

SCS REGISTRATION GUIDANCE FOR LABORATORIES (CMDP)

This document provides step-by-step instructions for how to register for the Compliance Monitoring Data Portal (CMDP) through the Shared Cross-Media Electronic Reporting Regulation (CROMERR) Services and identifies additional resources that will help laboratories become familiar with CMDP.



Part 1: Identify User CMDP Role(s)

Before registering with EPA's Shared CROMERR Services (SCS) and using CMDP, you will need to identify your CMDP User Role. Five hierarchical roles for laboratories to consider within CMDP are listed in the figure to the left. Roles are listed in the order of functionality. For instance, the CMDP Lab System Administrator role has the most functionality.

Laboratory Roles
1. Lab System Administrator
2. Certifier
3. Reviewer
4. Preparer
5. Read-Only

To fully understand the functionality of each role, please review the [CMDP Role Registration Guide](#) to determine who will be designated the Lab System Administration, Certifier, Reviewer, and Preparer. For information on the Read-Only role, please review [page 2](#) of the [CMDP 1.25 Production Release Notes](#).

The following are a few things to keep in mind when selecting roles within your laboratory:

- **Lab System Administrators must register with SCS first.** Once registered, Administrators can invite/accept other role requests (Preparer, Reviewer, Certifier, and Read-Only) from individuals within their organization.
- Only the Lab CMDP Administrator and Certifier can submit data to the State.
- Larger laboratories should consider having two Lab System Administrators.
- Each role assumes the functionality of the role below it. For example, the Certifier can perform the functions of the Reviewer and Preparer.
- The **Read-Only** role was created so that laboratory staff can allow individuals to **view** sample jobs at any stage of the submission process, but the user cannot make changes to the Sample Job. This role may be useful to grant to State Drinking Water staff to assist in troubleshooting errors or other lab employees that may just need to view information in CMDP but do not need the ability to make edits.

NOTE: The steps in the registration process listed in this document may vary by User Role. Notes are included to indicate the differences.



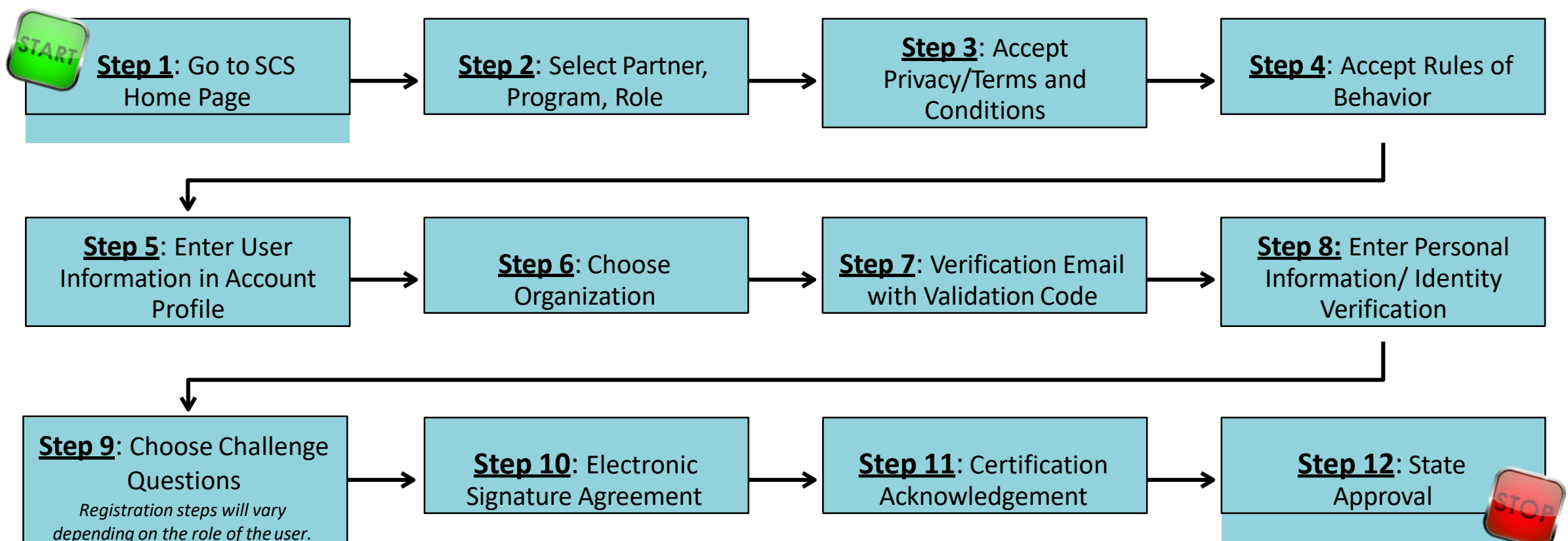
Part 2: Register for Shared CROMERR Services (SCS)

Before using CMDP, each user must first register with EPA's Shared CROMERR Services (SCS) to receive a user name and password (credentials). Once the registrant is approved as a CMDP User, they will be able to access the CMDP application using the credentials received from SCS.

The flow chart below highlights the major steps when registering for SCS. Detailed instructions for how to register begin on the next page.

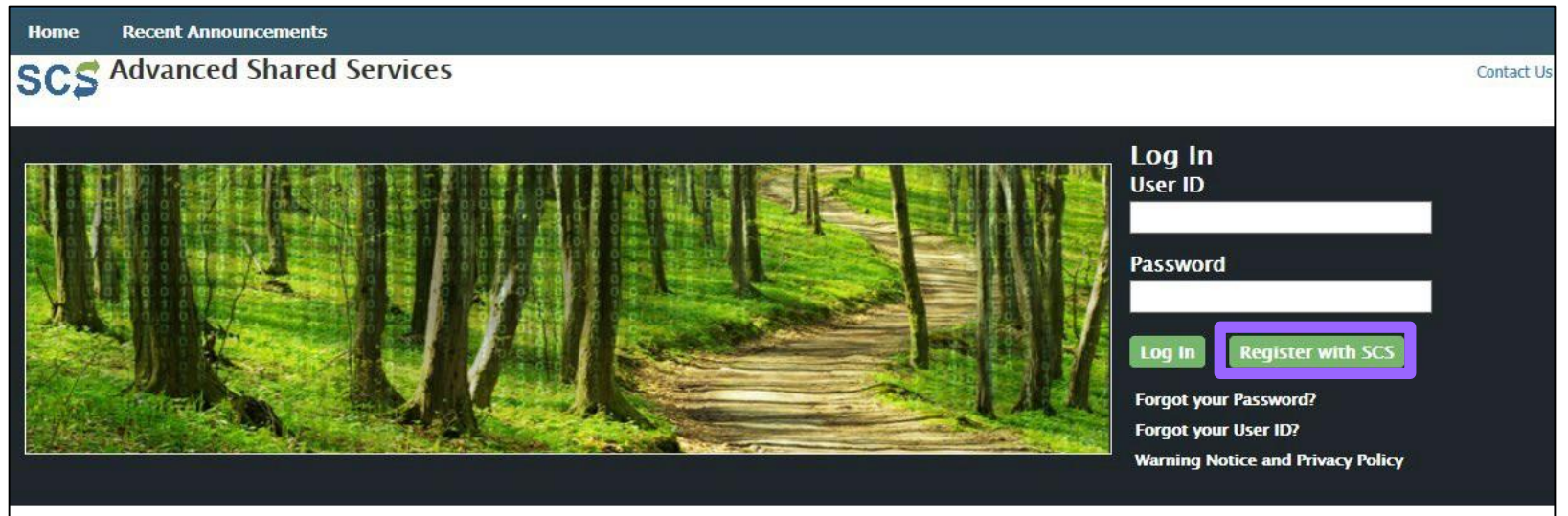
Watch the registration process in action!

Click the picture to the right for a screen recorded demonstration of registering with Shared CROMERR Services.



HOW TO REGISTER FOR SHARED CROMERR SERVICES

Step 1: In order to use CMDP, create an account in SCS first. To do so, go to the following URL: <https://encromerr.epa.gov/>. On the home page, click on **Register with SCS**.

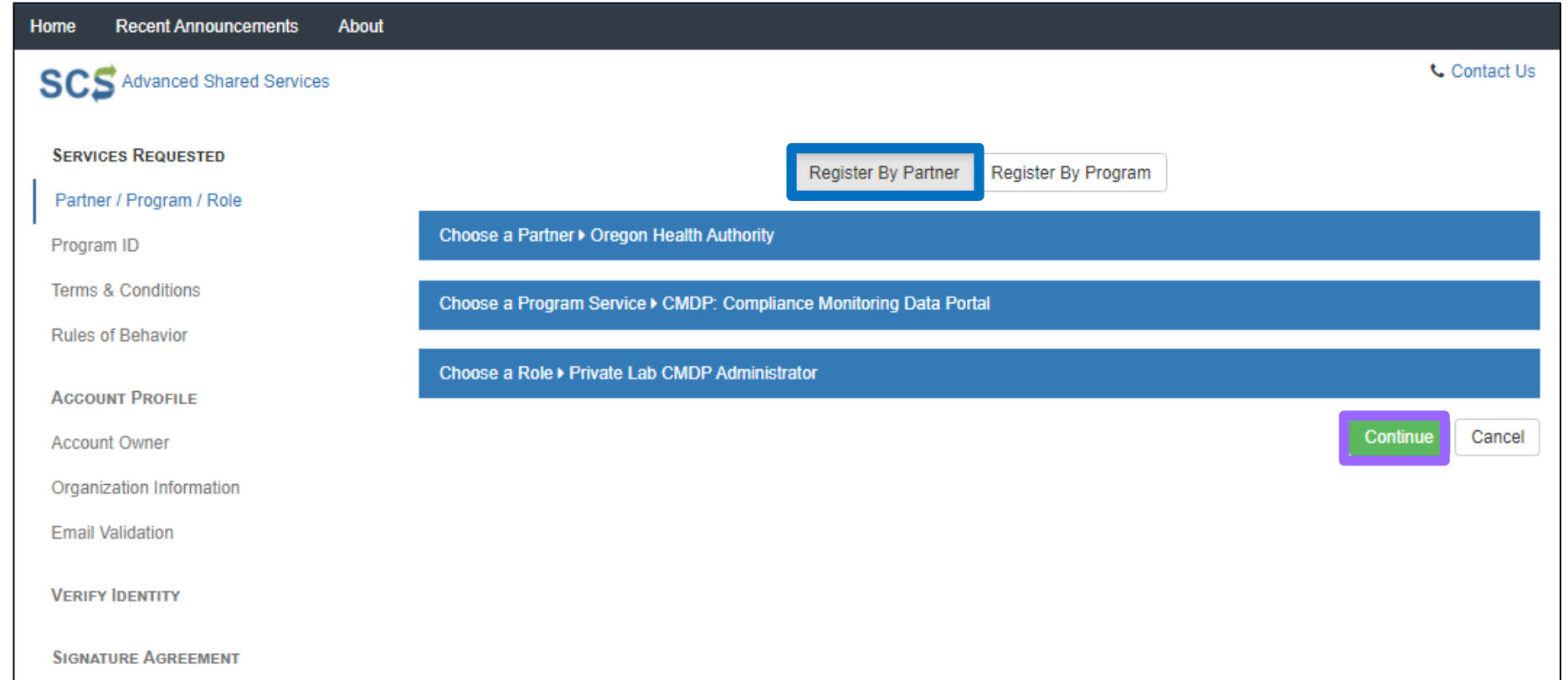


Step 2: At the top of the page, select **Register By Partner**.

Then, choose a Partner (in the screen shot to the right, the **Oregon Health Authority** was selected).

Then, select **CMDP: Compliance Monitoring Data Portal** as the Program.

Finally, choose the desired role. In this example, the user selects a **Private Lab CMDP Administrator**.

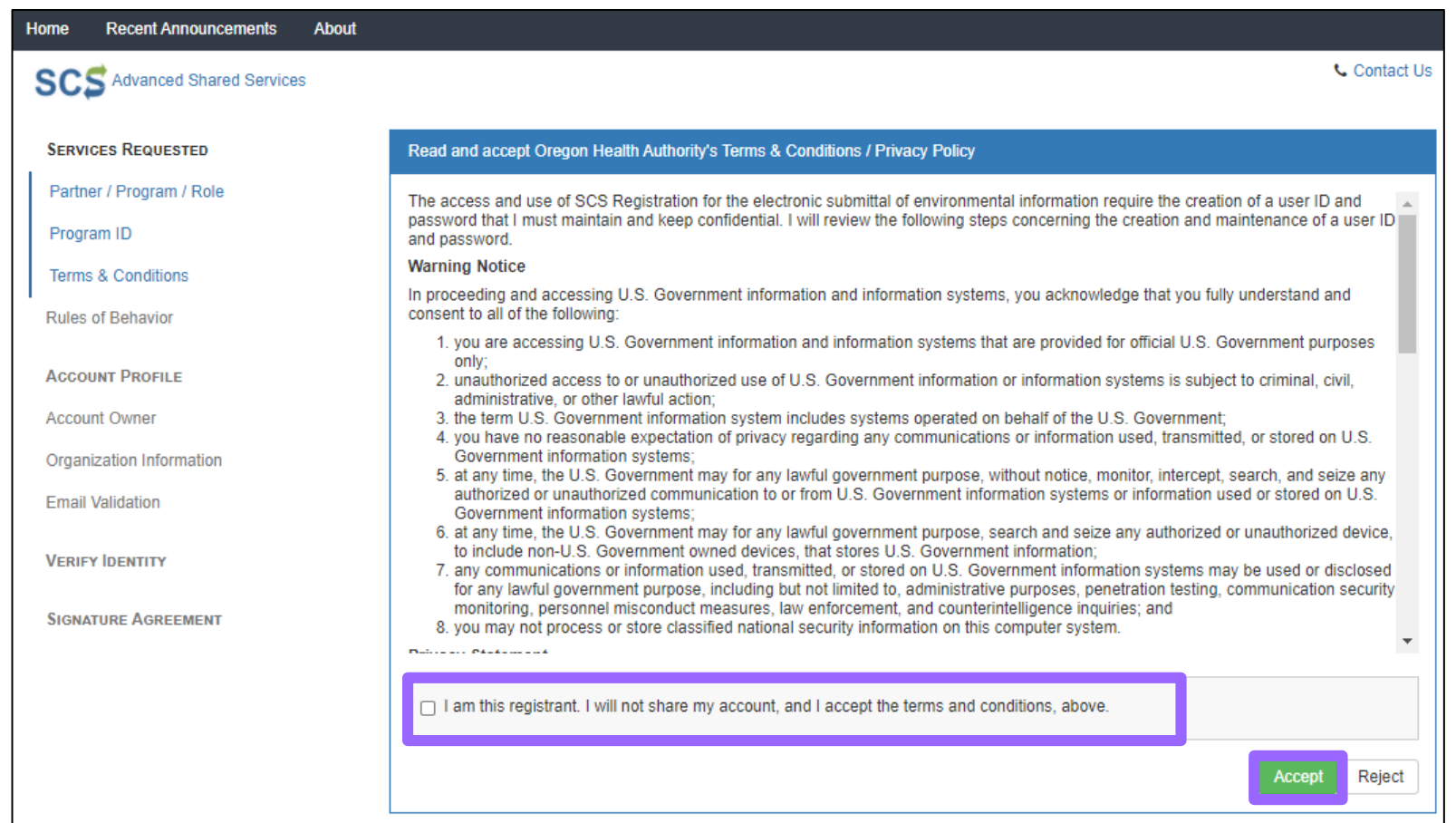


Click **Continue**.

Step 3: Read the terms & conditions/privacy policy for the use of these services.

If you agree to these conditions, **check the box** stating "I am a registrant. I will not share my account, and I accept the terms and conditions, above."

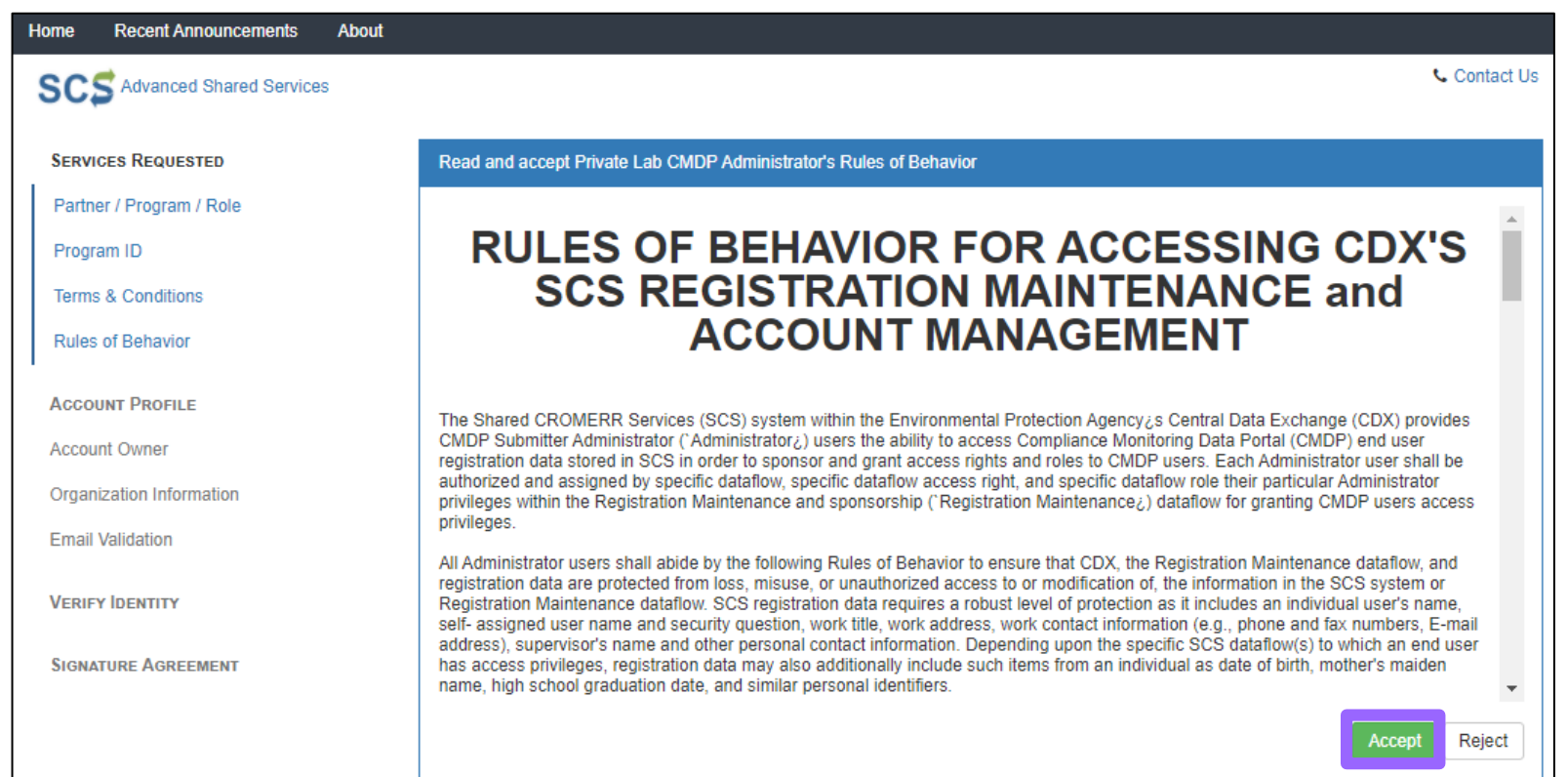
If you agree to the **Terms & Conditions/Privacy Policy**, click **Accept** to move forward.



Step 4: Read through the Rules of Behavior, because you are accessing SCS Registration maintenance and account management pages as Administrators.

If you agree to the conditions in the **Rules of Behaviors**, click **Accept** at the bottom of the page.

NOTE: Lab Certifiers, Lab Reviewers, Lab Preparers, and Read-Only Role will not see this step.



HOW TO REGISTER FOR SHARED CROMERR SERVICES

Step 5: In the next step, you will have to enter individual information as displayed to the right including full name and email address. You will also enter your account information and select three security questions/answers.

Click **Continue** to move forward.

NOTE: If the user also has access to the Test version of CMDP, it is recommended to create a different User ID and Password.

Enter your account information

Enter Account Identity Information. (Passwords must be a minimum of 8 alpha-numeric characters and contain at least 1 of each of the following: uppercase character, lowercase character, number. Passwords may not begin with a number nor contain the word "password" nor contain your User Name.) A required field is indicated with an asterisk (*).

Account Owner

Title	Title	✓
First Name *	Jean	✓
Middle Initial	Middle Initial	
Last Name *	Dupont	✓
Suffix	Suffix	✓
Email Address *	dmce@gmail.com	✓
Confirm Email *	dmce@gmail.com	✓

Account

User ID *	dmceunit2	✓	i
Password *	*****	✓	i
Confirm Password *	*****	✓	
Security Question 1 *	What was your childhood nickname?	✓	
Security Answer 1 *	****	✓	
Security Question 2 *	What street did you live on in third grade?	✓	
Security Answer 2 *	****	✓	
Security Question 3 *	What school did you attend for sixth grade?	✓	
Security Answer 3 *	****	✓	

Show Passwords and Answers

Continue Cancel

Step 6: Choose your organization. Use the search feature to narrow down the list of organizations. Proceed by entering the organization name then click search.

In this case, we entered "Portland" and "Oregon" in the **Advanced Search** fields and a list of laboratories within Portland appeared. We selected **SELF TESTING DEFAULT LAB (OR188888)**.

You will have to click on the address located below the name to select the appropriate laboratory.

Add the phone number for your laboratory and click **Continue** to move forward.

Type your organization/company's name

Search for an organization name **Search**

Advanced Search...

External ID	<input type="text"/>
Mailing Address	<input type="text"/>
City	Portland
State	Oregon
Country	<input type="text"/>
Zip	<input type="text"/>

Search

Please search and Select an organization, if the organization is not found, you will need to contact the SCS Help Desk

- COLUMBIA INSPECTION INC (OR140)
- DAVIS, JOHN A (OR100000)
- DEQ LABORATORY DIVISION (18)
- FOOD QUALITY LABS INC (OR100041)
- FOOD QUALITY LABS INC (OR141)
- LAB/COR, PORTLAND (4010)
- MAINFRAME DATA (MF)
- OMIC USA INC (OR100005)
- OMIC USA INC (OR105)
- PORTLAND WATER BUREAU LAB (OR100014)
- PORTLAND WATER BUREAU LAB (OR114)
- PYXIS LABORATORIES INC - PORTLAND (OR100028)
- PYXIS LABORATORIES INC - PORTLAND (OR128)
- SELF TESTING DEFAULT LAB (OR188888)**
- WYEAST ENVIRONMENTAL SCIENCES (OR100011)

Type your organization/company's name

Search for an organization name **Search**

Advanced Search...

External ID	<input type="text"/>
Mailing Address	<input type="text"/>
City	Portland
State	Oregon
Country	<input type="text"/>
Zip	<input type="text"/>

Search

Please search and Select an organization, if the organization is not found, you will need to contact the SCS Help Desk

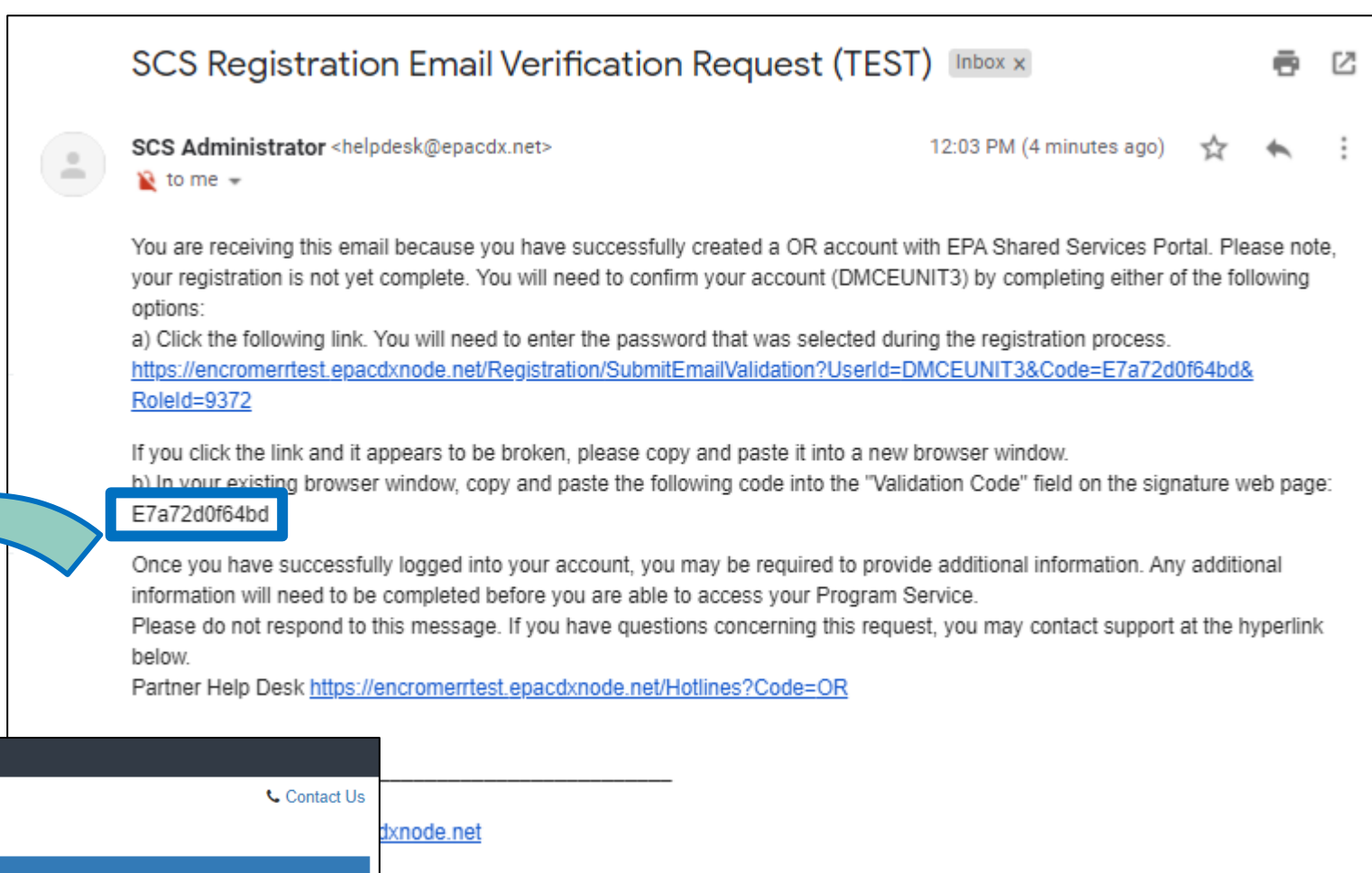
- SELF TESTING DEFAULT LAB (OR188888)
- 800 OREGON ST PORTLAND, OR US 97232 **Select**

Phone Number *	(503) 555-5555	✓
Phone Ext	Phone Ext	

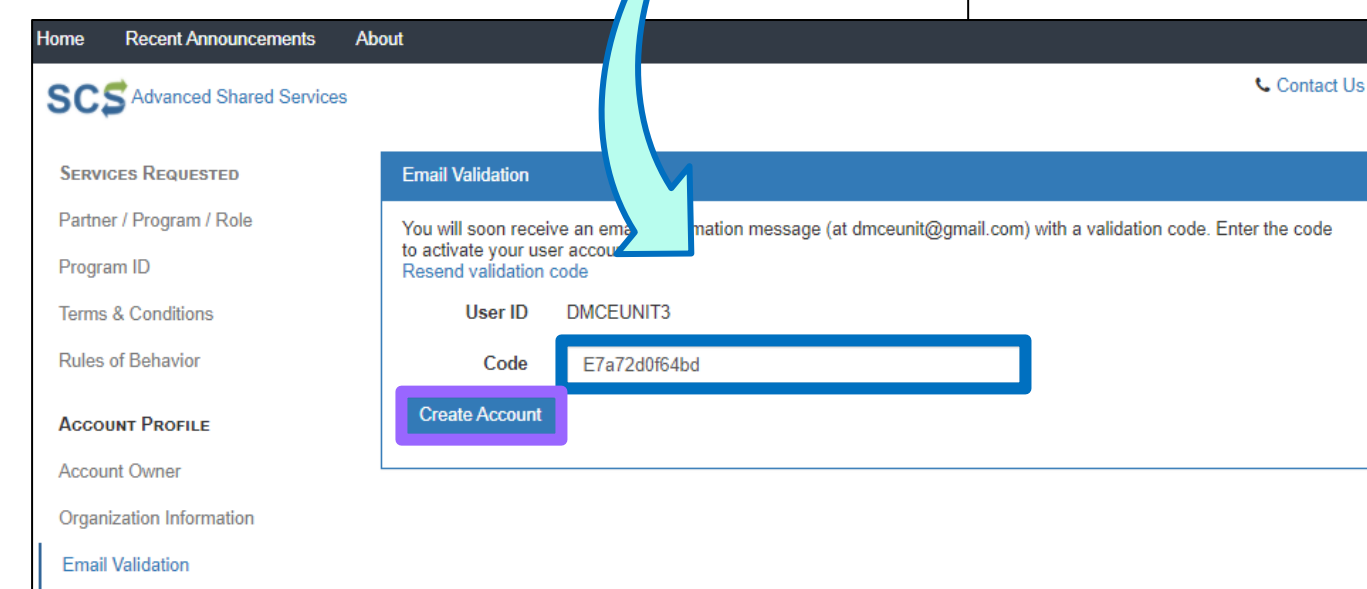
Continue Cancel

Step 7: An email containing a validation code will be sent to the address entered previously during the registration process.

Copy and paste the validation code into the Code field in the Email Validation step. Once you have entered the code, click **Create Account**.



E7a72d0f64bd



Step 8: Enter your personal information (home address, city, zip code, etc.) in order for SCS to verify your identity.


Private Laboratory CMDP Administrators and Private Laboratory Certifiers need to complete this LexisNexis verification step because they are requesting authorization to electronically sign Sample Jobs in CMDP.

Once all the information is entered, click **Verify**.

NOTE: If SCS fails to verify any information on Step 8, you may need to select **Use Paper Agreement**. You will need to print and sign the agreement and submit the form to the Program.

Note: By clicking [Verify] you understand the service is voluntary and that you are validating personally identifying information including the last 4 digits of SSN against a 3rd-Party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S Environmental Protection Agency. The U.S EPA will not collect or retain sensitive, personally identifying information such as your Social Security Number (SSN); however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes.

First Name: Jean
 Middle Initial:
 Last Name: Dupont
 Home Address: [Text Field]
 Home Address 2: [Text Field]
 City: [Text Field]
 State: [Dropdown]
 Zip Code: [Text Field]
 Home Phone: [Text Field]
 Last 4 of SSN: [Text Field]
 Show SSN
 Date of Birth: [Text Field]
 I have reviewed the name presented above and I would like to proceed with LexisNexis.
 [Verify] Use Paper Agreement

 **NOTE:** Lab Reviewers, Lab Preparers, and Read-Only Role will not have to complete Steps 9-12 of this document. Instead, these roles will use the Sponsor Information web form to request sponsorship from the CMDP Administrator. Refer to the CMDP Role Registration Guide for additional guidance.

Meanwhile, Lab Certifiers will use the Sponsor Information web form to request sponsorship from the CMDP Lab Administrator then complete Steps 9-12 upon approval.

Step 9: Once the LexisNexis identity proofing is complete, you will be requested to choose 5 **Challenge Questions**. One of these security questions will be asked every time data is submitted to the State in order to verify your credentials.

After picking five questions and providing answers, click **Save Answers**.

LexisNexis Identity Proofing Successful

SCS Registration: Additional Verification
 You are registered for a program that requires eSignature PIN Verification. Please select five (5) challenge questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

Select 5 Challenge Questions and Answers

[Dropdown] [Text Field]
 [Dropdown] [Text Field]
 [Dropdown] [Text Field]
 [Dropdown] [Text Field]
 [Dropdown] [Text Field]

HOW TO REGISTER FOR SHARED CROMERR SERVICES

Step 10: You will be redirected to the **Electronic Signature Agreement (ESA)** screen (and you will receive an “eSig-PIN” e-mail from SCS).

If you agree to the conditions in the **Electronic Signature Agreement**, click **Sign Electronically** at the bottom of the page.

The questions/answers have been saved. ✕

Electronic Signature Agreement

The SCS electronic signature agreement (ESA) is an agreement between yourself and SCS that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the SCS ESA please contact the [SCS Help Desk](#).

**Oregon Health Authority
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by the Oregon Health Authority to sign electronic documents submitted to Oregon Health Authority's Shared CROMERR Services (SCS), and as a representative for:

Electronic Signature Holder Company Information

Organization Name:	SELF TESTING DEFAULT LAB (OR188888)
Address:	800 OREGON ST PORTLAND, OR US 97232
Phone Number:	(503) 555-5555
E-mail Address:	dmceunit@gmail.com
Registrant's Name:	Jean Dupont
SCS User Name:	DMCEUNIT3

I, **Jean Dupont**,

(1) I **Certify I have the authority to enter into this Agreement on behalf of the Organization** identified above, and I am a signatory authorized to represent that Organization, and I am able to sign and submit reports and other information on behalf of that Organization in the capacity required by statute and/or regulation.

(2) I **Certify that by signing and submitting this agreement, I have read, understand, and accept the terms and conditions** of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

(3) **Agree to protect the electronic signature credential**, consisting of my Shared CROMERR Service (SCS), user identification and password, as well as knowledge based questions (KBQs) and answers from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name, password, and KBQs and answers to any other individual; I will not store my password as well as KBQs and answers in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.

Sign Electronically ⓘ

Step 11: A Certification Acknowledgement dialog window will be displayed as seen in the screen shot to the right. Click **Accept** to move forward.

Certification Acknowledgement ⓘ

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Accept
Decline

You will then be asked to enter the **password** you already set for this account previously and **answer** one of the challenge questions you chose for the LexisNexis identity verification. Click **Sign** to move forward.

SCS

[Contact Us](#)
 Logged in as 123REWESTBROOK (Log out)
 Mail: (2)

Signature Device Authentication

Log In ✓

User ID
123REWESTBROOK

Password
••••••••

Show Password

Answer Secret Question ✓

Question
Where did you first meet your spouse?

Answer
Fairbanks

Sign File

Click Sign to complete your submission.

Sign ⓘ

Step 12: Because you are requesting an account as Private Laboratory CMDP Administrator, your request will be forwarded to the state CMDP Administrator. Once your account has been activated, you will receive a notification indicating you now can access the CMDP application with the Login and Password you defined during registration.

The Status will change from **Awaiting Approval** to **Active**.

EPA United States Environmental Protection Agency

[Contact Us](#)
 Logged in as LABADMIN (Log out)
 Mail: (1)

SCS / Dashboard

Program Services

[Services](#) | [Profile](#) | [Mail](#) | [Submission History](#)

Partner	Program Service	Role	Org	Status
OR	CMDP	Private Lab CMDP Administrator	SELF TESTING DEFAULT LAB (OR188888)	Awaiting Approval

Showing 1 to 1 of 1 rows

Notifications

No notifications

Congratulations, you have completed the registration process!

If you are a Administrator and would like to Sponsor other individuals to be able to access CMDP for your lab, see [page 6](#).

For training resources, see [page 8](#).



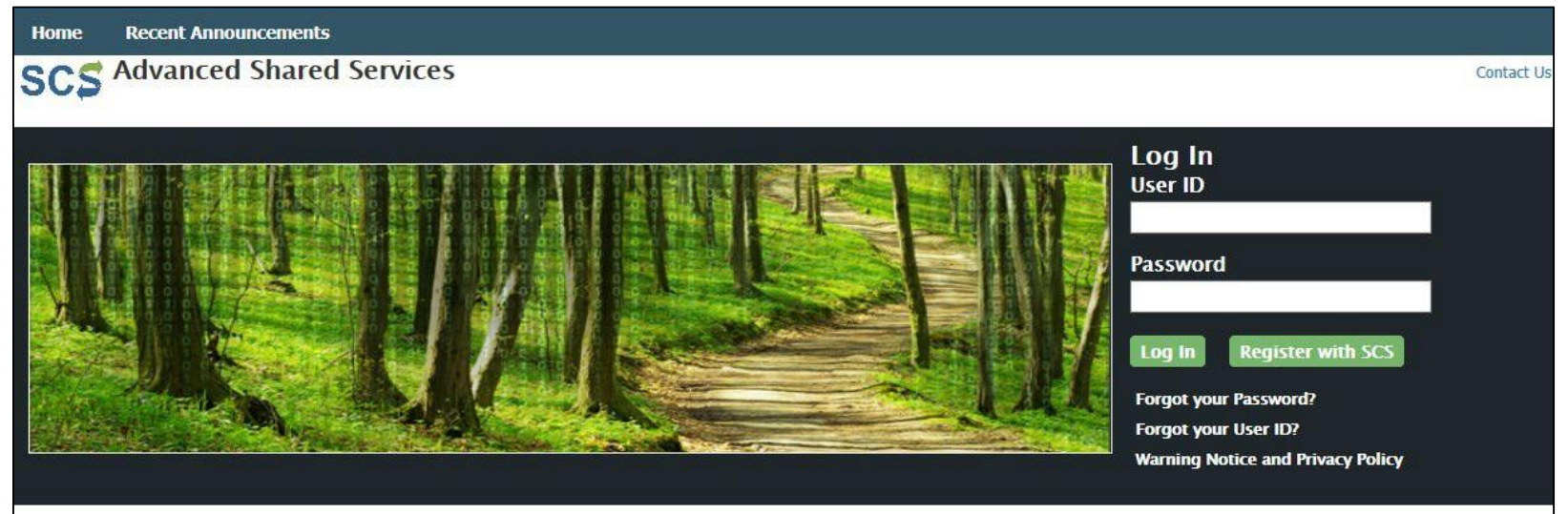
Part 3: Role Sponsorship as a Lab Administrator

A Private Lab Administrator can sponsor individuals to be a Certifier, Reviewer, Preparer or Read-Only Role. Sponsoring a laboratory role will allow the individual to begin registering for SCS.

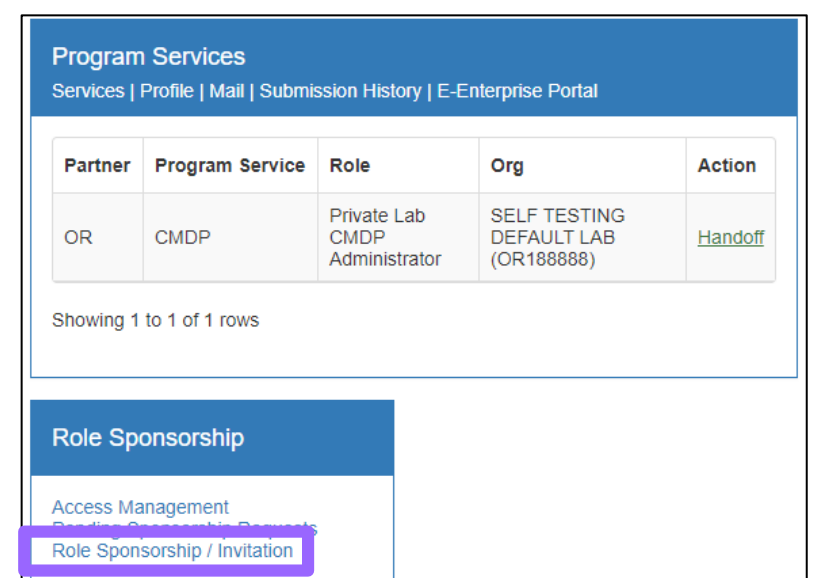
NOTE: The **Read-Only** role will allow the user to **view** sample jobs at any stage of the submission process, but cannot make changes to the Sample Job.

Step 1: Log into SCS

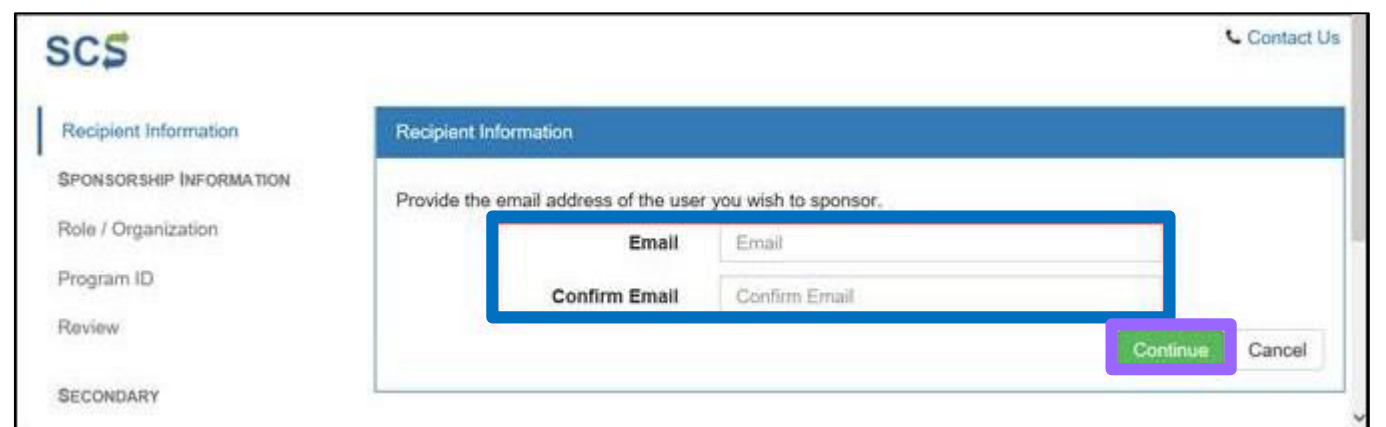
[<https://encromerr.epa.gov/>] using credentials.



Step 2: From the main Dashboard page, click on the **Role Sponsorship/Invitation** button under the **Role Sponsorship** heading.



Step 3: Enter the email address of the individual you would like to sponsor (must enter twice). Click **Continue**.



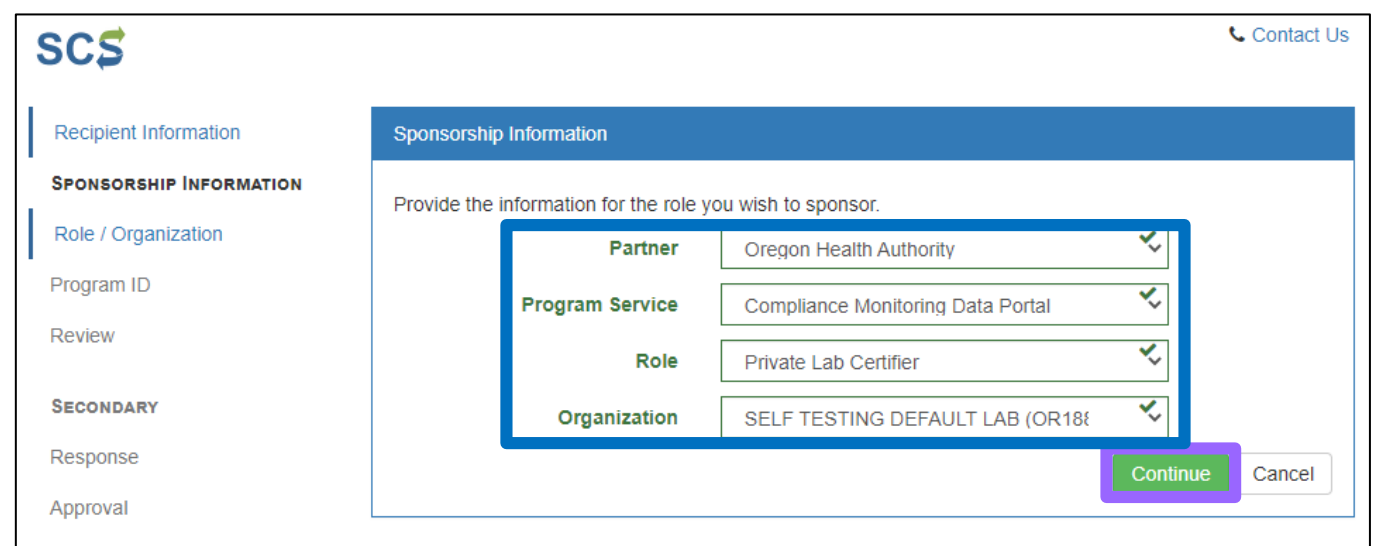
Step 4: Enter the information of the role you wish to sponsor.

Choose a Partner (in the screen shot to the right, the **Oregon Health Authority** was selected).

Then, select **CMDP: Compliance Monitoring Data Portal** as the Program Service.

Choose the desired role. In this example, the user selects a **Private Lab Certifier**.

Finally, select your laboratory name under the **Organization** from drop down menu. Then, click **Continue**.



Step 5: Review the Sponsorship Information, and if everything is correct, click **Continue**.

Step 6: A notification will indicate that an email has been sent to the person you sponsored (screen shot to the right).

Step 7: Then, the sponsored individual will have to complete the appropriate SCS registration steps beginning on [page 2](#) of this document.



Congratulations, you have completed the role sponsorship process!

For training resources, see [page 8](#).



Part 4: Log into CMDP

Step 1: After you have registered with SCS, users can now access the CMDP application. To begin, go to the CMDP Secure Login website [<https://cmdpapp1.epa.gov/>] and enter your username and password information.

NOTE: If the user also has access to the Test version of CMDP, it is very important to keep these links separate (differences noted below) so that test data is not accidentally uploaded into the live version of CMDP.

The Production application is differentiated by the **app1** in the link.

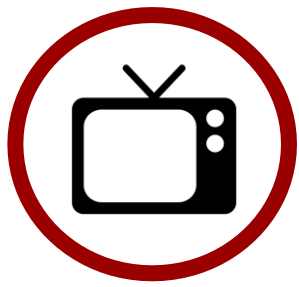
CMDP Production is: [<https://cmdpapp1.epa.gov/>]

CMDP Pre-Production is: [<https://cmdpprep.epa.gov/>]

Step 2: To submit data to Drinking Water Services, go to the **Drinking Water Sample Jobs** tab and select **Create New Job**.

Step 3: Data Submission

1. If you are submitting data via web entry, select **Enter a group of samples**.
2. If you are submitting data via an Excel/XML file, select **Upload File**.



Important Notice

Part 5: Watch Training Series

CMDP training videos and documents are available at the CMDP Zendesk website. To view the trainings, visit <https://cmdp.zendesk.com/hc/en-us>, then click [For Laboratories and Water Systems](#) to navigate to that section. The training videos are also available at the links provided below.

The screenshot shows the top navigation bar with links for 'My activities', 'Submit a request', and 'Sign in'. Below is the 'Compliance Monitoring Data Portal (CMDP) SUPPORT' header with a search bar. The main content area is titled 'FOR LABORATORIES AND WATER SYSTEMS' and lists several categories of resources:

- Getting Started with CMDP**
 - Introduction to the CMDP (video 1)
 - CMDP Role Registration User Guide
 - System Requirements and Qualifications for Laboratories and Water Systems
 - CMDP Support Primacy Agency Points of Contact
 - CMDP User Registration (video 10)
- Using CMDP for Labs & Public Water Systems (PWS)**
 - CMDP User Manual v 1.4.1
 - Creating and Submitting a Water System Profile Change Request
 - Entering PWS and Lab Profiles (video 3)
 - Using Data Entry Screens to Enter Microbial, Chem, and Rad, Samples (video 4)
 - Using Data Entry Screens to enter Composite Samples (video 5)
 - Using Data Entry Screens to enter Operational Data (video 6)
 - [See all 9 articles](#)
- Technical Documentation**
 - Sample Result XSD
 - EXCEL Templates (download here)
 - CMDP Web Services Sampling XML Schema Definitions
 - CMDP Web Services Inventory and Lab Data Dictionary
 - CMDP Inventory and Laboratory JSON Structure
- Using CMDP with Your Laboratory Information Management System**
 - CMDP - LIMS Interface Control Document

Training Videos

1. Introduction to the CMDP ([YouTube link](#))
2. Entering PWS and Lab Profiles ([Download mp4 file](#))
3. Searching Sampling ([Download mp4 file](#))
4. Submission Workflow ([YouTube link](#))

What format is your laboratory submitting data to CMDP?

If your laboratory submits data online via **web entry**, watch the videos listed below:

1. Using Data Entry Screens to Enter Microbial, Chemical, and Radionuclide Samples ([Download zip file](#))
2. Using Data Entry Screens to Enter Composite Samples ([YouTube link](#))

If your laboratory submits data via **Excel files/XML**, watch the videos listed below:

1. Manually Uploading Files Using CMDP Templates ([YouTube link](#))