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 Version 4** of 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.

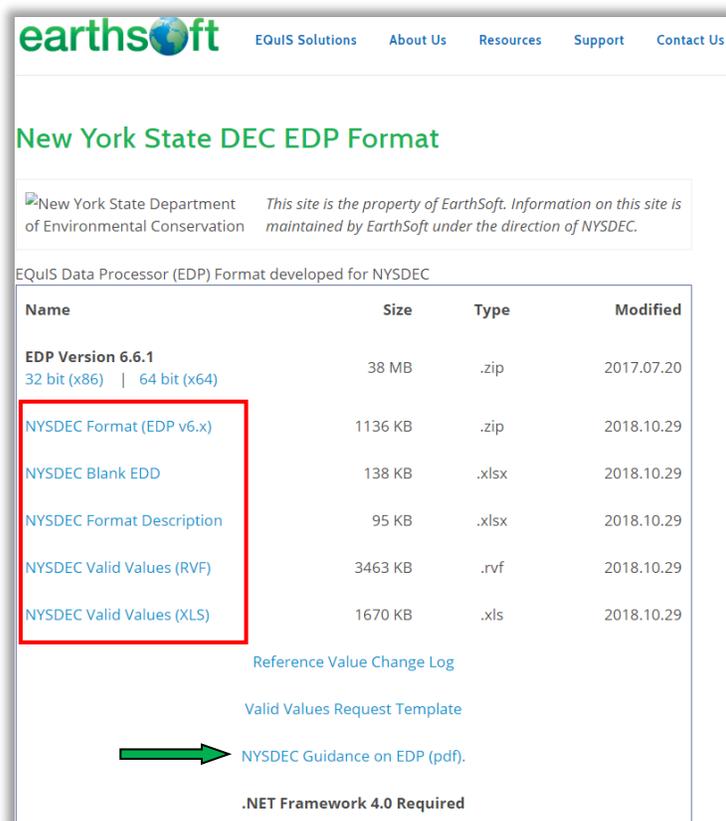***Data Providers are encouraged to review the EDD Manual and other information available at the NYSDEC EDD Submission Website***:   http://www.dec.ny.gov/chemical/62440.html

PROCEDURE:

1. From the NYSDEC EDD Submission Website, click on the "*NYSDEC format files*" link. This link will take you to the EarthSoft web site. From there:

2. Download and save the following files (see screen shot below):

    - NYSDEC Blank EDD

    - NYSDEC Format Description

    - NYSDEC Valid Values (XLS)

    - NYSDEC Format (EDP v6.x)

    - NYSDEC Valid Values (RVF)

Please note that there is a "modified" date associated with each of the files listed, and subsequent downloads will be necessary when these files are updated.

Data Providers are encouraged to check for the most recent file version prior to preparing EDD submittals to the NYSDEC.

Additional details regarding the NYSDEC files to download (in the red box) is provided below. Also the NYSDEC EDD format with Electronic Data Processor (EDP) application guidance is provided in another NYSDEC Quickstart Guide which can be accessed using the link on the EarthSoft NYSDEC file website as

earthsoft EQuIS Solutions   About Us   Resources   Support   Contact Us

New York State DEC EDP Format

New York State Department of Environmental Conservation	This site is the property of EarthSoft. Information on this site is maintained by EarthSoft under the direction of NYSDEC.

EQuIS Data Processor (EDP) Format developed for NYSDEC

Name	Size	Type	Modified
EDP Version 6.6.1 32 bit (x86) | 64 bit (x64)	38 MB	.zip	2017.07.20
NYSDEC Format (EDP v6.x)	1136 KB	.zip	2018.10.29
NYSDEC Blank EDD	138 KB	.xlsx	2018.10.29
NYSDEC Format Description	95 KB	.xlsx	2018.10.29
NYSDEC Valid Values (RVF)	3463 KB	.rvf	2018.10.29
NYSDEC Valid Values (XLS)	1670 KB	.xls	2018.10.29

Reference Value Change Log

Valid Values Request Template

➡ NYSDEC Guidance on EDP (pdf).

.NET Framework 4.0 Required

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

equisqsedp.docx

indicated with the green arrow pointing to this link:

http://www.dec.ny.gov/docs/remediation_hudson_pdf/equisqsedp.pdf

This document is a supplement for the use and performance of the Electronic Data Processor for which additional information can be found in the EarthSoft User Guide found at the following link:

https://training.earthsoft.com/6.6/index.html?create-an-edd-package.htm

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 EQuIS EDD. Data providers should confer with their NYSDEC Project Manager (PM) at the project planning and budgeting phase prior to submitting an EQuIS EDD to determine what data (and tables) will be required for their project needs.

The standard analytical chemistry EDD consists of the following 6 tables:

- DataProvider_v4
- Subfacility_v4
- Location_v4
- Sample_v4
- TestResultQC_v4
- Batch_v4

These six tables are the starting point for the development of the EQuIS EDD. Each data point requires a location, the information for locations should be provided in the DataProvider, Subfacility, and Location sections of the EDD. Once locations exist more data may be provided. Analytical data should be provided in the Sample, TestResultQC and Batch sections of the EDD.

The location information in version 4 of the EDD differs from version 3 in that information regarding Wells and Well Construction has been moved from the location section to the Well_v4 and Well_Construction_v4 sections. If you are submitting well information you will be prompted to include these sections. See the EDD Manual for more details on including data for Wells, Well Construction and Geology.

If you are assembling an EDD for Soil Vapor Intrusion (SVI) data, there is a group of sections in the EDD for SVI data. The name of each of the SVI sections begins with the prefix "VI". There are VI_Locations_v4, VI_Sample_v4, and VI_TestResultsQC specific sections among other SVI sections. There are checks within the Electronic Data Processor which will direct you to enter SVI data in the VI sections.

The NYSDEC Blank EDD tables contain the necessary column headers. ***<u>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</u> <u>errors during the checking and submittal process.</u>***

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.

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 EQuIS. This data dictionary 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 EQuIS 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)
- Note: sys_loc_code and sys_sample_code are alphanumeric data fields which cannot contain special characters with the exception of the dash - and the underscore _
- Note: The coordinates in version 4 are presented as LAT and LONG. LAT = y and LONG = x making the entry in the EDD the reverse, y and x, of version 3 which was x and y.

Where the data fields are controlled by valid value tables, the *'Lookup'* column 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

equisqsedp.docx

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@dec.ny.gov for a new valid value to be added. To request a new valid value(s), please use the Valid Values Request Template found at:

 http://download.earthsoft.com/NYSDEC/NYSDEC_Valid_Values_Request_Template.xlsx

Please fill in the columns on the respective reference table template tab of this workbook with the valid values you would like to request and e-mail the completed workbook to the DEC EIMS Administrator at NYENVDATA@dec.ny.gov.

Each data provider will need to provide a company code <u>one time</u> to populate the RT_Company worksheet tab in the valid values spreadsheet. (You do not need to submit a completed data provider section with every EDD.) The company code is a short name which will be used to identify the company in the EDD and in the database. For example, the company code for the DEC is NYSDEC. You should select a COMPANY TYPE from the dropdown list and provide the full company name under COMPANY NAME. Please provide the contact information also. This may be done during the first submittal of an EDD. Populate the RT_Company information and include in your email a note indicating that you are proposing a new company code. OR you may request a new company code by sending an email to NYENVDATA just as you would for any valid value request. Once the company code is published, data providers will refer to it within an EDD (it associates you with the data).

<u>NYSDEC Format (EDP 6.x)</u>

The *NYSDEC EDD Format (EDP 6.x)* file is a zip file that contains the NYSDEC EDD format which needs to be opened using the Electronic Data Processor (EDP).   Information about using EDP with the NYSDEC EDD Format files can be found in the Electronic Data Processor (EDP) Quickstart Guide for Data Providers here: http://www.dec.ny.gov/docs/remediation_hudson_pdf/equisqsedp.pdf.

This document supplements the EarthSoft Standalone EQuIS Data Processor User Guide which data providers are encouraged to review for further EDP functionality. This User Guide can be found here:

http://www.dec.ny.gov/docs/remediation_hudson_pdf/edpuserguide.pdf

equisqsedp.docx

NYSDEC Valid Values (RVF)

The NYSDEC.rvf file contains the reference values (valid values) in a form that is read by the NYSDEC EDD Format file. This file is posted separately on the EarthSoft NYSDEC EDD Format website as it is updated frequently as new valid values are added to the NYSDEC database. Instead of replacing the entire NYSDEC EDD Format file data providers can download the updated NYSDEC.rvf file and use that with their NYSDEC EDD Format files.

THE NEXT STEP:

After discussing with the NYSDEC PM, 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 verified in the Electronic Data Processor (EDP).Details on how to install and use the EDP are covered in a separate Quickstart Guide found on the NYSDEC EDD Submission Website, http://www.dec.ny.gov/chemical/62440.html , under "Step 2: Check your EDD". In the screen shot below, the EQuIS Data Processor (EDP) is at the link the blue box, the EDP Quick Start Guide is at the link in the red box.

Step 2: Check your EDD

Data providers must download and install the EQuIS Data Processor (EDP) to check their properly NYSDEC DER EDD formatted file. EDP's software was created by EarthSoft and you will be redirected to their site to download the EDP and NYSDEC EDD format file. NYSDEC's EDP Quickstart guide (PDF) 8 page, 435 KB) is available to guide you through the installation of EDP.

EDP performs a series of formatting checks on the EDD and identifies a select group of errors in the data file prior to submission. After completing the EDP review, data providers will need to review the Final Checklist for Submission of EDDs (PDF) (1.3 MB) to DEC which documents various items that are not yet checked and detected automatically using EDP, but refer to critical fields required by NYSDEC to be populated in the EDD. Without completing these fields the EDD will not load into the database. Your compliance with this checklist will expedite a successful EDD submission to NYSDEC.

You will need to register the EDP software with EarthSoft (this is free), instructions on this are located in the EDP guide. You will typically receive an email within 2 business days from the DEC EIMS Administrator confirming the software registration and you will also receive a user login id and password to submit the checked EDD. If you do not receive a confirmation email within 2 days, please do not attempt to reregister, contact the DEC EIMS Administrator at NYENVDATA@gw.dec.state.ny.us.

SUBMIT DATA FOR A FACILITY WHICH IS NOT IN EQUIS

To submit data for a facility that is not yet in the EQuIS database, please create the package by picking any other facility that is in the database and Sign and Submit the EDD. After the zip file is created, change the ID part of the file name to your facility ID and e-mail the EDD to NYEVNDATA@dec.ny.gov. Include in your email submission a note explaining that this is a new site code or facility code. In the EQuIS relational database, the term "facility" is analogous to "site," and "subfacility" is analogous with a site Operable Unit (OU) or Area of Concern (AOC). The EIMS team will add your facility to the database using information provided in the Subfacility_v4 EDD section along with additional information provided in the e-mail and direction from the NYSDEC Project Manager.

equisqsedp.docx

CONTACTING THE EIMS DATA MANAGER:

For questions, concerns, and comments regarding the NYSDEC EQuIS EDD submittal please consult the EDD manual and/or contact the NYSDEC EIMS Administrator nyenvdata@.dec.ny.gov

After reviewing this quick start guide, if you need further assistance please review additional information found at the NYSDEC Environmental Data Submission web page which includes:

- The full NYSDEC Electronic Data Deliverable Manual (PDF).

- An EarthSoft Standalone EQuIS Data Processor (EDP) User Training Guide.

- Links to the Earthsoft EQuIS 6.6. Standalone EDP Online Documentation.

For additional questions related to the NYSDEC EDD format and submittal process please direct all inquiries to NYENVDATA@dec.ny.gov

For issues with installing EDP and getting the latest NYSDEC EDD format installed and registered please contact the EarthSoft Helpdesk:

- http://www.earthsoft.com/support/help-desk/,   or

- support@earthsoft.com, or

- (800) 649-8855