

CLIP TRAINING Q & A

State Water Resources Control Board

Division of Drinking Water

Data Management Unit

April 6-8, 2021

Agenda

- Registration Keys and Creating Accounts
- Installing EDP Standalone and the EDD Format
- Creating EDDs, Data Entry, and Resolving Errors
- Submitting Data through the CLIP Portal



Registration Keys and Creating Accounts

Is the registration key (for EDP Standalone) per lab or per computer?

Per computer but note you do not need to have EDP Standalone downloaded and installed for every data submitter.

Can we use a group email to register?

No, each individual generating and submitting data will want to have their own registration credentials.

How long does it take to get registered?

If you a) submit the form and b) click “Get Started” and setup an account, it should be active in typically 1 day.

What should my username be?

It can be your full name or easiest is your full (work) email address... but it should be something unique to you.

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\EQulS\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.

Installing EDP Standalone and the EDD Format

Which file format should we use?

You will want to download the CA_SDWIS_Lab_Analytical_Data format from the CLIP download page, along with EDP. The format is specific to this project.

Besides the format, what should we download?

You will want to download:

- 1. EDP Standalone*
- 2. The CA_SDWIS_Lab_Analytical_Data format*
- 3. (Recommended) Blank EDD*
- 4. (Recommended) EDD Data Dictionary*

All may be found on the CLIP download page.

Creating EDDs, Data Entry, and Resolving Errors

What's the easiest way to create an EDD manually?

Download the Blank EDD from the CLIP Download page. Save that somewhere handy, and then open it and populate it with data. (Save As to avoid downloading the Blank EDD over and over.) Check the data in EDP Standalone.

Can you enter ND as a result?

No; you would enter in the reporting level (with a less_than_indicator of "Y")... you would not enter in a result value or unit.

Will reporting units be required to be in same units as the MCL?

No, in many cases, the reporting units will not be the same units as the MCL. The units of measure to use are not changing and will be the same as WQM. Please use the reference value lookup table as a guide.

Creating EDDs, Data Entry, and Resolving Errors

Is there a change in the PS Code format?

Yes; (1) Facility id included, (2) Start with 'CA' (3) Underscores are used to separate the ids.

Sampling Location		Water System #		Facility ID		Sample Point		New PS Code
Well 01	→	CA1910002	+	001	+	001	=	CA1910002_001_001
Site 1 - Stg2 DBP	→	CA1910002	+	DST	+	800	=	CA1910002_DST_800
Site 2 - Stg2 DBP	→	CA1910002	+	DST	+	801	=	CA1910002_DST_801
Lead & Copper Sample Sites	→	CA1910002	+	DST	+	LCR	=	CA1910002_DST_LCR

Where can I access the new PS Codes?

The PS Codes are available on the CLIP Dashboard under the 'PS Code and Water System Information' widget.

Creating EDDs, Data Entry, and Resolving Errors

If RL is not required for an analyte such as color, etc., should I enter 0 for the reporting limit?

No, for analytes that do not require it, leave the Reporting Level field blank.

Will our system PWS numbers need to be converted?

No, PWS numbers will not need to be converted. PS Codes will need to be converted as mentioned previously.

Will EDP check for NL or MCL exceedances?

No, EDP will not check for NL/MCL exceedances.

Creating EDDs, Data Entry, and Resolving Errors

Is the Analyte Code the same as the STORET number?

No, these are different numbers.

Is the Analyte Code the same as the TNI analyte code?

No, these are different codes.

How often will we need to update the Reference value files?

Periodically... but the interval may not be regular, so we recommend subscribing to the mail list in order to receive update notifications.

Can the .rvf be in a .zip?

Yes, as long as its in a .zip file with the other format files; otherwise, you will want it somewhere easily browsable (outside of a .zip).

Creating EDDs, Data Entry, and Resolving Errors

Our LIMS combines date and time into a single field... will that work?

No, those ultimately need to be populated as two separate fields.

Can you change the analyte name Total Carbon to Total Organic Carbon?

We have appended "(TOC)" to the analyte name in CLIP to make this clear.

I have six facilities to report data for; do I make six EDDs or should I make one massive EDD?

You can do either.

We are required to report Nitrate as Nitrogen in WQM, but I didn't see that analyte on the reference list?

Nitrate is to be reported as Nitrogen – Nitrate (as N). This will be documented in the Technical Documentation.

Submitting Data through the CLIP Portal

When the old system shuts down, will the history be transferred to CLIP?

The history of the water quality data will be transferred to SDWIS and be available using Drinking Water Watch (<https://sdwis.waterboards.ca.gov/PDWW/>)

Will there be a way for labs to view the database to ensure the data is reflected correctly?

Yes, you can view the data using Drinking Water Watch, as mentioned above.

How long will the WQM portal be active during the migration to CLIP?

At least until CLIP goes live.

Is CLIP in a staging mode for testing the data upload process?

Yes, the URL for the portal points to a test portal. The production (live) portal will be made available at a later date.

Submitting Data through the CLIP Portal

Can we upload the same file (same name) after fixing errors found in Enterprise EDP?

Yes, no problem.

Can the EDD be uploaded as a .csv or .txt if it still matches the structure of the Format?

Yes, but make sure it also follows the naming conventions in the Technical Documentation.

Can I remove or reupload the already uploaded files?

No, once something is uploaded, it will display in the EDD Status widget. Note that if the EDD was rejected because of errors, simply fix the errors and resubmit.

Does CLIP replace the Lab to State Portal for LCR Reporting?

Yes.

Access CLIP (Enterprise)



 Username or Email *

 Password *

Stay signed in

SIGN IN

[Forgot your password?](#)

[Create New Account](#)

 Sign in with Microsoft



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.]

EDD Upload and Submission Instructions

1. If needed, you can lookup a PS Code using the **PS Code and Water System Information Widget** below.
2. To upload an EDD, access the **EDP EDD Upload Widget** to the right ⇨
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** below.
– 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 Resource 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

Next Steps: Testing the Process

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 EDP Standalone 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.

ADDITIONAL QUESTIONS?

DMU Contact

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

DDW-CLIP@waterboards.ca.gov