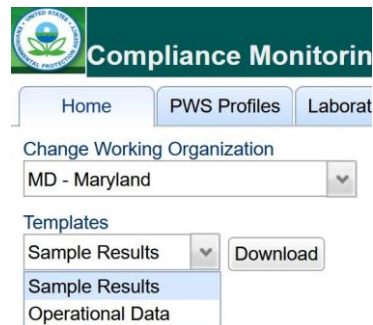


Compliance Monitoring Data Portal Instructions

Downloading the Template

1. Proceed to the CMDP website and log in (Test (<https://cmdpprep.epa.gov/>) or Production (<https://cmdp.epa.gov/>)).
2. Under the "Home" tab, in the top left corner, from the "Templates" drop-down menu, select "Sample Results".



3. Select "Download".

The sample results template is updated regularly. It is advised that users occasionally download a new template to avoid potential complications. The current version of a template can be found on the "Microbial" tab in a gray box under columns U through W.

S	U	V	W	Y
	Version:	2.047		
	Last Updated	August 1, 2023		
	* - Indicates Required Field			

If a red ribbon with the text "security risk: Microsoft has blocked macros from running because the source of this file is untrusted" appears, the security attribute of the file must be disabled. To do this, close the file, right click the file, and then select properties. At the bottom of the properties window is a checkbox labeled "Unblock". The security description reads "This file came from another computer and might be blocked to help protect this computer." You may check the "Unblock" box. Click apply, then click ok. You may now reopen the file.

