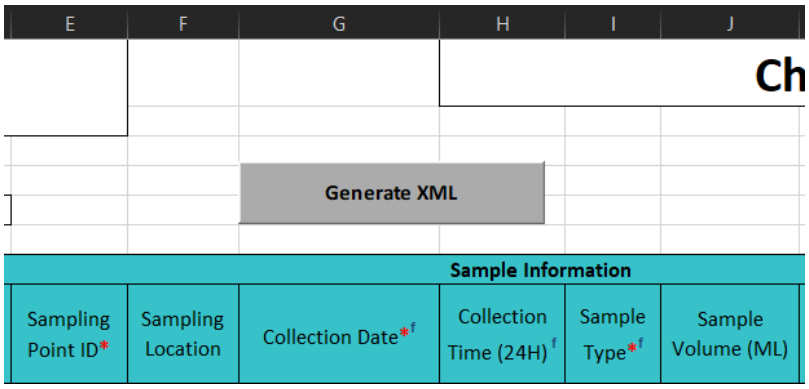
Data Upload

Generating the XML

After entering all sample information, results, and field results, generate an xml file. This xml file will be uploaded to CMDP.

1. In any of the Excel template tabs (Microbial, Chems-Rads, or Cryptosporidium), click the gray “Generate XML” button.



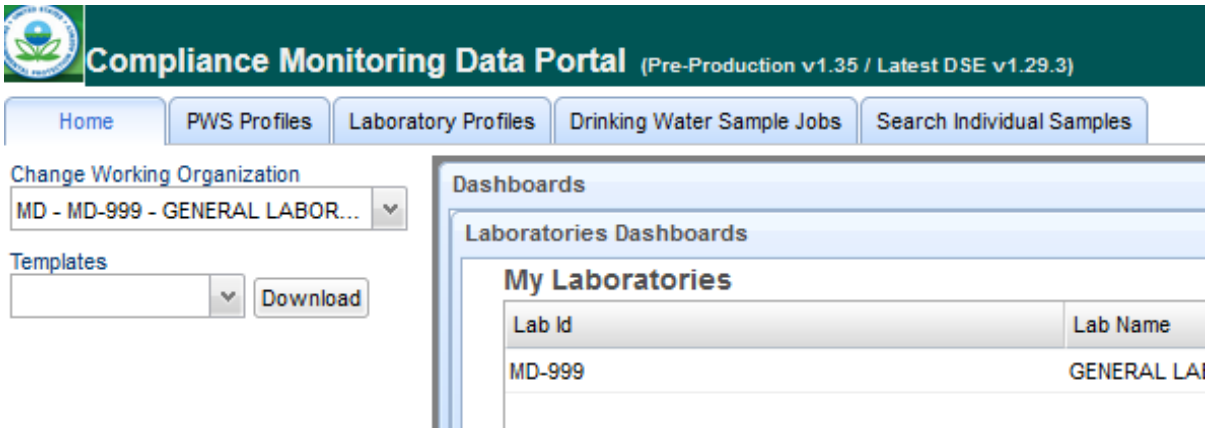
2. A “Save Output As” window will appear. Select the location where the file will be saved and name the file.
3. Click “Save”.

It will be useful to keep both the Excel template and XML file for your records in case CMDP or SDWIS rejects a submission.

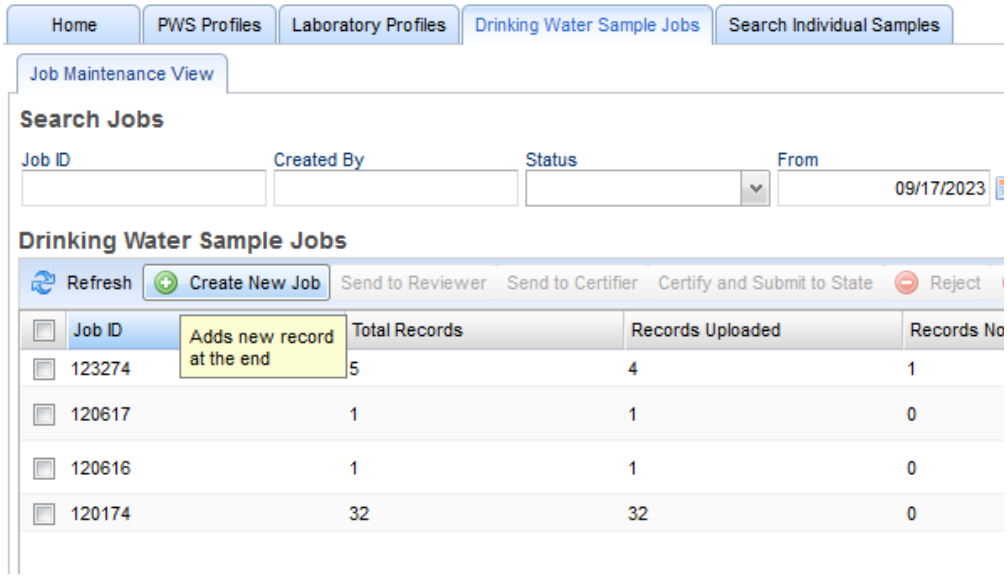
Uploading to CMDP

After entering all microbial and chemical data, and after generating the xml file, the user may upload the xml file to CMDP.

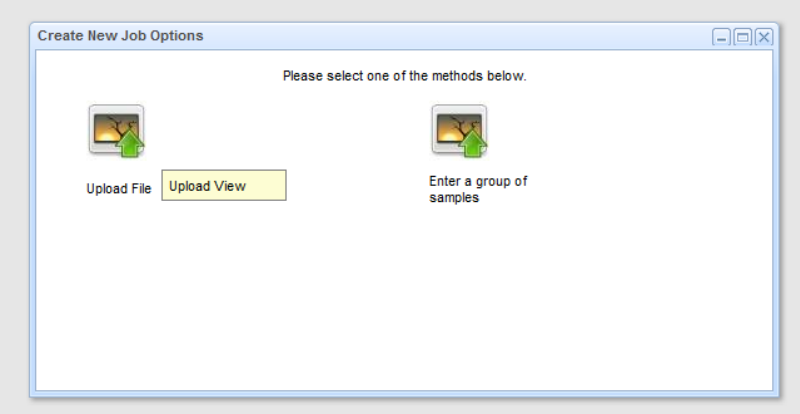
1. Proceed to the CMDP website and log in (Test (https://cmdpprep.epa.gov/) or Production (https://cmdp.epa.gov/)).
2. Click on the tab “Drinking Water Sample Jobs” at the top of the page. You will be directed to a new tab, “Job Maintenance View”.



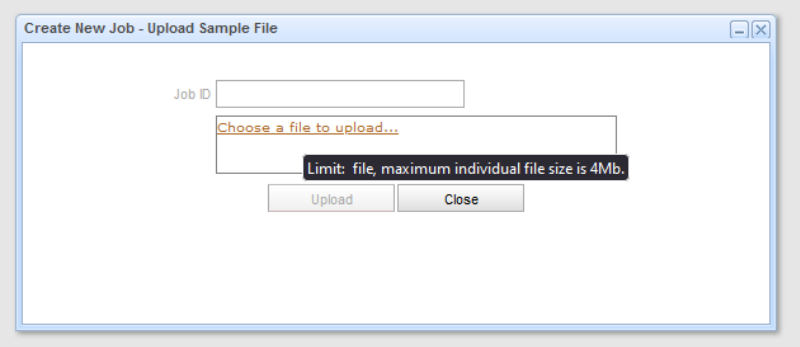
3. In the "Job Maintenance View" tab, under the header "Drinking Water Sample Jobs", click the green button "Create New Job".



4. In the pop-up window, click "Upload File".



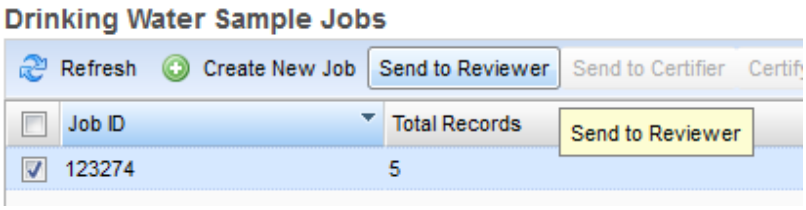
5. Click the hyperlink “Choose a file to upload…”. Choose the file to upload and then click “Open”.



6. Click “Upload”.

After uploading the xml file, CMDP will add it to the Drinking Water Sample Jobs. It may take a few moments for CMDP to validate the records. Check the columns “Total Records”, “Records Uploaded”, and “Records Not Uploaded”. The number of “Total Records” should be the same as “Records Uploaded”, and the number of “Records Not Uploaded” should be zero. If there were records not uploaded, proceed to section 5, Checking for Errors.

If all records validated appropriately, the sample job can then be certified in the agency’s chain of command. Click the checkbox of the of the Job ID, then select “Send to Reviewer”. In the pop-up window, select the person that will review the sample job and click “Submit”. Repeat this process for “Send to Certifier” and “Certify and Submit to State”.



Once a sample job is sent to the State, it will be checked again against SDWIS. MDE will contact the reporting agency with any errors.

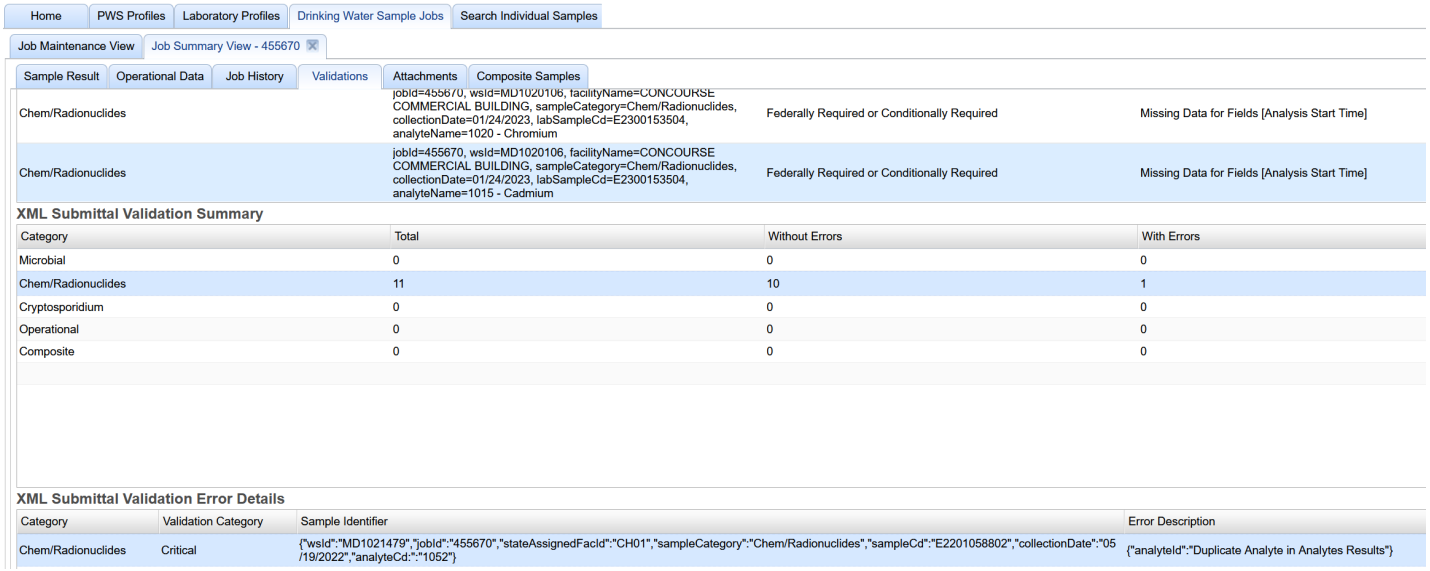
Checking for Errors

The number of “Total Records” should be the same as “Records Uploaded”, and the number of “Records Not Uploaded” should be zero.

1. Proceed to the CMDP website and log in (Test (https://cmdpprep.epa.gov/) or Production (https://cmdp.epa.gov/)).
2. Click on the tab “Drinking Water Sample Jobs” at the top of the page. You will be directed to a new tab, “Job Maintenance View”. Check the columns “Total Records”, “Records Uploaded”, and “Records Not Uploaded”. The number of “Total Records” should be the same as “Records Uploaded”, and the number

of “Records Not Uploaded” should be zero. In this example, the number of records not uploaded for Job ID 455670 is 1.

3. Place your cursor anywhere on the row with a record not uploaded and click on the row to load the “Job Summary View”.
4. Click on the tab “Validations”.
5. In the “Federal Reporting Validation Results” window is a list of minor errors that may have occurred with your samples.
    a. Samples with minor errors can still be accepted by CMDP. However, a minor error in CMDP may be a critical error in SDWIS. Review the minor errors, referencing the guides in this instruction book.
    b. If corrections are necessary, reject the job, make the corrections, and resubmit the samples to CMDP.
6. In the window labeled “XML Submittal Validation Summary” is an overview of where critical errors occurred. Samples with critical errors are automatically rejected by CMDP. In this example, there was 1 critical error in the Chem/Radionuclides category.



7. In the “XML Submittal Validation Summary” window, click on the row that has a critical error to investigate it further.
8. The window “XML Submittal Validation Error Details” will populate with critical error details. Adjust the column widths as necessary to make reading easier.
    a. The column “Sample Identifier” contains the sample information that caused the critical error. Use this to locate the problematic sample in your CMDP Excel template. In this example, the critical error is within sample ID E2201058802 and analyte code 1052 (Sodium).
    b. The column “Error Description” contains the specific critical errors associated with the sample. In this example, the critical error reads {“analyteId”:“Duplicate Analyte in Analytes Results”}. This means the critical error is in the “Analyte [Code - Name]” column of the CMDP Excel template and the analyte 1052 (Sodium) was listed more than once for sample ID E2201058802.
    c. Samples with critical errors are automatically rejected. Any other samples within the job that do not have critical errors can be submitted to the State.
9. Either submit the corrected sample on its own in a new CMDP Excel template or submit the corrected sample along with a new batch of samples.