

Data modification requires three (3) parties:

- The ELAP certified laboratory (who submitted the original data via EDT)
- The subject matter expert (District/LPA/ ELAP) for approval of requested changes
- The database gatekeeper(s) to make the approved changes to the database

Data modification Process:

1) Identification of Error

The data error can be identified by any party (the lab, district/LPA, ELAP, etc.), but the data modification request will have to be performed by the laboratory that submitted the erroneous data.

2) Data Modification Request Form(s)

The data modification request must include: Documentation of the original errors as well as the new data. Sample forms are available for use, but laboratories may use their own forms. The request must be signed by authorized laboratory personnel (preferably the lab manager), and must be accompanied by electronic copies of lab reports.

3) Error Types

Data modification may be necessary if the EDT had a valid file structure with valid field codes, but the field codes are incorrect due to issues with:

- A) Incorrect labeling or assignment of data fields or typographical errors
- B) Problems with Lab Methodology/Procedure or Lab Instrumentation

4) Laboratory will send request to the appropriate approver

The type of error will dictate where to route the request. The laboratory will use the Flow Chart and Excel file (Cross Reference List Districts Versus Water Systems.xlsx) to find the correct email contact for each modification request.

5) Approver (District/LPA or ELAP) will forward Data/Tox program (robert.springborn@waterboards.ca.gov) for changes to the database.

Upon completion of the request, a confirmation email will be sent to the requesting laboratory and all involved parties (ELAP, District/LPAs).

6) Instructions are posted on our EDT FAQ page.

Reference to data modifications will be found at the EDT - Data Submittal FAQ under the Data Modification Request section for instructions and forms (http://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/EDTFAQ.shtml)

Data Modification Flow Chart

(Date which has been processed and accepted into the Water Quality Management Database)

