Electronic Transfer of Laboratory Data

How to Avoid Potential Sample Rejections

October 29, 2008

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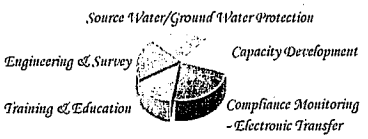
Electronic Transfer of Laboratory Data

Part of a new information system being developed for the Drinking Water and Groundwater Bureau (DWGB)

New system integrates data that is collected and managed by different programs within the Bureau



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Laboratory Data Transfer Application

Electronically transfers analysis results and sample data from the laboratory to DWGB

- Directly from State Lab
- Through the Internet from private labs

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Goals

- Eliminate need for labs to submit paper or faxed copies of analytical results and sample data to DWGB
- Reduce labor intensive data entry by DWGB
- Improve efficiency
- Ensure consistency of stored data

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Implementation Timetable

- October 31, 2008
  NHDES Laboratory Services
- Next: Private laboratories

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How Electronic Transfer Works

1. Water sample and sample data (on Analysis Request form) are submitted to the laboratory
2. Laboratory completes analysis
3. Laboratory transfers analytical results and sample data electronically to DWGB
4. The application automatically validates the sample data against the DWGB database and State Rule requirements

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Accepted Samples

If no errors found during validation, sample data can be transferred to DWGB

- Data stored in the database used for compliance determination, per Master Sampling Schedule
- All other sample data is stored in a data warehouse

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Rejection Criteria

If errors are found during validation, sample data is rejected. Rejections occur if the following is missing or incorrect:

- PWS ID
- System name
- System town
- Sample location (site)
- Compliance period and year
- Sample collected by (sampler) name

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Rejected Samples

- Sampling agent will be contacted by the laboratory or DWGB Monitoring to resolve errors.

  Respond promptly and provide requested information so the laboratory can resubmit the sample data.
- After error is corrected, the laboratory resubmits the corrected sample data to DWGB.

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Sample Data Discrepancies

Discrepancies found during validation are reviewed by DWGB monitoring.

- If monitoring can correct the error, they accept the sample data, transfer it to the database
- If they cannot correct the error,
  - reject sample data; return it to laboratory
  - contact sampling agent to resolve error

    Be sure your email/contact information is current
- After sample data is corrected, the laboratory resubmits it to DWGB

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Email Notification

- Laboratory transfers sample results, daily.
- Validation and review of sample data.
- After electronic transfer and review, an email is sent to laboratory and PWS.
- Email confirms receipt of samples.
- Contains a link to a comprehensive laboratory report that provides status of samples.
- Notification of rejected samples. (If no email, monitoring sends letter via US mail.)

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Common Errors

- Sample taken from site not in the database
- Site description has changed or does not match database
- Inactive site
- Compliance period, quarter, or LCR round is not listed or is incorrect
- Sample type not specified
- Date and time sample collected is missing
- Sampler name, or person responsible for the samples, is missing

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Common Errors - Bacteria Samples

- Wrong number of repeat samples taken
- Repeat sample not taken from original "hit" site, or was taken but not identified
- Repeat sample compliance period not correct

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Avoid Errors

- Refer to the system's current Master Sampling Schedule
- Use the correct Analysis Request (chain of custody) form, which is preprinted
- Fill out form completely and accurately
- Contact DWGB Monitoring when in doubt

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Current Master Sampling Schedule and Analysis Request forms

- available online through OneStop
- NHDES website, *http://des.nh.gov/organization/divisions/water/dwgb/index.htm*
- available to anyone with web access

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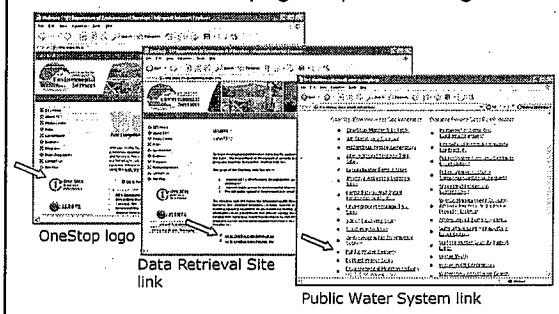
OneStop

NHDES homepage http://des.nh.gov



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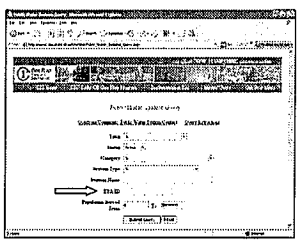
OneStop Website

http://www2.des.state.nh.us/OneStop/Public_Water_Systems_Query.aspx

1. Enter the EPA ID



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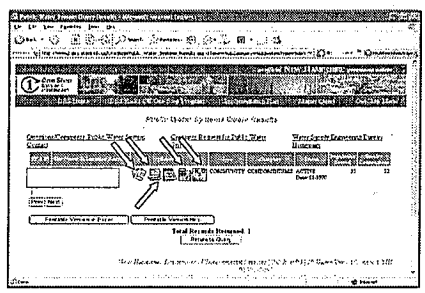
2. At the Public Water Systems Query Results screen, click on the calendar icon to display the Master Sampling Schedule



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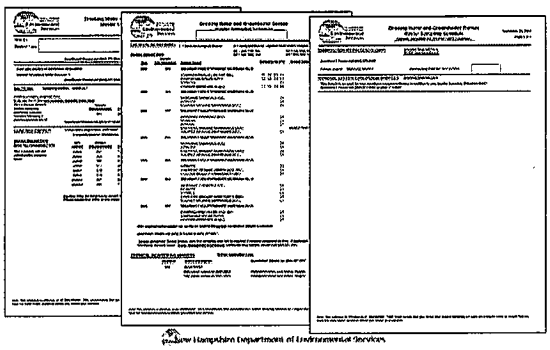
Master Sampling Schedule



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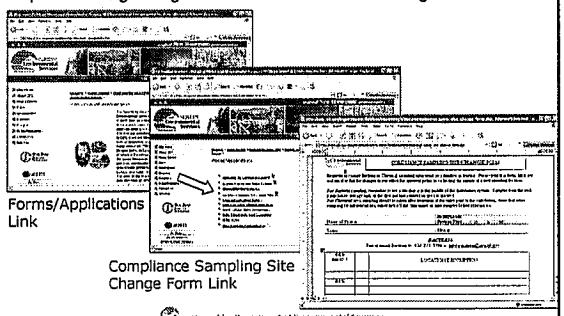
Compliance Sampling Site Change Form

Drinking Water & Groundwater Bureau webpage

http://des.nh.gov/organization/divisions/water/dwgb/index.htm



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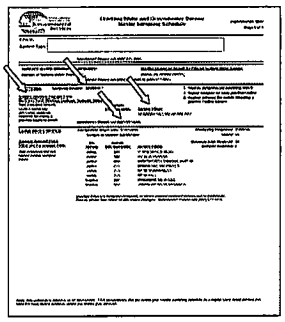

Click on the Analysis Request form under the Bacteria Section

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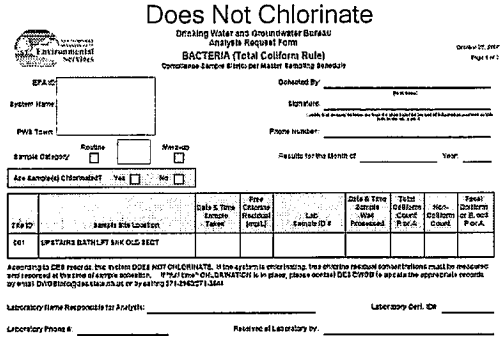
Bacteria Compliance Sample Form - System Does Not Chlorinate



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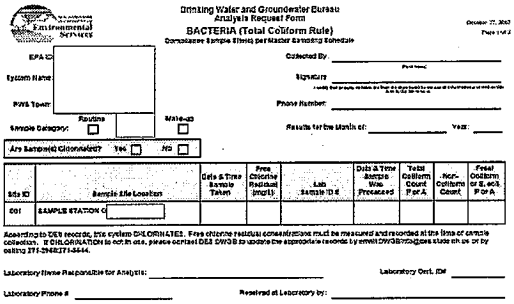
Bacteria Compliance Sample Form - System Chlorinates



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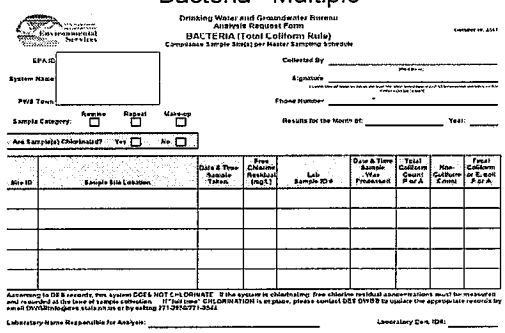
Bacteria - Multiple



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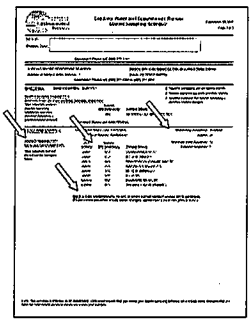
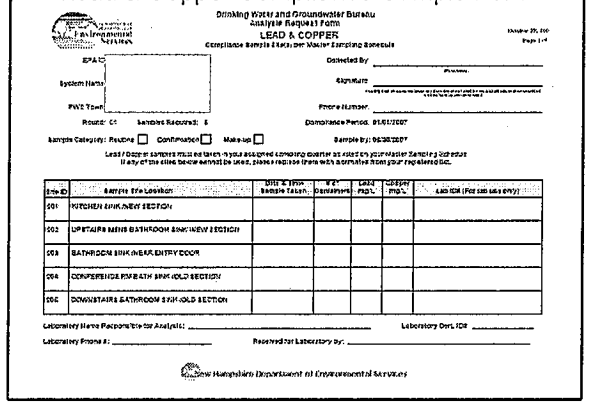
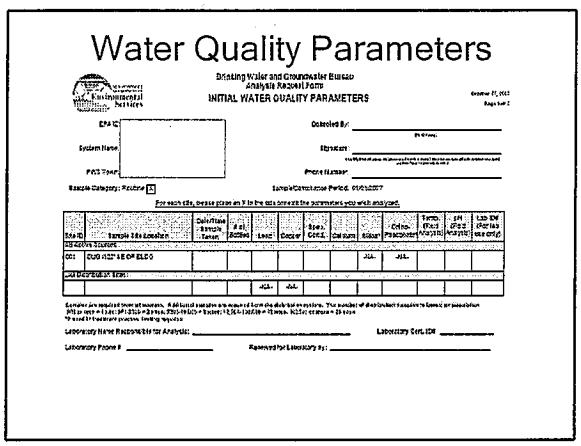


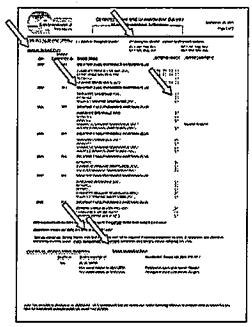
Click on the Analysis Request Form under the Lead Copper Section

Lead & Copper Compliance Sample Form



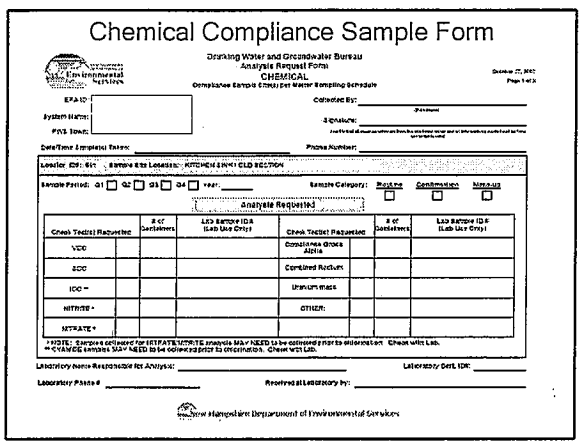
Water Quality Parameters

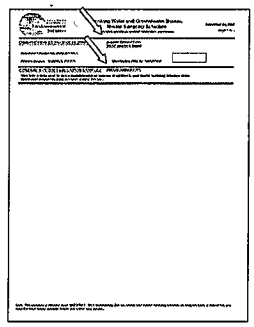




Click on the Analysis Request Form under the Chemical Monitoring Section

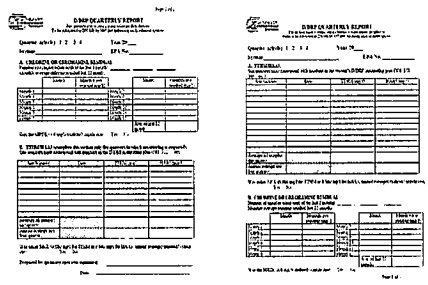
Chemical Compliance Sample Form





Click on the links to get the DBP form and General System Evaluation Form

Form: DDBP Quarterly Reports



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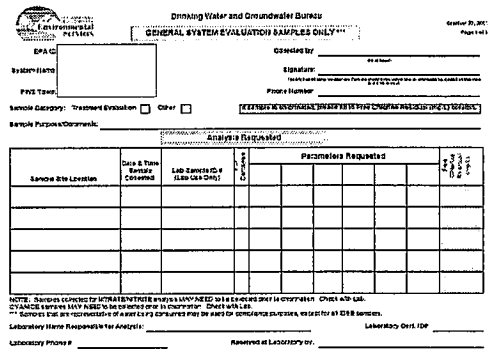
General System Evaluation Form (GSES)



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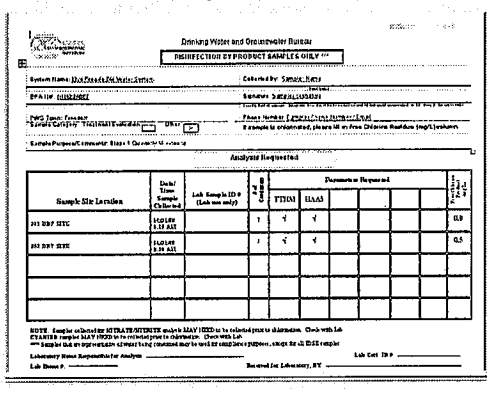
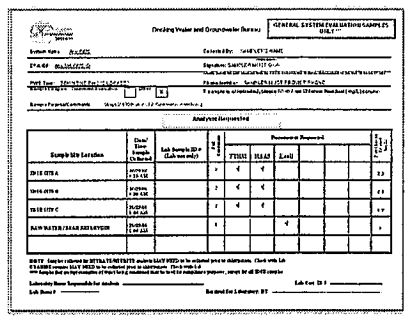
Disinfection By Product (DBP) Form



General System Evaluation Form (GSES)



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Avoid Rejected Samples

- Sample early in the month or quarter
- Sample only from approved/registered sites
- Request a change in sampling site in writing from DWGB monitoring prior to collecting the sample
- Use proper sampling techniques

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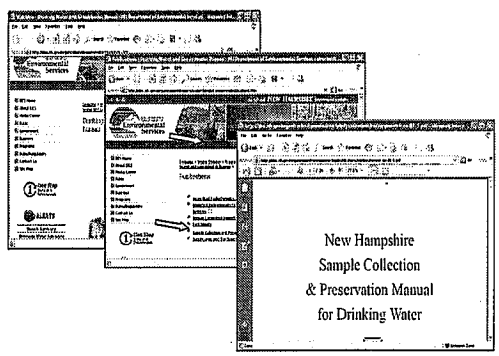

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Keep Your Contact Information and Email Address Up to Date in DWGB Database

- Requests for changes must be in writing
- FAX or email contact information changes to DWGB
- If you want to update contact information online, you must be a Registered Data Provider.

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Contact Information

DWGB Main fax#: 603-271-5171

Chemical Monitoring:
- Kris Stern (603) 271-6703 email at *kristina.stern@des.nh.gov*
- Tricia Madore (603) 271-3907 email at *tricia.madore@des.nh.gov*
- Donna Jones (603) 271-0893 email at *donna.jones@des.nh.gov*
- Leah McKenna (603) 271-0655 email at *leah.mckenna@des.nh.gov*

Bacteria Monitoring: Fax # 271-3490
- Barbara Davis (603) 271-2542 email at *barbara.davis@des.nh.gov*
- Adam Torrey (603) 271-0672 email at *adam.torrey@des.nh.gov*

Lead & Copper:
- Joan Fitzsimmons (603) 271-2516 email at *joan.fitzsimmons@des.nh.gov*
- Richard Thayer (603) 271-2950 email at *richard.thayer@des.nh.gov*

SOC & VOC Waiver Program:
- Debra Sonderegger (603) 271-2862 email at *debra.sonderegger@des.nh.gov*

DBP Program:
- Richard Thayer (603) 271-2950 email at *richard.thayer@des.nh.gov*
- Cindy Klevens (603) 271-3108 email at *cynthia.klevens@des.nh.gov*

OneStop Data Provider Registration and Contact Changes:
- Linda Thompson (603) 271-3544 email at *linda.thompson@des.nh.gov*

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Laboratories Interested in Participating in Electronic Transfer

Contact DWGB Data Management:

- Laurie Cullerot, 603-271-2954, laurie.cullerot@des.nh.gov
- Gail Dailey, 603-271-2972 gail.dailey@des.nh.gov

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Questions?

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