

CLIP TRAINING

State Water Resources Control Board

Division of Drinking Water

Data Management Unit

March 29-30, 2021

CLIP

- Why CLIP – California Laboratory Intake Portal?
- Current Data Reporting Processes
- Future Data Reporting Process
- EarthSoft overview of CLIP

But first, the DMU team...

Data Management Unit

Data Management Unit (DMU) was created in 2017 to handle all things data

- SDWIS integration highest priority



Paul Williams
Supervisor



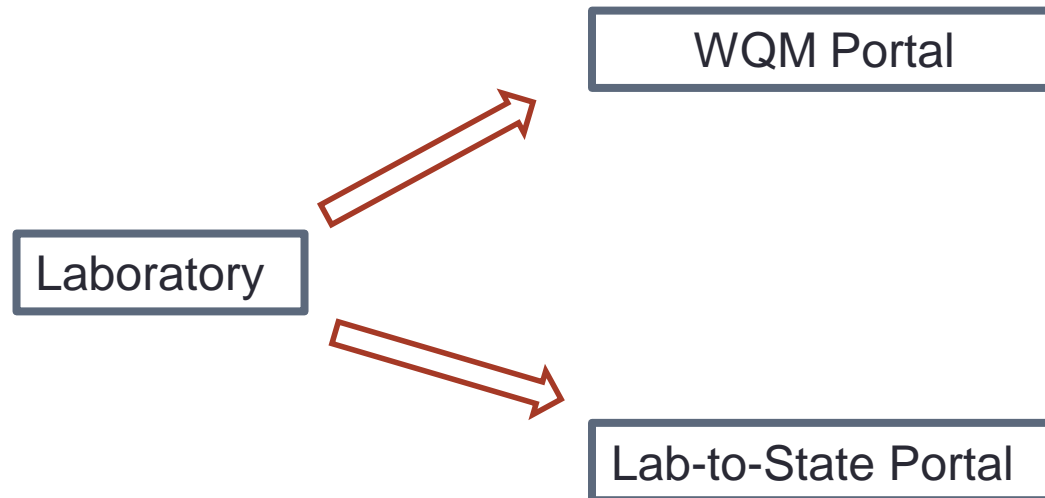
Gilbert Penales
CLIP Co-Lead



Rassam Zarghami
CLIP Co-Lead

Electronic Data Reporting – Current

- DDW data is electronically reported by one of the following
 - WQM Portal – Captures 99% of all electronically reported data (IOCs, VOCs, SOCs, Rads, others)
 - Lab-to-State – Only accepts the electronic reporting of lead and copper data



Electronic Data Reporting – Current

- WQM Portal –
 - WriteOn program to assist in creation of res files
 - Upload res files to the portal
 - Pro – it works, been in use for 25+ years
 - Con – been in use for 25+ years, many fields are irrelevant

Write-On for Windows

File Edit Reference Data Input Setup Help

NEW FORM

Well Surface FRDS Default Neg Individual EDT off Lab User ID System Source ClrHead ClrResult Preview Cancel Comments - No ClrMeth Delete Help

ORGANIC CHEMICAL ANALYSIS (9/99)

System Name: System No.:

Source Name: Sample No.:

Receipt Date/Time: Sampler: Employer:

Scan Method: User ID: Source Number: / -

Date/Time of Sample: Lab No.: Date of Analysis:

Lab Name:

TEST METHOD	CHEMICAL ALL CHEMICALS REPORTED ug/L	ENTRY #	ANALYSES RESULTS	MCL ug/L	DLR ug/L
--- [REGULATED ORGANIC CHEMICALS] ---					
	Total Trihalomethanes (TTHMs)	82080		80	
	Bromodichloromethane	32101			1.0
	Bromoform	32104			1.0
	Chloroform (Trichloromethane)	32106			1.0
	Dibromochloromethane	32105			1.0
	Haloacetic Acids (five) (HAA5)	A-049		60	
	Monochloroacetic Acid (MCAA)	A-042			2.0
	Dichloroacetic Acid (DCAA)	77288			1.0
	Trichloroacetic Acid (TCAA)	82723			1.0
	Monobromoacetic Acid (MBAA)	A-041			1.0
	Dibromoacetic Acid (DBAA)	82721			1.0

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
STATE WATER RESOURCES CONTROL BOARD

W Q M
ater quality management

DRINKING WATER QUALITY UPLOAD PORTAL

WQM Log In

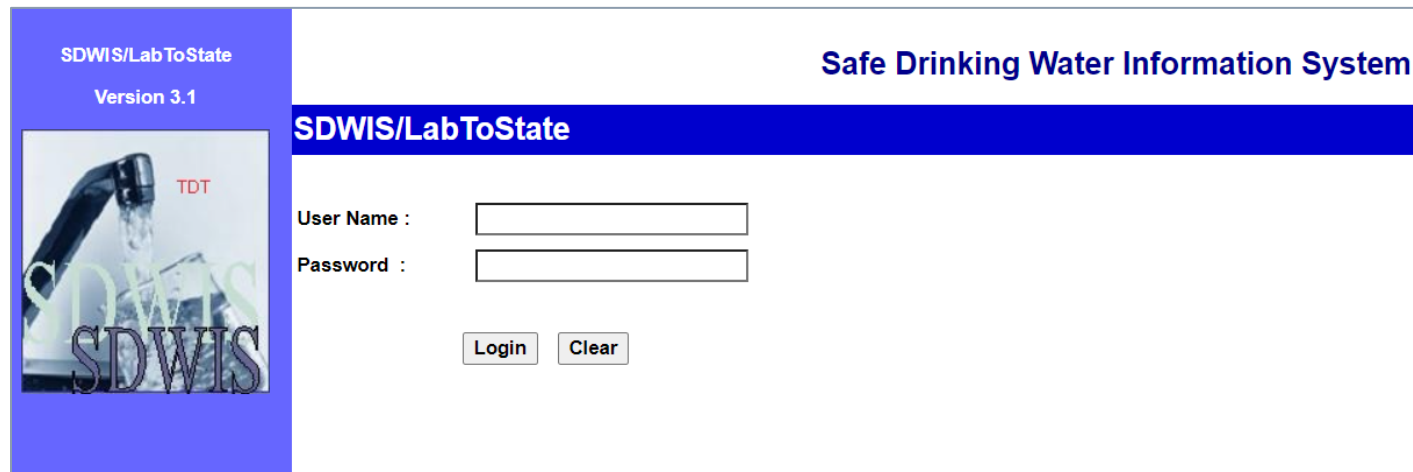
User Name (Email Address):

Continue

Contact Us

Electronic Data Reporting – Current

- Lab-to-State –
 - Rolled out in 2017
 - Only for reporting lead and copper data
 - Pro – data is migrated into SDWIS
 - Con – lots of manual steps to get data pushed into SDWIS



SDWIS/LabToState
Version 3.1

Safe Drinking Water Information System

SDWIS/LabToState

User Name :

Password :

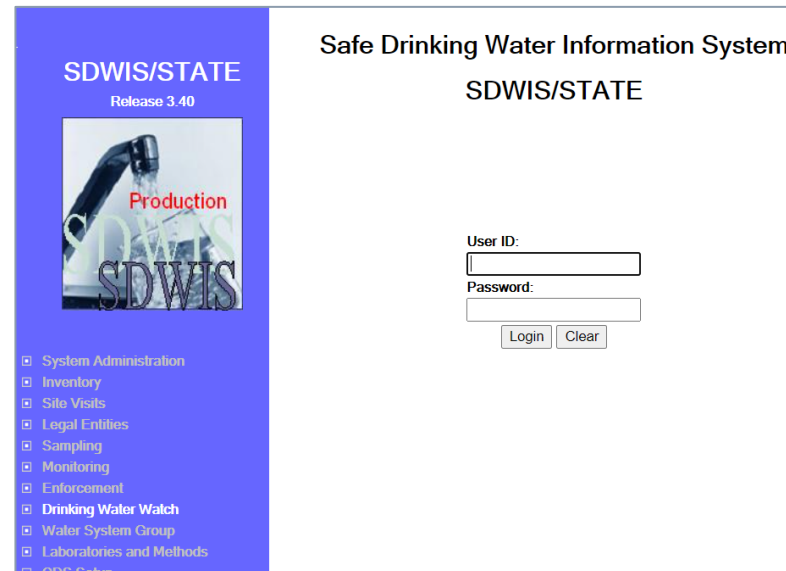
Electronic Data Reporting – Future

- CLIP – California Laboratory Intake Portal
 - Uses EarthSoft's EQulS platform to accept WQ data and pass it to SDWIS
 - Will accept all WQ data (except for bacteriological data)
 - Automated processes
 - DMU able to configure



Electronic Data Reporting

- To streamline its regulatory operations, DDW needs all water quality data to flow to SDWIS
 - SDWIS – Safe Drinking Water Information System
Developed / maintained by EPA
 - DDW's database of record – maintain inventory of public water systems, drinking water sources, violations and enforcement actions, etc.
 - Limitation in the use of SDWIS because no wq data flows to it (other than L&C)
 - CMDP – didn't work for CA
 - EQUS by EarthSoft



The screenshot displays the SDWIS/STATE web interface. On the left is a blue navigation menu with the following items: System Administration, Inventory, Site Visits, Legal Entities, Sampling, Monitoring, Enforcement, Drinking Water Watch, Water System Group, Laboratories and Methods, and CDS Setup. The main content area is white and features the title 'Safe Drinking Water Information System SDWIS/STATE'. Below the title are two input fields for 'User ID:' and 'Password:', followed by 'Login' and 'Clear' buttons. A small graphic at the top left of the main area shows a water tap with the word 'Production' and 'SDWIS' overlaid.

When will CLIP be implemented?

- Testing conducted with several laboratories – worked through a few issues
- As we proceed, we may come up with more issues or unknowns. We will work with you on these.
- We do not yet have a date for the official rollout as there are a few dependent database configurations that need to be completed before CLIP is launched. At this time, we anticipate the earliest timeframe for CLIP implementation could be mid-May to June of this year. This may shift to later timeframe, but we will be in regular communication with you to let you know when CLIP is to be implemented.

DMU Contact

Any questions you have, please reach out to the DMU team at:

DDW-CLIP@waterboards.ca.gov

EQULS Training Team



Attila Man
*CASWRCB EarthSoft
Technical Project Manager*









Liz Herrmann
*Senior Comm. Specialist
and CASWRCB Project Manager*



Emily Mulford
*EarthSoft Director of Training
and Marketing Communications*

Agenda

-  EQuIS Overview and CLIP Resources Page
-  EDP Overview and Key Terminology
-  Lab Data Import Format
-  CLIP Portal
-  CLIP Processes
-  Questions

EQuIS Overview

What is EQuIS?

Environmental Quality Information Systems

EQuIS™

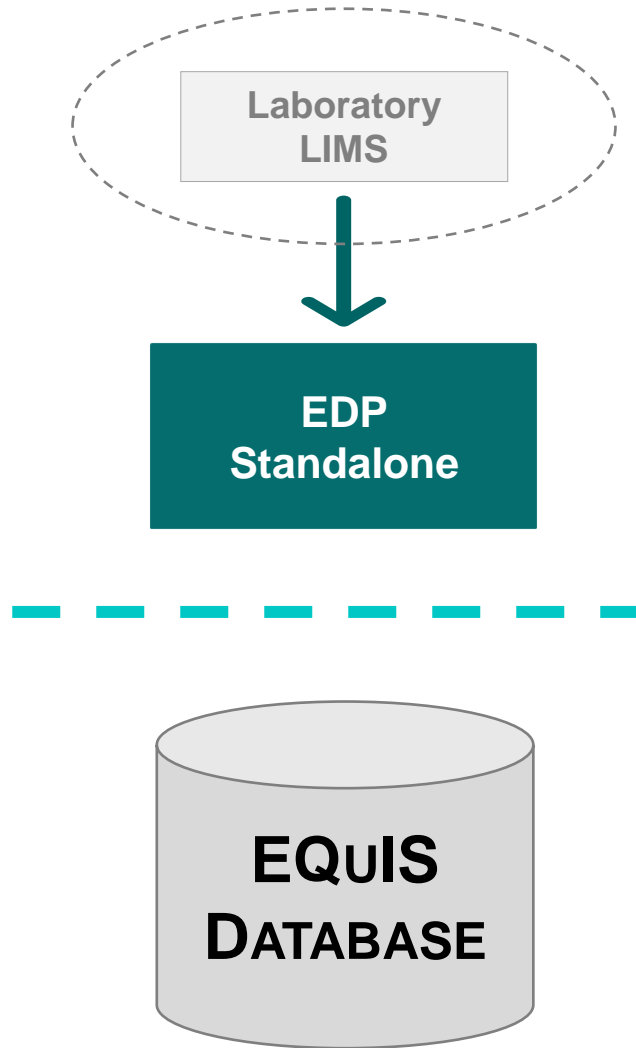
An advanced environmental data management and decision support system

- ✓ Manage large amounts of environmental, chemical, biological, geological, geotechnical, hydrologic, limnological, air and compliance data
- ✓ Take advantage of the complete environmental data workflow to meet requirements and make decisions

CLIP Resources Page

EQulS Data Processor (EDP)

EDP Standalone in the Workflow



EDP Standalone Purpose

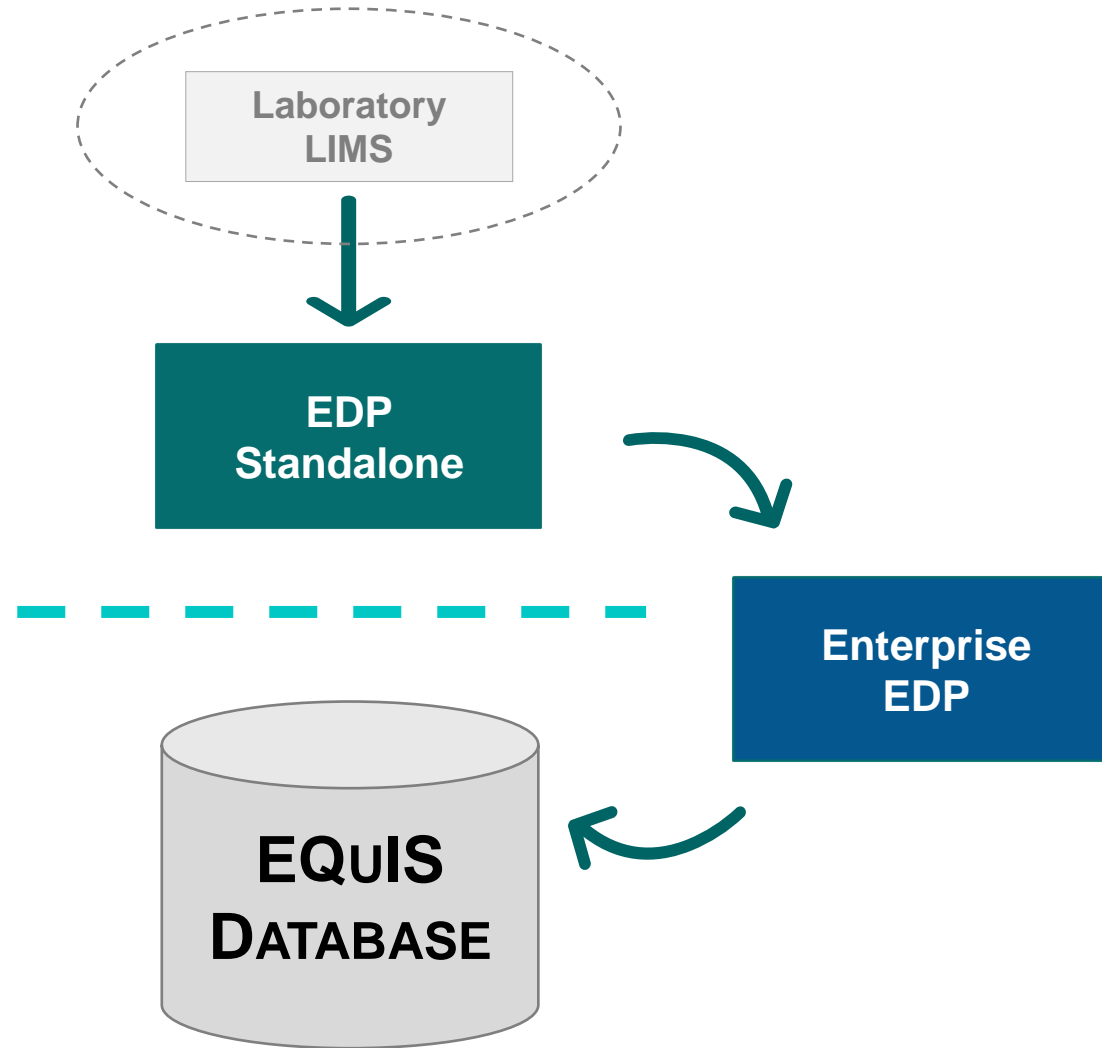
Check data for formatting, logic

Find, view, and **CORRECT** errors

The screenshot displays the EDP Standalone software interface. The top ribbon includes tabs for File and Home, with various icons for actions like Format, EDD, DB Format, Error Log, and Summary. The main area shows a data table with columns: Line, sys_sample_code, sample_name, sample_matrix_code, sample_type_code, sample_source, and parent_sample_code. The table contains 21 rows of data. Several rows are highlighted in red, yellow, or pink, indicating errors. A green arrow points to a red highlight in row 2, and another green arrow points to a pink highlight in row 13. A third green arrow points to a yellow highlight in row 18. A dark green callout box with white text says "Highlights EDD sections with errors" with a downward arrow pointing to the LabSample_v1 field in the left-hand tree view. Another dark green callout box with white text says "Missing required field, make correction" with an upward arrow pointing to the sample_type_code cell in row 2. A third dark green callout box with white text says "Value not found, select correct value from pull-down menu" with an upward arrow pointing to the parent_sample_code cell in row 18. The bottom of the interface shows a Reference Values tab and an EQEDD button.

Line	sys_sample_code	sample_name	sample_matrix_code	sample_type_code	sample_source	parent_sample_code
1	#sys_sample_code	sample_name	sample_matrix_code	sample_type_code	sample_source	parent_sample_code
2	1508188-001A	San Juan R at Me	WS		FIELD	
3	1508188-001ADUP		WQ	DUP	LAB	1508188-001A
4	1508188-001AMS		WQ	MS	LAB	1508188-001A
5	1508188-001AMS N		WQ	MS	LAB	1508188-001A
6	1508188-001AMSD		WQ	MSD	LAB	1508188-001AMS
	1508188-001AMSD				LAB	1508188-001AMS NO3
	1508188-001B	San			FIELD	
	1508188-001C	San			FIELD	
	1508188-001CMS		WQ	MS	LAB	1508188-001C
11	1508188-001CMSD		WQ	MSD	LAB	1508188-001CMS
12	1508188-002A	San Juan R at Sa	WS	N	FIELD	
13	1508188-002B	San Juan R at Sa	WS	N	F	
14	1508188-002BMS		WQ	MS	LAB	1508188-002B
15	1508188-002BMSD		WQ	MSD	LAB	1508188-002BMS
16	1508188-002C	San Juan R at Sa	WS	N	FIELD	
17	1508188-002CMS					1508188-002C
18	1508188-002CMSD					1508188-002CMSS
19	1508188-003A	San Juan Rive				
20	1508188-003B	San Juan Rive				
21	1508188-003C	San Juan Rive				

Enterprise EDP in the Workflow



Enterprise EDP Purpose

Automatically upload and process EDDs (via ftp, email, or web).

Automatically receive acceptance and rejection notifications.

EDD Upload

Format	Reference Values *.rvf	Blank EDD Template	EDD Description
EFWEDD			
EQEDD			
EDGE			
COLLECT INSPECTION			

Format: * ▾

Please select the EDD that you would like to upload:

EDP EDD Status

Status	File Name	Date	Facility
All ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
	EFWEDD_OHGOOD.GKM.EFWEDD	11/28/2018 7:40:00 PM	Gold King Mine
	20170818 141612.GKM.EQEDD.z	8/18/2017 12:17:00 PM	Gold King Mine
Details			
File Name: 20170818 141612.GKM.EQEDD.zip			
Facility: Gold King Mine			
Format: EQEDD			
Submitter: maryann.parcher@earthsoft.com			
	File Monitor	8/18/2017 12:19:00 PM	Successfully Completed
	File Validate	8/18/2017 12:19:00 PM	SuccessfullyCompleted
	File Process	8/18/2017 12:23:00 PM	SuccessfullyCompleted
	20170815 180444.GKM.EQEDD.z	8/15/2017 7:24:00 PM	Gold King Mine
		8/15/2017 7:04:00 PM	Gold King Mine
			Gold King Mine

1 of 2 pages (6 items)

EDD Submission Notifications

Fri 1/4/2019 2:14 PM

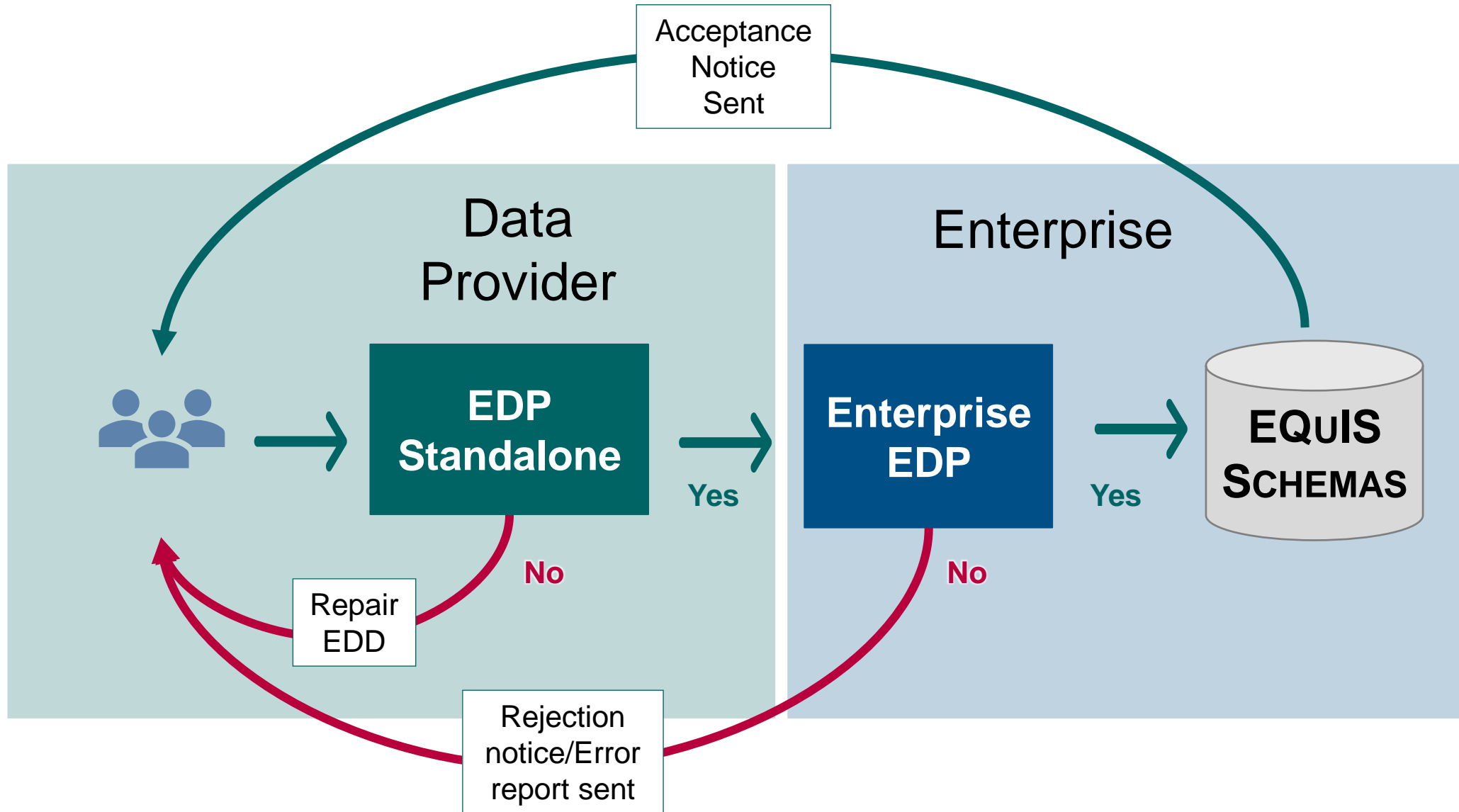
Emily Mulford

EDD File 20190104 131011.GKM.EQEDD.zip Accepted

Emily Mulford

Your EDD file '20190101 131911.GKM.EQEDD.zip has been accepted and no errors were found.

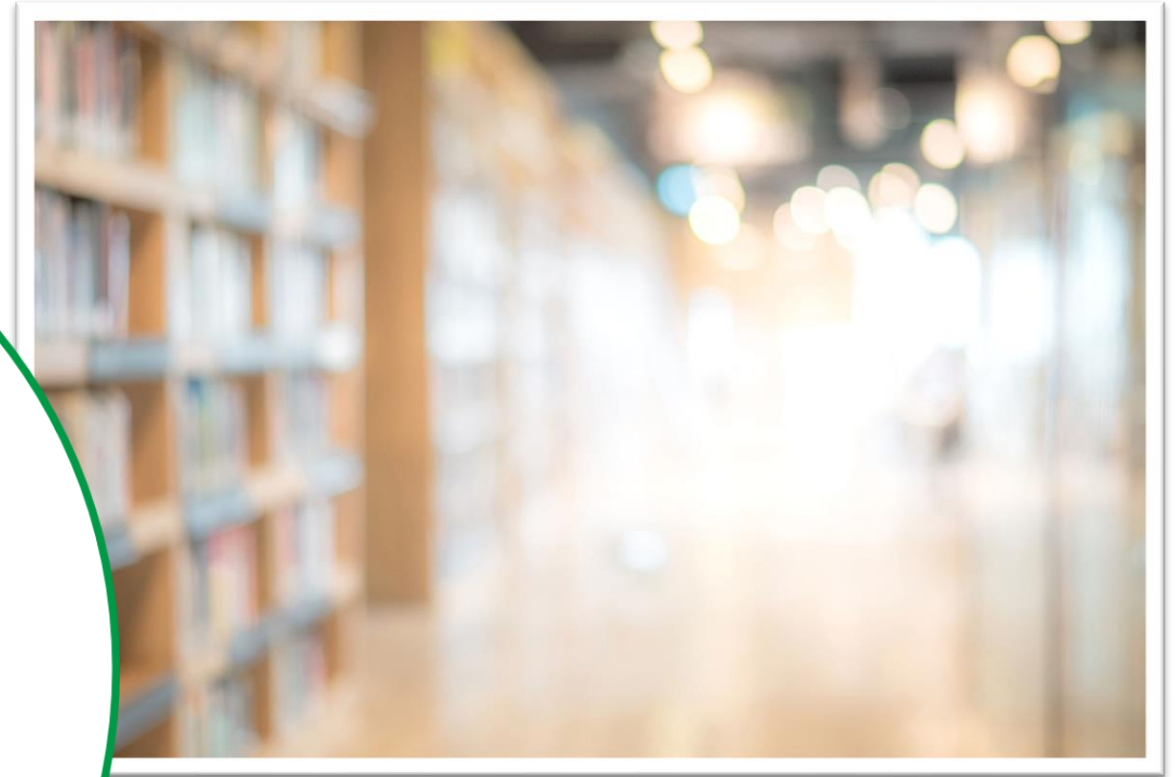
Double Closed-Loop Data Checking



EFMD EQUIS Terminology

Reference Values

Lists of approved terminology used when submitting data



Analytes

Substances
analyzed for or
quantified by
analytical
procedure

Many different
names mean
the same thing
(chemical,
parameter...)



CAS RNs

Chemical Abstracts
Service Registry
Number is a unique
identifier that refers
to a chemical
substance

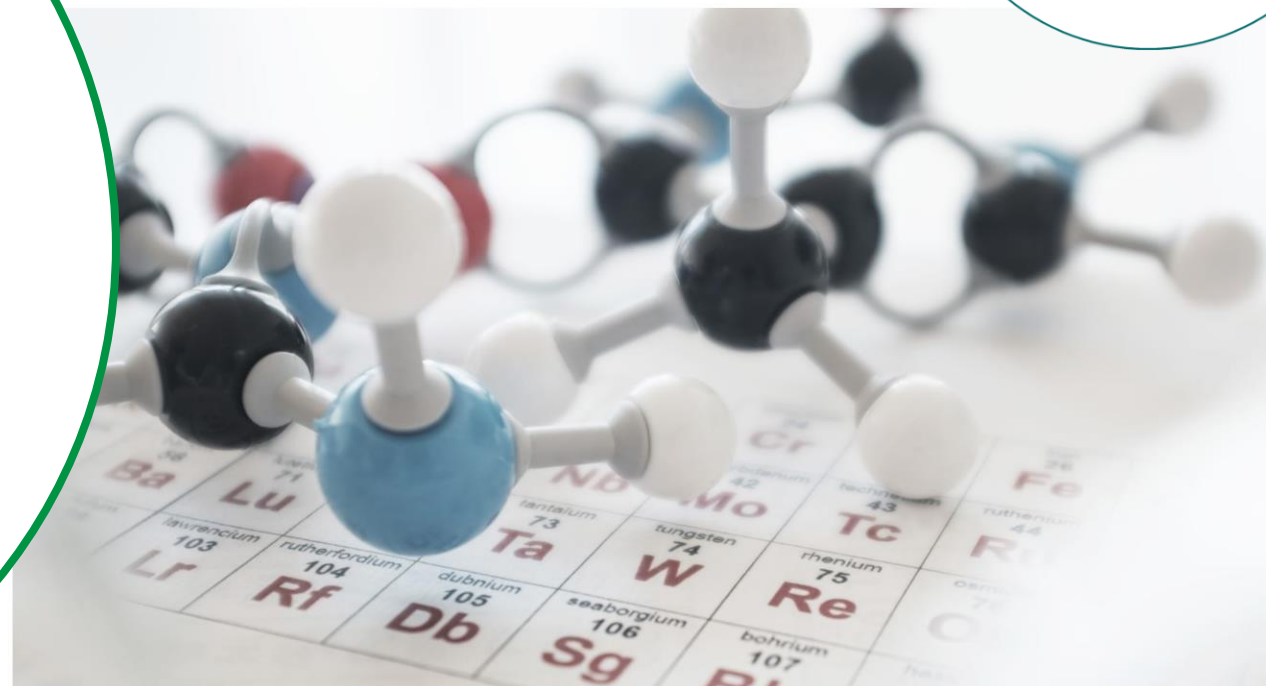
To find CAS numbers, visit

<http://www.cas.org>

<https://pubchem.ncbi.nlm.nih.gov/search/>

<http://www.chemfinder.com>

58-08-2
is the
CAS RN
for
Caffeine



Sample Types

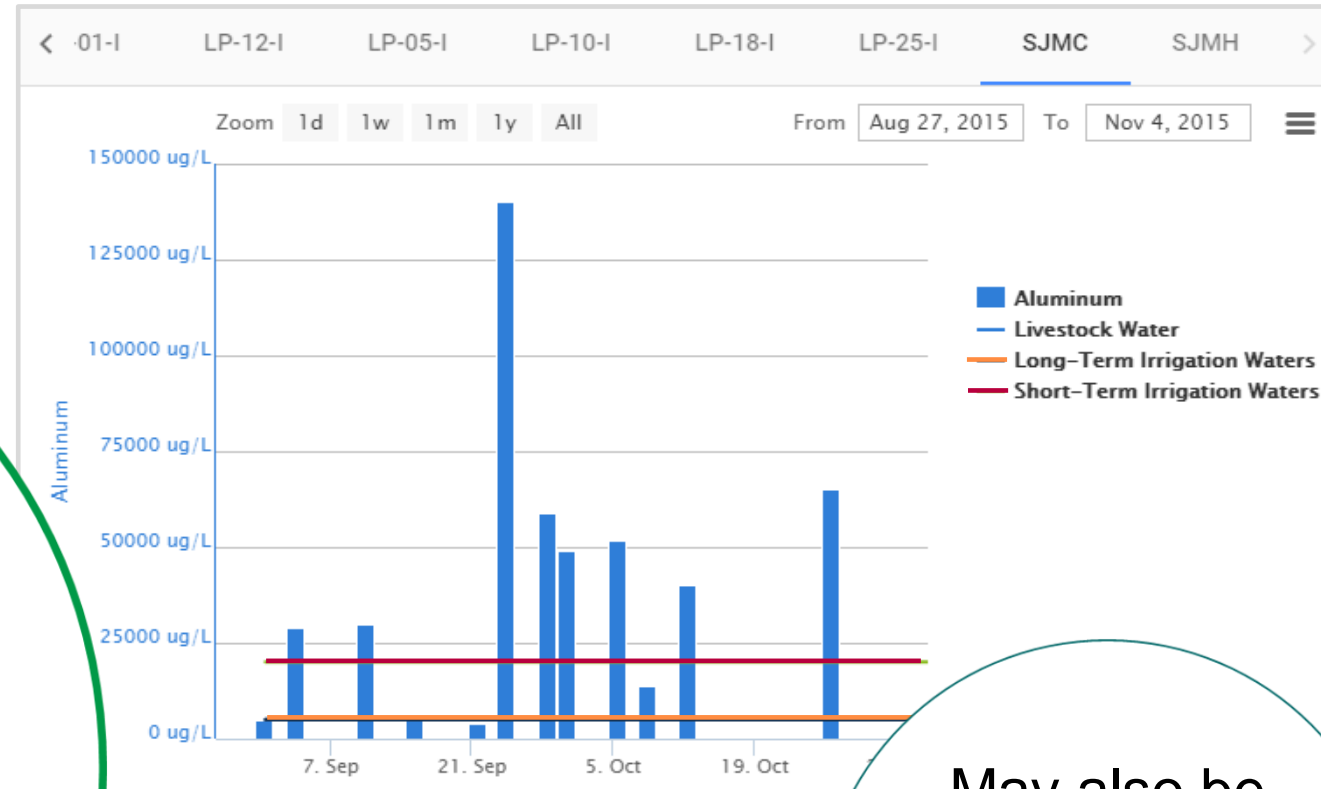
The classification of samples based on the sampling purpose and procedure



RT	Routine Sample
FB	Field Blank
BS	Blank Spike
BD	Blank Spike Duplicate
TB	Trip Blank
MS	Lab Matrix Spike

Action Levels

Direct or dynamic comparison criteria for reported analytical data



May also be referred to as “standards,” “comparison criteria,” ...

EDP Terminology

Format File

Several files may comprise the format file set

- Format definition file (*.xsd/xse)
unencrypted/encrypted
- Business rules file (*.vb/vbe)
unencrypted/encrypted
- Enumeration file (*.enum.xsd)
- Reference value file (*.rvf)

EDDs

Electronic Data Deliverables are electronic tabular formats for sharing, manipulating and using data

	A	B	C	D
1	#sys sample code	lab anl method name	analysis date	total or dissolved
2	1508188-001A	2320B	2015/08/12 06:38:00	T
3	1508188-001A	2320B	2015/08/12 06:38:00	T
4	1508188-001A	2320B	2015/08/12 06:38:00	T
5	1508188-001A	2510B	2015/08/12 06:12:00	T
	1508188-001A	2540C	2015/08/11 14:20:00	T
	1508188-001A	2540D	2015/08/11 14:30:00	T
	1508188-001A	300.0	2015/08/12 17:07:00	T
	1508188-001A	300.0	2015/08/12 17:57:00	T
	1508188-001A	353.2	2015/08/11 17:29:46	T
	1508188-001A	4500H+B	2015/08/11 20:06:00	T
	1508188-001A	2510B	2015/08/12 06:12:00	T



EDD Examples

Access Databases

Excel Workbooks

Delimited Text Files

Primary Keys

A field or set of fields in a table that constitute a unique record within that table

facility_id	sys_loc_code	coord_type_code	identifier
1	B-30	LAT LONG	1
1	B-30	STATE PLANE	1
1	B-30	UTM_17N	HISTORICAL
1	B-30	UTM_17N	PRIMARY
1	B-31	LAT LONG	1
1	B-31	STATE PLANE	1

Multiple coordinate systems (**coord_type_code**) per sampling location (**sys_loc_code**) in a project site (**facility_id**)

cas_rn	chemical_name
7440-66-6	Zinc
75-35-4	Vinylidene Chloride
75-01-4	Vinyl Chloride
108-05-4	Vinyl Acetate
7440-62-2	Vanadium (Fume Or Dust)
75-69-4	Trichlorofluoromethane

Each chemical (**cas_rn**) is listed only once

EDDs

Conventions

First comment row defines the data you enter in each column.

Second comment row indicates the data type and length. This row also contains a tool tip with more detail on the column.

Red text typically indicates a required field.

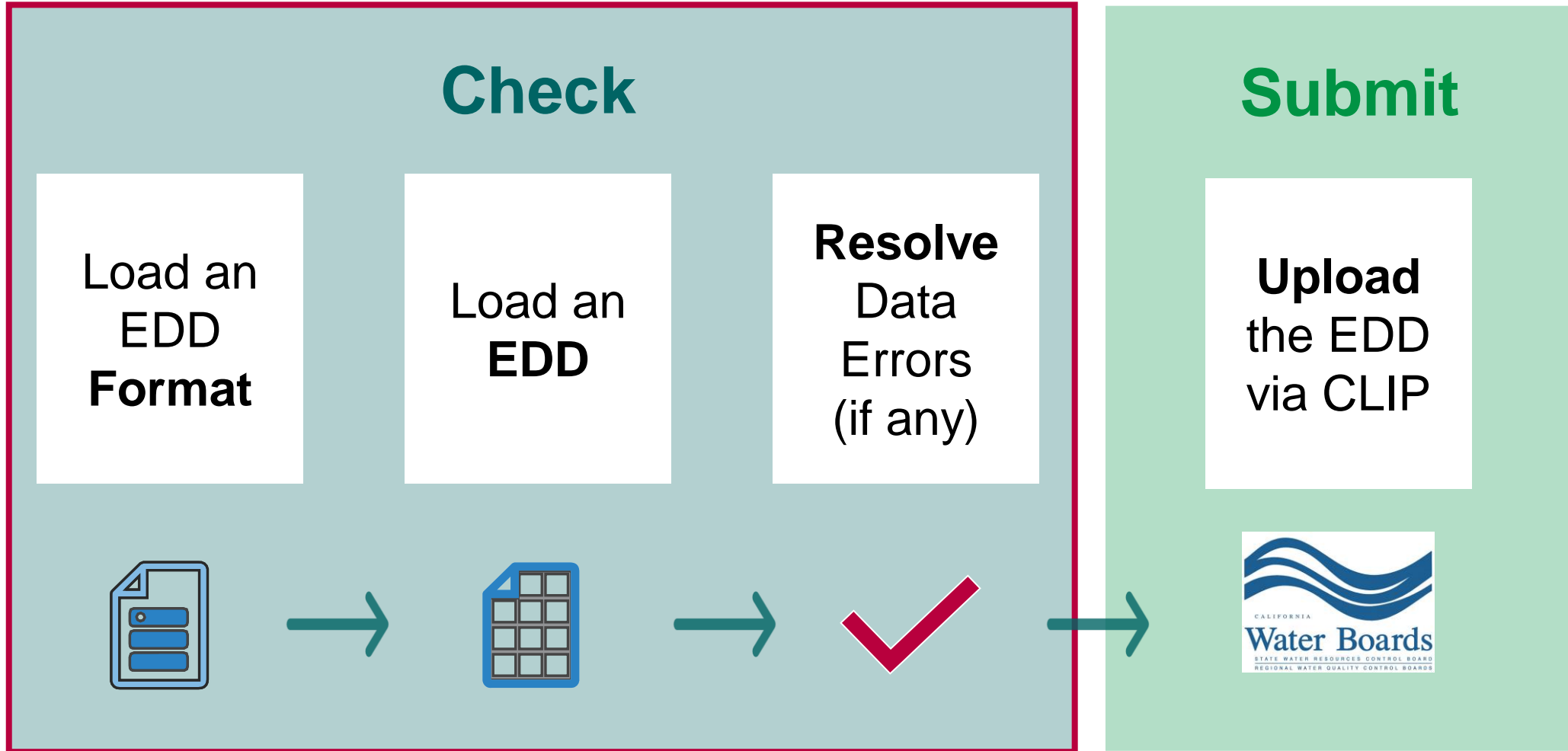
Red and Underlined text indicates a Primary Field.

Blue text indicates a field linked to a reference table (also referred to as a “look-up” or valid value).

A	B	C	D	E
<u>#sys sample code</u>	sample_name	sample_matrix_code	sample_type_code	sample_source
<i>#Text(40)</i>	<i>Text(30)</i>	<i>Text(3)</i>	<i>Text(3)</i>	<i>Text(10)</i>
B-30_19970315	B-30_19970315	WG	N	FIELD

Check and Load Data (EDDs)

EDP Workflow



CA_SDWIS_Lab_Analytical_Data Format Checks

EDP and Lab Format Checks

- ✓ Required Fields
- ✓ Field Lengths
- ✓ Data Types
- ✓ Valid Dates
- ✓ Reference Values
- ✓ Duplicate Rows (Primary Keys, Uniqueness)
- ✓ Range Checking

EDP and Lab Format Check Examples

- The EDD Submitter must have a valid ELAP Certification ID (refer to reference values).
- If PS_CODE contains “LCR”, then Collection_Address becomes required.
- Date/Time fields must be valid, cannot be a date in the future.
 - Lab_Receipt_Date cannot be before Collection_Date.
- If numeric fields are populated, then units are required. And vice-versa.

EDP and Lab Format Check Examples

- For the selected Analyte_Code, the Analysis_Method_Code and Units must be valid (refer to reference values).
- Result and Reporting Level values must be numeric and cannot be in scientific notation.
- If Analyte_Code belongs to radionuclide group:
 - Minimum Detectable Activity at the 95% confidence level (MDA₉₅) used as Reporting_Level
 - Radiological_Count_Error required
 - Exceptions: MDA₉₅ and Counting Error not required for methods that give uranium by mass

EDP and Lab Format Check Examples

- A single Lab_Sample_ID can only be used with a single PS_Code in a single EDD.
- If Less_Than_Indicator=Y, then Result and Result_units should be null.
- If the Reporting_Level > DLR or MCL action level value, there will be a warning displayed in EDP. Users can ignore this warning as it will not prevent your EDD from being loaded. This is an item that DDW is tracking and does not affect labs.

Upload Data in the CLIP Portal

Access CLIP (Enterprise)



 **Your email** 

 Password * 

Stay signed in

SIGN IN

[Forgot your password?](#)

[Create New Account](#)

 Sign in with Microsoft



7.21.1.21033 © EarthSoft, Inc.



Get Started and Create an Account:

1. If you haven't already, fill out the [Electronic Subscriber Agreement Form](#) and mail it to the address indicated on the form.
2. After the form has been mailed, create your user account by clicking 'Create New Account' hyperlink to the left.
3. Create your username and enter your email address on the Create New Account registration form.
4. A confirmation code will be emailed to the email address provided. Copy and paste the confirmation code from the email into the resulting popup on the Create New Account registration form.
5. Fill out the rest of the Create New Account registration form and press Register. Your account has been created and is waiting to be activated.
6. Your account request will be reviewed by DDW and if approved, will be active by the next day.
7. Navigate back to this page and log in to the account using the username and password you created. You can start submitting data.

Helpful Links and Contact Information

[Division of Drinking Water \(DDW\) CLIP Information](#)

[DDW-CLIP Download Page](#)

[Request Format Keys](#)

[Email the DDW-CLIP Inbox](#)

CLIP Dashboard



California State Water Resources Control Board (CASWRCB) [Division of Drinking Water \(DDW\)](#)
Welcome to the California Laboratory Intake Portal (CLIP)!

DDW has employed the use of EQUIS software to ensure that data received is of known and documented quality. All analytical data* must be provided in the form of electronic data deliverables (EDDs) using the [CA_SDWIS_Lab_Analytical_Data_Format](#) [*As of 1/1/2021, microbial analyses are **not** included in the EDD requirement. This effort will be undertaken within the next year.]

Instructions

1. Verify your CLIP PS Code is correct using the **Data Grid Widget** to the right. ↔
 2. Scroll down to the **EDD Upload Widget** in the bottom right of the dashboard.
 3. Check the certification box.
 4. Click the Format file drop-down and select the **CA_SDWIS_Lab_Analytical_Data** Format.
 5. Click the **Browse** button.
 6. Locate the EDD file on your machine and click **Open**. Multiple EDD files can be selected.
 7. Click the **Upload** button to submit the EDD(s).
 8. You will receive an automated email when the EDD has been received.
 - If any errors were found and the EDD was rejected, you will receive an email with an error log.
 9. You can check the status of your submission using the **EDP EDD Status Widget** in the bottom left of this dashboard.
 - You can refresh your page, or click the kebab icon (three vertical dots) in the top right-hand corner of the widget to **Refresh** the widget.
- For DATA CORRECTIONS:**
1. Complete the "Change Request Form" available on the [CLIP Download Page](#) first.
 - To find the EBATCH # for your previously submitted EDD, refer to the 'Find EBATCH for EDD' grid at the bottom of this page.
 2. Email completed forms to DDW-CLIP@waterboards.ca.gov.
 3. DDW will review and approve the request, and alert you when corrected EDDs/datasets can be submitted using the Data_Correction Format in the EDD Upload Widget on this page.

PS Code and Water System Information

DOWNLOAD Water System and PS Code List

CLIP PS Code	Water System ID	Water System Name	Facility ID	Facility Name	Sample Point ID	Sample Point Name
CA0103039_001_001	CA0103039	MOHRLAND MUTUAL WATER SYSTEM	001	WELL 01 - DESTROYED	001	WELL 01 - DESTROYED
CA0103039_002_002	CA0103039	MOHRLAND MUTUAL WATER SYSTEM	002	WELL 02 - STANDBY	002	WELL 02 - STANDBY
CA0103039_003_003	CA0103039	MOHRLAND MUTUAL WATER SYSTEM	003	WELL 03 - DESTROYED	003	WELL 03 - DESTROYED
CA0103039_004_004	CA0103039	MOHRLAND MUTUAL WATER SYSTEM	004	WELL 04	004	WELL 04
CA0103039_005_005	CA0103039	MOHRLAND MUTUAL WATER SYSTEM	005	WELL 04 - TREATED - INACTIVE	005	WELL 04 - TREATED - INACTIVE
CA0103040_001_001	CA0103040	NORRIS CANYON PROPERTY OWNER	001	UPPER SPRING	001	UPPER SPRING
CA0103040_002_002	CA0103040	NORRIS CANYON PROPERTY OWNER	002	CISTERN SPRING	002	CISTERN SPRING
CA0103040_003_003	CA0103040	NORRIS CANYON PROPERTY OWNER	003	LOWER SPRING	003	LOWER SPRING
CA0103040_004_004	CA0103040	NORRIS CANYON PROPERTY OWNER	004	SPRING 01 UPPER SPRING - TREATED	004	SPRING 01 UPPER SPRING - TREATED
CA0103040_005_005	CA0103040	NORRIS CANYON PROPERTY OWNER	005	SPRING 02 - CISTERN SPRING - TREA	005	SPRING 02 - CISTERN SPRING - TREA

CLIP Dashboard

EQUIS Enterprise
7.20.3.20216 © EarthSoft, Inc.
CLIP Dashboard
⋮

EDP EDD Status

Status	File Name	C...	Date	Facility	Submitter	R...
▶ ●	v25_composite_Chems_Rads.DDW.CA_SDWIS_Lab_Analytical_Data.zip	WEB	2021-01-13 18	DDW	gilbert.penales	18
▶ ●	20210113Test4_179_CI2.DDW.CA_SDWIS_Lab_Analytical_Data.zip	WEB	2021-01-13 18	DDW	paul.williams@	27
▶ ●	20210113Test3_SciNotation.DDW.CA_SDWIS_Lab_Analytical_Data.zip EDD File 20210113Test3_SciNotation.DDW.CA_SDWIS_Lab_Analytical_Dat	WEB	2021-01-13 17	DDW	paul.williams@	
▶ ●	20210113Test1_Correction.DDW.Data_Correction.zip	WEB	2021-01-13 17	DDW	paul.williams@	6
▶ ●	20210113Test2_C080.DDW.CA_SDWIS_Lab_Analytical_Data.zip EDD File 20210113Test2_C080.DDW.CA_SDWIS_Lab_Analytical_Data.zip R	WEB	2021-01-13 17	DDW	paul.williams@	
▶ ●	20210113Test1_Correction.DDW.Data_Correction.zip EDD File 20210113Test1_Correction.DDW.Data_Correction.zip Rejected -	WEB	2021-01-13 17	DDW	paul.williams@	
▶ ●	20210113Test1_002_1xCl2.DDW.CA_SDWIS_Lab_Analytical_Data.zip	WEB	2021-01-13 12	DDW	paul.williams@	347
▶ ●	20210111Test0_Correction.DDW.Data_Correction.zip Rolled Back 44 rows on 2021-01-12T14:56:00 by CAD_SVC	WEB	2021-01-12 17	DDW	paul.williams@	44
▶ ●	v25_general_Chems_Rads.DDW.CA_SDWIS_Lab_Analytical_Data.zip	WEB	2021-01-12 16	DDW	gilbert.penales	212
▶ ●	20210111Test0_044_1xCl2.DDW.CA_SDWIS_Lab_Analytical_Data.zip	WEB	2021-01-11 16	DDW	paul.williams@	347

1 of 12 pages (118 items)

EDD Upload

Format	Reference Values *.rvf	Blank EDD Template	EDD Description
Data_Correction	✔	✔	✔
WS_DoNotUse	✔	✔	✔
CA_SDWIS_Lab_Analytical_Data	✔	✔	✔

By checking this box I certify under penalty of law that this submittal was prepared by me, or under my direction or supervision of personnel appropriately qualified to properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I understand that all information submitted to the State Water Resources Control Board Division of Drinking Water is public record unless otherwise identified by law as confidential. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Format: * ▾

Please select the EDD that you would like to upload:

Drop files or click to upload

Browse

Data Corrections Only: Find EBATCH for Change Request Form

DOWNLOAD Find EBATCH for EDD

EBATCH	File Name	Channel	Date	Submitter	Rows
322382	v25_composite_Chems_Rads.DDW.CA_SDWIS_Lab_Analytical_Data.zip	WEB	2021-01-13T23:57:00	gilbert.penales@waterboards.ca.gov	18
322250	20210113Test4_179_CI2.DDW.CA_SDWIS_Lab_Analytical_Data.zip	WEB	2021-01-13T23:26:00	paul.williams@waterboards.ca.gov	27
322114	20210113Test1_Correction.DDW.Data_Correction.zip	WEB	2021-01-13T23:05:00	paul.williams@waterboards.ca.gov	6

CLIP Processes

Reference Values: New Requests or Change Requests

1. Review the “Reference Value Tables” file on the CLIP Download Page to verify if the reference value already exists. If a change to a reference value is needed, skip to Step 2: <https://earthsoft.com/products/edp/edp-format-for-caswrcb-ddw/>
2. Download the Reference Values Request Form from the CLIP Download Page: <https://earthsoft.com/products/edp/edp-format-for-caswrcb-ddw/>
3. Populate the fields corresponding to your request.
4. Email the completed form to DDW-CLIP at DDW-CLIP@Waterboards.ca.gov
5. DDW will review and process your request. You will receive email notice of the status.

Reference Values Request Form

Requester Information							
Requester	Requester Email	Laboratory Name	Laboratory City	Laboratory State	ELAP Certification Number	Requester Phone Number	Date Requested
First Name Last Name	Must be a valid email				Should be 4 digits		MM/DD/YYYY
Jane Doe	jane.doe@abclaboratory.lab	ABC Laboratory			0001	(916) 867-5309	10/1/2020

Analyte			
Chemical Abstract Number	Chemical Name	Preferred Name	Analyte Type
Use drop-down			

Method				
Analytic Method Number	Analytical Method Name	Is method validated for the analyte (Yes/No)	Is the method multi-laboratory validated? (Yes/No)	Matrix (e.g., drinking water)
Use drop-down		Use drop-down	Use drop-down	Use drop-down

Additional Information	
Reason for the request	Additional Comments

Data Corrections: Change Request Form

1. Download the Change Request Form from the CLIP Download Page: <https://earthsoft.com/products/edp/edp-format-for-caswrcb-ddw/>
2. Populate the fields corresponding to your request.
3. Email the completed form to DDW-CLIP at DDW-CLIP@Waterboards.ca.gov
4. DDW will review and process your request. You will receive email notice of approval to continue the rest of the Data Correction process, or more information will be requested.
5. If request has been approved, log in to CLIP: <https://caddw174953.equisonline.com/>
6. Submit the corrected EDD to DDW using the “Data_Correction” Format in the EDP EDD Upload Widget on the CLIP Dashboard.

ebatch

How EQulS tracks
data when
uploaded via EDP
(on a per record
basis)

80 row(s)

<u>facility_id</u>	<u>sample_id</u>	<u>sys_sample_code</u>	sample_name	ebatch
494	2541937	1508188-001A	San Juan R at Me	2541936
494	2541938	1508188-001ADUP		2541936
494	2541939	1508188-001AMS		2541936
494	2541940	1508188-001AMS N		2541936
494	2541941	1508188-001AMSD		2541936
494	2541942	1508188-001AMSD		2541936
494	2541943	1508188-001B	San Juan R at Me	2541936
494	2541944	1508188-001C	San Juan R at Me	2541936

Data Corrections: Change Request Form

California Laboratory Intake Portal (CLIP) Change Request Form

Information

Change Request Date	
Laboratory Name and City	
ELAP Cert. No.	
Requestor Name	

Change Request

PS-Code
Analytical Result
Sample Invalidation
Other

--	--

EDD Batch

Refer to Section 7.0 EDD RE-SUBMISSION INSTRUCTIONS in the CASWRCB_CLIP_Lab EDP and EDD Instructions.pdf Manual.

▶ **Info** | PS-Code | Analytical Result | Sample Invalidation | Other | ⊕

Data Corrections: Change Request Form

California Laboratory Intake Portal (CLIP)
Change Request Form
PS-Code

		PS-Code	
EDD Batch #	Sample ID #	Incorrect	Correct

▶ | Info | **PS-Code** | Analytical Result | Sample Invalidation | Other

Data Corrections: Change Request Form

California Laboratory Intake Portal (CLIP)
Change Request Form
Analytical Result

				Analytical Result			
EDD Batch #	Sample ID #	Analyte Code	Analysis Method Code	Incorrect	Units	Correct	Units

▶ | Info | PS-Code | **Analytical Result** | Sample Invalidation | Other | ⊕

Data Corrections: Change Request Form

California Laboratory Intake Portal (CLIP)

Change Request Form

Other

Please describe in detail the change request:

A large, empty gray rectangular area intended for the user to describe the change request in detail.

Navigation bar with the following elements from left to right: a left arrow, a right arrow, a tab labeled "Info", a tab labeled "PS-Code", a tab labeled "Analytical Result", a tab labeled "Sample Invalidation", a tab labeled "Other" (which is highlighted with a green border and text), and a plus sign icon in a circle.

Next Steps

Download and Register the Format

1. Download the EDP Standalone software from <https://earthsoft.com/products/edp/edp-format-for-caswrcb-ddw/>
2. Install the software on your machine.
3. Download the “CA_SDWIS_Lab_Analytical_Data Format” (.zip) onto your machine. Recommend placing in the install directory where #1 was installed (typically C:\Program Files\EarthSoft\EQuIS\Formats).
4. Launch EDP Standalone on your machine.
5. Click on the Format button in the top left of the application. Open the Format file from #3.
6. Register for keys: https://webkey.earthsoft.com/registration/edp_caswrcb_ddw.asp
7. Copy and Paste the keys into the Workstation Licenses tab of the Software Registration Window.
8. Press Save Keys > OK.
9. Click on the Format button in the top left of the application. Open the Format file from #3.

Check and Upload the EDD

1. Please take your most recent data submittal package and transform it into an EDD for loading into the new CLIP. EDD should fit the new CA_SDWIS_Lab_Analytical_Data Format structure.
2. Check your EDD using Standalone EDP for errors.
3. Resolve any errors.
4. Save your EDD.
5. Submit your EDD to CLIP via <https://caddw174953.equisonline.com/>.
6. Check the EDP EDD Status Widget to verify that your EDD was successfully uploaded (process may take up to 10 minutes).
7. If any errors are encountered, troubleshoot as possible. Contact DDW for assistance.
8. Inform DDW of a successful EDD load. DDW will provide next steps for Data Correction testing.