



<b>ODW Use Only</b>	All fields are mandatory with the exception of Std_Meth and CL2. There must be at least one value in either: Total, Fecal_Ecoli or Reject. If Reject is valued, Total and Fecal_Ecoli should not be valued.									
<b>Data Entry Instructions</b>										
<b>Sample Types</b>		Lab ID: Your Lab Certification ID								
D_Routine		Sample ID: Alphanumeric text that identifies the sample. This value must be unique throughout the calendar year. Duplicate sample ID's will be rejected from our system.								
P_Plant Tap Sample										
Q_Raw Water										
R_Repeat Sample										
S_Special Sample										
X_Resample		PWSID: The valid Public Water System ID Number.								
		Sample Location: The description of the location where the sample was collected.								
		Collect Date: The date the sample was collected in mm/dd/yyyy format.								
<b>Field Chlorine Residual (CL2)</b>		Collect Time: The time the sample was collected in 24-hour format.								
<b>Permitted Values</b>										
Actual Numeric Value										
Not Analyzed -----> Leave Blank										
Not Detected -----> Enter 0.0										
If reported as ">x.xx" -----> Enter 5.99		Receive Date: The date the sample was received in your lab mm/dd/yyyy format.								
		Sample Type: See description of valid entries in P2 of this worksheet.								
		Std_Meth: The official Standard Method code used to analyze the sample.								
		TC or MPN: The actual result for Total Coliform. For Presence/Absence methods, this value shall be "A" for Absent and "P" for Present. All other method type results shall be a numeric value with or without operand (<).								
<b>Rejection Codes</b>		Fecal_EColi: The actual result for Fecal or E. Coli. For Presence/Absence methods, this value shall be "A" for Absent and "P" for Present. All other method type results shall be a numeric value with or without operand (<).								
BP_Invalid Sample Point										
BR_Breakage										
CG_Confluent Growth										
CL_Chlorine present										
EH_Exceeded 30 Hour Holding Time		Reject: See description of valid entries in P22 of this worksheet. If a sample is rejected, the "TC or MPN" and Fecal_Ecoli fields should not be populated with result data.								
FZ_Sample Frozen										
HS_Excess headspace										
IN_Insufficient Sample Information										
IP_Invalid Sampling Protocol										
LA_Lab Accident		Field Chlorine Residual (CL2): The field chlorine residual value of the analysis in mg/l. If the waterworks analyzes the chlorine residual, then the lab should enter the data from the history sheet. This chlorine residual should be the result from the field, not from the lab.								
LT_Leaked in transit										
TB_Turbid Sample										
TN_Too Numerous To Count										
VO_Insufficient Volume										
		Sampler Name: The name of the person who collected the sample.								
		ODW Use Only: This field is to be populated by the Office of Drinking Water.								