

# 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.

The image shows a portion of an Excel spreadsheet. At the top, columns E, F, G, H, I, and J are labeled. A large gray button labeled "Generate XML" is positioned in the center of the spreadsheet. Below the button is a table with a teal header row labeled "Sample Information". The table has six columns: "Sampling Point ID\*", "Sampling Location", "Collection Date\*<sup>f</sup>", "Collection Time (24H)<sup>f</sup>", "Sample Type\*<sup>f</sup>", and "Sample Volume (ML)".

Sample Information					
Sampling Point ID*	Sampling Location	Collection Date* <sup>f</sup>	Collection Time (24H) <sup>f</sup>	Sample Type* <sup>f</sup>	Sample Volume (ML)

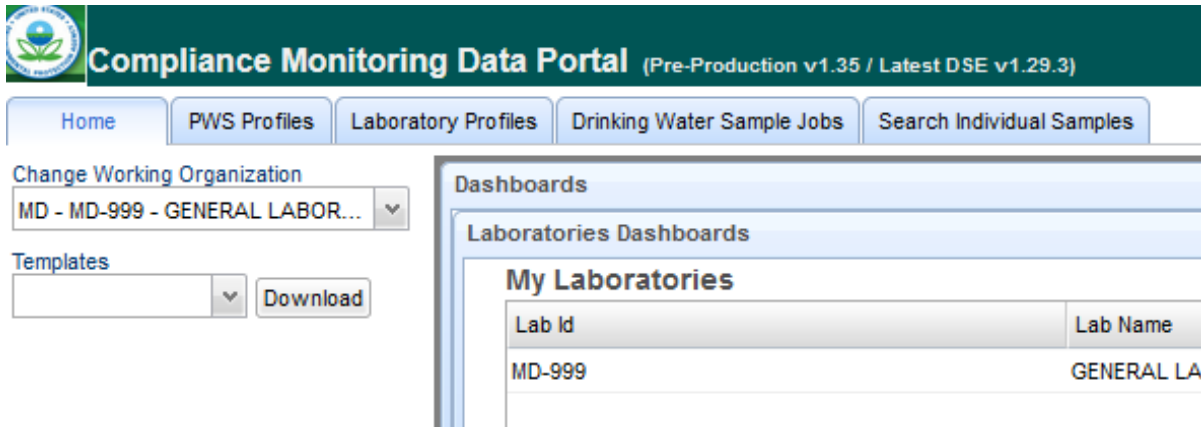
2. A “Save Output As” window will appear. Select the location where the file will be saved and name the file.
3. Click “Save”.

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”.



Compliance Monitoring Data Portal (Pre-Production v1.35 / Latest DSE v1.29.3)

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



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Job Maintenance View

Search Jobs

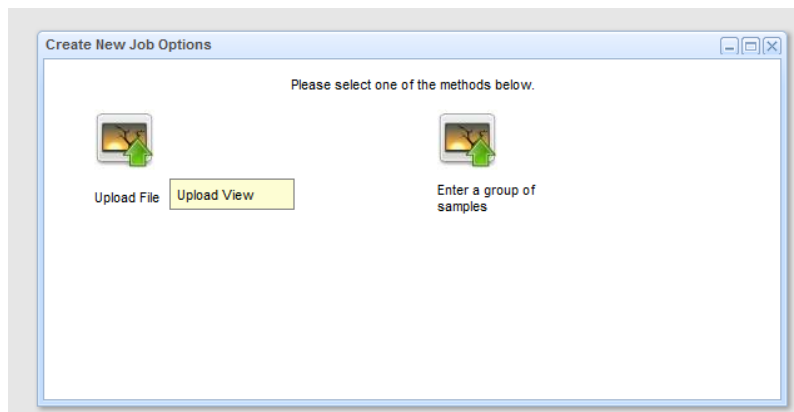
Job ID Created By Status From  
09/17/2023

Drinking Water Sample Jobs

Refresh Create New Job Send to Reviewer Send to Certifier Certify and Submit to State Reject

Job ID	Total Records	Records Uploaded	Records No
123274	5	4	1
120617	1	1	0
120616	1	1	0
120174	32	32	0

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



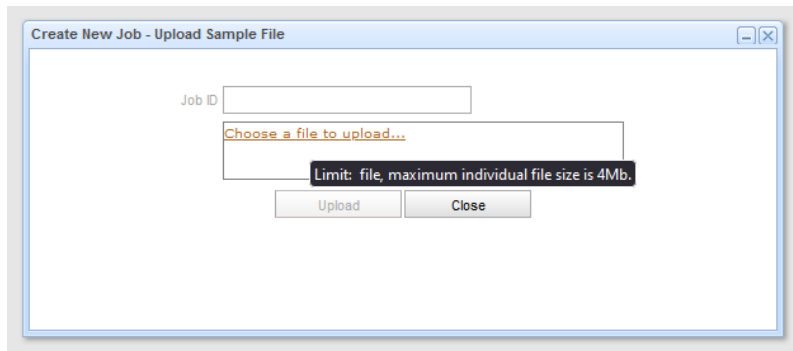
Create New Job Options

Please select one of the methods below.

Upload File Upload View

Enter a group of samples

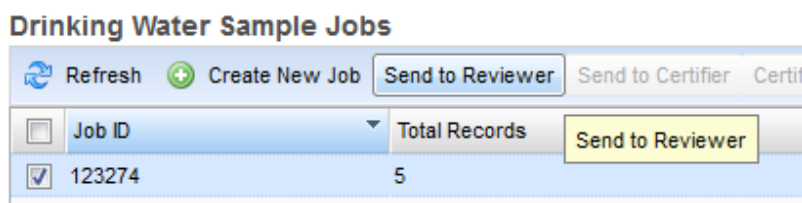
5. Click the hyperlink “Choose a file to upload...”. Choose the file to upload and then click “Open”.



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.

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Job Maintenance View

**Search Jobs**

Job ID Created By Status From 11

**Drinking Water Sample Jobs**

Refresh Create New Job Send to Reviewer Send to Certifier Certify and Submit to State

Job ID	Total Records	Records Uploaded	Records Not Uploaded	Sample Category
456401	12	12	0	Chem/Radionuclides
455670	11	10	1	Chem/Radionuclides

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.

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Job Maintenance View Job Summary View - 455670

Sample Result Operational Data Job History Validations Attachments Composite Samples

Chem/Radionuclides	jobId=455670, wsId=MD1020106, facilityName=CONCOURSE COMMERCIAL BUILDING, sampleCategory=Chem/Radionuclides, collectionDate=01/24/2023, labSampleCd=E2300153504, analyteName=1020 - Chromium	Federally Required or Conditionally Required	Missing Data for Fields [Analysis Start Time]
Chem/Radionuclides	jobId=455670, wsId=MD1020106, facilityName=CONCOURSE COMMERCIAL BUILDING, sampleCategory=Chem/Radionuclides, collectionDate=01/24/2023, labSampleCd=E2300153504, analyteName=1015 - Cadmium	Federally Required or Conditionally Required	Missing Data for Fields [Analysis Start Time]

**XML Submittal Validation Summary**

Category	Total	Without Errors	With Errors
Microbial	0	0	0
Chem/Radionuclides	11	10	1
Cryptosporidium	0	0	0
Operational	0	0	0
Composite	0	0	0

**XML Submittal Validation Error Details**

Category	Validation Category	Sample Identifier	Error Description
Chem/Radionuclides	Critical	["wsId":"MD1021479","jobId":"455670","stateAssignedFacId":"CH01","sampleCategory":"Chem/Radionuclides","sampleCd":"E2201058802","collectionDate":"05/19/2022","analyteCd":"1052"]	{"analyteId":"Duplicate Analyte in Analytes Results"}

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.