

## **EQuIS ELECTRONIC DATA DELIVERABLE (EDD) QUICKSTART FOR DATA PROVIDERS**

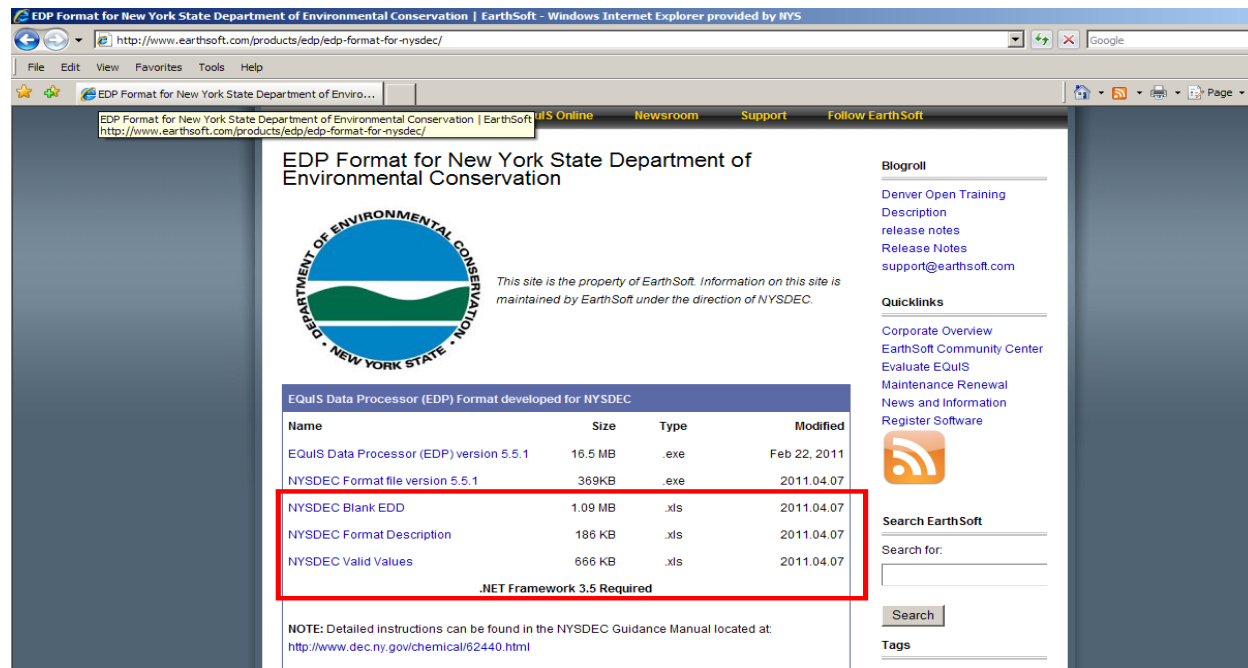
This document provides a quick overview on how to report environmental data electronically to the New York State Department of Environmental Conservation (NYSDEC) using an EQuIS Electronic Data Deliverable (EDD). The types of data that can be reported electronically include geological, process control, analytical chemistry, and field data routinely collected from a variety of media and site tasks.

**Data Providers are encouraged to review the instructions and information available at the NYSDEC EDD Submission Website:** <http://www.dec.ny.gov/chemical/62440.html>

### **PROCEDURE:**

1. From the NYSDEC EDD Submission Website, click on the “*NYSDEC format files*” link.
2. Download and save the following files (see screen shot below):
  - NYSDEC Blank EDD
  - NYSDEC Format Description
  - NYSDEC Valid Values

Please note that there is a “modified” date associated with each of the files listed, and subsequent downloads will be necessary as these files are updated. **Data Providers are encouraged to check for the most recent file version prior to preparing EDD submittals to the NYSDEC.**



Screen Shot of File Download Website (note the “Modified” column for the latest file version date)

A description of the three (3) NYSDEC files listed above (and highlighted in the red box) is provided below in more detail. The other two files on the NYSDEC EDD Submission Website are for the Electronic Data Processor (EDP) and are discussed in a separate Quickstart Guide and in the EDP Manual located on the NYSDEC EDD Submission Website or the link below.  
[http://www.dec.ny.gov/docs/remediation\\_hudson\\_pdf/edpuserguide.pdf](http://www.dec.ny.gov/docs/remediation_hudson_pdf/edpuserguide.pdf)

### **NYSDEC Blank EDD**

The NYSDEC Blank EDD file is an Excel spreadsheet with separate tabs for each of the tables potentially required to assemble a complete EQUS EDD. Data providers should confer with their NYSDEC Project Manager (PM) at the project planning and budgeting phase and prior to submitting an EQUS EDD to determine what data (and tables) will be required for their project needs.

The standard analytical chemistry EDD consists of the following 5 tables:

- DataProvider\_v1 – for data providers not already in the Valid Value table called RT\_Company
- Subfacility\_v1
- Location\_v1
- Sample\_v1
- TestResults\_v1 and/or TestResultsQC\_v1

These tables are the starting point for the development of the EQiS EDD. The NYSDEC Blank EDD tables contain the necessary column headers. **No changes can be made to the arrangement of fields (columns) or the names of the fields (column headers). Any deviations from the format will result in errors during the checking and submittal process.**

In each of the NYSDEC Blank EDD tables, column headers are color coded to represent the following:

- **Red column headers** represent fields that are required and cannot be left null (empty).
- **Blue column headers** indicate that only NYSDEC valid values may be used. NYSDEC valid values are defined in the NYSDEC Valid Values file, see below.

The data provider must either enter or append appropriate data to these tables. For example, if the source data being used to create the EQiS EDD resides in a database, the NYSDEC Blank EDD tables can be imported into the database whereby the necessary information can then be appended to these blank tables.

### **NYSDEC Format Description**

The *NYSDEC Format Description* file is an Excel spreadsheet that defines the rules which data must follow to be accepted by NYSDEC for uploading to EQiS. This is one of the most comprehensive sources of information for understanding the NYSDEC EDD requirements, as it contains field (column) headings that are identical to the corresponding column headers in the *NYSDEC Blank EDD* file. Again, Field Names shown in red are columns that are required to be populated and Field Names in blue must be populated with NYSDEC valid values only, see below.

The *NYSDEC Format Description* file also indicates the appropriate Data Type required for the EQiS EDD. The Data Type for each field name is indicated in the '*DataType*' column (for example, Text, Numeric, DateTime).

- Text: Alphanumeric values (e.g., A, B, C, a, b, c, 1, 2, 3)
- Numeric: Decimal numbers (e.g. 1, 23, 456, 7.89)
- DateTime: Date format is MM/DD/YYYY (e.g. 04/25/2011), Time format is in 24-hr (military) HH:MM (e.g. 20:54)

The '*Lookup*' indicates the appropriate worksheet (tab) to refer to in the *NYSDEC Valid Values xls* spreadsheet to find a list of the valid values for each Field. The '*Comment*' column provides a more detailed description of the specific information that each Field is designed to contain.

### **NYSDEC Valid Values**

The *NYSDEC Valid Values* file is an Excel spreadsheet that contains separate worksheet tabs that are referenced by the “Lookup” column in the *NYSDEC Format Description* Excel spreadsheet. The *NYSDEC Valid Values* worksheet tabs are lists of values acceptable to NYSDEC’s EQuIS database. All Fields that must be populated by specific values have a corresponding valid value list (worksheet tab) provided in this file. The valid values tab names have the prefix “RT” (indicating it as a reference table), which corresponds to the “RT” table name in the “Lookup” column of the *NYSDEC Format Description* Excel spreadsheet. The valid value list is always the first column of each table. Some of the valid value worksheet tabs contain additional supporting information in the subsequent columns. If an appropriate valid value cannot be found, Data Providers may petition the NYSDEC EIMS Administrator [nyenvdata@gw.dec.state.ny.us](mailto:nyenvdata@gw.dec.state.ny.us) for a new valid value to be added.

### **THE NEXT STEP:**

After discussing with the NYSDEC PM and determining what tables are necessary components of the EQuIS EDD deliverable and populating each of the tables with the appropriate data, the EDD is ready to be checked and submitted using the Electronic Data Processor (EDP) program. Details on how to install and use the EDP are covered in a separate Quickstart Guide found on the NYSDEC EDD Submission Website.

### **CONTACTING THE EIMS DATA MANAGER:**

For questions, concerns, and comments regarding the NYSDEC EQuIS EDD submittal please contact:  
NYSDEC EIMS Administrator [nyenvdata@gw.dec.state.ny.us](mailto:nyenvdata@gw.dec.state.ny.us)