

Data and Metadata Submission FAQs for Spring 2023 Data Call

These FAQs are provided to help grantees determine when to submit a new dataset vs. re-submitting an already submitted dataset, and also determine what metadata control number (MCN) to use for data submission.

Water

Submitting new data

1. How do I submit new data for the Drinking Water Quality Sampling Results (WQL) and Public Water System Inventory (PWS Inventory) NCDM, or for the Lead in Drinking Water pilot, and what MCN do I use?
 - Create a new metadata record for each new year of WQL or Lead in drinking water data (e.g., 2021 or 2022); submit yearly datasets for these data using the **new MCNs**.
 - Create a new metadata record for the new PWS Inventory data; submit the new data using the **new MCN**.

Resubmitting already submitted data

2. I submitted a water dataset during the Spring 2021 or 2022 data call. I have now received updated information for that submitted dataset from our data stewards. How do I submit these updates and what MCN do I use?
 - Update the metadata record if necessary to reflect these updates and **resubmit your updated metadata record**; update the NCDM dataset with the new information and resubmit the dataset using the **same MCN** that you previously used to submit the NCDM. Please note that you must re-submit a complete dataset for the year and not just the new information.

Radon

Submitting new data

1. How do I submit new radon data for the Spring 2023 Data Call?
 - Create a new metadata record for each new year of radon data. Submit yearly datasets for these data using the **new MCNs**.

These data and metadata submission rules apply ONLY to the Spring 2023 Data Call.

Re-submitting already submitted data

2. I submitted radon data during the spring 2021 or 2022 data call. I now have updated information for that submitted dataset from our data stewards. How do I submit these updates and what MCN do I use?
 - Update the metadata record if necessary to reflect these updates and **resubmit your updated metadata record**; update the NCDM dataset with the new information and resubmit the dataset using the **same MCN** that you previously used to submit the NCDM.

Deleting submitted data

3. I submitted a dataset during a previous data call. I have discovered some errors in the submitted data and I would like to remove these data from the public portal. How do I request to remove these data from the portal?
 - Submit a request to CDC tracking program (trackingsupport@cdc.gov) to delete the data.