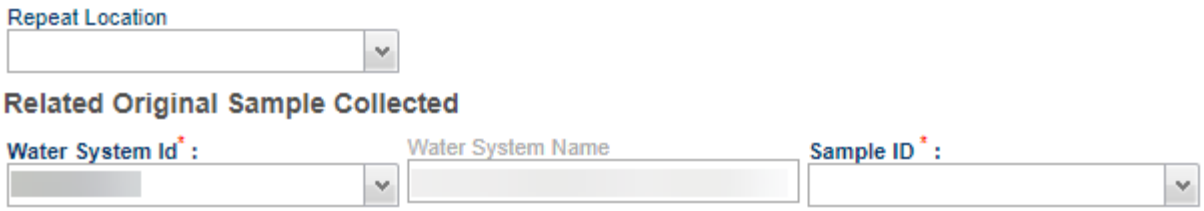


Figure 11 Repeat sample data entry into the web form

a. **Repeat Location**: Enter the repeat location (i.e., original location, upstream, or downstream). This is available for repeat samples only. (Not Required)

b. **Water System ID (Required)**: Seven-digit PWS ID of the PWS that collected the original positive microbial sample. This will default to the PWS previously selected for the sample.
c. **Sample ID (Required)**: Choose the sample ID that the sample will be associated with in the dropdown. **Note:** The original positive microbial sample must be added to CMDP before entering a repeat microbial sample.

Triggered Source Monitoring Microbial Samples

1. Additional required information must be submitted when reporting TSM sample type. The information will associate the TSM microbial sample to the original positive microbial sample that caused additional monitoring.

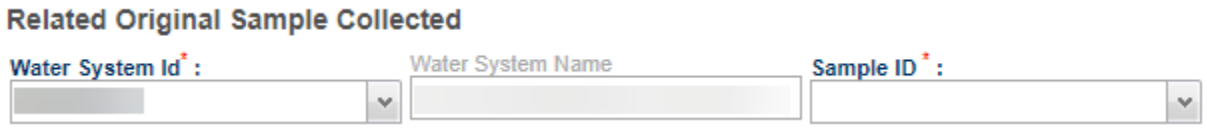


Figure 12 Triggered source monitoring data entry into the web form

a. **Water System ID (Required)**: Seven-digit PWS ID of the PWS that collected the original positive microbial sample. This will default to the PWS previously selected for the sample.
b. **Sample ID (Required)**: Choose the sample ID of the original positive microbial sample the TSM sample will be associated with in the dropdown. **Note:** The original positive microbial sample must be added to CMDP before entering a TSM microbial sample.

Microbial Results

1. Click on the "Add" button in the "Microbial Analytes Results" grid to begin adding results for each analyte that was analyzed. A row with blank values will be added to the grid.

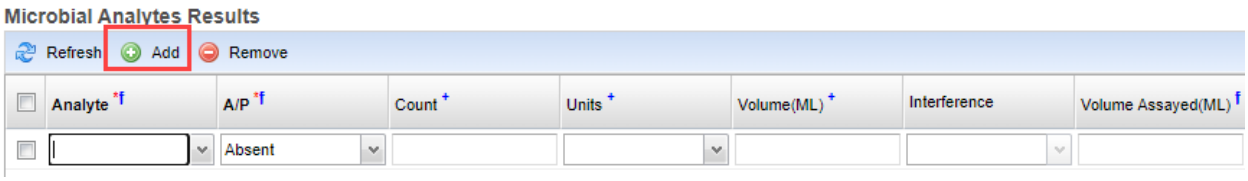


Figure 13 Adding microbial results into the web form

a. **Analyte (Required)**: Select the analyte from the dropdown list.

- 3100 - coliform, or
- 3014 - E. coli

Note: If a sample is determined to be positive for both analytes 3100 - COLIFORM (TCR) and 3014 - E. COLI, both analytes are required.

b. **A/P (Required):** Enter absent if the analyte result was absent. Enter present if the analyte result was present.
c. **Count**: Enter the count if an enumeration analytical method was used. (Conditionally required if the analysis method provides a coliform count, and the sample is Present.)
d. **Units**: Enter the Units if an enumeration analytical method was used. (Conditionally required)
e. **Volume (ML)**: Enter the volume if an enumeration analytical method was used. (Conditionally required)
f. **Interference**: Enter a reason code if an interference was encountered during analysis. Can only be reported when A/P = Present. (Not Required)

g. **Volume Assayed (ML) (Required)**: Enter the volume of the sample analyzed in MLs (e.g., 100 for microbial samples).

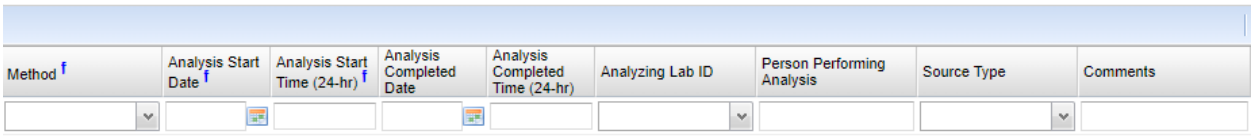


Figure 14 Adding microbial results, continued

h. **Method (Required)**: Select the method of analysis from the dropdown list.
i. **Analysis Start Date (Required)**: Enter the date (MM/DD/YYYY) that the analysis began.
j. **Analysis Start Time (24-hr) (Required)**: Enter the time (HH:MM) that the analysis began.
k. **Analysis Completed Date**: Enter the date (MM/DD/YYYY) that the analysis was completed. (Not Required)
l. **Analysis Completed Time (24-hr)**: Enter the time (HH:MM) that the analysis was completed. (Not Required)
m. **Analyzing Lab ID**: Do NOT report data in this field. Not applicable, as all analyzing laboratories report their own data.
n. **Person Performing Analysis**: Enter the name of the person that performed the analysis. (Not Required)
o. **Source Type**: Select source type from the dropdown list. (Not Required)
p. **Comments**: Enter any additional comments related to the analytical result. (Not Required)

2. Repeat Step 1 to add each analyte.

Field Results and Measurements - Required for Chlorine Residual

A chlorine residual reading must be submitted with each microbial sample. **This parameter must be analyzed in the field at the time the sample is collected. Enter the data collected in the field.**

1. Click on the small triangle to the left of the "Field Results and Measurements" section to toggle between displaying or hiding the grid.
2. Click on the "Add" button in the "Field Results and Measurements" grid to add results for each parameter that was analyzed in the field. A row with blank values will be added to the grid.

Figure 15 Field results and measurements

3. Enter the information as described below:
   a. **Parameter (Required)**: Select "free chlorine residual" or "total chlorine residual" from the dropdown list.
   b. **Result (Required)**: Enter the numerical value of the analysis.
   c. **Result UOM (Required)**: Enter the unit of measure for the analysis (e.g.,mg/L).
   d. **Method**: Enter the method used for the analysis. (Not Required)
   e. **Person Performing Analysis**: Enter the person who performed the analysis. (Not Required)
   f. **Comments**: Enter any additional comments about the result. (Not Required)
4. Click on the "Save" button at the top of the page to save the sample.

Entering Chemical/Radionuclide Samples and Results

The "Chem/Radionuclides" option is used for all non-microbial sample data reporting including DBPs, IOCs, SOCs, VOCs, Nitrates, Nitrites, Asbestos, Radionuclides, Lead and Copper Rule (LCR) samples, Water Quality Parameters (WQPs), and Optimal Water Quality Parameters (OWQPs). In the Job Summary View tab, click on the "Add" dropdown box and choose "Chem/ Radionuclides" from the list.

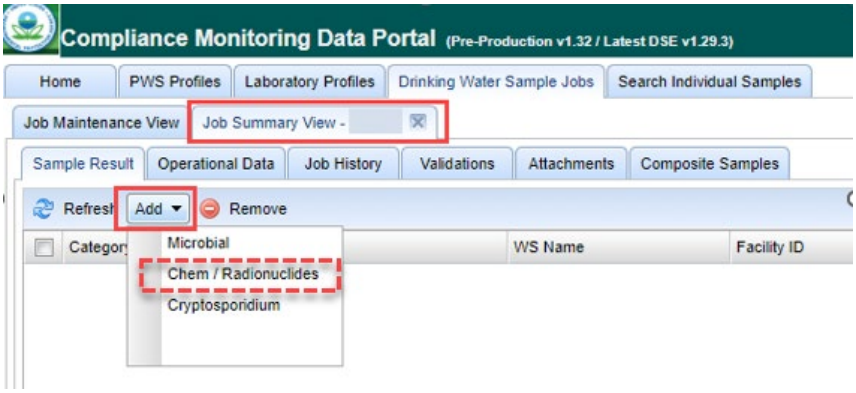


Figure 16 Job Summary View – Adding Chem/Rad samples

Sample Information

1. Enter the information as described below:

Note: Chemical/Radionuclide samples can come from both distribution and non-distribution.

a. **Water System ID (Required)**: Seven-digit PWS ID. This must be preceded by TX, which is automatically added by CMDP. Type it in or select from the dropdown list.

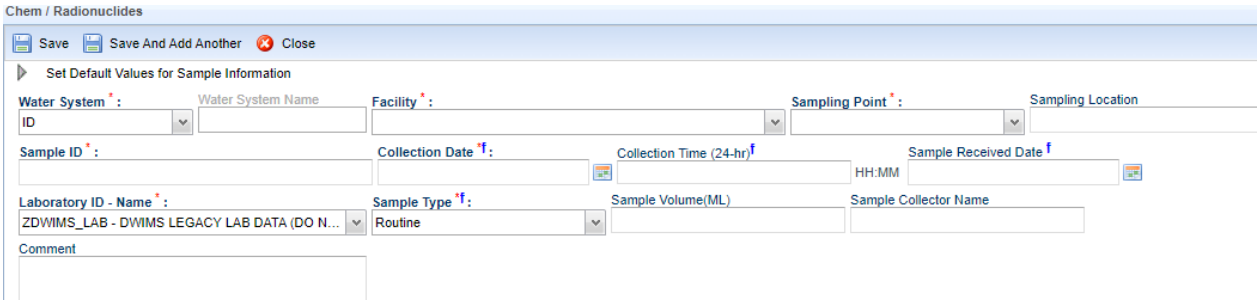


Figure 17 Entering Chem/Rad samples into the web form

b. **Water System Name**: The PWS name will automatically populate once the PWS ID has been entered.

c. **Facility (Required)**: The PWS facility ID. Select from the dropdown list.
Facilities include:

- DS01 - for samples collected in the distribution.
- EP### - for samples collected at the entry point.
- PBCU### - for lead and copper or WQP samples collected at the entry point.
- Well ID - for raw well samples (e.g., G1234567A).

d. **Sampling Point (Required)**: The sampling point where the sample was collected. Select from the dropdown list.
Sample points include:

- From DS01:
  - ASB-## - asbestos samples
  - DBP2-## - for TTHM and HAA5

- LCR### - for lead and copper samples collected in distribution
- DSTWQP - for WQP samples collected in distribution

- From EP###:
  - TRT-TAP
- From PBCU###:
  - ELCR - for lead and copper samples collected at the entry point
  - EWQP - for Water Quality Parameter samples collected at the entry point
- From Well ID:
  - RAW-TAP - for new well sampling and to confirm groundwater contamination

e. **Sampling Location (Required)**: Description of the sampling location

- Lead and copper samples (e.g., 123 Main St, kitchen sink, etc.)
- Chemical samples (e.g., TAP IN LAB, HB ON GST, etc.)

f. **Sample ID (Required)**: Sample identification number assigned by the lab. This field is limited to 20 characters and only numbers, letters, dash (-), and/or underscore. The sample ID must be unique based on the lab, the date and PWS ID.
g. **Collection Date (Required)**: Date (MM/DD/YYYY) the sample was collected.
h. **Collection Time (24-hr) (Required)**: Time (HH:MM) the sample was collected.
i. **Sample Received Date (Required)**: Date (MM/DD/YYYY) the sample was received by the laboratory.
j. **Laboratory ID – Name (Required)**: ID (e.g., T123456789) and name of the laboratory reporting the sample.
j. **Sample Type (Required)**: Sample type routine or confirmation sample. This information is identified by the sampler.
k. **Sample Volume**: Volume of the sample. (Not Required)
l. **Sample Collector Name (Required)**: Name of the sample collector.
m. **Comment**: Enter any additional comments related to the analytical result (Conditionally Required) **Required if** submitting samples with a state sample ID in accordance with state sample contract. State sample ID followed by a semicolon (e.g., 1234567;). Additional comments may be added after the semicolon.

Chemical/Radionuclide Results

1. Click on the "Add" button in the "Chem/Rads Results" grid to begin adding results for each analyte that was analyzed. A row with blank values will be added to the grid.

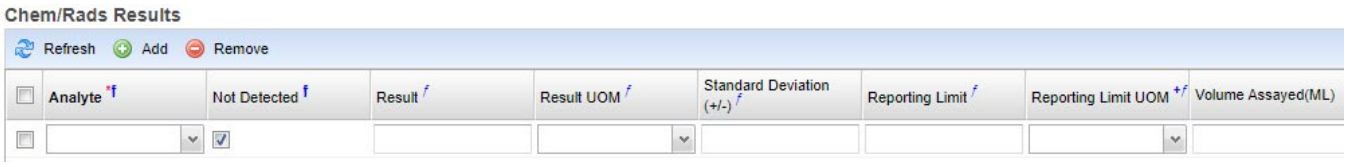


Figure 18 Entering Chem/Rad Results into the web form

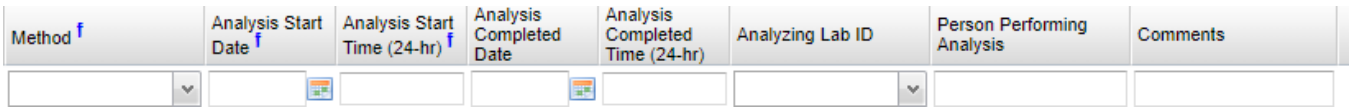


Figure 19 Entering Chem/Rad samples, continued

a. **Analyte (Required)**: Select the analyte from the dropdown list.
b. **Not Detected (Required)**: De-select the check box if the analyte has a detected value. **CMDP automatically checks the "Not Detected" check box.**

Note: if the result is below the reporting limit select the check box. This will reflect as less than reporting limit (e.g., <1 mg/L, <0.05 mg/L, etc.) in the database.

c. **Result (Required if detected)**: Enter the numerical value.
d. **Result UOM (Required if detected)**: Enter the unit of measurement of analyte.
e. **Standard Deviation (+/-)**: Enter the standard deviation of sample value. (Conditionally Required) **Required if** reporting Radionuclides.
f. **Reporting Limit (Required)**: Enter the reporting limit of sample analyte.
g. **Reporting Limit UOM (Required)**: Enter the unit of measurement for reporting limit of analyte.
h. **Volume Assayed (ML)**: Enter the volume of the sample that was analyzed. (Not Required)
i. **Method (Required)**: Select the method of analysis from the dropdown list.
j. **Analysis Start Date (Required)**: Enter the date (MM/DD/YYYY) that the analysis began.
k. **Analysis Start Time (24-hr) (Required)**: Enter the time (HH:MM) that the analysis began.
l. **Analysis Completed Date (Required)**: Enter the date (MM/DD/YYYY) that the analysis was completed.
m. **Analysis Completed Time (24-hr) (Required)**: Enter the time (HH:MM) that the analysis was completed.
n. **Analyzing Lab ID (Required for pH and temperature)**: Enter the "LAB ID#" from the Monitoring Form under "SAMPLE INFORMATION". This is required for water systems, accredited labs, or third-party sample collectors who have analyzed pH and/or temperature in the field prior to sample drop off.
o. **Person Performing Analysis**: Enter the name of the person that performed the analysis. (Not Required)
p. **Comments**: Enter any additional comments related to the analytical result. (Conditionally Required). **Required if** reporting a result with a QAPP required/approved qualifier.

2. Repeat Step 1 for each analyte to be added.

Field Results and Measurements - Required for samples with a State Sample ID

A chlorine residual, pH, and temperature reading must be reported with each sample submitted as a part of the state sample contract. **These parameters must be analyzed in the field at the time the sample is collected. For WQP compliance samples, pH and temperature should be reported as sample analytical results as described above in Step 1.**

1. Click on the small triangle to the left of the "Field Results and Measurements" section to toggle between displaying or hiding the grid.
2. Click on the "Add" button in the "Field Results and Measurements" grid to add results for each parameter that was analyzed in the field. A row with blank values will be added to the grid.
3. Enter the information as described below:
   a. **Parameter (Required)**:
      - 1013 - free chlorine residual; or 1012 - total chlorine residual;
      - 1925 - PH
      - 1996 - Temperature
   b. Select free chlorine residual or total chlorine residual from the dropdown list.
   c. **Result (Required)**: Enter the numerical value of the test conducted in the field.
   d. **Result UOM (Required)**: Enter the unit of measure for the test conducted in the field (e.g., mg/L).
   e. **Method**: Enter the method of analysis conducted in the field. (Not Required)
   f. **Person Performing Analysis**: Enter the person who performed the analysis in the field. (Not Required)
   g. **Comments**: Enter any additional comments about the reading. (Not Required)

4. Click on the "Save" button at the top of the page to save the sample.

Entering Data Using Excel Templates

Users can download an Excel template for sample data entry offline. Samples and sample results are entered into the template. The template is used to create an XML file which is then uploaded into CMDP. The template is available on the "Home" tab in CMDP.

Downloading a Template

1. Navigate to the "Home" tab in CMDP.
2. Select "Sample Results" from the "Templates" dropdown list.
3. Select "Download" button to download the Template file.

Note: Users will need Microsoft Excel installed to open and use the template.

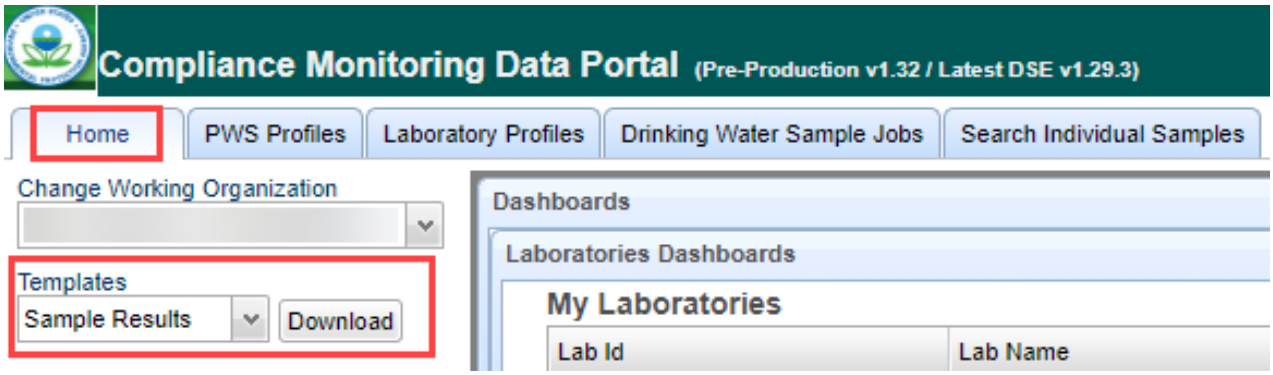


Figure 20 Selecting a template to download in CMDP

Template - First Use

Once the template is downloaded, you may open the Excel file. It is likely that macros will be blocked on the Excel template file due to permissions. Macros will need to be enabled before the XML file can be successfully generated. Follow the steps below to enable macros.

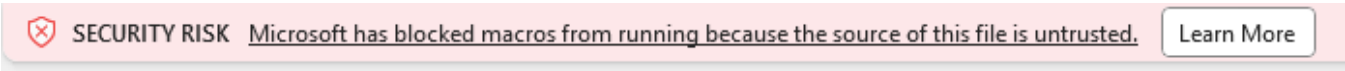


Figure 21 Macros blocked alert on Excel template

1. Make sure the template is saved/located in the folder of your choosing (not only in your downloads).
2. Open Excel.
3. Find the "Options" tab on the home screen or find using the search bar.
4. In the "Options" pop-up, find the "Trust Center" in the menu on the left side of the screen.
5. Select the "Trust Center Settings" button.

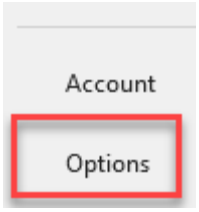


Figure 22 Options button in Excel

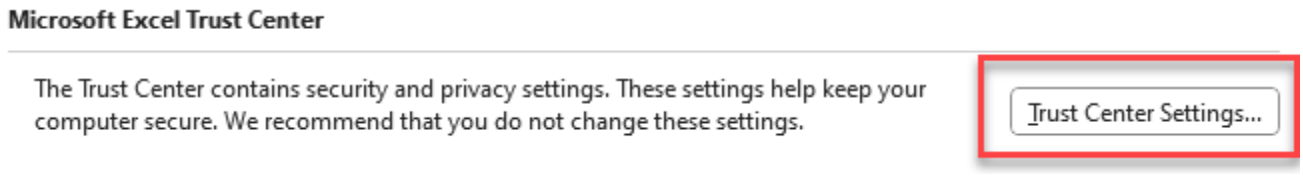


Figure 23 Trust Center Settings button

6. Select “Macro Settings” in the menu.
7. Select the last radio button “Enable VBA Macros (not recommended potentially dangerous code can run).”

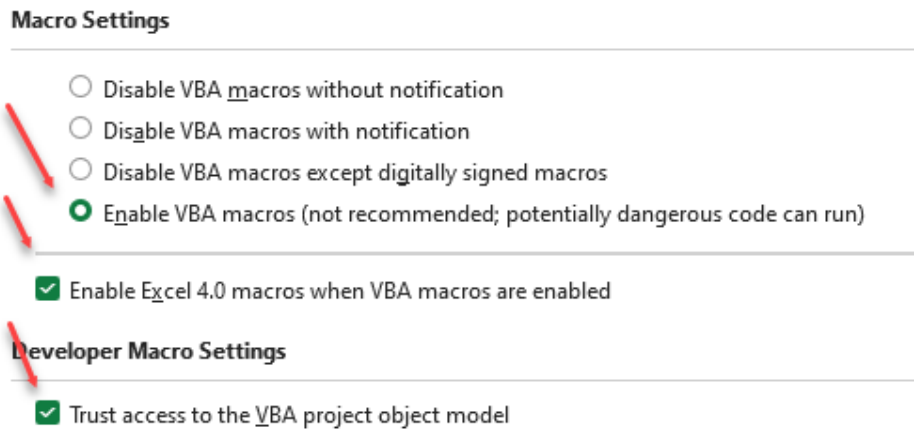


Figure 25 Check These Options to Enable Macros

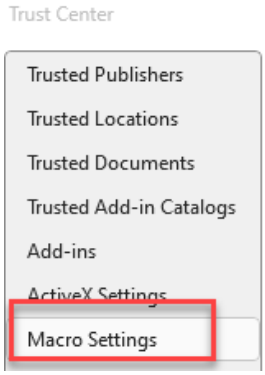


Figure 24 Macro Settings option

8. Select the two remaining checkboxes “Enable Excel 4.0 macros when VBA macros are enabled,” and “Trust Access to the VBA project object model.”
9. Select the menu option “Trusted Locations.”
10. Add the folder/folders where the templates will be saved into the “Trusted Locations” list.
11. Select “OK.”
12. Select “Generate XML” button. If it does not work, close Excel, re-open Excel and try again.

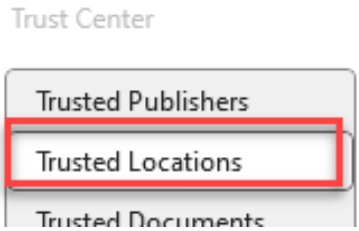


Figure 26 Trusted Locations

Definitions of the data entry requirements are shown below. Refer to the following sections for descriptions and requirements of each field.

* - **Required**: Identifies fields that must contain information to save the sample.
\+ - **Conditionally Required**: Identifies fields that must contain data if certain conditions are met (e.g., reporting a Count, Units, Volume, etc. if an enumeration analytical method is used)
f – Federally Required: Identifies fields that must contain data. These fields are used to determine if a sample can be used for compliance.
f – **Federally Conditionally Required**: Identifies fields that must contain data if certain conditions are met. These fields are used to determine if a sample can be used for compliance.

There are four “Template” tabs. Ensure you are on the correct tab when you are working:

- Microbial
- Chems-Rads
- Cryptosporidium (do not submit results using this tab in CMDP)
- Notes (do not submit results using this tab in CMDP)

Template Layout

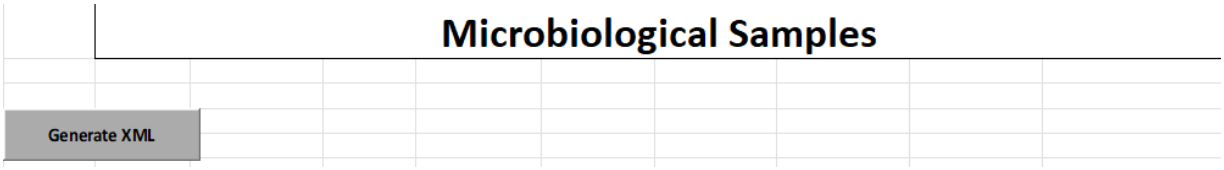


Figure 27 Example of template header. Will change depending on which tab you are working on.

Figure 28 Example of different tabs at bottom of Excel template

a. **Reporting Lab. ID (Required)**: The lab's ID number (e.g., T123456789).

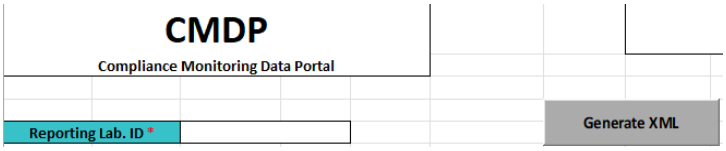


Figure 29 Example of the top of the Excel template, reporting Lab ID and Generate XML button

Section 1-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 (ML) f	Repeat Location	Original Sample ID +	Original Reporting Lab.ID	Original Collection Date	Comment	Sample Collector Name

Figure 30 Sample Information Section of Excel template

Section 2-Results

Analyte *f [Code - Name]	A/P *f	Count	Units +	Volume (ML) +	Interference	Volume Assayed (ML) f	Method f	Analysis Start Date f	Analysis Start Time f	Analysis Completed Date	Analysis Completed Time	Analyst Name	Analyzing Lab ID	Source Type	Comment

Figure 31 Results Section of Excel template

Section 3-Field Results and Measurements

Parameter* [Code - Name]	Result*	Result UOM*	Method	Analyst Name	Comment

Figure 32 Field Results Section of Excel template

Entering Microbial Samples and Results Excel Template

Open the CMDP Microbial Sample Field Guide, on the PWSS Program webpage, to view the easy-to-read version of required information.

Sample Information

									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

Figure 33 Micro Sample Information Section

a. **Sample ID (Required)**: Sample identification number assigned by the laboratory. This field is limited to 20 characters and only numbers, letters, dash (-), and/or underscore. **Note:** The Sample ID must be unique based on the laboratory, date, and PWS ID.
b. **Sample Received Date (Required)**: Date (MM/DD/YYYY) the sample was received by the laboratory.
c. **WS ID (Required)**: Seven-digit PWS ID. This must be preceded by TX, which is automatically added by CMDP. Type it in or select from the dropdown list.
d. **Facility ID (Required)**: The PWS facility ID. Select from the dropdown list:
   - DS01 - distribution samples, or
   - Well ID - only for raw well samples (e.g., G1234567A).
e. **Sampling Point ID (Required)**: Sampling point where the sample was collected. Select from the dropdown list:
   - From DS01:
     - DSTCRRT if sample type is routine
     - DSTCRRP if sample type is repeat
     - DSTCRSP if sample type is special
   - From Well ID:
     - ASM if sample type is raw well assessment source monitoring.
     - TSM if sample type is raw well triggered source monitoring (collected in response to a positive routine microbial sample).
f. **Sampling Location (Required)**: Description of the sampling location
   - Routine and repeat samples (e.g., 123 Main St, 123 Main St hose bid, etc.)
   - Triggered source monitoring and assessment source monitoring samples (e.g., G1234567A, G2041712AA, etc.)
g. **Collection Date (Required)**: Date (MM/DD/YYYY) the sample was collected.
h. **Collection Time (24H) (Required)**: Time (HH:MM) the sample was collected.
i. **Sample Type (Required)**: Sample type routine, repeat, triggered, or special. See the "Repeat Microbial Samples" and "Triggered Source Monitoring Microbial Samples" subsection below for details on the additional information required for these sample types. Construction samples cannot be submitted into CMDP. This information is identified by the sampler on the Microbial Reporting Form.
   - Routine - routine distribution sample collected to fulfill the TCEQ monthly coliform requirement or routine raw well sampling for assessment source monitoring,
   - Repeat - repeat distribution sample collected in response to a positive routine microbial sample collected in distribution,
   - Triggered - raw well sample collected in response to a positive routine microbial sample collected in distribution.
   - Special - sample to rescind a boil water notice, as investigative sampling, to meet TCEQ seasonal start up requirements, after well disinfection. Special samples cannot be used to meet routine, repeat, or triggered sample requirements. Special samples are not required to be submitted into CMDP for the RTCR or GWR.
j. **Sample Volume (ML) (Required)**: Enter the volume of the sample in MLs (e.g., 100 for microbial samples).
k. **Comment**: Comments about the sample. (Not Required)
l. **Sample Collector Name (Required)**: Sample collector name.
m. **Repeat Location (Required if sample type is Repeat):** Select "Repeat Location" from the dropdown list (i.e., original site, upstream, or downstream). This is available for repeat samples only.

Original Sample ID +	Original Reporting Lab.ID	Original Collection Date	Comment	Sample Collector Name

Figure 34 Micro Sample Information Section, continued

Repeat Microbial Samples

Additional required information must be submitted when reporting a repeat sample type. The information will associate the repeat sample to the original positive microbial sample that caused the additional monitoring.

a. **Original Sample ID (Required if sample type is Repeat)**: Sample ID of the original positive microbial sample. **Note:** the original positive microbial sample data must be added to CMDP before entering repeat sample data.
b. **Original Reporting Lab. ID**: ID number for the laboratory that tested the original sample that tested present/positive. (Not Required)
c. **Original Collection Date**: Date (MM/DD/YYYY) of collection of the original sample that tested present/positive. (Not Required)
d. **Comment**: Any additional comments. (Not Required)
e. **Sample Collector Name (Required)**: Sample collector name.

Triggered Source Monitoring Microbial Samples

Additional required information must be submitted when reporting a TSM sample type. The information will associate the TSM sample to the original positive microbial sample that caused the additional monitoring.

a. **Original Sample ID (Required if sample type is Triggered)**: Sample ID of the original positive microbial sample that the TSM sample will be associated with. **Note:** the original positive microbial sample must be added to CMDP before entering a triggered sample.
b. **Original Reporting Lab. ID**: Seven-digit PWS ID of the PWS that collected the original positive microbial sample. This will default to the PWS previously selected for the sample. (Not required)
c. **Original Collection Date**: Date (MM/DD/YYYY) of collection of the original positive microbial sample. (Not required)
d. **Comment**: Any additional comments. (Not required)
e. **Sample Collector Name (Required)**: Sample collector name.

Results – Microbial Samples Template

							Results (* - Field required for record to exist)
Analyte*f [Code - Name]	A/P*f	Count	Units +	Volume (ML) +	Interference	Volume Assayed (ML) f	Method f

Figure 35 Micro Sample Results Section

a. **Analyte [Code – Name] (Required)**: Select the analyte from the dropdown list.

- 100 - COLIFORM (TCR); or
- 3014 - E. COLI.

If a sample is determined to be positive for both analytes, 3100 - COLIFORM (TCR) and 3014 - E. COLI, they are both required to be reported.

b. **A/P (Required):** Enter Absent if the analyte result was Absent. Enter Present if the analyte result was Present.
c. **Count**: Enter the Count if an enumeration analytical method was used (Conditionally required if the analysis method provides a coliform count, and the sample is Present).
d. **Units**: Enter the Units if an enumeration analytical method was used. (Conditionally required)
e. **Volume (ML)**: Enter the volume if an enumeration analytical method was used. (Conditionally required)
f. **Interference**: Enter a reason code if an interference was encountered during analysis. Can only be reported when A/P = Present. (Not Required)
g. **Volume Assayed (ML) (Required)**: Enter the volume of the sample that was analyzed in MLs (e.g., 100 for microbial samples).
h. **Method (Required)**: Select the method of analysis from the dropdown list.

Analysis Start Date [f]	Analysis Start Time [f]	Analysis Completed Date	Analysis Completed Time	Analyst Name	Analyzing Lab ID	Source Type	Comment

Figure 36 Micro Sample Results Section, continued

i. **Analysis Start Date (Required)**: Enter the date (MM/DD/YYYY) that the analysis began.
j. **Analysis Start Time (Required)**: Enter the time (HH:MM) that the analysis began.
k. **Analysis Completed Date**: Enter the date (MM/DD/YYYY) that the analysis was completed. (Not Required)
l. **Analysis Completed Time (24-hour)**: Enter the time (HH:MM) that the analysis was completed. (Not Required
m. **Analyst Name**: Enter the name of the person that performed the analysis. (Not Required)
n. **Analyzing Lab ID**: Do NOT report data in this field. Not applicable, as all analyzing laboratories report their own data.
o. **Source Type**: Select Source type from the dropdown list. (Not Required)
p. **Comments**: Enter any additional comments related to the analytical result. (Not Required)

Field Results and Measurements – Required for Chlorine Residual

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

Figure 37 Micro Field Results and Measurements Section

a. **Parameter [Code – Name] (Required)**: Select the following from the dropdown list:
   - 1013 - free chlorine residual; or 1012 - total chlorine residual.
b. **Result (Required)**: Enter the numerical value of the test conducted in the field.
c. **Result UOM (Required)**: Enter the unit of measurement of the result value.
d. **Method**: Enter the method from the dropdown list. (Not Required)
e. **Analyst Name**: Enter the person that performed the analysis in the field. (Not Required)
f. **Comment**: Enter any additional comments related to the field measurement. (Not Required)

Entering Chemical/Radionuclide Samples and Results Excel Template

Open the CMDP Lead and Copper Sample Field Guide or WQP Sample Field Guide, on the PWSS Program webpage, to view the easy-to-read version of required information.

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 (ML)	Repeat Location

Figure 38 Chem/Rad Sample Information Section

a. **Sample ID (Required)**: Enter the sample identification number assigned by the laboratory. The sample ID must be unique based on the lab, the date and WS ID.
b. **Sample Received Date (Required)**: Enter the date (MM/DD/YYYY) the sample was received by the laboratory.
c. **WS ID (Required)**: Seven-digit PWS ID. This must be preceded by TX.
d. **Facility ID (Required)**: Enter the PWS facility ID. Common facilities include:
   - DS01 - for samples collected in the distribution.
   - EP### - for samples collected at the entry point.
   - PBCU### - for lead and copper or WQP samples collected at the entry point.
   - Well ID - G1234567A for raw well samples.
e. **Sampling Point ID (Required)**: Enter the sample point identification number related to the facility where the sample was collected. Common sample points include:
   - From DS01:
     - ASB-## - asbestos samples
     - DBP2-## - for TTHM and HAA5 samples
     - LCR### - for lead and copper samples collected in distribution.
     - DSTWQP - for Water Quality Parameter samples collected in distribution.
   - From EP###:
     - TRT-TAP
   - From PBCU###:
     - ELCR - for lead and copper samples collected at the entry point.
     - EWQP - for Water Quality Parameter samples collected at the entry point.
   - From Well ID:
     - RAW-TAP - for new well sampling and to confirm groundwater contamination.
f. **Sampling Location (Required)**: Enter a description of the sampling location
   - Lead and copper samples (e.g., 123 Main St, kitchen sink, etc.)
   - Chemical samples (e.g., TAP IN LAB, HB ON GST, etc.)
g. **Collection Date (Required)**: Enter the date (MM/DD/YYYY) the sample was collected.
h. **Collection Time (24H) (Required)**: Enter the time (HH:MM) the sample was collected.
i. **Sample Type (Required)**: Select the sample type from the dropdown list. Routine or Confirmation sample.
j. **Sample Volume (ML)**: Volume of the sample. (Not Required)
k. **Repeat Location**: Do NOT report data in this field.

Original Sample ID+	Original Reporting Lab.ID	Original Collection Date	Comment	Sample Collector Name

Figure 39 Chem/Rads Sample Information Section, continued

l. **Original Sample ID:** Enter original sample ID (Not Required)
m. **Original Reporting Lab. ID**: Enter laboratory information which reported original sample results. (Not Required)
n. **Original Collection Date**: Enter the collection date (MM/DD/YYYY) for original sample which triggered a confirmation sample. (Not Required)
o. **Comment**: Enter any additional comments related to the analytical result (Conditionally Required) **Required if** submitting samples with a state sample ID in accordance with state sample contract. State sample ID followed by a semicolon (e.g., 1234567;). Additional comments may be added after the semicolon.
p. **Sample Collector Name (Required)**: Name of the person that collected the sample.

Results – Chemical/Radionuclides Template

Analyte*f [Code - Name]	Not Detected*f	Result f	Result UOM f	Standard Deviation (+/-) f	Reporting Limit f	Reporting Limit UOM +f	Volume Assayed (ML)	Method f

Figure 40 Chem/Rad Sample Results Section

a. **Analyte [Code – Name] (Required)**: Select analyte code from the dropdown list.
b. **Not Detected (Required)**: Select from the dropdown list "Yes" (Not Detected) or "No" (Detected).

Note: if the result is below the reporting limit select "Yes." This will reflect as less than reporting limit (e.g., <1mg/L, <0.05 mg/L, etc.) in the database.

c. **Result (Required if detected)**: Enter the numerical value.
d. **Result UOM (Required if detected)**: Select the result unit of measurement from the dropdown list.
e. **Standard Deviation (+/-)**: Enter the standard deviation of sample value. (Conditionally Required) **Required if** reporting Radionuclides.
f. **Reporting Limit (Required)**: Enter the analyte reporting limit.
g. **Reporting Limit UOM (Required)**: Select unit of measurement of analyte reporting limit from the dropdown list.
h. **Volume Assayed (ML)**: Enter the volume of the sample that was analyzed in MLs. (Not Required)
i. **Method (Required)**: Select method of analysis from the dropdown list.

Analysis Start Date f	Analysis Start Time f	Analysis Completed Date	Analysis Completed Time	Analyst Name	Analyzing Lab ID	Comment

Figure 41 Chem/Rad Sample Results Section, continued

j. **Analysis Start Date (Required)**: Enter the date (MM/DD/YYYY) that the analysis began.
k. **Analysis Start Time (Required)**: Enter the time (HH:MM) that the analysis began.
l. **Analysis Completed Date (Required)**: Enter the date (MM/DD/YYYY) that the analysis was completed.
m. **Analysis Completed Time (Required)**: Enter the time (HH:MM) that the analysis was completed.
n. **Analyst Name**: Enter the name of the person that performed the analysis. (Not Required)
o. **Analyzing Lab ID (Required for pH and temperature)**: Enter the "LAB ID#" from the Monitoring Form under "SAMPLE INFORMATION". This is required for water systems, accredited lab, or third-party sample collectors who have analyzed pH and/or temperature in the field prior to sample drop off.
p. **Comment**: Enter any additional comments related to the analytical result. (Conditionally Required). **Required if** reporting a result with a QAPP required/approved qualifier.

Field Results and Measurements - Required for samples with a State Sample ID

a. **Parameter [Code – Name]** **(Required)**: Select the following from the dropdown list:
   - 1013 - free chlorine residual; or 1012 - total chlorine residual
   - 1925 - PH
   - 1996 - temperature

b. **Result** **(Required)**: Enter the numerical value of the test conducted in the field.
c. **Result UOM** **(Required)**: Enter the unit of measurement of the result value.
d. **Method**: Enter the method from the dropdown list. (Not Required)
e. **Analyst Name**: Enter the person that performed the analysis in the field. (Not Required)
f. **Comment**: Enter any additional comments related to the field measurement. (Not Required)

Generating an XML File

1. Once the sample data is appropriately entered (required fields filled in), ensure the "Reporting Lab ID" field is also filled in.
2. Select "Generate XML." This will open a prompt for this template to be saved. Select the desired location for this file to be saved.

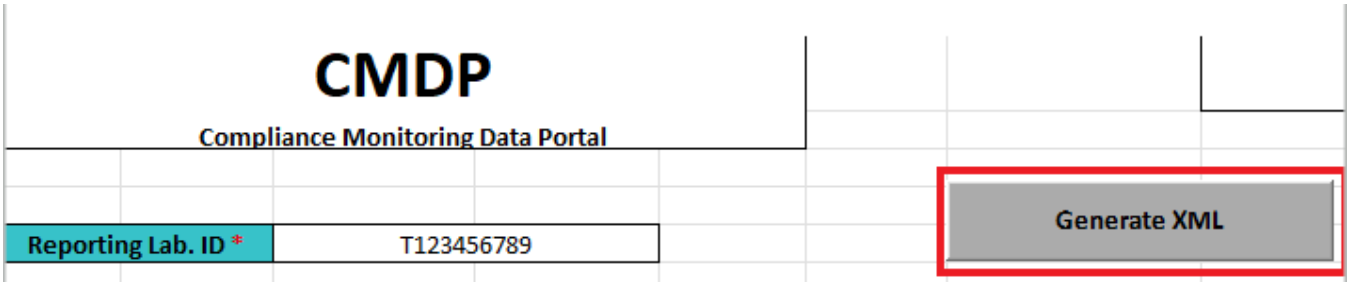


Figure 42 Generate XML button

3. Select "Save."

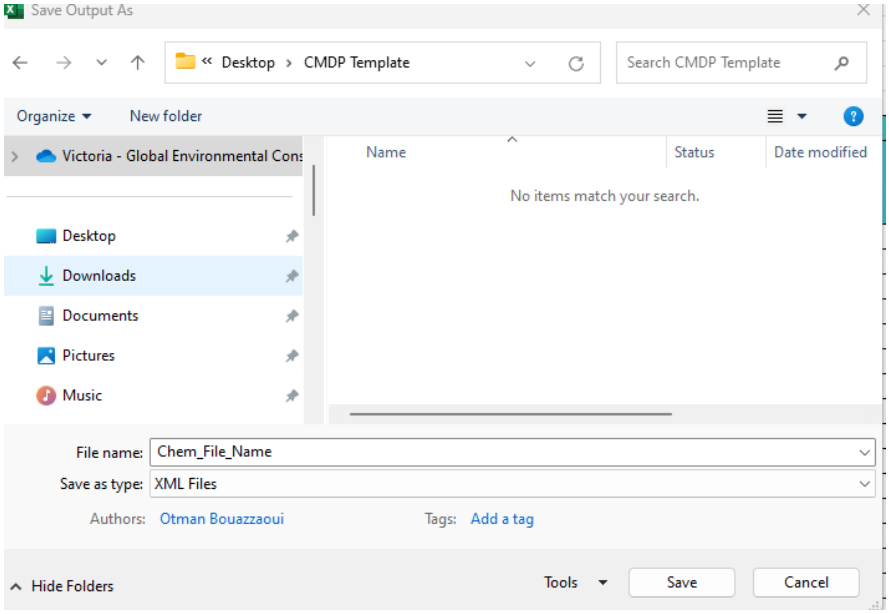


Figure 43 Saving an XML file

Uploading an XML File to CMDP

1. Log into CMDP.

2. On the “Home” tab, ensure your working organization is correct.
3. Click on the “Drinking Water Sample Jobs” tab at the top of the screen.
4. Click on the “Create New Job” button.
5. Click on “Upload File” on the “Create New Job Options” pop up screen.

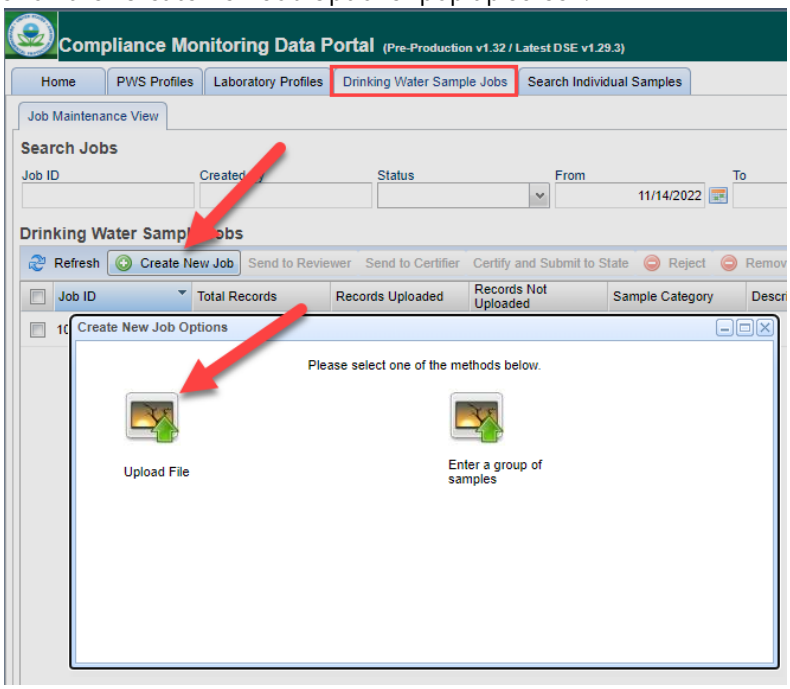


Figure 44 Create a New Job and Upload File

6. Click on “Choose a file to upload” in the “Create New Job – Upload Sample File” screen.
7. Using the file explorer, locate the XML file to upload, highlight it and click on the “Open” button to select the file.

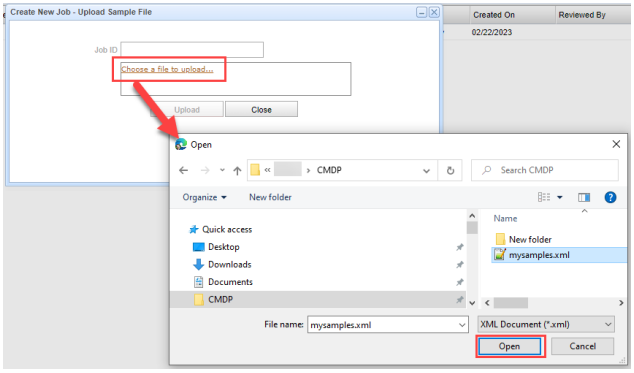


Figure 45 Selecting the XML file to upload

8. If the file was constructed and read properly, the word “Done” will be displayed in green font. Click the “Upload” button to upload the file.

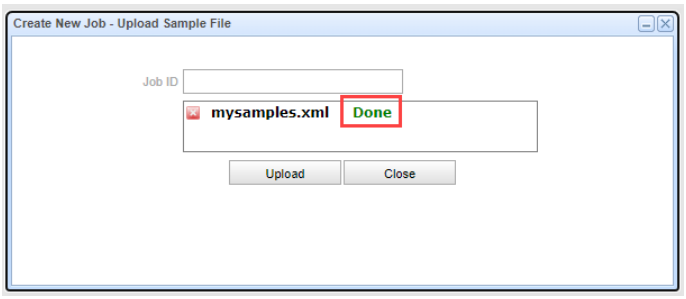


Figure 46 CMDP Upload Sample File window showing "Done" status

9. If there are any problems or errors that are preventing the file from being read, the errors will be displayed at the top of the screen, as reflected below. The file will need to be corrected and uploaded again.

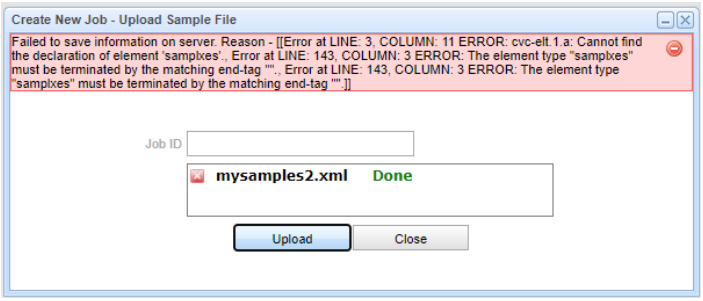


Figure 47 Upload Sample File error message

10. If the file was uploaded successfully, a message will display that the Information saved successfully. Click on the "Close" button to return to the job maintenance view.

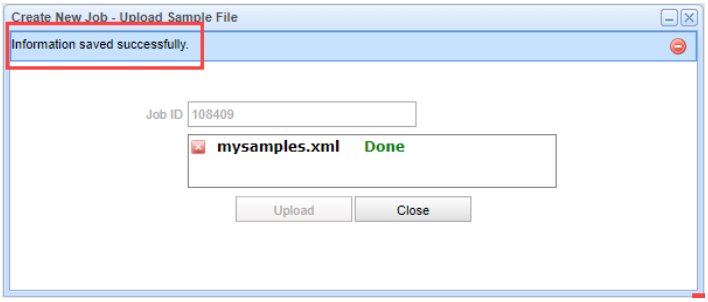


Figure 48 Successful file upload

11. After the file is uploaded, a new job will be created and added to the "Drinking Water Sample Jobs" under the "Job Maintenance View" tab in CMDP. While the file is processing, "N/A" will be displayed in the "Total Records," "Records Uploaded" and "Records Not Uploaded" columns.

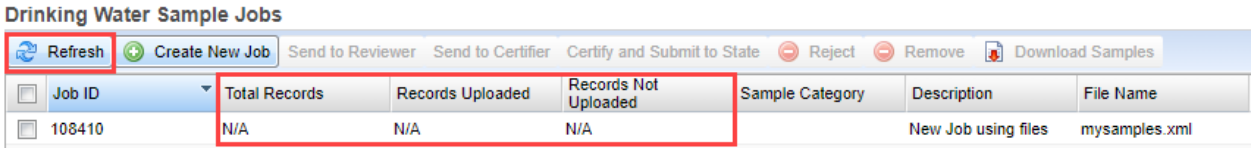


Figure 49 Job maintenance view after uploading

12. Click on the "Refresh" button to refresh the display until the number of "Total Records" is displayed. Larger files with many samples will take longer to process.

13. If the “Records Not Uploaded” is greater than zero, or the number of “Total Records” does not equal the sum of the “Records Uploaded” + “Records Not Uploaded” review the validation errors.
14. Click anywhere in the job row to open the “Job Summary View” to view the samples and validations.

Reviewing Validation Errors

Users must always review jobs for validation errors prior to submitting the information to the state. To review, navigate to the “Validations” tab under the “Job Summary View.”

Figure 50 Validations tab navigation

Figure 51 Validation screen reflecting a sample upload with an error

1. If there is a sample count in the “With Errors” field, click on the row and refer to the bottom of the page in the “XML Submittal Validation Error Details” Section for error descriptions. Some errors may be attributed to invalid or missing PWS ID, Facility ID, or Sample point ID. See the Public Water System Information section below for more information.

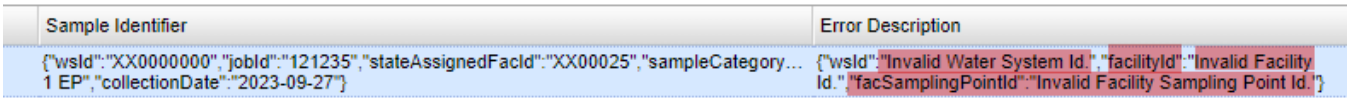


Figure 52 Example Error Description. Will differ depending on the type of error sample template upload

2. Correct errors, remove the existing sample job from CMDP, generate a new XML file, and repeat upload **until there are no errors**.

   Ideally, the error will be identified, source data will be corrected, and the file with the error will be removed. A new XML can be generated and then uploaded. This will promote data quality and accuracy across databases and prevent duplicate sample errors from initial submissions.

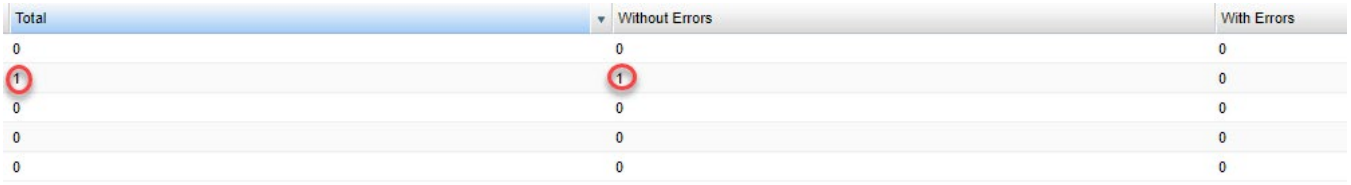


Figure 53 Validation screen reflecting sample upload with no errors

3. Since this job now has one job without errors and none with errors, go on to submit the sample job.
4. Close the “Job Summary View” tab and navigate back to “Drinking Water Sample Jobs” tab.

Sending Jobs to the Reviewer

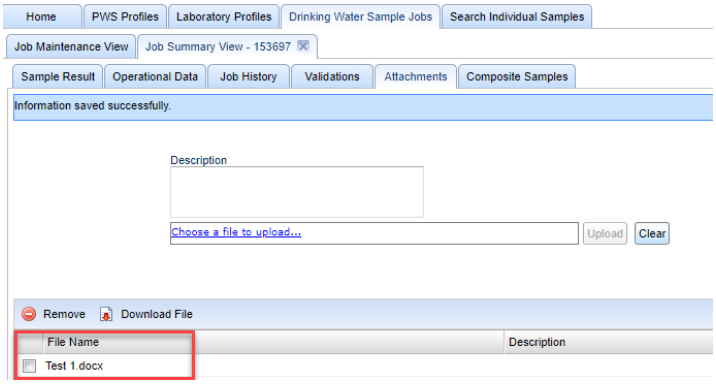


Figure 54 Successful upload file available

1. Once you have entered an error free file, select the checkbox for the job that is ready to upload.
2. Select the "Send to Reviewer" button. This will prompt a dropdown list of administrators who you can send to for review.

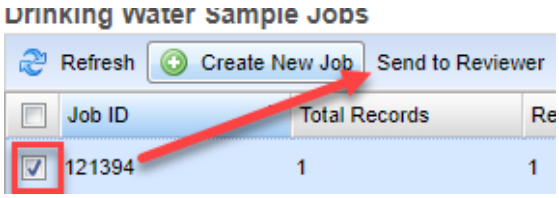


Figure 55 Send a job to Reviewer

Sending Jobs to the Certifier

1. Once the status lists "Draft with", Select the "Send to Certifier" button.

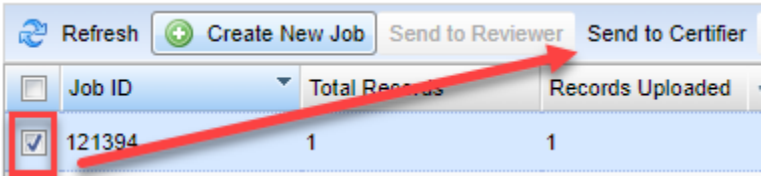


Figure 56 Send job to Certifier

2. Repeat dropdown admin selection process.

Certifying and Submitting Jobs

1. Once the status lists "Draft with Certifier," select the "Certify and Submit to State" button.

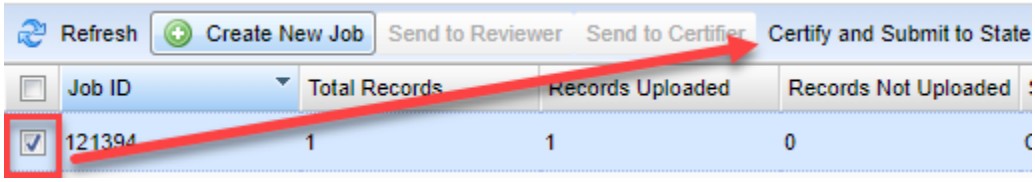


Figure 57 Certify and Submit a job to State

2. This will prompt you to enter your username and password. Another prompt, asking for an answer to your security question will appear.

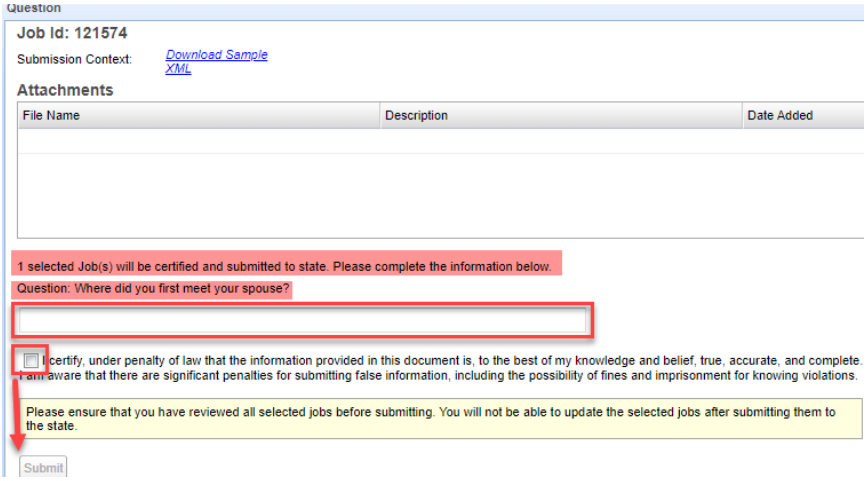


Figure 58 Security Question prompt during submission

3. Make sure to select the checkbox at the bottom of the screen, then the "Submit" button will appear. Select "Submit."
4. Your job is now submitted into CMDP. **NOTE: The XML file may still contain data errors that require correction.**

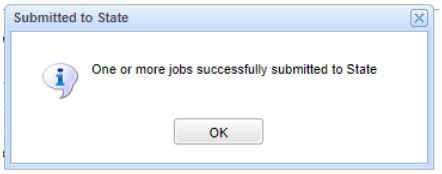


Figure 59 Successful upload message

Request sample rejection (sample removal) from CMDP and PWSS Program Database

Laboratories may need to correct sample data after it has been electronically signed and available to be delivered to TCEQ or has been delivered to TCEQ. To correct sample data in CMDP, the laboratory must request sample rejection. **Sample rejection can be completed for an individual sample, multiple samples, or the sample job.** Corrected data cannot be submitted to CMDP when there is a duplicate sample with the same sample ID. If PWSS Program staff require a sample to be resubmitted, they will email the laboratory to request sample rejection in CMDP.

Note: The information provided in this section is from the CMDP Sample Removal – Reference Guide, which can be found in the EPA CMDP Support website.

1. Click the appropriate checkbox of the sample(s) you want to reject. **If there are multiple samples in one job, click all of the ones you want to reject.**
2. Click the Reject button.

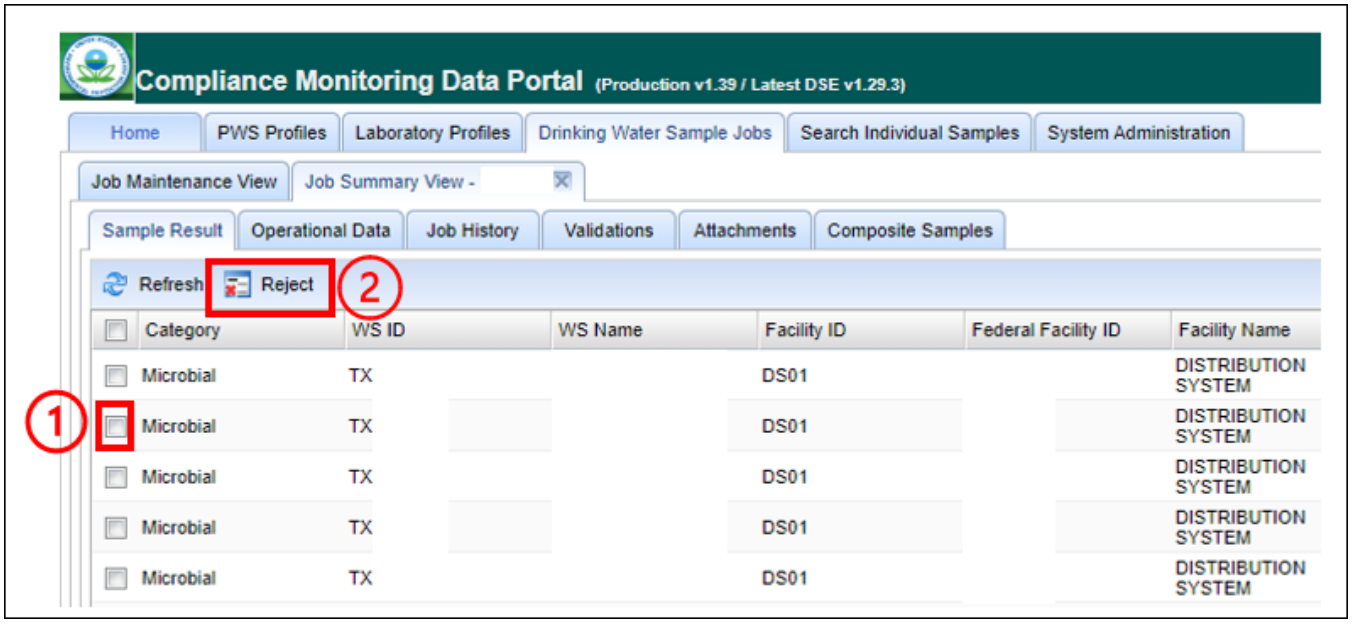


Figure 60 Rejecting sample in CMDP

3. A popup will appear asking for confirmation for the request, select “Yes” or “No”.

Figure 61 Request Rejection window in CMDP

4. If “Yes” is selected, a second popup will appear stating the change request was submitted. The user will click “OK”.

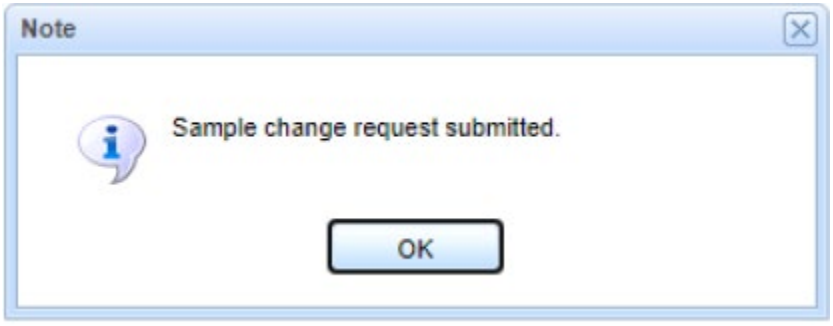
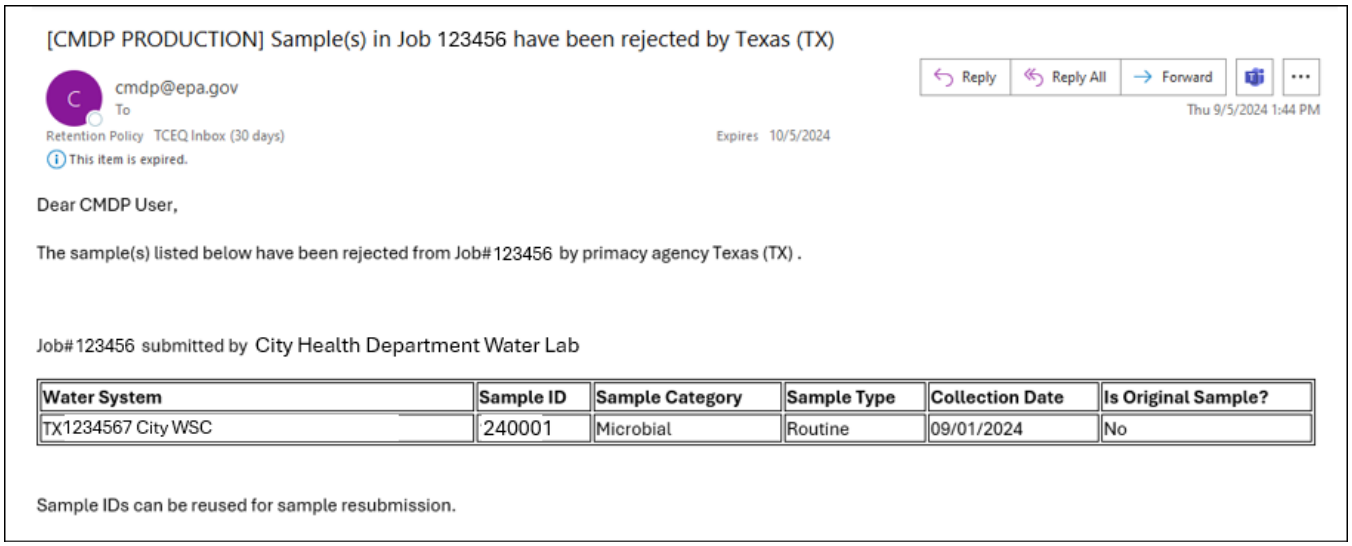


Figure 62 Note window in CMDP

5. After the user clicks “OK”, an email will be sent by CMDP to TCEQ with the request. TCEQ will review the request and contact the laboratory if additional information is needed.
   Note: The Laboratory can verify the sample rejection request was submitted by going to the Change Request module on their home dashboard. The most recent sample rejection request will be listed on the top with a

status of “Pending”. The Laboratory CMDP Administrator can open the sample rejection request to view the details. Additional text regarding the sample removal can be added to the description field by double clicking on the description field and editing.

6. The laboratory will receive a confirmation email from CMDP@epa.gov, when PWSS Program staff remove the samples from the database, and can proceed with submitting the corrected sample(s). This email will include the individual who submitted the rejection request, the laboratory the individual is associated with, the Primacy Agency, and information pertaining to the sample that needs to be rejected.
7. The laboratory can proceed with submitting the corrected sample(s).



[CMDP PRODUCTION] Sample(s) in Job 123456 have been rejected by Texas (TX)

cmdp@epa.gov
To

Reply | Reply All | Forward

Thu 9/5/2024 1:44 PM

Retention Policy TCEQ Inbox (30 days) Expires 10/5/2024

This item is expired.

Dear CMDP User,

The sample(s) listed below have been rejected from Job# 123456 by primacy agency Texas (TX) .

Job# 123456 submitted by City Health Department Water Lab

Water System	Sample ID	Sample Category	Sample Type	Collection Date	Is Original Sample?
TX1234567 City WSC	240001	Microbial	Routine	09/01/2024	No

Sample IDs can be reused for sample resubmission.

Figure 63 Email from EPA about status of sample job rejection

Public Water System Information

Users have access to the PWS inventory information that is needed to report sample results. The three required fields are: Water System ID, Facility ID, and Sampling Point ID (identified below). Users can use this page to view necessary information for successful CMDP uploads.

For example, if a sample is submitted with a certain Facility ID and the laboratory is receiving errors regarding that Facility ID, they can look up that PWS here and double check the associated Facility ID and address accordingly.

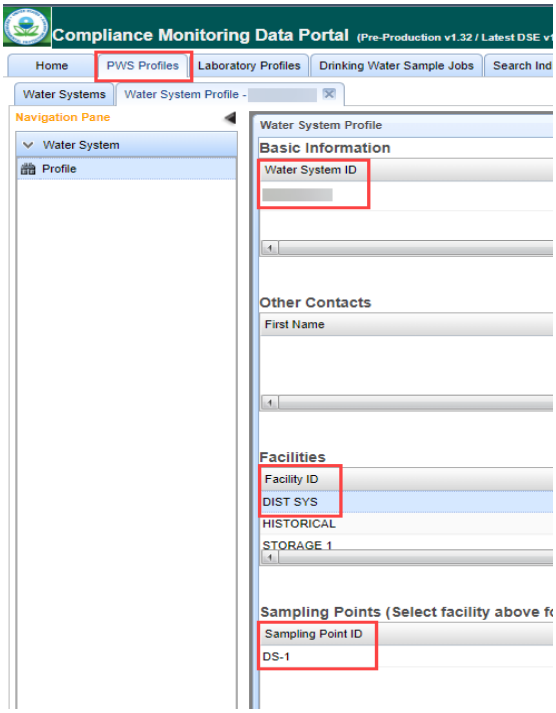


Figure 64 PWS Inventory Information

Newly activated or modified PWS information is updated in CMDP at least weekly. Laboratories can also use Drinking Water Viewer to check the status of a PWS and facility. Any issues with missing or incorrect PWS information, or errors referencing invalid facility IDs, must be addressed by contacting TCEQ at PWSInven@tceq.texas.gov or by calling 512-239-1071.