



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										
<b>Sample Types</b>	Lab ID: Your Lab Certification ID									
D_Routine										
P_Plant Tap Sample										
Q_Raw Water										
R_Repeat Sample										
S_Special Sample										
X_Resample	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>	Receive Date: The date the sample was received in your lab mm/dd/yyyy format.									
Actual Numeric Value										
Not Analyzed -----> Leave Blank										
Not Detected -----> Enter 0.0										
If reported as ">x.xx" -----> Enter 5.99	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>										
BP_Invalid Sample Point										
BR_Breakage										
CG_Confluent Growth										
CL_Chlorine present										
EH_Exceeded 30 Hour Holding Time										
FZ_Sample Frozen	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 (<).									
HS_Excess headspace	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.									
IN_Insufficient Sample Information										
IP_Invalid Sampling Protocol										
LA_Lab Accident										
LT_Leaked in transit	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.									
TB_Turbid Sample	Sampler Name: The name of the person who collected the sample.									
TN_Too Numerous To Count										
VO_Insufficient Volume										
ODW Use Only: This field is to be populated by the Office of Drinking Water.										