

COMPLIANCE

MONITORING

DATA

PORTAL

QUICK REFERENCE GUIDE
FOR CONNECTICUT REPORTERS

November 2018

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Compliance Monitoring Data Portal

Introduction

The Compliance Monitoring Data Portal (CMDP) is an online reporting application that allows certified laboratories and public water systems to report safe drinking water compliance monitoring data directly to the Drinking Water Section (DWS). The CMDP is maintained by the Environmental Protection Agency (EPA) and is available in two environments: Pre-Production (Testing) and Production (Compliance).

This quick reference guide is not intended to be a complete user instruction manual. It has been designed to provide supplemental instructions and provide clarification for reporting requirements specific to Connecticut. Additional information is available on the Drinking Water Section's [Electronic Reporting Requirements for Water Quality Data](#) webpage.

CMDP Help Center

EPA has established the CMDP Help Center (<https://cmdp.zendesk.com>) to provide training materials and a Knowledge Base to assist all CMDP users. EPA also uses the Help Center to provide important announcements related to new releases of the CMDP and alert users of any scheduled down time due to system maintenance. All users are encouraged to visit the CMDP Help Center to become familiar with the CMDP Role Registration User Guide and the CMDP User Manual prior to requesting access to the application.

CMDP Reporting Options

The CMDP offers reporting flexibility by providing a number of options for reporting compliance data to the DWS. Reporters can use any use any combination of the following methods to report compliance data to the DWS:

XML File Uploads – XML files can be generated from a reporter's data system (i.e. Laboratory Information System (LIMS)) and manually uploaded into the CMDP. Information related to the structure and requirements of the CMDP XML Schema is available in the Sample Data Dictionary in the CMDP Help Center.

Online Data Entry (Web Forms) – Reporters 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 in the CMDP Help Center.

Offline Excel Templates – Reporters can enter compliance data into Excel worksheets and generate a properly formed XML file for upload into the CMDP. The latest Excel worksheets can be downloaded directly from the CMDP and the CMDP Help Center. The forms are updated occasionally for enhancement or to address bugs. Always be sure to use the latest worksheets when using this reporting option.

Web Services – XML files can be generated from a reporter's data system (i.e. Laboratory Information System (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 Sample Data Dictionary and the CMDP-LIMS Interface Control Document in the CMDP Help Center.

CMDP Environments

Connecticut maintains two CMDP environments: Pre-Production (Testing) and Production (Compliance).

CMDP Pre-Production

All Connecticut reporters will begin using the CMDP in the Pre-Production (Pre-Prod) environment. The Pre-Prod environment allows reporters to get familiar with the CMDP and serves as a testing ground to verify that online forms are completed correctly, data from offline Excel templates is complete and all XML files submitted for compliance are well-formed and accurate. CMDP Pre-Prod provides all of the functionality of CMDP Production but it delivers data to the pre-production version of the Safe Drinking Water Information System/State Version (SDWIS/State) at the DWS and the test version of the SDWIS Prime database. **None of the data reported through CMDP Pre-Prod will be used for compliance purposes.**

CMDP Production

The CMDP Production environment is used to report real compliance monitoring data to the DWS. The data is delivered directly to the production versions of the SDWIS/State and SDWIS Prime here it is used to determine water system compliance with monitoring and reporting, maximum contaminant level and treatment technique regulatory requirements.

CMDP User Registration

CMDP Pre-Production Registration

All reporters must register to use CMDP Pre-Production and complete the recommended testing prior to receiving approval to report compliance data through CMDP Production. Section 2.3 of the CMDP Registration User Guide, available in the CMDP Help Center, provides a step by step registration sequence for Laboratory (Lab) and Public Water System (PWS) Administrators. All Lab and PWS Administrators must be approved by a State CMDP Administrator prior to accessing the CMDP. Lab and PWS Administrators will then be able to approve additional CMDP users for their organizations following Section 2.4 of the CMDP Registration User Guide.

To begin the CMDP Pre-Prod registration process, all users must request access through EPA CROMERR Shared Services (SCS): <https://encromerrtest.epacdxnode.net/>.

CMDP Production Registration

CMDP Pre-production users will be required to demonstrate the ability to accurately report the following types of samples prior to registering for CMDP Production:

- Routine Chemical/Radiological Samples
- Confirmation Chemical/Radiological Samples
- Routine Microbial Samples
- Repeat Microbial Samples
- Triggered Microbial Samples
- Additional Microbial Samples

Upon successfully testing and demonstrating that accurate compliance monitoring data can be reported using CMDP Pre-Prod, Lab and PWS Administrators will be invited to request access to CMDP Production. All reporters will follow the same process to register for CMDP Production by creating a new set of credentials and requesting access to the production application. The Lab or PWS Administrator will then coordinate with a State CMDP Administrator to establish a final date to switch from EDI reporting to reporting through CMDP Production.

To begin the CMDP Production registration process, all users must request access through EPA CROMERR Shared Services (SCS): <https://encromerr.epa.gov/>. *Note: State CMDP Administrators will only approve users that have successfully submitted data using CMDP Pre-Prod.*

CMDP State Administrators

Contact the following CMDP Administrators if you have any questions or need assistance:

Robert Baran robert.baran@ct.gov

Christopher Roy christopher.roy@ct.gov

Brian Liu brian.liu@ct.gov

Sampling Result Guidelines

All individual sample results can be submitted using the Microbial, Chem/Rad or Cryptosporidium reporting forms using the following guidelines:

- Sample IDs must be unique (i.e. Chem/rad and microbial Sample IDs must be different).
- All results must be reported with the appropriate EPA Standard Method used for analysis to verify compliance with EPA analytical requirements. A spreadsheet listing all available analyte/method pairings is available on the Drinking Water Section's [Electronic Reporting Requirements for Water Quality Data](#) webpage.
- All results must be reporting with an Analysis Start Date and an Analysis End Date to verify compliance with sample holding times.
- Chlorine residual readings taken with distribution total coliform samples must be reported as a *Field Results and Measurements* for that sample. FreeChlorineResidual or TotalChlorineResidual are both acceptable.
- Physical parameters and water quality parameters must be reported as Chem/Rad results. They should not be reported as *Field Results and Measurement* for another sample.
- Only radiological sample results can be submitted with a Standard Deviation. Non-radiological sample results reported with a Standard Deviation get rejected by the software.
- Results cannot be reported as 0 (zero). They must be reported as Non Detect = True.
- If a result is reported as Non Detect = True, a Reporting Limit and Reporting Limit UOM must be reported.
- If a result is reported as Non Detect = False (e.g. detected), the Result and Result UOM must be reported and the Reporting Limit and Reporting Limit UOM must NOT be reported.

Correcting a Sample Submission

The CMDP doesn't not currently allow a sample to be resubmitted if it was originally certified and submitted incorrectly. In order to correct the sample and/or results, the submitter must send an email to the CMDP State Administrators (drinking.water@ct.gov) thoroughly documenting the problem. The CMDP State Administrator will either manually correct the sample in SDWIS or will provide instructions to enable the results to be resubmitted.

Operational Data Guidelines

The following forms **should not be used** to report data at this time since the data will not be sent to the DWS:

- 1) Chlorine and Chloramines in DS (Summaries will be calculated by SDWIS based on the chlorine residual data reported with individual distribution total coliform sample results)
- 2) LCR WQP
- 3) Total Organic Carbon
- 4) Ozone Treatment (Bromate)
- 5) TTHM and HAA5

Surface Water Treatment Reporting

The following CMDP forms are used to report Surface Water Treatment Compliance information:

- 1) **Turbidity CFE** – Combined Filter Effluent Compliance
 - 2) **Turbidity IFE** – Individual Filter Effluent Compliance
 - 3) **Chlorine and Chloramines Entering DS** – Entry Point Chlorine Compliance
 - 4) **Chlorine Dioxide and Chlorite** – Entry Point Chlorine Dioxide and Entry Point Chlorite Compliance
- These forms cannot be used to report if a treatment plant is offline for an entire month. Continue emailing the DWS-approved Surface Water Treatment Package to drinking.water@ct.gov if a plant is offline.
 - Individual Chlorite samples collected must be submitted as Chem/Rad samples