



**ODW Use Only**

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.

**Data Entry Instructions**

**Sample Types**

D\_Routine  
 P\_Plant Tap Sample  
 Q\_Raw Water  
 R\_Repeat Sample  
 S\_Special Sample  
 X\_Resample

Lab ID: Your Lab Certification ID

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.

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.

**Field Chlorine Residual (CL2)**

Collect Time: The time the sample was collected in 24-hour format.

**Permitted Values**

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 (<).

**Rejection Codes**

BP\_Invalid Sample Point  
 BR\_Breakage  
 CG\_Confluent Growth  
 CL\_Chlorine present  
 EH\_Exceeded 30 Hour Holding Time  
 FZ\_Sample Frozen  
 HS\_Excess headspace  
 IN\_Insufficient Sample Information  
 IP\_Invalid Sampling Protocol  
 LA\_Lab Accident  
 LT\_Leaked in transit  
 TB\_Turbid Sample  
 TN\_Too Numerous To Count  
 VO\_Insufficient Volume

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 (<).

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.

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.

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.