

Analytical Sample Data

Quick Reference Guide



Analytical Sample Data Submission

1. From the Home page, click on **Online Forms**.
2. Select the form named **Analytical Data Submission**.
3. Enter the CA Certified Laboratory, Organization and Description in **Section 1. Form Information**.
4. Enter Contact Information in **Section 2. Operator Information**.
5. Download the EDD template, and upload the completed template in **Section 3. EDD Upload**. NOTE: This step is optional.
6. Input Sample Information and Analytical Data in **Section 4. Sample information**.
7. Input Sample depth information, and associate sample to Well, Facility , permit or project in **Section 5. Permit Association**.
10. Upload all required Documents. In **Section 6. Document Upload**.
11. The Operator and the CA Certified Laboratory must both check their own acknowledgement statements in **Section 7. Submit form**.
12. Enter dates correspondences were sent to each MOA agency in **Section 8. Confirmation**.
14. Enter any comments in **Section 13. Review Comments**. Remember that all comments are publicly accessible.
15. Complete tasks in **Section 14. Review**.

A screenshot of a web application's "Form Navigation" menu. The menu is a vertical list of 14 items, each in a light blue box with a white border. The first item, "1. Form Information", is highlighted with a darker blue background. The other items are: "2. Operator Information", "3. General Information", "4. Treatment Information", "5. Chemical Constituents", "6. Water & Waste Materials", "7. ADSA Wells", "8. Document Upload", "9. Form Submit", "10. Confirmation", "11. Outside Agency Correspondence", "12. Conditions of Approval", "13. Review Comments", and "14. Review".

Helpful Hints

Comments:

- Comments may be added to forms by submitter and reviewer and to the WST detail page.
- Comments cannot be edited or removed once created and are viewable by the operator, other Division staff, and the public.

Useful Information:

- It is recommended to enter a unique descriptor in Description on Section **1. Form Information** so that this information can also be used to locate the form.
- Grayed-out fields are read-only, if Organization information needs to be edited it must be done using an Organization Questionnaire form.

Analytical Sample Data Submission:

Form Section	Key Information
1. Form Information	<ul style="list-style-type: none"> • Input Organization and CA Certified Laboratory • Description (recommended to add a unique description).
2. Operator Information	<ul style="list-style-type: none"> • Will be pre-populated if the form was opened from the Operators Detail page. • Adding a contact here makes that contact the contact for this form, but does not add them as a contact for the company.
3. EDD Upload	<ul style="list-style-type: none"> • Download the empty template. • Complete the template and upload the file. • The form will be populated with the data included in the EDD template.
4. Sample Information	<ul style="list-style-type: none"> • Sample information: Subject Type, Subject ID, Well Name/No., Surface Latitude and Longitude, Sample No., Sample Date, Sample Location, Sample Depth, Sample Media, ELAP code, Laboratory Sample ID and comments. • Analytical Data: Analytical Laboratory, Analysis Date, Analytical Method, Analysis, Constituent, CAS No., Result, Result Qualifier, Units, Method Detection Limit, Reported Detection Limit, Reported Detection Qualifier and Lab Notes.
5. Association	<ul style="list-style-type: none"> • Permit Information: Sample Category, Sample Depth Top (TVD) and Sample Depth Bottom (TVD) • Associate the sample to a well, facility, permit or project.
6. Document Upload	<ul style="list-style-type: none"> • Attach all supporting documentation • Select data type, date description. • Confidential request.
7. Form Submit	<ul style="list-style-type: none"> • Associate contact info with documents. • Add all comments. • Acknowledge submission for Operator and Laboratory. • Preview submission. • Submit.
8. Confirmation.	<ul style="list-style-type: none"> • Verifies data has been submitted and received.
9. Review Comments	<ul style="list-style-type: none"> • All comments are publicly reviewable. Comments here are connected to section 7.
10. Review	<ul style="list-style-type: none"> • Complete the review tasks here to update the form status.