



# Drinking Water Sample Collection Application

Presented by the New Mexico Environment Dept. Drinking Water Bureau

Located at web address:

<https://eidea.nmenv.state.nm.us/sep/login-form>

Presenters:

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# What is a Sample Collection Application??

- **This online application was developed as a management tool for those responsible for collecting compliance samples for public water systems (PWS) under the Safe Drinking Water Act.**
- **DWB sample team staff tested the application in 2010. Bugs identified have been addressed, however please be patient as we implement this new tool for water system operators across New Mexico.**
- **DWB is making this tool available now to assist with the 2011 changes in distribution system monitoring requirements.**



**SUSANA MARTINEZ**  
Governor

**JOHN A. SANCHEZ**  
Lt. Governor

**DRINKING WATER BUREAU**

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[www.nmenv.state.nm.us/dwb](http://www.nmenv.state.nm.us/dwb)

**DAVID MARTIN**  
Secretary

**RAJ SOLOMON, PE**  
Deputy Secretary

January 26, 2011

Administrative Contact  
All New Mexico Public Water Systems

**RE: 2011 Changes to NMED Drinking Water Bureau Compliance Sample Collection Procedures**

Dear Water System Contact:

The Drinking Water Bureau (DWB) is notifying all public water supply systems that beginning January 2011 the DWB will no longer be collecting compliance water quality samples from locations within the distribution system. Compliance water quality samples collected from these locations include the following contaminants: microbiological, lead and copper group, disinfection byproduct group, and asbestos. The DWB will collect only the required compliance monitoring samples located at sources and entry points.

It is the responsibility of public water systems to be familiar with the Safe Drinking Water Act (SDWA) monitoring requirements, including the sample locations and schedules, in order to remain in compliance with the reporting requirements of the SDWA. Compliance water quality sample schedules for the distribution facility of a water system can be located on Drinking Water Watch <https://eidea.nmenv.state.nm.us/SDWIS/> or by contacting the Water System Specialist overseeing the water system.

These changes are being made to improve both the cost effectiveness of the DWB's sample collection services and the quality of results reported from distribution system locations. The sample collection conditions for monitoring these contaminants demands an increased understanding of the current operations of the public water supply system's treatment techniques in order to monitor appropriately. The DWB's small staff of samplers cannot maintain this understanding for all of the public water supply systems in New Mexico. Public water supply systems collecting their own distribution samples will allow certified operators to more accurately monitor the system's water treatment.

Pursuant to the Utility Operator Certification Act, NMSA 1978, § 61-33-1 et seq., 20.7.10.400.M NMAC, 20.7.4.20.A NMAC, and 20.7.4.20.C NMAC, all public water supply systems are required to operate with a certified operator who meets or exceeds the appropriate level of certification required to operate the type of public water supply system. A certified operator or

sampler of any level is qualified to collect the compliance water quality samples required from the distribution system. Public water supply systems must notify the DWB in writing within 30 days of any change of their certified operator.

The DWB will continue to pay for the laboratory analyses of compliance water quality samples collected in the distribution system of a public water supply system. Certified operators/samplers must send distribution compliance samples to a DWB contracted lab in order for the DWB to pay for the analysis. The current list of contracted labs is posted on the DWB website <http://www.nmenv.state.nm.us/dwb/sampling/certifiedlabs.htm>. To obtain sample bottles and/or any specific collection instructions, contact the lab directly.

To ensure accurate reporting to the DWB's database all public water supply systems must correctly report water supply system and sample identification information to the lab on the analytical request form. This information for public water supply systems is available on Drinking Water Watch (website listed above). In April 2011 DWB will introduce an online tool to assist certified operators/samplers in tracking compliance sample schedules and filling out analytical request forms. The DWB's goal is to have the first training session on the web based tool at the New Mexico Rural Water Conference in Albuquerque on April 11-14, 2011.

I appreciate your attention to this important matter. Please contact me or the Water System Specialist that oversees your public water supply system if you have any questions on these changes.

Sincerely,



Danielle Shurny  
Sampling and Data Program Manager  
(505) 476-8637  
[danielle.shurny@state.nm.us](mailto:danielle.shurny@state.nm.us)

# Online Sample Collection Tool

- **The goals of the development of this application were to:**
  - **1.) Improve data quality by providing sample collectors a tool that minimizes errors in filling out the sample request forms that are sent to the labs.**
  - **2.) Minimize sample rejection at the laboratories because the sample request form documentation is filled out completely and properly.**
  - **3.) Provide sample collectors an online tool to review and stay current with all of their required SDWA compliance sample collection schedules.**
  - **4.) Provide sample collectors an online tool that will allow them to track the samples that have been collected to assure that required sample schedules have been met.**



# How do we Sign up?!?!

- The application is now open for free registration.
- Only currently NM certified samplers with public water system approval can register. The registrar will check both before allowing access.
- Public water systems should only register the operator that is responsible for collecting and tracking the water quality samples.
- The registrar is Richard Asbury (575) 437-7115  
richard.asbury@state.nm.us



# Registering/Log In

<https://eidea.nmenv.state.nm.us/sep/login-form>

 **New Mexico**  
**ENVIRONMENT**  
Department

Secure Extranet Portal (SEP)

**Register**

**Please Log In**

User ID:

Password:

[Forgot your password?](#)

 Secure Site

The Secure Extranet Portal (SEP) provides a secure platform for access to New Mexico Environment Department Internet applications, both CROMERR and non-CROMERR. CROMERR was adopted by the EPA for the purpose of providing a unified framework for electronic reporting under EPA environmental regulations. Registration is required. [Click here to register for an NMED application.](#)

Type in your user name password here after you have registered

To register for access to the sampler application click here

# Registering/Log In



New Mexico  
**ENVIRONMENT**  
Department

NMED Registration Request

Login

## Register for an NMED Application

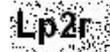
The Secure Extranet Portal (SEP) provides a secure platform for access to New Mexico Environment Department Internet applications, both CROMERR and non-CROMERR. CROMERR was adopted by the EPA for the purpose of providing a unified framework for electronic reporting under EPA environmental regulations. Registration is required.

Please provide your email address below so that we may send you a link to begin the registration process.

Your Email Address:

Confirm Email Address:

Enter code on the right:



Submit

**Enter your email address here. The email address has to be unique.**

**Enter code exactly as it appears to the right**

# Registering/Log In

You will receive an email at the address you entered. The link provided in the email will bring you to this screen



New Mexico  
**ENVIRONMENT**  
Department

*Application Registration - New User Profile*

**Please enter your profile information.**

Please complete the following user profile to begin registration for an NMED application.

First Name:\*  M.I.:  Last Name:\*  Title:\*

Street Address:\*  Street Address 2:

City:\*  State  ZIP Code:\*

Primary telephone Number:\*  -  -  ext.:  Fax Number:  -  -

Email Address:\*  Confirm Email Address:\*

Choose a User ID:\*

**Fill out all the required information. Required fields are marked with a red asterix. When done click Create User Profile button.**

# Registering/Log In

You will receive another email. The link provided in the email will bring you to this screen

The screenshot shows a web interface for the New Mexico Environment Department. At the top left is the department's logo, which includes a sun, mountains, and water. To the right of the logo, the text reads "New Mexico ENVIRONMENT Department". Further right, the page title is "SEP Password Change". Below the header is a navigation bar with "Applications", "Profile", and "Logout" links. The main content area features a bold orange heading: "Please change your temporary password!". Below this is a security instruction: "For security purposes, please replace your temporary password with a new permanent password. Passwords must contain at least one upper case or lower case letter, one number or special character and be at least 8 characters in length." The form contains two input fields: "Enter your new password:" and "Confirm your new password:". A "Change Password" button is positioned below the second field. A callout box with arrows pointing to both input fields contains the text: "Enter the password you wish to use as described on the screen." A note at the bottom states: "Note: You will be logged out and required to login with your new password." The page has a blue header and footer with a brown mountain range graphic at the bottom.

 *New Mexico*  
**ENVIRONMENT**  
Department

SEP Password Change

Applications Profile Logout

**Please change your temporary password!**

For security purposes, please replace your temporary password with a new permanent password. Passwords must contain at least one upper case or lower case letter, one number or special character and be at least 8 characters in length.

Enter your new password:

Confirm your new password:

**Enter the password you wish to use as described on the screen.**

**Note: You will be logged out and required to login with your new password.**

# Registering/Log In

If the password you entered meets the criteria you will be asked to log on again with your new password. You will then be brought to this screen

**New Mexico ENVIRONMENT Department**

*Secure Extranet Portal Applications*

Applications Profile Logout

**Select your approved application to begin.**

Click on the blue approved link

Application	Description	Access
Drinking Water Sample Collection	DWSC supports the capture of drinking Water sample data and the submission of lab results.	approved

Show all available applications.

# Registering/Log In

New Mexico ENVIRONMENT Department

Drinking Water Sample Collector

Water Systems Reports Help Logoff Portal

User Registration

Name *Margie Berggren* E-mail *margie.berggren@state.nm.us*

Certification Number\* Water System(s)

**Enter your Operator Certification number. Type in the digits leaving out leading zeros.**

Note: In order to register for this application, you must be a New Mexico Certified sampler or operator, and registered to each water system in the NMED Certman database.

Submit Request

Select water systems from the filter below to add them for administrator approval.

Water System ID	System Name	County	
NM35			Filter

Showing 1 to 10 of 2096 << < 1 2 3 4 5 6 7 8 9 10 >> >>

ID	Name	County	Action
NM3500101	BEARCAT HOMEOWNERS ASSOCIATION	BERNALILLO	<a href="#">Add</a>
NM3500102	MOJAVE ACADEMY	CATRON	<a href="#">Add</a>
NM3500103	MESA REST AREA	CHAVES	<a href="#">Add</a>
NM3500104	SPRINGER CORRECTIONAL FACILITY	COLFAX	<a href="#">Add</a>
NM3500105	CLOVIS BOTTLERS INC	CURRY	<a href="#">Add</a>
NM3500107	LA MESA MDWCA	DONA ANA	<a href="#">Add</a>
NM3500108	NORMAS POTABLE WATER SERVICE	EDDY	<a href="#">Add</a>
NM3500109	ROSEDALE MDWCA	GRANT	<a href="#">Add</a>
NM3500112	VIRDEN WATER SYSTEM	HIDALGO	<a href="#">Add</a>
NM3500113	MOR-WEST CORPORATION	LEA	<a href="#">Add</a>

Showing 1 to 10 of 2096 << < 1 2 3 4 5 6 7 8 9 10 >> >>

This screen will allow you to register for access to your water system(s).

To bring up your system on the screen you can type in the system number and/or the system name

Click the Filter button once you have entered the search criteria

Click the Add link to select your water system

# Using Sample Collection Application

Once you have registered for your water system(s) the bureau will approve your selection based on if your certification number is associated with the selected water systems(s)

Once you've been approved for access and you log on again, you will only see the water systems(s) you've been approved for

New Mexico ENVIRONMENT Department Drinking Water Sample Collector

Water Systems Help Logoff Portal

Select Water System

FILTER

Water System ID: NM35 System Name: County: SDWIS Group:

Filter

ID	Name	County	Detail	Schedule
NM3500107	LA MESA MDWCA	DONA ANA		
NM3510707	CBG WATER COMPANY	DONA ANA		

New Mexico ENVIRONMENT Department Drinking Water Sample Collector

Water Systems Help Logoff Portal

Water System: CBG WATER COMPANY (NM3510707)

FACILITIES

Facility Name	Type Code	Sampling Point ID
DISTRIBUTION SYSTEM	Dist System/Zone	SP107070001
WELL #1	Well	SP107070011
WELL #2	Well	SP107070041

Detail Return to List

Click the schedule button to see the facilities with schedules in the database

Click the detail link to see information about your water system as it exists in the database

New Mexico ENVIRONMENT Department Drinking Water Sample Collector

Water Systems Help Logoff Portal

Water System Details

Water System	CBG WATER COMPANY	ID	NM3510707
Owner Type	Private	State Type	Community
Federal Type	Community	Activity Status	Active
Population	993	Number of Connections	385
Population Type	Residential	Annual Operating Period(mm/ddd)	1/1-12/31

CONTACTS

Type	Name	Address	City	State	Phone
Administrative Contact	WRIGHT, ALEX		CHAPARRAL	NM	575-824-4614
Operator	WRIGHT, ALEX		CHAPARRAL	NM	575-824-4614
Owner	CBG WATER CO		CHAPARRAL	NM	575-824-4614

FACILITIES

Name	ID	Status	Type	Season Effective Date Begin	Season Effective Date End	Sample Point Type
WELL #1	10707001	Active	Well			WELL #1
DISTRIBUTION SYSTEM	10707000	Active	Dist System/Zone			DISTRIBUTION SYSTEM
WELL #2	10707004	Active	Well			WELL #2

Print Samples Return to List

# Reviewing Sample Schedules

**From this screen you will select the facility you will be sampling. In most cases you will be sampling from Distribution. The only sample you will be taking from a source will be for the Ground Water Rule (GWR).**

New Mexico ENVIRONMENT Department

Drinking Water Sample Collector

Water Systems Help Logoff Portal

Water System: CBG WATER COMPANY (NM3510707)

Facility Name	Type Code	Sampling Point ID
DISTRIBUTION SYSTEM	Dist System/Zone	SP107070001
WELL #1	Well	SP107070011
WELL #2	Well	SP107070041

Detail Return to List

**Click on the facility to see the schedules. The facility will be highlighted and after a brief period the schedules will appear below the facilities.**

# Reviewing Sample Schedules

**New Mexico ENVIRONMENT Department** Drinking Water Sample Collector

Water Systems Help Logoff Portal

Water System: CBG WATER COMPANY (NM3510707)

**FACILITIES**

Facility Name	Type Code	Sampling Point ID
DISTRIBUTION SYSTEM	Dist System/Zone	SP107070001
WELL #1	Well	SP107070011
WELL #2	Well	SP107070041

Detail Return to List

**FACILITY DETAILS**

Name: DISTRIBUTION SYSTEM  
Sampling Point ID: SP107070001

Print BacT Form

**SCHEDULES** Standard Monitoring Framework 2011-2013

Analyte / Analyte Group	Sample Count	Sample Period	Initial Monitor Period	Seasonal start end	State Sequence Year	Date Last Sample Recorded sampler lab	
TTHM & HAA5	1	3Y	1/1/08		2		Init
LEAD AND COPPER	10	3Y	1/1/11		1		Init

Click on the facility to see the schedules. The facility will be highlighted and after a brief period the schedules will appear below the facilities.

Number of Samples that need to be collected

Frequency of monitoring

Date compliance sampling period begins

# Reviewing Sample Schedules

New Mexico ENVIRONMENT Department  
Drinking Water Sample Collector

Water Systems Help Logoff Portal

Water System: CBG WATER COMPANY (NM3510707)

**FACILITIES**

Facility Name	Type Code	Sampling Point ID
DISTRIBUTION SYSTEM	Dist System/Zone	SP107070001
WELL #1	Well	SP107070011
WELL #2	Well	SP107070041

Detail Return to List

**FACILITY DETAILS**

Name: DISTRIBUTION SYSTEM  
Sampling Point ID: SP107070001

Print BacT Form

**SCHEDULES** Standard Monitoring Framework: 2011-2013

Analyte / Analyte Group	Sample Count	Sample Period	Initial Monitor Period	Seasonal start	Seasonal end	State Sequence Year	Date Last Sample Recorded	lab
TTHM & HAA5	1	3Y	1/1/08			2		Init
LEAD AND COPPER	10	3Y	1/1/11			1		Init

**You will notice TTHM & HAA5 has a sequence year of 2 in this example. This would mean that sampling should take place 2012. Lead and Copper is on a sequence year of 1 so that 10 samples should be taken in 2011 for this 2011-2013 year time period.**

**The Seasonal start and end date will tell you what month and day you can start sampling and when you will need to finish up sampling by. In almost all cases the season for a schedule that is on a 3 year frequency will be 06/01 through 09/30.**

**The State Sequence Year shows which year in the 3 year period you will need to collect your samples.**

# Preparing Sample Request Form



New Mexico  
**ENVIRONMENT**  
Department

Drinking Water Sample Collector

Water Systems Help Logoff Portal

Water System: CBG WATER COMPANY (NM3510707)

**FACILITIES**

Facility Name	Type Code	Sampling Point ID
DISTRIBUTION SYSTEM	Dist System/Zone	SP107070001
WELL #1	Well	SP107070011
WELL #2	Well	SP107070041

Detail Return to List

**FACILITY DETAILS**

Name *DISTRIBUTION SYSTEM* Print BacT Form

Sampling Point ID *SP107070001*

**SCHEDULES** Standard Monitoring Framework 2011-2013

Analyte / Analyte Group	Sample Count	Sample Period	Initial Monitor Period	Seasonal start end	State Sequence Year	Date Last Sample Recorded sampler lab	
TTHM & HAA5	1	3Y	1/1/08		2		Init
LEAD AND COPPER	10	3Y	1/1/11		1		Init

Click on the Init button to "Initialize" or enter in the information to generate a sample request form

# Preparing Sample Request Form



New Mexico  
**ENVIRONMENT**  
Department

Drinking Water Sample Collector

Water Systems Help Logoff Portal

Sample

**DETAILS**

Water System	CBG WATER COMPANY	Sampling Point ID	SP107070001
Facility	DISTRIBUTION SYSTEM	Facility ID	10707000

Laboratory \*  Sampler

Analyte Group  Analyte(s)

DBP1 - Disinfection Byproducts TTHM and HAA5 (40 CFR 141.64c)

Area Office \*  Request ID

Priority \*

Sampling Documentation(s)  Sampling Documentation(s) Other

CO - Compliance, GS - Grab sample

Sampling Type  Sampling Type Other

NF - Non-Filtered water

Preservation(s)  Preservation(s) Other

Comment

Generate

Return

# Preparing Sample Request Form

 **New Mexico ENVIRONMENT** Department  
Drinking Water Sample Collector

Water Systems Help Logoff Portal

Sample

**DETAILS**

Water System	CBG WATER COMPANY	Sampling Point ID	SP107070001
Facility	DISTRIBUTION SYSTEM	Facility ID	10707000

Laboratory \*

Analyte Group  
  
DBP1 - Disinfection Byproducts TTHM and HAA5 (40 CFR 141.84c)

Area Office \*

Priority \*

Sampling Documentation(s)  
  
CO - Compliance, GS - Grab sample

Sampling Type  
  
NF - Non-Filtered water

Preservation(s)

Comment

Sampler

Analyte(s)

Request ID

Sampling Documentation(s) Other

Sampling Type Other

Preservation(s) Other

Scientific Laboratory Division (SLD)  
 55000 DWB-SDWA Fee For Service  
 55420 DWB Non-Reg Contaminants  
 64000 Indi. Client Fee-for-Svc  
 Other

If the below PDF is correct, please Print the form and select Record.

86.6% Scrolling Pages One Full Page Find Previous Page Next Page 1 / 1

Request ID Here

SCIENTIFIC LABORATORY DIVISION

ANALYTICAL REQUEST Accession # Here

One Form Per Sample

PO Box 4700  
ALBUQUERQUE, NM 87160-4700  
605-641-2500

One Form Per Sample

LAB USE >>> ONLY	DATE <<< TIME STAMP	SAMPLE TEMPERATURE (deg C)	Field preservation confirmed
SUBMITTER CODE (3-digit): 070	LAB REMARKS:	Sample Priority (if 1 or 2 call lab): 3	<input type="checkbox"/> Preserved to pH < 2 at Lab Date/Initial:
<input checked="" type="radio"/> 55000 (DWB-SDWA - fee-for-service)	<input type="radio"/> 55420 (DWB-non-reg. contaminants)	<input type="radio"/> 64000 (Individual client fee-for-service)	<input type="radio"/> OTHER
NMED AREA OFFICE: LAS CRUCES AREA	SAMPLER NAME: RICHARD ASBURY	SAMPLE CONTACT: 575-644-9938	
WATER SYSTEM ID: NM3510707	WATER SYSTEM NAME: CBG WATER COMPANY		
FACILITY/LOCATION: DISTRIBUTION SYSTEM	FACILITY ID: 10707000	SAMPLING POINT ID: SP107070001	
FIELD DATA AND REMARKS	<input type="checkbox"/> Non-chlorinated <input type="checkbox"/> Chlorinated Residual (mg/l):	pH:	Conductivity (uS/cm):
Field remarks:			
SAMPLING DOCUMENTATION	<input type="checkbox"/> NMED monitoring <input checked="" type="checkbox"/> Compliance <input type="checkbox"/> Confirmation <input type="checkbox"/> Composite	Describe:	
<input type="checkbox"/> Split with facility <input checked="" type="checkbox"/> Grab sample <input type="checkbox"/> Non-compliance <input type="checkbox"/> Other			
SAMPLE TYPE	<input checked="" type="checkbox"/> Non-filtered Water <input type="checkbox"/> Filtered water	Describe:	

Once you have filled out the Lab you can Generate the Lab Request form.

# Preparing Sample Request Form

Request ID Here		SCIENTIFIC LABORATORY DIVISION		ANALYTICAL REQUEST	
		PO Box 4700 ALBUQUERQUE, NM 87196-4700 505-841-2500		Accession # Here One Form Per Sample	
LAB USE >>> ONLY	DATE <<< TIME STAMP	SAMPLE TEMPERATURE (deg C):		Field preservation confirmed	
		Sample Priority (if 1 or 2 call lab): 3		<input type="checkbox"/> Preserved to pH < 2 at Lab	
SUBMITTER CODE (3-digit): 070		LAB REMARKS:			
<input checked="" type="checkbox"/> 55000 (DWS-SDWA - fee-for-service)		<input type="checkbox"/> 55420 (DWB-non-reg. contaminants)		<input type="checkbox"/> 64000 (Individual client fee-for-service)	
NMED AREA OFFICE: LAS CRUCES AREA		SAMPLER NAME: RICHARD ASBURY		SAMPLE CONTACT: 575-644-9938	
WATER SYSTEM ID: NM3510707		WATER SYSTEM NAME: CBG WATER COMPANY			
FACILITY/LOCATION: DISTRIBUTION SYSTEM		FACILITY ID: 10707000		SAMPLING POINT ID: SP107070001	
FIELD DATA AND REMARKS		<input type="checkbox"/> Non-chlorinated	<input type="checkbox"/> Chlorinated	Residual (mg/l):	pH:
Field remarks:		Conductivity (uS/cm):		Temperature (deg. C):	
SAMPLING DOCUMENTATION		<input type="checkbox"/> NMED monitoring		Describe:	
<input type="checkbox"/> Split with facility		<input checked="" type="checkbox"/> Compliance		<input type="checkbox"/> Confirmation	
<input type="checkbox"/> Grab sample		<input type="checkbox"/> Non-compliance		<input type="checkbox"/> Composite	
<input type="checkbox"/> Other		<input type="checkbox"/> Other			
SAMPLE TYPE		<input checked="" type="checkbox"/> Non-filtered Water		Describe:	
<input type="checkbox"/> Filtered water		<input type="checkbox"/> Raw water		<input type="checkbox"/> Finished water	
<input type="checkbox"/> Other air/liquid/solid		<input type="checkbox"/> Other			
PRESERVATION		<input type="checkbox"/> None		<input type="checkbox"/> Stored Shipped at < 4 C	
<input type="checkbox"/> Lab to acidity		<input type="checkbox"/> HCl added to pH <= 2		<input type="checkbox"/> HNO3 added to pH <=2	
<input type="checkbox"/> C0H8O0 acid added		<input type="checkbox"/> NaOH added to pH >= 12		<input type="checkbox"/> H2SO4 added to pH <= 2	
<input type="checkbox"/> Acidified at Lab		<input type="checkbox"/> Na2S2O3		Describe:	
Analysis Requested:		Disinfection Byproducts TTHM and HAA5 (40 CFR 141.64c)			
Additional Analytical					
<b>CHAIN OF CUSTODY</b>					
MUST BE FILLED OUT FOR ALL COMPLIANCE SAMPLES					
Sample was Collected By:	Print Name	Signature	Sampler / Operator ID #	Date of Collection	Time of Collection
	RICHARD ASBURY		4058	MM/DD/YY	H:MM (24 HR)
Sample Evidentiary Seals - <input type="checkbox"/> Not Present <input type="checkbox"/> Present & Intact <input type="checkbox"/> Present & Damaged					
Placed in Care of:	Print Name of Carrier	Tracking Number / Bill of Lading	Date	Time	
			MM/DD/YY	H:MM (24 HR)	
Sample Evidentiary Seals - <input type="checkbox"/> Not Present <input type="checkbox"/> Present & Intact <input type="checkbox"/> Present & Damaged					
Relinquished by:	Print Name of Receiver	Signature of Receiver	Date	Time	
			MM/DD/YY	H:MM (24 HR)	
Sample Evidentiary Seals - <input type="checkbox"/> Not Present <input type="checkbox"/> Present & Intact <input type="checkbox"/> Present & Damaged					
TO BE FILLED OUT BY LABORATORY PERSONNEL ONLY					
Relinquished by:	Print Name of Receiver	Signature of Receiver	Date	Time	
			MM/DD/YY	H:MM (24 HR)	
Sample Evidentiary Seals - <input type="checkbox"/> Not Present <input type="checkbox"/> Present & Intact <input type="checkbox"/> Present & Damaged					
Comments:					
Comments:					

# Preparing Sample Request Form

If the form appears to be filled out correctly you will need to click the Record button. This will save the sample in the database.

If the below PDF is correct, please Print the form and select Record.

Record

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Request ID Here		SCIENTIFIC LABORATORY DIVISION		ANALYTICAL REQUEST	
One Form Per Sample		PO Box 4700 ALBUQUERQUE, NM 87196-4700 505-841-2500		Accession # Here	
LAB USE >>> ONLY	DATE <<< TIME STAMP	SAMPLE TEMPERATURE (deg C):		Field preservation confirmed	
		Sample Priority (If 1 or 2 call lab): 3	<input type="checkbox"/> Preserved to pH < 2 at Lab	Date/Initial:	
SUBMITTER CODE (3-digit): 070		LAB REMARKS:			
<input checked="" type="radio"/> 55000 (DWB-SDWA - fee-for-service)		<input type="radio"/> 55420 (DWB-non-reg. contaminants)	<input type="radio"/> 64000 (Individual client fee-for-service)	<input type="radio"/> OTHER	
NMED AREA OFFICE: LAS CRUCES AREA		SAMPLER NAME: RICHARD ASBURY		SAMPLE CONTACT: 575-644-9938	
WATER SYSTEM ID: NM3510707		WATER SYSTEM NAME: CBG WATER COMPANY			
FACILITY/LOCATION: DISTRIBUTION SYSTEM		FACILITY ID: 10707000		SAMPLING POINT ID: SP107070001	
FIELD DATA AND REMARKS	<input type="checkbox"/> Non-chlorinated <input type="checkbox"/> Chlorinated	Residual (mg/l):	pH:	Conductivity (uS/cm):	Temperature (deg. C):
Field remarks:					
SAMPLING DOCUMENTATION		<input type="checkbox"/> NMED monitoring <input checked="" type="checkbox"/> Compliance <input type="checkbox"/> Confirmation <input type="checkbox"/> Composite		Describe:	
		<input type="checkbox"/> Split with facility <input checked="" type="checkbox"/> Grab sample <input type="checkbox"/> Non-compliance <input type="checkbox"/> Other			
SAMPLE TYPE		<input checked="" type="checkbox"/> Non-filtered Water <input type="checkbox"/> Filtered water		Describe:	

# Preparing Sample Request Form

**New Mexico ENVIRONMENT** Department  
Drinking Water Sample Collector

Water Systems Help Logoff Portal

Sample

Record has been created

**DETAILS**

Water System	CBG WATER COMPANY	Sampling Point ID	SP107070001
Facility	DISTRIBUTION SYSTEM	Facility ID	10707000

Laboratory \* SCIENTIFIC LABORATORY DIV  
Analyte Group DBP1  
Area Office \* LAS CRUCES AREA OFFICE  
Priority \* 3  
Sampling Documentation(s) CO GS  
Sampling Type NF  
Preservation(s)

Sampler RICHARD ASBURY  
Analyte(s)  
Request ID  
Sampling Documentation(s) Other  
Sampling Type Other  
Preservation(s) Other

Scientific Laboratory Division(SLD)  
 55000 DWB-SDWA Fee For Service  
 55420 DWB Non-Reg Contaminants  
 64000 Indi. Client Fee-for-Srvc  
 Other

Comment

Generate

Return

You will get a Record has been created message after clicking the Record button.

Click Return to go back to the facility screen

# Tracking Sample Collection

After the sample has been collected in the field you will come back and click the Record button from the Facility Details Page.

You will need to type in the Request ID as provided by the lab. This ID number can be used to find any missing data later that was turned in to the lab.

Date and Time you collected sample

Click Print to print the lab request form will all required information

**FACILITY DETAILS**

Name: DISTRIBUTION SYSTEM  
Sampling Point ID: SP107070001

[Print BaCT Form](#)

**SCHEDULES** Standard Monitoring Framework 2011-2013

Analyte / Analyte Group	Sample Count	Sample Period	Initial Monitor Period	Seasonal start	Seasonal end	State Sequence Year	Date Last Sample Recorded	sampler	lab
TTHM & HAA5	1	3Y	1/1/08			2			
LEAD AND COPPER	10	3Y	1/1/11			1			

**New Mexico ENVIRONMENT** Department  
Drinking Water Sample Collector

Water Systems Help Logoff Portal

Sample

**FACILITY INFORMATION**

Water System	CBG WATER COMPANY	Sampling Point ID	SP107070001
Facility	DISTRIBUTION SYSTEM	Facility ID	10707000

**SAMPLE DETAILS**

Lab	SCIENTIFIC LABORATORY DIVISION	Sampler	RICHARD ASBURY
Analyte Group	Disinfection Byproducts TTHM and HAA5 (40 CFR 141.64c)	Analytes	
Area Office	LAS CRUCES AREA OFFICE	Priority	Routine Sample
Sampling Documentation	Compliance, Grab sample	Preservations	
Sampling Type	Non-Filtered water		

Request ID \* [ ] Record Date \* [ ] Time (24hr) \* [ ]

Submitter Code [ ] 55000 DWB-SDWA Fee For Service [ ]

Comment [ ]

[Print](#) [Save](#)

[Edit](#) [Return](#)

Click Save to save the data entered

# Tracking Sample Collection

**Request ID will be recorded here for tracking purposes for each recorded request form.**

**New Mexico ENVIRONMENT Department** Drinking Water Sample Collector

Water Systems Help Logoff Portal

Water System: CBG WATER COMPANY (NM3510707)

Facility Name	Type Code	Sampling Point ID
DISTRIBUTION SYSTEM	Dist System/Zone	SP107070001
WELL #1	Well	SP107070011
WELL #2	Well	SP107070041

Detail Return to List

**FACILITY DETAILS**

Name: WELL #1  
Sampling Point ID: SP107070011

Print BaT Form

Analyte / Analyte Group	Sample Count	Sample Period	Initial Monitor Period	Seasonal start end	State Sequence Year	Date Last Sample Recorded		
						sampler	lab	
NITRATE-NITRITE	1	YR	1/1/02		2			Init
U089267						2/24/10	2/24/10	Record Record
FLUORIDE	1	3Y	1/1/02		2			Init
CYANIDE	1	3Y	1/1/02		2			Init
HEAVY METALS	1	3Y	1/1/02		2			Init
NEW RAD RULE	1	6Y	1/1/08		0			Init
REGULATED SOCS	1	3Y	1/1/08		0			Init
VOLATILE ORGANICS	1	3Y	1/1/11		2			Init

# Other Uses for the Application: GWR

**New Mexico ENVIRONMENT Department**  
Drinking Water Sample Collector

Water Systems Help Logoff Portal

Water System: CBG WATER COMPANY (NM3510707)

**FACILITIES**

Facility Name	Type Code	Sampling Point ID
DISTRIBUTION SYSTEM	Dist System/Zone	SP107070001
WELL #1	Well	SP107070011
WELL #2	Well	SP107070011

Detail Return to List

**FACILITY DETAILS**

Name: WELL #1  
Sampling Point ID: SP107070011

Print BacT Form

**SCHEDULES** Standard Monitoring Framework [2011-2013]

Analyte / Analyte Group	Sample Count	Sample Period	Initial Monitor Period	Seasonal start end	State Sequence Year	Date Last Sample Recorded	Sampler lab
NITRATE-NITRITE	1	YR	1/1/02		2		Init
U089267						2/24/10	2/24/10 Record Record
FLUORIDE	1	3Y	1/1/02		2		Init
CYANIDE	1	3Y	1/1/02		2		Init
HEAVY METALS	1	3Y	1/1/02		2		Init
NEW RAD RULE	1	6Y	1/1/08		0		Init
REGULATED SOCS	1	3Y	1/1/08		0		Init
VOLATILE ORGANICS	1	3Y	1/1/11		2		Init

As per the Ground Water Rule, water systems are required to sample at their sources following a total coliform positive sample in distribution.

The Sampler's Application can be used to generate the lab request forms for the Ground Water Rule by selecting the appropriate source(s) and clicking the Print BacT Form Button.

# Other Uses for the Application: GWR

The screenshot shows the 'Drinking Water Sample Collector' application interface. At the top, there is a blue header with the New Mexico Environment Department logo and the text 'New Mexico ENVIRONMENT Department'. Below the header, there are navigation links for 'Water Systems', 'Help', 'Logoff', and 'Portal'. The main content area is titled 'BacT Sample' and contains a 'DETAILS' section with the following information:

Water System	CBG WATER COMPANY	Sampling Point ID	SP107070011
Facility	WELL #1	Facility ID	10707001

Below the details, there are two input fields: 'Laboratory\*' and 'Sampler'. The 'Sampler' field contains the text 'RICHARD ASBURY'. A 'Generate' button is located to the right of the input fields. A 'Return' button is located at the bottom right of the form.

**Begin typing in the name of the lab you will be using or click on the list button to view available labs**

**After you have selected the lab you will click the Generate button to create the lab request lab form.**

# Other Uses for the Application: GWR

The generated form will not be editable. You will need to print the form and fill in the appropriate fields.

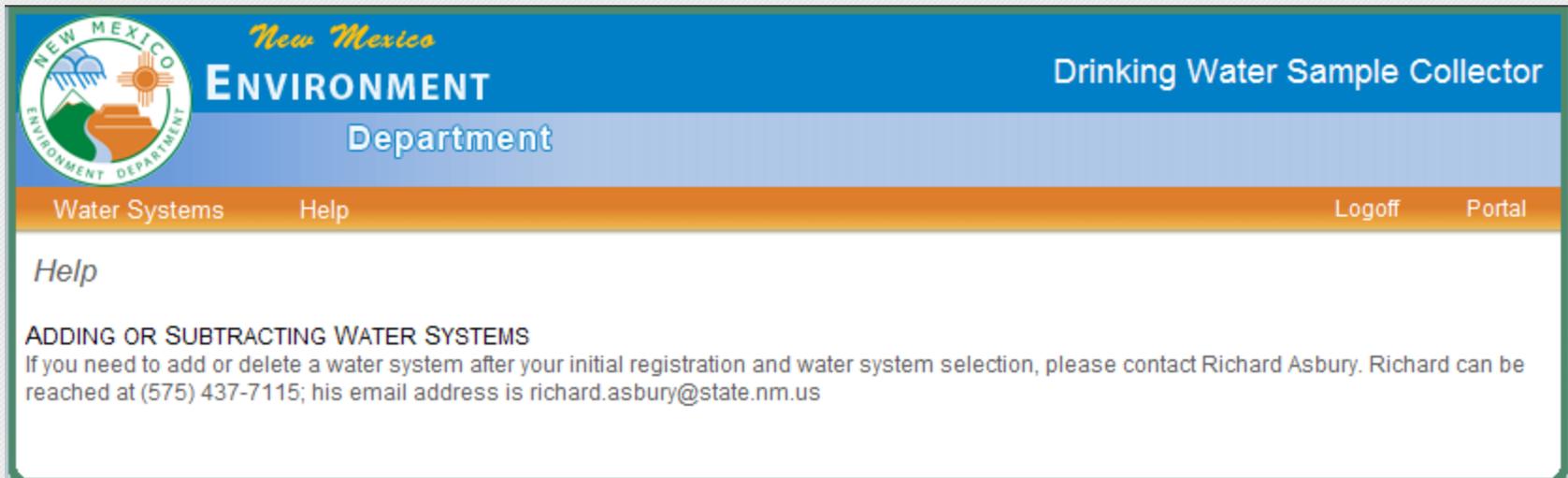
Select the field office in the area where your water system is located

Select analysis required. In most cases you will select Total Coliform & E. Coli

<b>ALWAYS USE SAMPLE BOTTLES FROM THE LAB ANALYZING THE SAMPLE</b>	<b>MICROBIOLOGICAL ANALYSIS REQUEST FORM</b>		SCIENTIFIC LABORATORY DIVISION	
	For Drinking Water Compliance Samples		LAB NO: NM9424	
	PO Box 4700 ALBUQUERQUE, NM 87106-4700 505-841-2500		Temperature Received: _____ °C	
Water System ID:	NM3510707	Water System Name:	CBG WATER COMPANY	
Sample Location:		Sample Request ID:		
NMED FIELD OFFICE:	<input type="checkbox"/> Raton (074) <input type="checkbox"/> Albuquerque (060) <input type="checkbox"/> Las Cruces (070)	Sample Point ID:	SP107070011	
	<input type="checkbox"/> Clovis (065) <input type="checkbox"/> Santa Fe (077) <input type="checkbox"/> Other _____	Water system population (GWR):	<input type="checkbox"/> 1,000 or less <input type="checkbox"/> more than 1,000	
Facility:	WELL #1	Facility ID:	10707001	
Payment Method: (SLD user code)	<input type="checkbox"/> DWB Water Conservation Fee (62000) <input type="checkbox"/> Water System Payment (private 64000) <input type="checkbox"/> Other _____			
Requested Analysis (check one per request)				
<input type="checkbox"/> Total Coliform & E. Coli (presence/absence) <input type="checkbox"/> E. Coli enumeration/count (water QuantiTray) <input type="checkbox"/> Other :				
Compliance Determination (sample matrix) (Check one)		Reason for Sampling (check one)		
<input type="checkbox"/> TCR distribution sample (drinking H2O) <input type="checkbox"/> NO <input type="checkbox"/> YES		<input type="checkbox"/> Routine sample <input type="checkbox"/> NMED Monitoring Sample		
<input type="checkbox"/> LT2 E coli Enumeration/count		Measured Free Chlorine residual <input type="checkbox"/> Special sample		
<input type="checkbox"/> GWR triggered source sample		= _____ mg/L <input type="checkbox"/> REPEAT SAMPLES (check one & include original sample #)		
<input type="checkbox"/> Source Investigation (GWR)		Type Of Water System (check one)		
<input type="checkbox"/> Not a compliance sample		<input type="checkbox"/> Community <input type="checkbox"/> Non-Community (NC or NTNC)		
		<input type="checkbox"/> Original Location <input type="checkbox"/> Up Stream <input type="checkbox"/> GWR triggered source		
		<input type="checkbox"/> Down Stream <input type="checkbox"/> Other Location		
		Original Request ID: _____		
GREY AREAS ARE FOR LAB USE ONLY				
Test Results:	Total Coliform per 100 mL <input type="checkbox"/> Absent <input type="checkbox"/> Present	E. coli per 100mL <input type="checkbox"/> Absent <input type="checkbox"/> Present	Comments:	
Test Start Date:	Time:	Test Complete:	Time:	Method Used:
<input type="checkbox"/> Sample Rejected Reason:		<input type="checkbox"/> Sample Invalidated for Color Interference		
Analyst:	Positive Confirmed By:			
Notification By:	Date:	Time:	Contacted:	
WATER SYSTEM RESULT COPY SENT TO:				
Attention:				
Facility/WSS:				
Address:				
City:	State:	Zip Code:	Contact P#:	<input type="checkbox"/> 505 <input type="checkbox"/> 575
<b>A COMPLETE CHAIN OF CUSTODY IS REQUIRED FOR ALL COMPLIANCE SAMPLES</b>				
The sample identified on the container and this form was collected with an evidentiary seal:				
Sample Collected BY:	Signature	Sample Operator ID#	Date of Collection	Time of Collection
RICHARD ASBURY		4058		
The sample identified on the container and this form was transferred with an evidentiary seal:				
PLACED IN CARE OF: (Name of Postal Carrier)	Tracking Number	Date	Time	
The sample identified on the container and this form was transferred with an evidentiary seal:				
TO: Print Name	Signature	Date	Time	
The sample identified on the container and this form was transferred with an evidentiary seal:				
TO: Print Name	Signature	Date	Time	

# Troubleshooting & Maintenance

- 1.) It will be required that sample collectors maintain the New Mexico operator/sampler certification in order to remain registered for this online tool.
- 2.) Water system changes should be made as soon as possible and problems should be directed to the DWB registrar.



The screenshot shows the header of a web portal. On the left is the New Mexico Environment Department logo, which features a circular emblem with a sun, mountains, and water. To the right of the logo, the text reads "New Mexico ENVIRONMENT Department". Further right, the page title "Drinking Water Sample Collector" is displayed. Below the header is a navigation bar with links for "Water Systems", "Help", "Logoff", and "Portal". The main content area is titled "Help" and contains the following text:

**ADDING OR SUBTRACTING WATER SYSTEMS**  
If you need to add or delete a water system after your initial registration and water system selection, please contact Richard Asbury. Richard can be reached at (575) 437-7115; his email address is [richard.asbury@state.nm.us](mailto:richard.asbury@state.nm.us)

# Questions?

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**Drinking Water Bureau**



# Basic Steps for Sample Collection

- 1.) Review sample schedule for proper collection time.**
- 2.) Call a NM Certified lab on DWB contract for appropriate sample bottle kit found at <http://www.nmenv.state.nm.us/dwb/sampling/certifiedlabs.htm>**
- 3.) Use new online application to prepare the sample request form for the lab.**
- 4.) Label and collect samples according to the lab's directions. Sign and date the chain of custody at the time of collection.**
- 5.) Carefully package and seal the samples in a cooler and ship or drive the sample to the lab.**

