Data Entry Instructions

In the instructions below, fields and their required formats and descriptions are detailed in tables. Use these tables to guide data entry as necessary.

Fields in **red** are **required** to meet federal and state reporting requirements.

Fields in **blue** are *conditionally or situationally* required.

Fields in **black** are optional.

Samples will be rejected if required fields are blank.

Fields often require exact matches with information in SDWIS. If a required field does not exactly match that of SDWIS, the sample will be rejected. For example, a sample with a water system ID that begins with "md" will be rejected because all water system IDs in Maryland begin with a *capitalized* "MD".

Use caution when selecting analysis methods. The Excel template includes all method codes used across the country. Some methods are very similar and may only differ by a letter or even a space, but they are not interchangeable. Maryland's SDWIS will only accept method codes de ned in its database. Check the Valid Methods List section for a list of accepted method codes. Note that this list may not be complete and is subject to change. Contact the appropriate SDWA rule manager at MDE if assistance is required.

Refer to the exemplar template to see examples of acceptable data entry. Examples include different scenarios such as repeat microbial samples, chemical samples with field results, and replacement chemical samples.

PFAS

PFAS results will be reported using the "Chems-Rads" tab of the CMDP Excel template. This tab is separated into three sections--**Sample Information**, **Results, and Field Results and Measurements**. For PFAS results, nothing is required in the Field Results and Measurements section.

For samples with results of more than one analyte, enter sample information *once* for the entire sample. After the sample information with multiple analytes is entered first and only once, then enter the analyte result and each subsequent analyte result on following rows in the Results section of the template. Refer to the included exemplar template in the Other Instructions section to see examples of a sample with multiple analyte results.

Submit data as described on the following pages for Metals and/or Inorganic Compounds samples.

Sample Information

Field	Format	Description
Reporting Lab ID	MD-### or MD-####	Lab creating and sending the report to the State.
Sample ID	Free format (numbers,	Unique lab sample identification number. **20-character limit.**

Field	Format	Description
	characters, spaces, _, and - are allowed)	
Sample Received Date	MM/DD/YYYY	Optional. Date sample was received by lab.
WS ID	MD#######	Public Water System number (PWSID).
Facility ID	TP##	Water system facility from where the sample was collected. If not provided by sampler, refer to DWW. E.g., TP01.
Sampling Point ID	EP##	Sampling location ID. E.g., EP01 or EP02. If not provided by sampler, refer to DWW.
Sampling Location	Free format	Optional. A physical address or describe the location where the sample was taken. I.e., 123 Main street - 2nd floor kitchen sink.
Collection Date	MM/DD/YYYY	Date sample was collected.
Collection Time	HH:MM (24H)	Time sample was collected in 24-hour format.
Sample Type	Routine	Type of sample will typically be Routine, Repeat, or Triggered. For IOCs, this will always be "Routine".
Sample Volume	###	Not required for IOCs. Volume of sample analyzed in milliliters.
Repeat Location		Not required for IOCs.
Original Sample ID	Free format (numbers, characters, spaces, _, and - are allowed)	If reporting a Confirmation Sample (e.g., an MCL was exceeded in the original sample). Must match the sample ID of the original sample.
Original Reporting Lab ID	MD-### or MD-####	If reporting a Confirmation Sample. Must match thelab ID that reported the original sample.
Original Collection Date	MM/DD/YYYY	If reporting a Confirmation Sample. Must match the sample collection date of the original sample.
Comment	Free format (numbers, characters, spaces, _, and - are allowed)	Optional. Add details regarding information of the sample.
Sample Collector Name	FIRST LAST #1234FL (free format)	Name of sample collector and ID number. Both name and ID are preferred, but name only is sufficient when ID was not provided.

Results

Field	Format	Description
Analyte [Code-Name]	Select applicable analyte from drop down menu	Analyte code and name. Selected from drop down menu.
Not Detected?	No Yes	If "No", then a result is detected. If "Yes", then a result is not detected. I.e., No = result, and Yes = no result.
Result	Number	If "Not Detected?" is "No". Result of analysis.
Result UOM	mg/L	If "Not Detected?" is "No". Unit of measure. Selected from drop down menu. Must be milligrams per liter (e.g., parts per million).
Standard Deviation	Number	Not required.
Reporting Limit	Number	If "Not Detected?" is "Yes". This is the limit of detection.
Reporting Limit UOM	mg/L	If "Not Detected?" is "Yes". This is the limit of detection unit of measure. Selected from drop down menu. Must be milligrams per liter (e.g., parts per million).
Volume Assayed	Number	Not required.
Method	Select applicable method from drop down menu	Method of analysis. Includes methods for all chemical analyses and is not filtered by analytes your lab is certified for. The only approved methods for PFAS are EPA 533, and EPA 537.1 Version 2.0. From the drop down menu, select "EPA 533-EPA 533" or "EPA 537.1-EPA 537.1".
Analysis Start Date	MM/DD/YYYY	Date analysis began on sample.
Analysis Start Time	HH:MM (24H)	Optional. Time analysis began on sample.
Analysis Completed Date	MM/DD/YYYY	Optional. Date analysis was completed on sample.
Analysis Completed Time	HH:MM (24H)	Optional. Time analysis was completed on sample.
Analyst Name	Free format (numbers, characters, spaces, _, and - are allowed)	Optional. Name of analyst.
Analyzing Lab ID	MD-### or MD-####	Unique ID of the lab conducting and completing analysis.
Comment	Free format (numbers,	Optional. Add details regarding information of the analysis and/or results.

Field	Format	Description
	characters, spaces, _, and - are allowed)	