CMDP Sample Removal – Reference Guide

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WATER

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Table of Contents

1 Introduction 2
2 Lab/PWS CMDP Administrator/Certifier submits a Sample Rejection Change Request. 2
3 State CMDP Administrator/Compliance Officer receives Sample Rejection Change Request 3
4 State CMDP Administrator/Compliance Officer removes sample from job 5
5 State CMDP Administrator updates Change Request 8
6 State Staff remove samples from SDWIS State 9
7 Lab/PWS re-submits samples under a new job ID 9

Table of Figures

Figure 1 - Request Rejection 2
Figure 2 – Request Confirmation 3
Figure 3 – Request Submission Complete 3
Figure 4 - Change Request (Lab/PWS) 3
Figure 5 - Change Request Email 4
Figure 6 - Submission List 4
Figure 7 - Change Request (State) 4
Figure 8 -- Change Request Update (State) 5
Figure 9 - State Admin Rejection, Option 1 5
Figure 10 - State Admin Rejection, Option 2 6
Figure 11 - Rejection Confirmation 6
Figure 12 - Rejection Complete 6
Figure 13 - Rejection Email 7
Figure 14 - Job History 7
Figure 15 - SCS Submission History Update 8
Figure 16 - Change Request Update (State) 9

1 Introduction

This document describes the sample retraction and/or sample rejection request and sample rejection process henceforth referenced as sample removal. It also provides the workflow/changes to CMDP to support sample removals from the Drinking Water Sample Jobs tab that have been certified by a lab/water system. These are sample jobs that have been electronically signed and are available to be delivered to the state, or have been delivered, via the DSE for SDWIS XMLSampling processing. The sample removal function can operate at either the individual sample or the sample job level with the underlying goal being to reject/remove a sample(s) and resubmit the same sample ID number. The sample removal currently supports the removal of Chem/Radionuclides, Microbials, and Cryptosporidium samples. The removal of the sample is also tracked in SCS for full CROMERR traceability.

2 Lab/PWS CMDP Administrator/Certifier submits a Sample Rejection Change Request.

Only users with the Lab/PWS CMDP Administrator/Certifier role can utilize the Sample Rejection Change Request function. The Lab/PWS CMDP Administrator/Certifier will need to identify what sample(s) must be rejected from a job post certification. The job associated to these samples will have a status of "Submitted" or "Accepted by State". Open the Job ID that is associated to the sample(s) that need to be rejected. On the Job Summary View page, select the sample(s) that need to be rejected by clicking the appropriate checkbox(es) and then clicking the "Request Rejection" button.

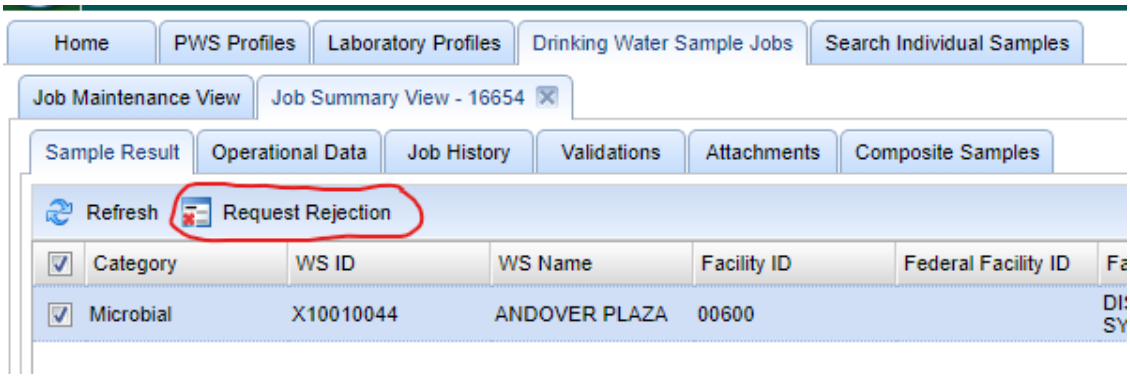


Figure 1 - Request Rejection

When the "Request Rejection" button is clicked, a popup will appear asking for confirmation for the request. The user will select "Yes" or "No". If "Yes" is selected, a second popup will appear stating the change request was submitted. The user will click "OK".

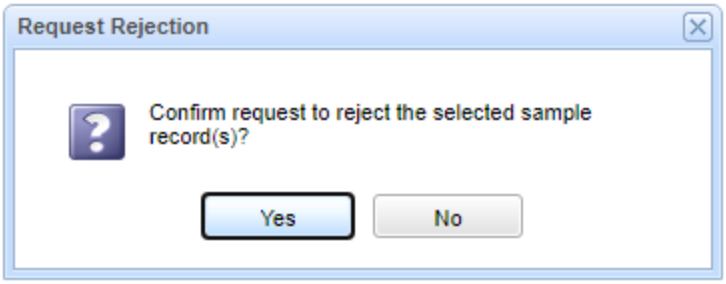


Figure 2 – Request Confirmation

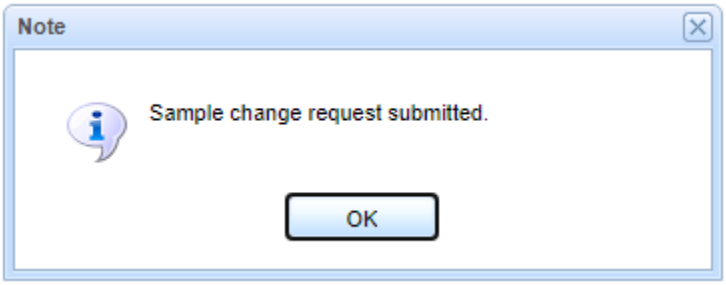
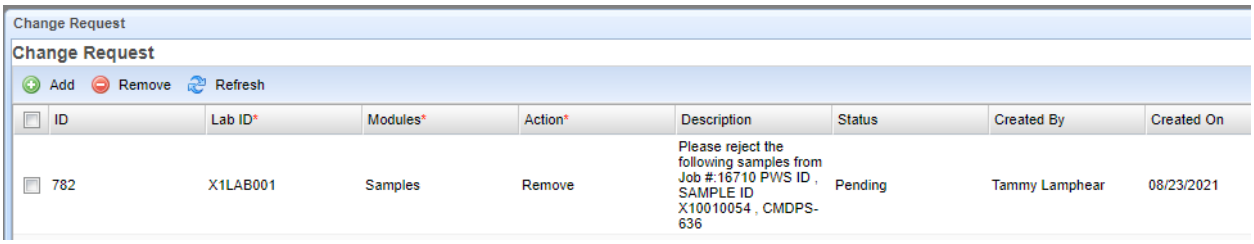


Figure 3 – Request Submission Complete

After the user clicks "OK", an email will be sent to the State CMDP Administrator/Compliance Officer with details of the request (See Figure 5 - Change Request Email).

The Lab/PWS CMDP Administrator/Certifier can verify that the sample rejection request was submitted by going to the Change Request module on their home dashboard. The most recent sample rejection request will be listed on the top with a status of "Pending". The Lab/PWS CMDP Administrator can open that sample rejection request to view the details. Additional text regarding the sample removal can be added to the description field by double clicking on the description field and editing.



ID	Lab ID*	Modules*	Action*	Description	Status	Created By	Created On
782	X1LAB001	Samples	Remove	Please reject the following samples from Job #:16710 PWS ID , SAMPLE ID X10010054 , CMDPS-636	Pending	Tammy Lamphear	08/23/2021

Figure 4 - Change Request (Lab/PWS)

3 State CMDP Administrator/Compliance Officer receives Sample Rejection Change Request

The State CMDP Administrator/Compliance Officer will be made aware of the sample rejection request via the sample rejection change request email notification. This email will include the individual who submitted the rejection request, the lab the individual is associated to, the Primacy Agency, and information pertaining to the sample that needs to be rejected.

Dear State CMDP user,

The sample rejection change request has been submitted by Tammy Lamphear of organization [X1LAB001 - Test Lab X1] for [X1].

Organization	X1LAB001 - Test Lab X1
Module	Samples
Action	Remove
Description	Please reject the following samples from Job #:16654 PWS ID , SAMPLE ID X10010044 , CMDPStg1Upload210813-1a
Requested By	Tammy Lamphear
Requested On	08/19/2021

Figure 5 - Change Request Email

The State CMDP Administrator/Compliance Officer can see this rejection request under the Change Request module on their home dashboard. Only the State CMDP Administrator has access to the change request module.

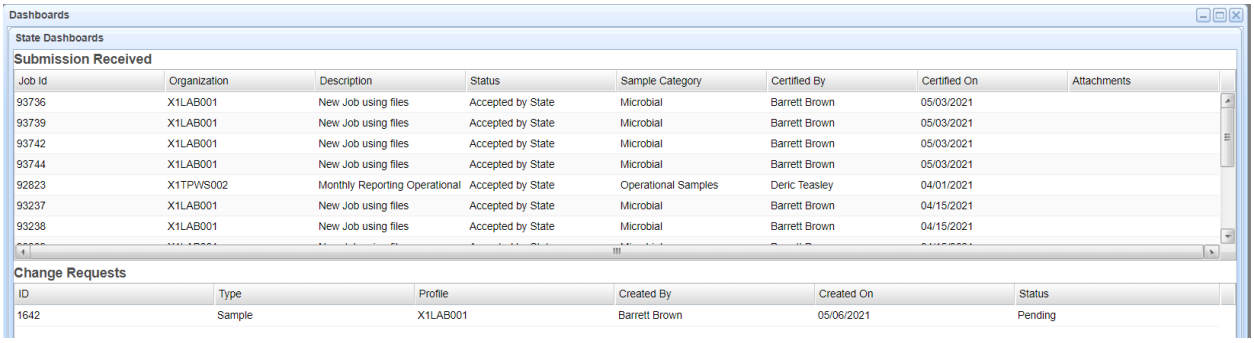


Figure 6 - Submission List

When the change request is opened from the Change Request module the user will be able to see the details for the sample(s) that need to be removed. Additional text regarding the sample removal can be added to the description field by double clicking on the description field and editing.

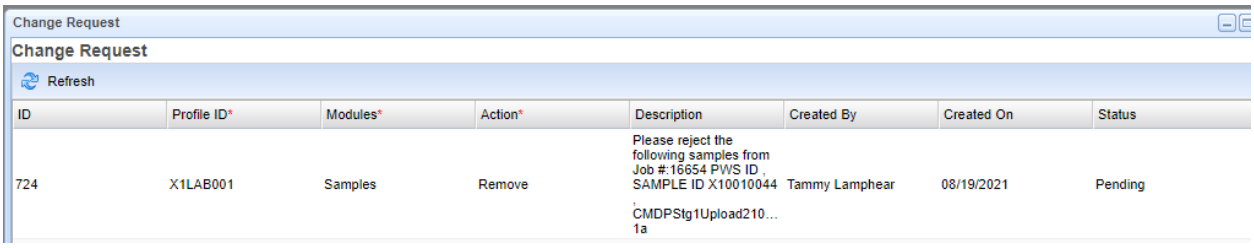


Figure 7 - Change Request (State)

From the Change Request module on the home dashboard, the State CMDP Administrator can deny the sample rejection change request by updating the status of the change request from “Pending” to “Rejected” or proceed to process the sample rejection via the functions described in the next section.

Lab/PWS CMDP Administrators/Certifiers can track the status of the rejection request via the change request view on the CMDP home dashboard.

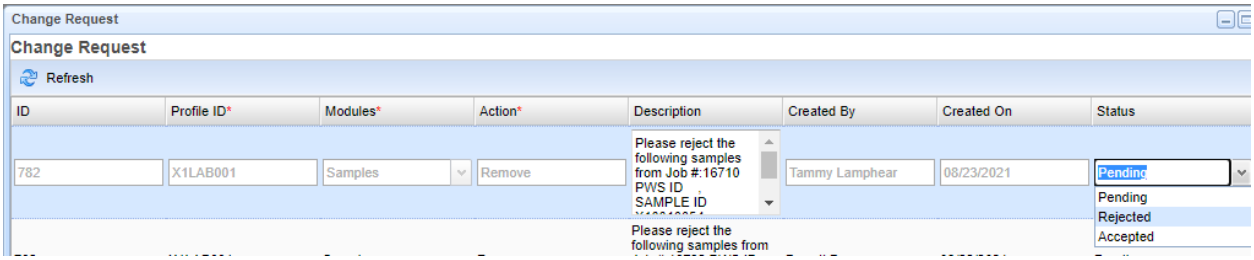


Figure 8 -- Change Request Update (State)

4 State CMDP Administrator/Compliance Officer removes sample from job

Only the State CMDP Administrator/Compliance Officer can remove a sample(s), which has a post certification status of "Submitted" or "Accepted by State", from a job. Click on the Drinking Water Sample Jobs tab and find the job ID associated to the sample(s) that need to be removed. Open the job and click the checkbox next to the sample(s) that need to be removed. Once the checkbox(es) is marked, the user will click the "Reject" button to perform the transaction from the Job Summary View page. Note: Record all Sample IDs that will be removed for removal from SDWIS State, if necessary.

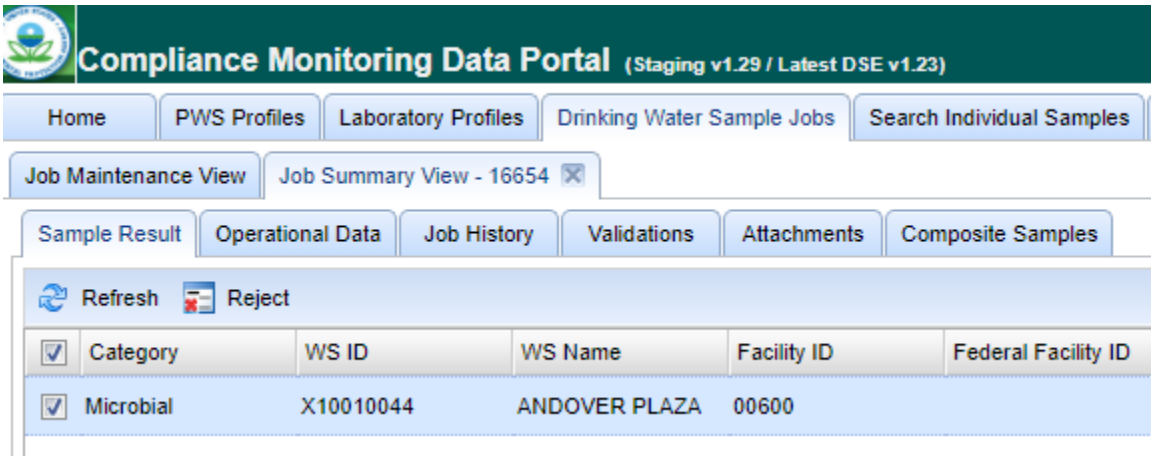


Figure 9 - State Admin Rejection, Option 1

Alternately, the State CMDP Administrator/Compliance Officer can open a sample, which is associated to a job that has a status of "Submitted" or "Accepted by State", from either the Job Summary View page or the Search Individual Samples page to display the sample detail page. From the sample detail page, the user can click the "Reject" button to reject that specific sample.
Note: If the sample selected for rejection contains associated repeat, triggered, or confirmation samples, the "Is Original Sample" row in the email will be set to "Y". However, no change will be made to the child records.

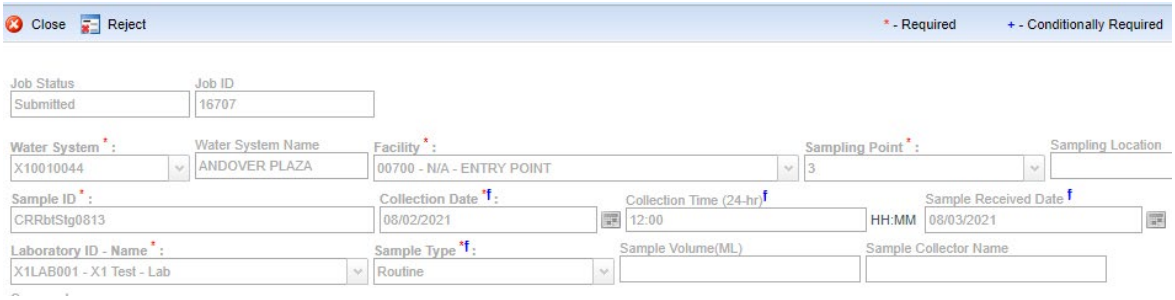


Figure 10 - State Admin Rejection, Option 2

Once the “Reject” button is clicked, a popup asking for confirmation of the rejection will appear. The user will select “Yes”. This will generate a second popup stating the sample was removed and an email notification will be sent.

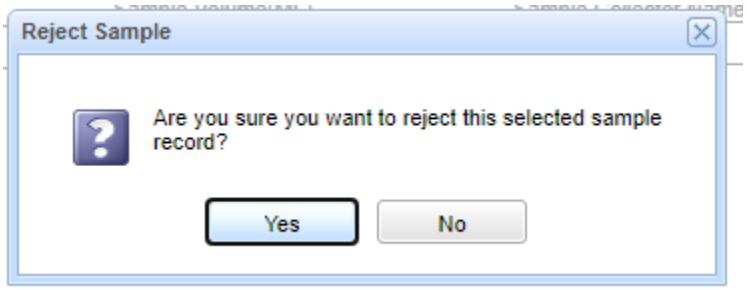


Figure 11 - Rejection Confirmation

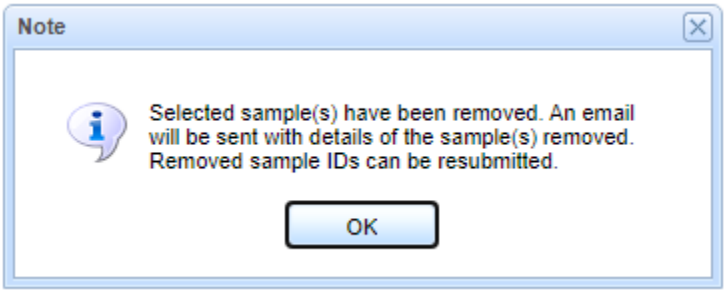


Figure 12 - Rejection Complete

At this point, the sample and associated results will be removed from the database.

An email notification when sample(s) are removed from a job post certification will be sent to State CMDP Administrator/State Compliance Officer to serve as a confirmation and notification of the sample removal. The email will contain the drinking water sample job number, the water system name, and information pertaining to the Sample ID(s) removed.

Dear CMDP User,

The sample(s) listed below have been rejected from Job# 16707 by primacy agency Test State X1 (X1) .

Job# 16707 submitted by Test Lab X1 (X1LAB001) .

Water System	Sample ID	Sample Category	Sample Type	Collection Date	Is Original Sample?
X10010044 - ANDOVER PLAZA	CRRbtStg0813	Chem/Radionuclides	Routine	08/02/2021	No

Sample IDs can be reused for sample resubmission.

Figure 13 - Rejection Email

An audit log entry will be added to the Job History page to document the sample removal from the job. A limited job history page has been made available to State CMDP Administrators/Compliance Officers. This history will show any updates to the job from the point the job was certified onward.

After sample removal, the sample(s) removed will not appear in the sample list for that specific job.

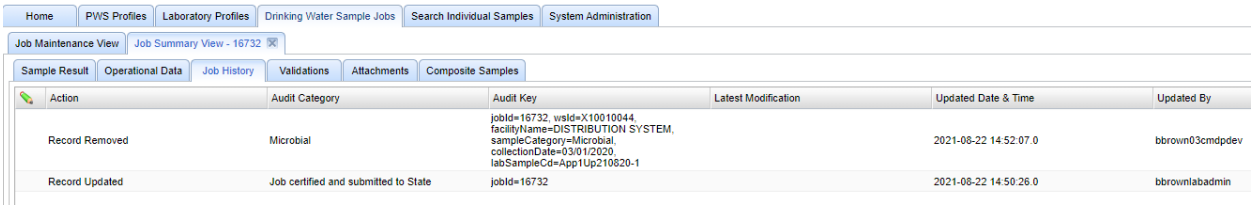


Figure 14 - Job History

In addition to the audit information being added to the Job History of the record, the Submission History in SCS is updated as well. As you can see from the screenshot, a new document set is posted to SCS, this new document set represents the original certified submission, but with the rejected sample(s) removed from the file.

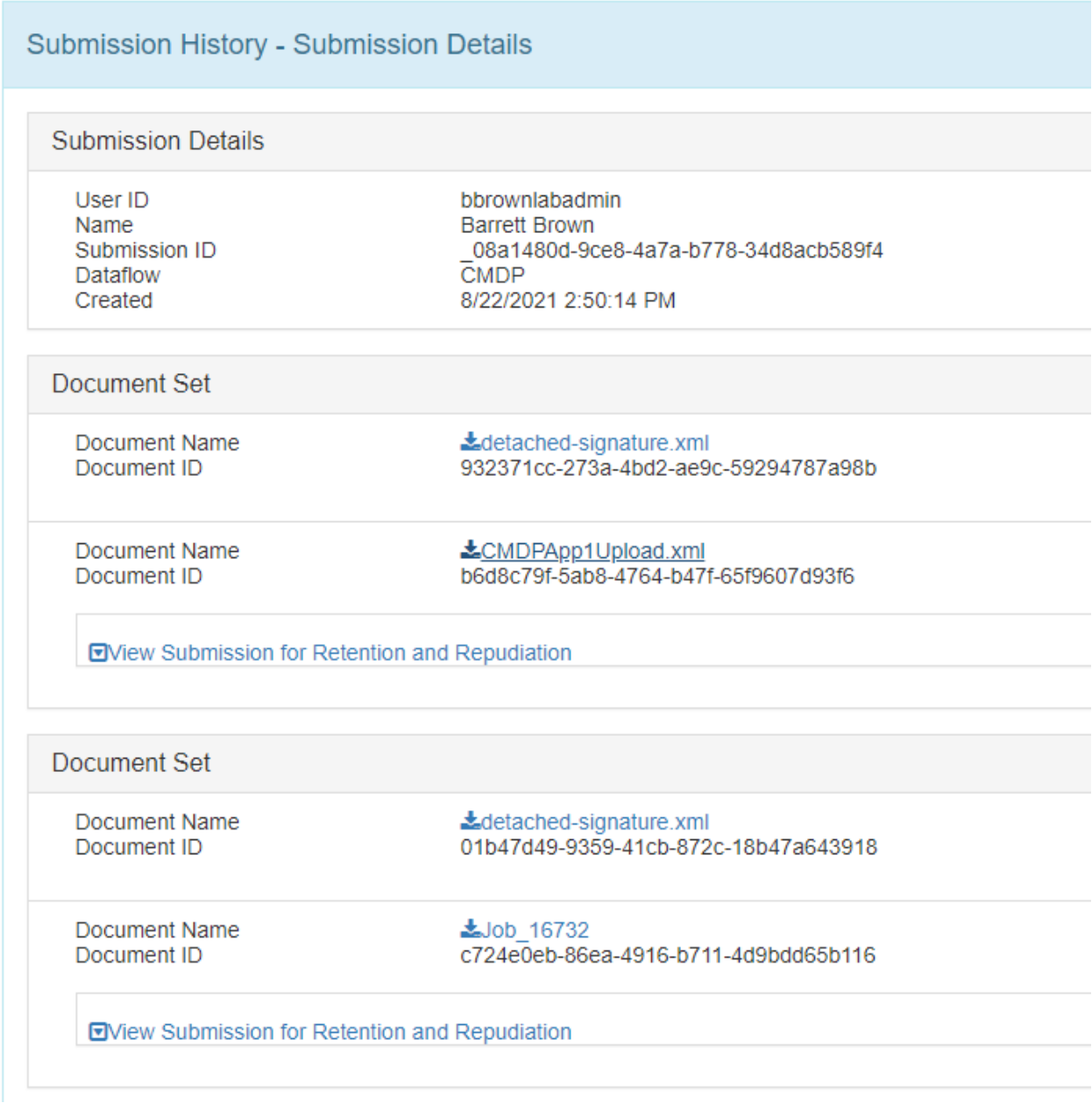


Figure 15 - SCS Submission History Update

5 State CMDP Administrator updates Change Request

Once the samples from the Sample Rejection Change Request are removed, the State CMDP Administrator can update the change request status to “Accepted”.

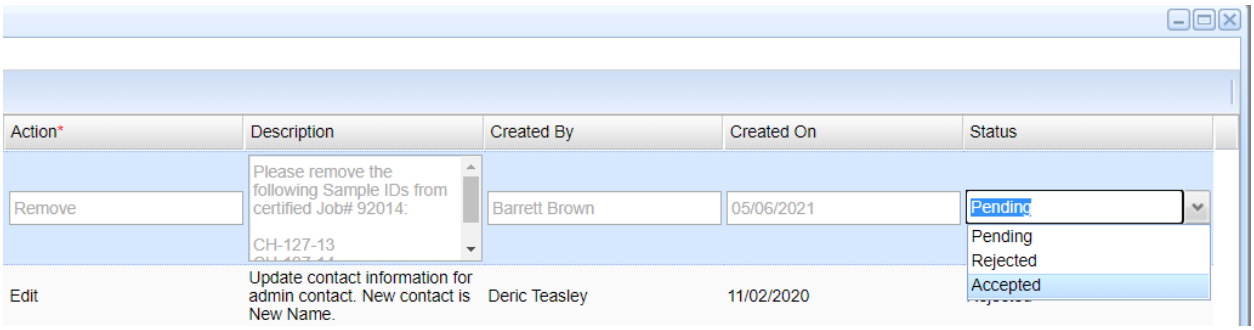


Figure 16 - Change Request Update (State)

The "Accepted" status will appear on the Lab/PWS Administrator/Certifier dashboard under the Change Request module.

6 State Staff remove samples from SDWIS State

If the rejected samples were migrated into SDWIS State, it will be the State Staff's responsibility to remove the samples from SDWIS State, if necessary, before the samples are re-submitted. This may be necessary to prevent errors when SDWIS XMLSampling processes the new job with the resubmitted samples.

7 Lab/PWS re-submits samples under a new job ID

Once the Lab/PWS CMDP Administrator receives the email notification, the sample ID(s) can be resubmitted. The sample ID(s) that will be resubmitted must be submitted under a new job ID. The job ID that was associated to the sample IDs, previously, cannot be reused.