Site Remediation Program Electronic Data Interchange Manual

April 1999

NOTE TO READER: The instructions provided in this Electronic Data Interchange (EDI) Manual presumes that users have a basic working knowledge of computers and Windows 3.1 or higher, as well as a thorough working knowledge of their own software and the application(s) that will be used to prepare their data for submittal to the Site Remediation Program. The Site Remediation Program suggests that, for basic computer and/or software training, the users contact their computer/software vendor, software or Internet help lines or their local library or community college.

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This EDI Manual has been developed for the Site Remediation Program
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1.0 Introduction – Why the data must be in an electronic format

Requirements for electronic data submissions and Geographic Information System (GIS) compatibility are included in the Technical Requirements for Site Remediation (the "Tech Rules"), which are part of the *New Jersey Administrative Code* (N.J.A.C. 7:26E). The regulations require that results from the analysis of environmental samples be provided in an electronic format, and that every sample point must be provided with its coordinate location in either State Plane Feet or Latitude and Longitude (State Plane coordinates are preferred, if possible). In this way your data can be entered into our data management system, and will be accessible through the Department GIS System for internal and external data sharing.

The Site Remediation Program (SRP) has developed this manual to help you submit your data to us electronically. The manual is designed to make it easier to submit your data and incorporate it into a data management system. This will help the SRP make more informed cleanup decisions, respond more accurately to questions and improve our ability to review your data more quickly and accurately.

Depending on the program used to create the dataset files, either three or four files must be submitted to SRP. These include: the **DATASET FILE** (DTST), which briefly defines the data being submitted; the **SAMPLE FILE** (HZSAMPLE), which contains information about each sample collected; and the **RESULT FILE** (HZRESULT), which contains the results of the analyses of each sample. If data are submitted using the Hybrid option or in the .DBF format as described below, an additional file must be submitted when data have been entered in the HZSAMPLE SampNote field. If using FoxPro, this will be the **HZSAMPLE.FPT** file; if using DBASE, this will be the **HZSAMPLE.DBT** file.

There is a hierarchical relationship among the three tables. For example, if you are reporting one dataset where five samples were collected, and each of the samples was analyzed for twenty different analytes, the tables submitted should be constructed as follows: one Dataset Table with one record, one Sample Table with five records, and one Result Table with 100 records (five samples times 20 analytes).

There are four ways to develop and submit the required information (**please note: the Excel [.XLS] file format is not an acceptable option**).

> ## Option 1: Hazardous Site Database Submittal System (HazSite)
> HazSite is a stand alone executable data submittal application. All of the required fields, valid entries, and administrative checks are included within the application. HazSite was developed so parties with a computer but limited means of computer support could meet the electronic data deliverables requirements. **This is the best option when there is a limited number of samples, and especially if there is a limited number of analytes/results, since every analyte/result of every sample must have a data entry record.**

Option 2: Database Format (.DBF)
A party having access to and familiarity with database products (such as FoxPro or Access) may create files with these products and save them in the .DBF format. If using these products to track sampling information, parties may create an "output" (i.e., reports) in the .DBF formats defined in this manual. It is absolutely essential that the formats outlined in this SRP-EDI Manual are strictly adhered to, in regard to field names, widths, order, formatting, etc.

Option 3: Lotus-compatible Spreadsheet Format (.WK1)
A party having access to and familiarity with spreadsheet programs (such as Lotus or Excel) may create files with these products and save them in a .WK1 (1-2-3) format. If using these products to track sampling information, parties may create an "output" (i.e., reports) in the .WK1 formats defined in this manual.

Option 4: Hybrid
The Hybrid option uses both the HazSite application and one of the other general formats described (.WK1, .DBF, or .TXT). HazSite can be used to easily create the **DATASET** and **SAMPLE** files defined in this document, which are automatically put into a .DBF format. Since the **RESULT** file has a much greater number of records, and is primarily the responsibility of the laboratory, the consultant can request the lab to provide the **RESULTS** file in the .DBF, .WK1, or .TXT format specified in this manual. The HazSite User Guide provides instructions for merging the HazSite Dataset and Sample files with the Results file. This option provides the benefits of using HazSite (a stand alone system requiring limited computer skills, with administrative checks built in), but also allows the user to **avoid** a great deal of manual data entry into the Results file. Instead, the .WK1, .DBF or .TXT report from the laboratory information system can be used.

Whichever format you decide to use, you will need to create three separate files:

The **DATASET FILE**, the **SAMPLE FILE** and the **RESULT FILE**. The files must be named, respectively, **DTST, HZSAMPLE** and **HZRESULT**, all followed by the appropriate extension (i.e., either by .DBF, .WK1, or .TXT).

As noted above, if submitting data using the Hybrid option or in the .DBF format, an additional file must be submitted when data have been entered in the **SAMPLE FILES** SampNote field. If using FoxPro, this will be the **HZSAMPLE.FPT** file; if using DBASE, this will be the **HZSAMPLE.DBT** file.

FIELD DEFINITION CONVENTIONS
There are several mandatory fields required in the submission of data, which, if not completed, will require resubmission of data by the user/interested party. These mandatory fields are designated in this document as follows:

- Fields marked with an asterisk (*) are mandatory fields.

- Fields marked with a plus sign (+) indicate that either the complete Latitude and Longitude **OR** State Plane X, Y Coordinates must be submitted for each environmental sample collected.

- Fields marked with a carat (^) indicate that either MDL **OR** both Quant Type and Quant Level are mandatory fields.

It should be noted that all fields must be included in the HZSAMPLE and HZRESULT tables, even if no data are entered into a field. If all fields are not included in each table, the dataset will not be accepted. Once your submission is prepared, it is strongly recommended that you access the Electronic Data Submission Application (EDSA) on the SRP Home Page. Running EDSA will check the data for format correctness and administrative completeness. This is also the first check that the SRP conducts. By running EDSA yourself, the submission is more likely to be accepted, and this will decrease the number of resubmissions required and increase the efficiency of all parties involved.

Technical Assistance on all aspects of electronic data submission is provided on the SRP Home Page at **http://www.state.nj.us/dep/srp**. Select "**Regulations and Guidance**" topic, then "**Electronic Data Submittal/HazSite**" subtopic. See related items. You may also call (609) 633-1380. To request the HazSite application on diskette, call (609)292-9418.

2.0 HazSite Option: Electronic Submittal Requirements and Process

If you choose to use the Hazardous Site Database Submittal System (HazSite), there are several ways to obtain a copy:

- Through the Department internet Home Page at (**http://www.state.nj.us/dep/srp**). Select **"Regulations and Guidance"** topic.   Select the **"Electronic Data Submittal/HazSite"** subtopic, then select **"HazSite Database Submittal System (HDSS) Software related items."** Follow the instructions provided in the HazSite User's Guide. The User's Guide is also available at the same internet address or by calling (609) 292-9418.

- Through the Department Bulletin Board System (609) 292-2006. Download the most current files entitled **HAZSITE**. Refer to the end of this manual for instructions regarding how to use the Bulletin Board System.

- By requesting a CD or set of floppy diskettes from the SRP at (609) 292-9418.

Computer system requirements for using the HazSite application option are as follows:

a. Hardware and software requirements:

Hardware Requirements:	**PC 386 DX, 40 MHz or better**
	8 Mb of RAM
	10 Mb of available disk space
Software Requirements:	**DOS 3.3 or higher**
	Microsoft Windows 3.1 or higher

b. For maximum visibility, it is recommended that the screen display setting is 640 x 480 pixels.

The HazSite application is a user-friendly, stand-alone, Windows-based application. Please download the HazSite User Guide from the SRP internet Home Page prior to beginning. The application creates three data files: **DTST (Dataset), HZSAMPLE (Sample) and HZRESULT (Results)**. The screens guide the user through the application via pull down menus.

The main HazSite Screen is shown at the top of the next page. It should be noted that the first time you access HazSite, you will see the HazSite Dataset Manager Screen (shown on the next page in the "Dataset File" section). Thereafter, you will see the HazSite Main Menu when you open the HazSite application.
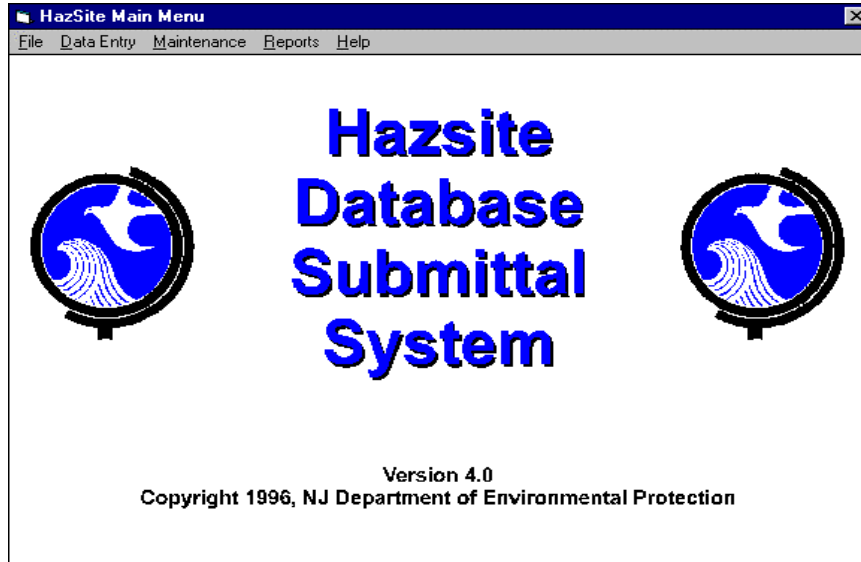
DATASET FILE

The "File" option from the HazSite Main Menu Screen lets the user create a Dataset file. The Dataset is used to catalog each data submittal to the SRP. It contains a directory field that designates the subdirectory for file storage. The Dataset Manager Screen is shown below.
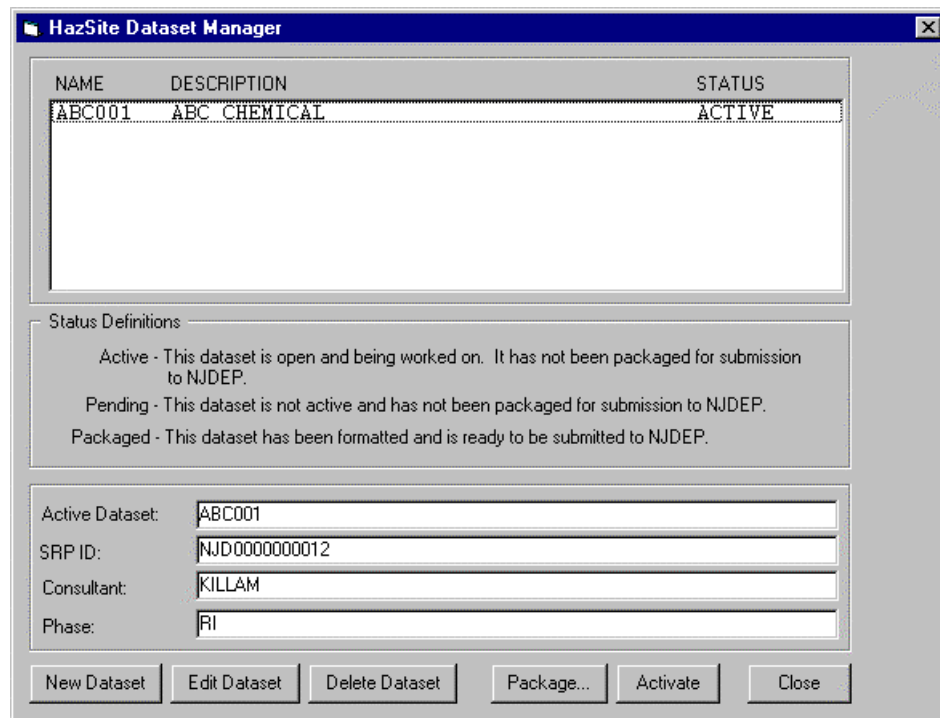
The first time you use HazSite to create a New Dataset, you will see the following screen:

Create New Dataset

To create a new dataset, enter a short name (8 character or less, no spaces or punctuation), and a description, and press the OK button.

Dataset Name:

Description:

SRP ID:

Consultant:

Phase:

Ok   Cancel

What is the DATASET file?

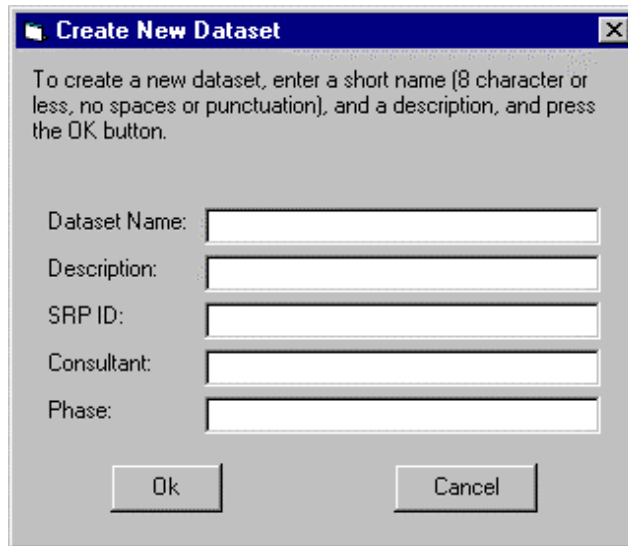The Dataset can be defined as the electronic equivalent of the cover page for the sampling and analytical results that are submitted to the SRP via hard copy. The DATASET file provides basic information about the sampling event, including site description, investigation phase, consultant, submittal date, and other information. There should be only one record in each Dataset file. The Dataset may represent one or more sampling episodes at a site. For example, the sampling and analytical results of four rounds of quarterly monitoring (at the same site) can be submitted as a single dataset.

Table 2.1 defines the Dataset **Record**. It provides the **Name** of each field, the **Field Type** (character, date, or numeric) and the **Width** of each field (the maximum number of characters permitted).

TABLE 2.1 – File Structure for file named DTST.DBF

Field#	Field Name	Field Type	Width	Decimals
*1	DIRECTORY	Character	8	
*2	DESC	Character	40	
*3	SRPID	Character	16	
*4	CONSULTANT	Character	40	
5	PHASE	Character	12	
6	STATUS	Character	10	
7	TRANSMIT	Character	1	
*8	SUBMITDATE	Date	8	
9	PACKNUM	Numeric	2	

KEY: (Mandatory fields)

* If not completed, resubmission will be required.

NOTE: HazSite will not permit you to enter more than the number of characters listed under "**width**" in Table 2.1 above. Also, it will not permit you to move on to the next field if you have not filled in a mandatory field.

SAMPLE FILE

The "**Data Entry**" menu contains two options, "**Sample**" and "**Results**" (refer to the Hazsite Main Menu figure above).

The SAMPLE file contains information about each sample collected at a site. The information is roughly equivalent to field notes, and includes: sample number, date, matrix, field identification, location information, etc. There should be one sample record for each sample collected. It should be noted that it is necessary to save each sample record prior to creating a new sample record.

A unique sample record is created collectively by the following fields: the SRP ID, the Sample Date, and the Sample Number. Therefore, there can be identical Sample Numbers in a dataset as long as those samples were collected on different dates.

The Sample Screen is provided below.

Table 2.2 defines the structure for each Sample Field in the Sample File.

TABLE 2.2 – File Structure for file named HZSAMPLE.DBF

Field#	Field Name	Field Type	Width	Decimals
*1	SRPID	Character	16	
*2	SAMPDATE	Date	8	
*3	SAMPNUM	Character	7	
4	SAMPTIME	Character	5	
*5	DUPSAMP	Character	1	
*6	MATRIX	Character	15	
*7	FIELDID	Character	12	
8	AOCID	Character	16	
+9	LAT_DEGREE	Character	2	
+10	LAT_MINUTE	Character	2	
+11	LAT_SECOND	Character	7	4
+12	LON_DEGREE	Character	3	
+13	LON_MINUTE	Character	2	
+14	LON_SECOND	Character	7	4
+15	SP_X	Character	14	
+16	SP_Y	Character	14	
*17	DEPTH_TOP	Character	6	
18	DEPTH_BOTM	Character	6	
19	GROUNDELEV	Character	6	
20	WELL_ELEV	Character	6	
*21	SAMPTYPE	Character	15	
*22	DATETOLAB	Date	8	
23	SAMPMETHOD	Character	15	
24	SAMPNOTE	Memo	10	
25	SUBMITDATE	Date	8	
26	QAQC	Character	1	

KEY: (Mandatory fields)

* If not completed, resubmission will be required.

+ Either the complete Latitude and Longitude **OR** State Plane X, Y Coordinates must be submitted for each environmental sample collected.

NOTE: HazSite will not permit you to enter more than the number of characters listed under "**width**" in Table 2.2 above. Also, it will not permit you to move on to the next field if you have not filled in a mandatory field.

RESULT FILE
The Result file contains the results of the analysis of each sample. The Result file includes the Sample Number, Sample Date, Lab ID, the name of the analyte or parameter, the concentration of the result, QA Qualifier, Method Detection Limit, and other information. Each compound analyzed for in each sample collected requires a result record. You must save each result record prior to creating the next result record. The Results Screen is provided below.
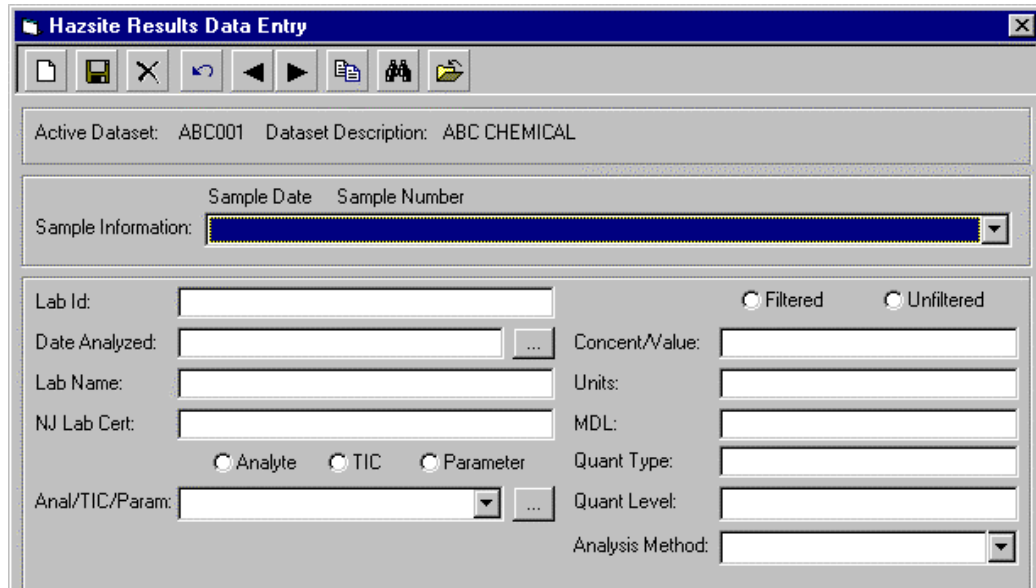
Table 2.3 defines the structure for each Result record in the Result file.

TABLE 2.3 – File Structure for file named HZRESULT.DBF

Field#	Field Name	Field Type	Width	Decimals
*1	SRPID	Character	16	
*2	SAMPDATE	Date	8	
*3	SAMPNUM	Character	7	
*4	LABID	Character	12	
*5	DANALYZ	Date	8	
6	LABNAME	Character	20	
*7	NJDLABCERT	Character	5	
*8	RESULTTYPE	Character	1	
*9	ANALTPARAM	Character	60	
*10	CAS	Character	15	
11	FILTUNFILT	Character	1	
*12	CONC	Character	12	
*13	CONCUNITS	Character	15	
14	QAQUAL	Character	7	
^15	MDL	Character	12	
^16	QUANTTYPE	Character	8	
^17	QUANTLEVEL	Character	12	
*18	ANLYS_MTHD	Character	15	
19	QAQC	Character	1	

KEY: (Mandatory fields)

* If not completed, resubmission will be required.

^ Either MDL **OR** Quant Type and Quant Level must be submitted for each result.

NOTE: HazSite will not permit you to enter more than the number of characters listed under "**width**" in Table 2.3 above. Also, it will not permit you to move on to the next field if you have not filled in a mandatory field.

Prior to transmitting the data to the SRP, the user will be able to check the accuracy of transcribing data from field notes into HazSite by using the "Reports" menu option. Shown below are the HazSite Main Menu Screen and the Reports option.
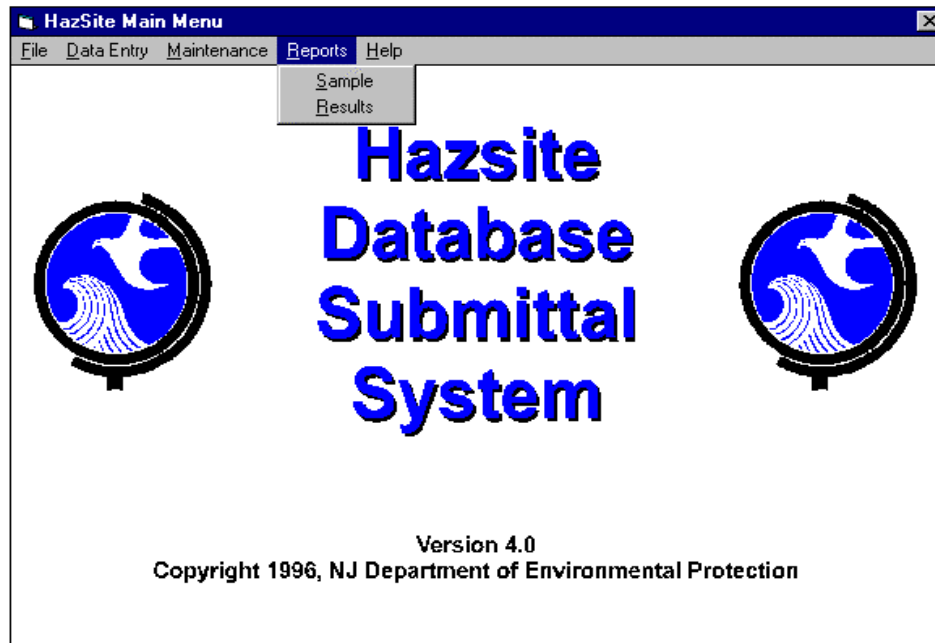
The HazSite Database Submittal System can "package" the data before sending it to the SRP. This is useful when the data submittal would otherwise comprise more than one diskette. The packaging function places the Dataset, Sample and Result tables for each sample into one file, for simplicity in transmittal to the Department.

Prior to using the package function, the data compression utility PKZIP® must be installed on the user's computer. PKZIP® is a shareware product and is available for compressing files from many sources. Please refer to the SRP Home Page, or go directly to the PKWARE internet home page (**http://www.pkware.com**). After clicking on HazSite, press the HELP Button and refer to guidance on Zip Utilities. The **DOS** version of PKZIP® should be downloaded and put into the computer "path" statement. Refer to the end of the manual for instructions on adding PKZIP® to the computer "path" statement.

To use the package utility, simply press the "Package" button on the HazSite Dataset Manager Screen.

If there are problems running the package function or you are unable to run a Zip Utility, you can simply save and close the DATASET, SAMPLE and RESULT records in HazSite and copy the related files to a computer diskette. In Windows 95, this is done by clicking on **Start**, **Programs**, **Windows Explorer**, and then the HazSite folder. Then click on the subdirectory with the same name as the Dataset Name field in HazSite. Copy the DTST.DBF, HZSAMPLE.DBF, HZSAMPLE.FPT, and HZRESULT.DBF files from the appropriate HazSite folder onto a diskette.

3.0 Using the Database Format (.DBF) Option

Refer to **Section 8.0, Discussion of Fields** in this manual for complete field descriptions and acceptable entries.

DATASET FILE

The Dataset can be defined as the electronic equivalent of the cover page for the sampling and analytical results that are submitted to the SRP via hard copy. The DATASET file provides basic information about the sampling event, including site description, investigation phase, consultant, submittal date, and other information. There should be only one record in each Dataset file. The Dataset may represent one or more sampling episodes at a site. For example, the sampling and analytical results of four rounds of quarterly monitoring (at the same site) can be submitted as a single dataset.

The structure for the Dataset file (DTST.DBF) is defined in Table 3.1.

TABLE 3.1 – File Structure for Dataset file to be named by submitter as DTST.DBF

Field#	Field Name	Field Type	Width
*1	DIRECTORY	Character	8
*2	DESC	Character	40
*3	SRPID	Character	16
*4	CONSULTANT	Character	40
5	PHASE	Character	12
6	STATUS	Character	10
7	TRANSMIT	Character	1
*8	SUBMITDATE	Date	8
9	PACKNUM	Numeric	2

KEY: (Mandatory fields)

* If not completed, resubmission will be
   required.

NOTE: Exact Field Names and Widths are needed so that the information can be accurately inserted into the existing SRP database. If the submitted names or field widths are not compatible with the SRP database, the information may not be transferred accurately to the SRP database, and could result in data loss. In such cases, the file would be rejected.

SAMPLE FILE

The second file you will create is the SAMPLE file. The Sample file includes the date and location of the sample and other important information as shown in the Sample Record Table (Table 3.2, below). Each **Sample Record** requires a specific number of fields, a **Name** for each field, the **Field Type** (character, date, or numeric) and the **Width** of each field.

The SAMPLE file contains information about each sample collected at a site. The information is roughly equivalent to field notes, and includes: sample number, date, matrix, field identification, location information, etc. There should be one sample record for each sample collected.

A unique sample record is created collectively by the following fields: the SRP ID, the Sample Date, and the Sample Number. Therefore, there can be identical Sample Numbers in a dataset as long as those samples were collected on different dates.

The structure for the Sample file (HZSAMPLE.DBF) is defined in Table 3.2 .

TABLE 3.2 – File Structure for file to be named by submitter as HZSAMPLE.DBF

Field#	Field Name	Field Type	Width	Decimals
*1	SRPID	Character	16	
*2	SAMPDATE	Date	8	
*3	SAMPNUM	Character	7	
4	SAMPTIME	Character	5	
*5	DUPSAMP	Character	1	
*6	MATRIX	Character	15	
*7	FIELDID	Character	12	
8	AOCID	Character	16	
+9	LAT_DEGREE	Character	2	
+10	LAT_MINUTE	Character	2	
+11	LAT_SECOND	Character	7	4
+12	LON_DEGREE	Character	3	
+13	LON_MINUTE	Character	2	
+14	LON_SECOND	Character	7	4
+15	SP_X	Character	14	
+16	SP_Y	Character	14	
*17	DEPTH_TOP	Character	6	
18	DEPTH_BOTM	Character	6	
19	GROUNDELEV	Character	6	
20	WELL_ELEV	Character	6	
*21	SAMPTYPE	Character	15	
*22	DATETOLAB	Date	8	
23	SAMPMETHOD	Character	15	
24	SAMPNOTE	Memo	10	
25	SUBMITDATE	Date	8	
26	QAQC	Character	1	

KEY: (Mandatory fields)

* If not completed, resubmission will be required.

\+ Either the complete Latitude and Longitude **OR** State Plane X, Y Coordinates must be submitted for each environmental sample collected.

NOTE: Exact Field Names and Widths are needed so that the information can be accurately inserted into the existing SRP database. If the submitted names or field widths are not compatible with the SRP database, the information may not be transferred accurately to the SRP database, and could result in data loss. In such cases, the file would be rejected.

RESULT FILE
The third (last) file you will create is the RESULT File. This file includes the sample date, result type, and analytical concentrations of the contaminants detected in the sample and other important information. Each **Result Record** requires a specific number of fields, a **Name** for each field, the **Field Type** (character, date, or numeric) and the **Width** of each field.

The RESULT file contains the result of the analysis of the sample. The Result file includes the Sample Number, Sample Date, Lab ID, the name of the analyte or parameter, the concentration of the result, QA Qualifier, Method Detection Limit, etc.   Each compound analyzed for in each sample collected requires a result record.

The structure for the Result file (HZRESULT.DBF) is provided in Table 3.3.

TABLE 3.3 – File Structure for file to be named by submitter as HZRESULT.DBF

Field#	Field Name	Field Type	Width	Decimals
*1	SRPID	Character	16	
*2	SAMPDATE	Date	8	
*3	SAMPNUM	Character	7	
*4	LABID	Character	12	
*5	DANALYZ	Date	8	
6	LABNAME	Character	20	
*7	NJDLABCERT	Character	5	
*8	RESULTTYPE	Character	1	
*9	ANALTPARAM	Character	60	
*10	CAS	Character	15	
11	FILTUNFILT	Character	1	
*12	CONC	Character	12	
*13	CONCUNITS	Character	15	
14	QAQUAL	Character	7	
^15	MDL	Character	12	
^16	QUANTTYPE	Character	8	
^17	QUANTLEVEL	Character	12	
*18	ANLYS_MTHD	Character	15	
19	QAQC	Character	1	

KEY: (Mandatory fields)

* If not completed, resubmission will be required.

^ Either MDL **OR** Quant Type and Quant Level.

NOTE: Exact Field Names and Widths are needed so that the information can be accurately inserted into the existing SRP database. If the submitted names or field widths are not compatible with the SRP database, the information may not be transferred accurately to the SRP database, and could result in data loss. In such cases, the file would be rejected.

4.0 Using the Spreadsheet format (.WK1) Option

A Lotus-compatible spreadsheet format is acceptable for submitting electronic data.   Using the spreadsheet option requires strict adherence to the format defined below.

NOTE: the column header names in the .WK1 format differ slightly from the field names in the .DBF format. If you modify a .WK1 and then save it as a .DBF, you must change the field names to match those of the .DBF structure in section 3.0 of this manual prior to submittal to the department.

Lotus-Compatible Spreadsheet Option: Electronic Submittal Requirements and Process
You can choose to submit sample and results data in a Lotus .WK1 (1-2-3) compatible spreadsheet format that conforms to the structure below. For instance, you may use Microsoft Excel to create a worksheet, then save the data as a .WK1 (1-2-3) file. When completing the spreadsheet, one record should be entered per row, with the fields for each record laid out in columns as described below. All date fields in the spreadsheet submission should be in the format MM/DD/YYYY. Refer to **Section 8.0, Discussion of Fields** in this manual for complete field descriptions and acceptable entries.

DATASET FILE
The Dataset can be defined as the electronic equivalent of the cover page for the sampling and analytical results that are submitted to the SRP via hard copy. The DATASET file provides basic information about the sampling event, including site description, investigation phase, consultant, submittal date, and other information. There should be only one record in each Dataset file. The Dataset may represent one or more sampling episodes at a site. For example, the sampling and analytical results of four rounds of quarterly monitoring (at the same site) can be submitted as a single dataset.

The Dataset spreadsheet below shows you the number of columns required for each **Dataset Record**, the **Name** of each column, the **Column Type** (character, date, or numeric) and the **Width** of each column.

SPREADSHEET 4.1 – DATASET: This spreadsheet is to be named DTST.WK1

Column	Column Header	Column Description	Data Length	Type
*A)	Directory	Directory Name	8	Alphanumeric
*B)	Desc	Description	40	Alphanumeric
*C)	SRP ID	Site Remediation Program Identification	16	Alphanumeric
*D)	Consultant	Consultant	40	Alphanumeric
E)	Phase	Remedial Phase	12	Alphanumeric
F)	Status	Status of Dataset	10	Alphanumeric
G)	Transmit	Transmittal Method	1	Alphanumeric
*H)	Submit Date	Submittal Date	8	Date
I)	Pack Num	Package Number	2	Numeric

KEY: (Mandatory fields)

* If not completed, resubmission will be
  required.

NOTE: Exact Column Headers and Data Lengths are needed so that the information can be accurately inserted into the existing SRP database. If the submitted names or widths are not compatible with the SRP database, the information may not be transferred accurately to the SRP database, and could result in data loss. In such cases, the file would be rejected.

An example of a DTST.WK1 is provided below (Note: this example file was prepared in Microsoft Excel, but saved as a .WK1 file).
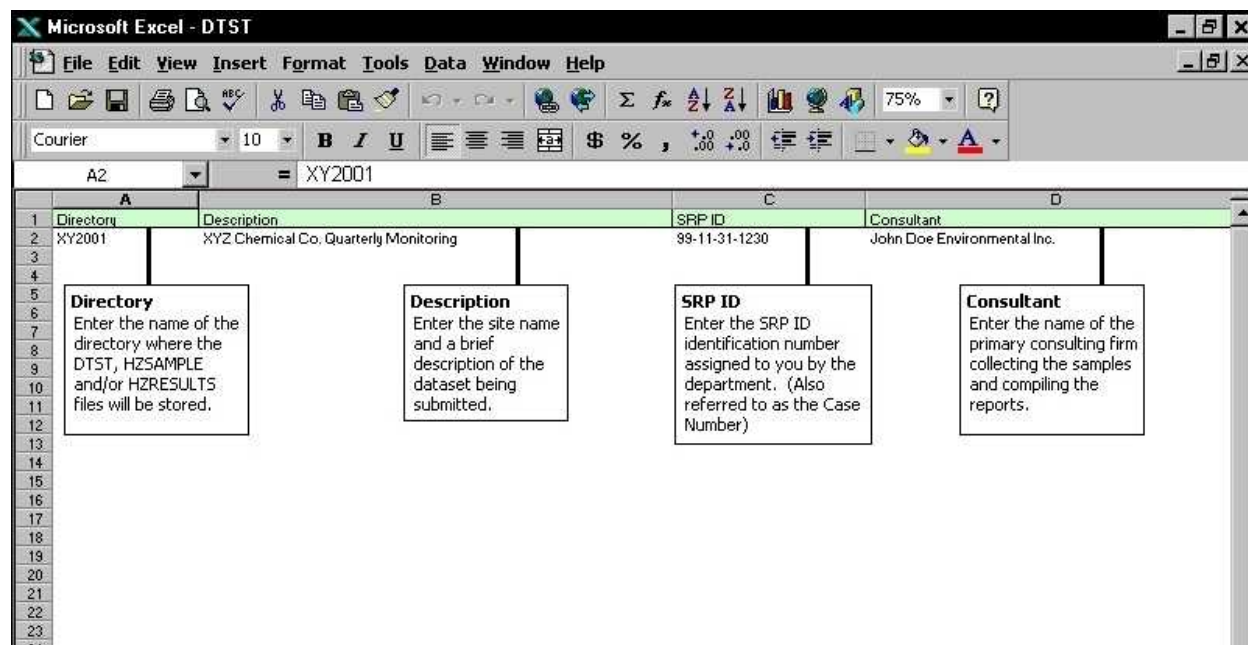
SAMPLE FILE
The second file you will create is the SAMPLE file. The Sample file includes the date and location of the sample and other important information as shown in the spreadsheet below (Spreadsheet 4.2). Each **Sample Record** requires a specific number of fields, a **Name** for each field, the **Field Type** (character, date, or numeric) and the **Width** of each field.

The SAMPLE file contains information about each sample collected at a site. The information is roughly equivalent to field notes, and includes: sample number, date, matrix, field identification, location information, etc. There should be one sample record for each sample collected.

A unique sample record is created collectively by the following fields: the SRP ID, the Sample Date, and the Sample Number. Therefore, there can be identical Sample Numbers in a dataset as long as those samples were collected on different dates.

SPREADSHEET 4.2 – SAMPLE: This spreadsheet is to be named HZSAMPLE.WK1

Column	Column Header	Column Description	Data Length	Type
*A)	SRP ID	Site Remediation Program Identification	16	Alphanumeric
*B)	Sample Date	Sample collection date (MM/DD/YYYY)	8	Date
*C)	Sample Number	Unique identification number for sample	7	Alphanumeric
D)	Sample Time	Sample collection time	5	Alphanumeric
*E)	Duplicate	Duplicate sample (Yes/No field)	1	Alphanumeric
*F)	Matrix	Acceptable entries defined in section 8.0	15	Alphanumeric
*G)	Field ID	Field Number for Sample	12	Alphanumeric
H)	AOC ID	Area of Concern (text or number)	16	Alphanumeric
+I)	Lat Degrees	Latitude Degrees	2	Alphanumeric
+J)	Lat Minutes	Latitude Minutes	2	Alphanumeric
+K)	Lat Seconds	Latitude Seconds	7	Alphanumeric
+L)	Lon Degrees	Longitude Degrees	3	Alphanumeric
+M)	Lon Minutes	Longitude Minutes	2	Alphanumeric
+N)	Lon Seconds	Longitude Seconds	7	Alphanumeric
+O)	SP X-Coord	State Plane X Coordinate	14	Alphanumeric
+P)	SP Y-Coord	State Plane Y Coordinate	14	Alphanumeric
*Q)	Depth Top	Depth at top of sample (ft)	6	Alphanumeric
R)	Depth Botm	Depth at bottom of sample (ft)	6	Alphanumeric
S)	Ground Elev	Ground Elevation (ft)	6	Alphanumeric
T)	Well Elev	Well Elevation (ft)	6	Alphanumeric
*U)	Sample Type	Acceptable entries defined in section 8.0	15	Alphanumeric
*V)	Date to Lab	Date sample was delivered to lab	8	Date
W)	Sample Meth	Field sampling method	15	Alphanumeric
X)	Sample Note	Notes about Sample Method or Type	10	Memo
Y)	Submit Date	Date package submitted to SRP	8	Date
Z)	QAQC	Leave Blank, NJDEP use only	1	Alphanumeric

KEY: (Mandatory fields)

* If not completed, resubmission will be required.

+ Either the complete Latitude and Longitude **OR** State Plane X, Y Coordinates must be submitted for each environmental sample collected.

NOTE: Exact Column Headers and Data Lengths are needed so that the information can be accurately inserted into the existing SRP database. If the submitted names or widths are not compatible with the SRP database, the information may not be transferred accurately to the SRP database, and could result in data loss. In such cases, the file would be rejected.

Shown below is an example of HZSAMPLE.WK1 spreadsheet and some of the fields that are required (Note: the file was prepared in Microsoft Excel, but saved as a .WK1 file).

RESULT FILE
The third (last) file you will create is the RESULT file. This spreadsheet includes the sample date, result type and analytical concentration of the sample and other important information as shown in the Results spreadsheet below.

The RESULT file contains the result of the analysis of the sample. The Result file includes the Sample Number, Sample Date, Lab ID, the name of the analyte or parameter, the concentration of the result, QA Qualifier, Method Detection Limit, etc.   Each compound analyzed for in each sample collected requires a Result record.

SPREADSHEET 4.3 – RESULT: This spreadsheet is to be named HZRESULT.WK1

Column	Column Header	Column Description	Data Length	Type
*A)	SRP ID	Site Remediation Program Identification	16	Alphanumeric
*B)	Sample Date	Sample Collection Date (MM/DD/YYYY)	8	Date
*C)	Sample Number	Unique identification number for sample	7	Alphanumeric
*D)	Lab ID	Lab Number for Sample	12	Alphanumeric
*E)	Date Analy	Laboratory Analysis Date	8	Date
F)	Lab Name	Name of Lab performing analysis	20	Alphanumeric
*G)	Lab Cert Num	NJDEP Lab Certification Number	5	Alphanumeric
*H)	Result Type	A for Analyte, P for Parameter, T for TIC	1	Alphanumeric
*I)	AnaltParam	Identify Analyte, Parameter or TIC name	60	Alphanumeric
*J)	CAS	CAS number for Analyte	15	Alphanumeric
K)	Filt/Unfilt	Indicate F for Filtered, U for Unfiltered	1	Alphanumeric
*L)	Conc	Concentration resulting from Analysis	12	Alphanumeric
*M)	Units	Concentration Units, ppm, ppb, or text	15	Alphanumeric
N)	QA Qualifier	Quality Assurance qualifiers - See List 4.3	7	Alphanumeric
^O)	MDL	Method Detection Limit	12	Alphanumeric
^P)	Quant Type	Quantitation Type (PQL, CRDL, CRQL)	8	Alphanumeric
^Q)	Quant Level	Value of PQL, CRDL, CRQL, etc.)	12	Alphanumeric
*R)	Anlys Mthd	Analysis Method, EPA (or other)	15	Alphanumeric
S)	QAQC	Leave blank, NJDEP use only	1	Alphanumeric

KEY: (Mandatory fields)

* If not completed, resubmission will be required.

^ Either MDL **OR** Quant Type and Quant Level.

NOTE: Exact Column Headers and Data Lengths are needed so that the information can be accurately inserted into the existing SRP database. If the submitted names or widths are not compatible with the SRP database, the information may not be transferred accurately to the SRP database, and could result in data loss. In such cases, the file would be rejected.

5.0 The "Hybrid" Option

When submitting a Dataset with a large number of Result records it is prudent to avoid manual entry of result data into HazSite. In this case, it is possible to create the **DATASET** record and **SAMPLE** records by using the **HazSite application and the instructions outlined in Sections 1 and 2 of the HazSite User's Guide,** along with the **RESULT** file from the laboratory in either a .WK1, .DBF or .TXT format. Manually entering data into the HazSite Result file is <u>not required</u>.   Submitting the sampling and result information in this manner is called the Hybrid Option.

The steps to take are as follows:

1. Use HazSite to create a Dataset (DTST.DBF) file and record.

2. Complete Sample data entry (HZSAMPLE.DBF).

3. Save and close the dataset.

4. Go into the HazSite Directory. For instance in Windows 95, this is done by clicking on **Start, Programs, Windows Explorer,** and then the HazSite folder. Then click on the subdirectory with the same name as the Dataset Name field created using the HazSite application.

5. Copy the **DTST.DBF, HZSAMPLE.DBF <u>and</u> HZSAMPLE.FPT** files from the appropriate HazSite Directory onto a diskette.

6. Copy the **HZRESULT.DBF, HZRESULT.WK1, <u>or</u> HZRESULT.TXT** file from the laboratory onto the same diskette for submittal to the SRP.

7. Ensure that the fields used to link the three files (**SRP ID, SAMPDATE** and **SAMPNUM**) are identical: SRP ID must be identical in all three files, and SAMPDATE and SAMPNUM must be identical in the HZSAMPLE and HZRESULT files. This step is essential. If these fields do not match amongst the three files, the dataset will be rejected.

Refer to **Section 8.0**, **Discussion of Fields**, for complete field descriptions and acceptable entries.

The Hybrid Option allows the benefits of using HazSite (a stand-alone system requiring limited computer skills, with administrative checks built in), and allows the user to **<u>avoid</u>** a great deal of manual data entry into the Result file. Instead, the .WK1, .DBF, or .TXT report from the laboratory information system can be used.

Please see Section 7.0, Data Transmission, and the information regarding zipping data when copying files onto a diskette.

6.0 Submittal in Text Tab Delimited Format

It is possible for the user to save and submit these files in a "text, tab-delimited" (i.e., ASCII, tab-delimited) format, rather than saving and submitting the DTST, HZSAMPLE, and HZRESULT files in either .DBF or .WK1 formats. Users should be aware that the SRP is planning on accepting only ASCII, tab-delimited submittals in the near future.

Users should continue to create the DTST, HZSAMPLE, and HZRESULT files in whichever spreadsheet or database application they are currently using; the files are to be created as described in Sections 3.0 and 4.0 of this manual. There is no difference in data content requirements when saving in this "text" format compared to the .DBF or .WK1 formats. As the final step before exiting the application, the file(s) should be saved in the ASCII, tab-delimited format.

Each spreadsheet and database application may have a different procedure for saving files in the ASCII, tab-delimited format. In general, go to the application's "SAVE AS" command, go to "FILE TYPES," and select ASCII (some applications may refer to this as "TEXT, Tab Delimited" rather than "ASCII, Tab Delimited"). The "tab-delimited" selection will usually be available as a FILE TYPE on the SAVE AS dialog screen. An example of this procedure is given below for saving from Microsoft Excel. If you use different software, or have questions regarding this procedure that are specific to your software, please contact your software vendor or manufacturer.

EXAMPLE: Saving Spreadsheet Created In Excel As ASCII, Tab Delimited
1.   Produce the DTST, HZSAMPLE, and/or HZRESULT file in Excel.
2.   Go to the **Main Menu** and select **FILE**.
3.   In the **File Menu**, select **SAVE AS**.
4.   Go to the box entitled **SAVE AS TYPE**, select **Text (Tab delimited) (*.txt)**.
5.   Go to the box entitled **FILE NAME** and type in the appropriate name for the file.
6.   Click on the **SAVE** button.
7.   If the active Excel Workbook contains more than one spreadsheet, follow the directions
          for saving each spreadsheet under a different name.
8.   When done entering information, make sure to again save the file in the **Text (Tab
          delimited) (*.txt)** when quitting the application.

It is strongly recommended that the ASCII (.TXT) files be reviewed prior to submittal to the SRP, to verify the file contents. The files can be reviewed using any text-editing software. The programs NOTEPAD and WORDPAD are available as part of all Windows 95 and Windows 98 installations. Do not be alarmed by what appears to be misaligned columns. Many text editors will present the tab-delimited data in this manner.

7.0 Data Transmission

All physical media sent to the Department must be in an PC-compatible format. Data from HazSite, the Lotus-compatible spreadsheet format (.WK1), .DBF, or .TXT files can be transmitted by either of the following methods:

1. On 3.5" 1.44 IBM formatted diskettes, or
2. Uploaded to the SRP bulletin board system (BBS).

If using Method 1, the diskette option, the user should transmit the diskette to the Department representative for that site (e.g., site manager or case manager), along with the other documents submitted as part of the required deliverables. A memo indicating the facts of the electronic data submittal must accompany the official hard copy submission. The memo should specify exactly what data are being submitted. The diskette should be labeled on its exterior as "Analytical Results" and should also include the following information from the Dataset file on the diskette:

> Directory
> Description
> SRP ID
> Submittal Date

NOTE: The diskette containing the analytical sample results must be separate from any diskette containing GIS-compatible maps submitted pursuant to N.J.A.C. 7:26E-4.8(c)12 (Ecological Evaluations maps) and N.J.A.C. 7:26E-6.2(a)17iii (Classification Exception Areas maps).

If using Method 2, the bulletin board option, a memo indicating the facts of the electronic data submittal must accompany the official hard copy submission, and must indicate to the site/case manager where the information is located (i.e., file name, date of BBS transmission, etc.). The memo should specify exactly what data are being submitted. The submission should be labeled as "Analytical Results" and also include the same information from the Dataset file as listed above.

For further information about access to the BBS, refer to the section "Steps For Using the NJDEP Bulletin Board System (BBS)" at the end of this manual, or refer to the SRP internet Home Page.

If the data files being submitted do not fit on a single diskette, it is required that the files be "zipped" (compressed) into a single zip file that fits onto a single diskette (the individual files should not be zipped and submitted as separate zip files). If the single file, zipped data still exceed a single diskette, the zip utility must span diskettes.

The SRP Home Page has information about Zip or Data Compression Utilities. After accessing the SRP Home Page, click on the "**Regulations and Guidance**" topic, "**Electronic Data Submittal/Hazsite**" subtopic. Press the Help button and refer to the guidance on Zip Utilities.

8.0 Discussion of Fields

This description of fields is organized by Table (DTST, HZSAMPLE, and HZRESULT), and the field order corresponds to the field structure outlined in the tables above. The field name in CAPS is the .DBF file structure field name from the HazSite application. The name of the column headers for the Lotus-compatible spreadsheet (.WK1) is provided in parentheses. When working directly in the HazSite application, you should refer to the Help menu for data definitions, as they more accurately correspond to the field name and order in the HazSite application.

There are several mandatory fields required in the submission of data, which if not completed, will require resubmission of data by the user/interested party. These fields are marked with an asterisk (*) below. Fields marked with a plus sign (+) indicate that either the complete Latitude and Longitude OR State Plane X, Y Coordinates are mandatory fields. Fields marked with a carat (^) indicate that either MDL OR Quant Type and Quant Level are mandatory fields.

DATASET Table: DTST.DBF or DTST.WK1
*   **DIRECTORY** (Directory)
     Designates the subdirectory for file storage. A particular site may have numerous data submittals representing different sampling episodes. For each sampling event at a site or each data submittal at a site, this directory should be unique.

*   **DESC** (Desc)
     Description of the dataset being submitted, including site name.

*   **SRPID** (SRP ID)
     This is the SRP identification number. The SRP ID can be either the Site ID or the Case ID. Acceptable formats are provided below. The applicable format is dependent on the lead group for your case; contact your case manager if you are not sure of the correct SRP identification number. This field should match the **SRPID** (SRP ID) field in the **HZSAMPLE** and **HZRESULT** files.

        BFO: use the Case ID (incident number) assigned by the SRP. For example: 98-01-31-1422-35. Dashes may be omitted. This format is YYMMDD, followed where available by HHMMSS (any or all). The abbreviations stand for, respectively, the two character fields of YY = Year, MM = Month, DD = Day, HH = Hours in military time, MM = Minutes, and SS = Seconds.

        BUST: Same as BFO incident number format.

        BFO-IN: If you have an incident number, use it. Otherwise, use the closure/notification number, i.e., C98-0001, N98-0001.

        ISRA: Use the 6 character ID, which is E, followed by 5 numbers, i.e., E99001.

> ***BFCM, BSCM***: EPA ID or equivalent, NJ##########, or NJL#########, or 6 digit numeric.
>
> ***BSM***: EPA ID or equivalent, NJ########## or NJL#########.

* **CONSULTANT** (Consultant)
  Name of the primary consulting firm collecting samples and compiling reports.

  PHASE (Phase)
  The remedial phase (pursuant to the Tech Rules) for which the samples are being collected (i.e., preliminary assessment, site investigation, remedial investigation, remedial action).

  STATUS (Status)
  This field indicates the status of the dataset preparation, whether Active, Pending or Packaged. In HazSite this field will be automatically updated while the user enters data. For .WK1 and .DBF files, all datasets submitted should have a status of Packaged. Status definitions follow:

Active	=	The dataset is being worked on; it has not been packaged for submission to NJDEP.
Pending	=	This dataset is not active and has not been packaged for submission to NJDEP.
Packaged	=	This dataset has been formatted and is ready to be submitted to NJDEP.

  TRANSMIT (Transmit)
  This field indicates the method of data transmittal. In the HazSite application, this field will be automatically updated when packaging. In .WK1 and .DBF files, indicate "A" for the A drive, "B" for the B drive, and "T" for other means of transfer (i.e., modem).

* **SUBMITDATE** (Submit Date)
  Date the dataset was submitted to SRP. In HazSite this field is automatically updated. For .WK1 and .DBF files, use the MM/DD/YYYY format.

  PACKNUM (Pack Num)
  A package (dataset) identification field. In HazSite, this field is automatically updated. For .WK1 and .DBF files, this may be left blank.

HZSAMPLE Table
* **SRPID** (SRP ID)
  This is the SRP identification number. This field should match the **SRPID** (SRP ID) field in the **DTST** and **HZRESULT** files. Refer to the explanation for the SRPID field provided for the DTST Table, above, for applicable formats.

* **SAMPDATE** (Sample Date)
  The date the sample was collected in the field. Required format is MM/DD/YYYY. This field should exactly match the **SAMPDATE** (SAMPLE DATE) field in the **HZRESULT** file.

* **SAMPNUM** (Sample Number)
  Identification number for each distinct sample collected in the field, for a specific sampling day or episode, or date submitted. This field is used to relate samples in the Sample file to results in the Results file, and should exactly match the **SAMPNUM** (SAMPLE NUMBER) field in the **HZRESULT** file. There is a one-to-many relationship between Samples and Results (i.e., one sample has many results).

  > **NOTE:** There are three separate fields, **SAMPNUM (Sample Number)**, and **FIELDID (Field ID)** and **LABID (Lab ID)** (both discussed below). The SAMPNUM field is used to distinguish samples collected at the same FIELDID location (refer to the explanation for FIELDID, below). For example, soil samples are collected at Soil Sample Location 3, from two different depths. The FIELDID may be designated as SS-3, and the two SAMPNUM fields may be designated as SS-3-10 (sample collected at 10 feet) and SS-3-30 (sample collected at 30 feet).

  SAMPTIME (Sample Time)
  The time the sample was collected in the field. The required format is HH:MM, military time (i.e., 1:00 p.m. should be entered as 13:00).

* **DUPSAMP** (Duplicate)
  Indicate if this is a duplicate sample. In HazSite, check off using check box provided. In .WK1 or .DBF files, indicate "Y" for yes or "N" for no. For any duplicate samples, only one should be designated as "N," and all duplicates should be designated as "Y."

* **MATRIX** (Matrix)
  Indicate the matrix represented by the sample. Choose from the following:

Air	Soil
Blank	Solid
Ground Water	Surface Water
Other (Specify in Sample Note)	Waste
Sediment	

  > **NOTE:** If "Blank" is the selected MATRIX, it is not required to complete the following mandatory fields in the HZSAMPLE table: latitude/longitude or state plane coordinates, and depth top.

* **FIELDID** (Field ID)
  The FIELDID is the commonly used identification of the sample location. For example, monitor well 1 may be identified as MW-1; soil sample 3 may be identified as SS-3. It is suggested that abbreviations correspond to the Sample Types field.

NOTE: The exact same FIELDID must be used for each sample taken at the same location. Other fields, such as Sample Number (SAMPNUM), will be used to distinguish samples with the same FIELDID. In the example provided above in the SAMPNUM definition, soil samples are collected at Soil Sample Location 3, from two different depths. The FIELDID may be designated as SS-3, and the two SAMPNUM fields may be designated as SS-3-10 (sample collected at 10 feet) and SS-3-30 (sample collected at 30 feet).

AOCID (AOC ID)
Area of Concern identification (text designation or number).

+ **LAT_DEGREE, LAT_MINUTE, LAT_SECOND** (Lat Degrees, Lat Minutes, Lat Seconds) and
+ **LON_DEGREE, LON_MINUTE, LON_SECOND** (Lon Degrees, Lon Minutes, Lon Seconds)
Latitude and longitude of each sample point. Latitude is a single value. For the purpose of the SRP database, it is composed of a separate Degree field (2 characters), Minute field (2 characters), and Second field (2 characters, followed by a decimal point to the ten-thousandth, i.e., xx.xxxx). Longitude is also a single value, with the same format as latitude, except that its Degree field is 3 characters in width.

+ **SP_X, SP_Y** (SP X-Coord, SP Y-Coord)
New Jersey X,Y Coordinate System location for each sample point.

NOTE: LATITUDE/LONGITUDE and STATE PLANE COORDINATES
Datum must be obtained from NAD83. Pursuant to the Tech Rules, when data are submitted to the SRP, all sample locations are to be located using an absolute coordinate system, such as Latitude/Longitude and State Plane Coordinates. The Tech Rules also require that a New Jersey licensed surveyor locate all monitor well locations. Although all soil samples do not have to be surveyed, the coordinates of each sample must be a reasonable approximation to the actual location (within three to five meters of the actual location). It is recommended that at least one sample point on a site be surveyed and a grid developed to locate all sample points in Latitude/Longitude or State Plane Coordinates.

NOTE: The SRP prefers that the location information be provided in State Plane Coordinates. In general, State Plane Coordinates are more accurate than Latitude and Longitude readings. If data have already been collected in Latitude and Longitude format, programs are available for converting Latitude and Longitude to State Plane Coordinates, several of which are available through the SRP website.

NOTE: EITHER the Latitude/Longitude fields or the State Plane Coordinate fields are mandatory fields requiring data entry. The only exception to this rule at this time is if the sample being analyzed is a "blank," and this must be noted in the Matrix field in the Sample file.

* **DEPTH_TOP** (Depth Top)
Depth (in feet) of the top of the sample, measured from the ground surface.

> **NOTE:** For ground water sampling, use only the DEPTH_TOP field, do not use the DEPTH_BOTM field (see DEPTH_BOTM, below). For ground water sampling, in this field, record the depth to the top of the water level (after purging) from the ground surface (measured from the surveyed mark on the well casing and subtracting the distance to the ground surface).

> **NOTE:** For ground water sampling, when taking a sample from the bottom of a well (i.e., DNAPL sampling), use the DEPTH_TOP field to record the depth to the point where the sample was taken from the ground surface (measured from the surveyed mark on the well casing and subtracting the distance to the ground surface).

> **NOTE:** For potable wells or other non-applicable instances, enter "N/A."

DEPTH_BOTM (Depth Botm)
When sampling a specific interval, the depth (in feet) to the bottom of the sample measured from the ground surface.

> **NOTE**: Subsurface soil sampling is usually conducted at specific intervals (i.e., 0.5-1.5 feet). Use the DEPTH_TOP and DEPTH_BOTM fields to record the interval at which the soil sample was taken. The reference for the sampling interval must be the ground surface. If the sample is a surface soil sample, record a "0" (zero) in both the DEPTH_TOP and the DEPTH_BOTM fields.

GROUNDELEV (Ground Elev)
The elevation of the ground surface at the location of the sample point, in feet above mean sea level (MSL). May be estimated based on a single surveyed reference point, such as a monitor well.

WELL_ELEV (Well Elev)
Note the elevation of the surveyed mark on the well casing, in feet above mean sea level (MSL). This measurement should be surveyed to the NAVD 1988, to an accuracy of 0.2 feet, using generally accepted surveying methods.

* **SAMPTYPE** (Sample Type)
Indicate the type of sample collected. Choose from the following:

Air Stripper	Influent	Septic System
Background	Injection Well	Sludge
Blank	Interior Air	Standing Water
Building Floor	Leachate	Storm Sewer
Building Wall	Monitor Well	Subsurface Soil
Chip	Other (Specify in	Surface Soil
Debris	Sample Note Field)	TCLP
Drum	Potable Well	Test Pit
Effluent	Rad Sample	Wipe
Flowing Water	Sanitary Sewer	

> **NOTE:** If "Blank" is the selected SAMPTYPE, it is not required to complete the following mandatory fields in the HZSAMPLE table: latitude/longitude or state plane coordinates, and depth top.

* **DATETOLAB** (Date to Lab)
Date the sample was delivered to the laboratory for analysis. Required format is MM/DD/YYYY.

SAMPMETHOD (Sample Meth)
Sampling method or instrument by which the sample was physically obtained (i.e., hand auger, split spoon, etc.)

SAMPNOTE (Sample Note)
Memo field. To be used for explanation of "Other" in the Sample Matrix and Sample Type fields. May also be used to further explain Sample Method.

SUBMITDATE (Submit Date)
The date the package was submitted to the SRP. In HazSite this field is automatically updated. For .WK1 and .DBF files, the required format is MM/DD/YYYY.

QAQC (QAQC)
Internal field for NJDEP use only. HazSite users will not see this field. For .WK1 and .DBF, leave blank.

HZRESULT Table
* **SRPID** (SRP ID)
This is the SRP identification number. This field should match the **SRPID** (SRP ID) field in the **DTST** and **HZSAMPLE** files. Refer to the explanation for the SRPID field provided for the DTST Table, above, for applicable formats.

* **SAMPDATE** (Sample Date)
The date the sample was collected in the field. Required format is MM/DD/YYYY. This field should exactly match the **SAMPDATE** (SAMPLE DATE) field in the **HZSAMPLE** file.

* **SAMPNUM** (Sample Number)
Identification number for each distinct sample collected in the field, for a specific sampling day or episode. This field is used to relate samples in the Sample file to results in the Results file, and should exactly match the **SAMPNUM** (SAMPLE NUMBER) field in the **HZSAMPLE** file. There is a one-to-many relationship between Samples and Results (i.e., one sample has many results).

* **LABID** (Lab ID)
Identification number given to the specific sample by the laboratory.

* **DANALYZ** (Date Analy)
Date the sample analysis was completed. Required format is MM/DD/YYYY.

LABNAME (Lab Name)
Name of the laboratory performing the analysis.

* **NJDLABCERT** (Lab Cert Num)
Indicate the NJ Laboratory Certification Number.

* **RESULTTYPE** (Result Type)
Indicate whether the item being measured or detected is an Analyte, Parameter, or Tentatively Identified Compound (i.e., TIC). An analyte is defined as a specific chemical compound or group. A parameter is a physical or non-specific chemical measurement such as temperature or pH, etc. If unsure of proper entry, see the list in the ANALTPARAM (AnaltParam) field. A TIC is a non-targeted analyte for a specific analytical method. For HazSite application users, indicate Analyte, Parameter, or TIC by using the radio button. If submitting results in .WK1 or .DBF format, enter "A," "P," or "T."

* **ANALTPARAM** (AnaltParam)
Indicate the Analyte or Parameter for which results are being presented. When submitting results for a TIC, add CAS, class, method and retention time, as a text entry in this (ANALTPARAM) field.

* **CAS** (CAS)
Chemical Abstract Service number. For HazSite users, this is a derived field; no data entry is required. For .WK1 and .DBF files, enter the CAS number.

FILTUNFILT (Filt/Unfilt)
If an aqueous sample was collected, indicate if the sample was filtered **in the field**. In the HazSite application, the default for aqueous samples is unfiltered. If submitting

results in the .WK1 or .DBF format, enter "F" for filtered or "U" for unfiltered, and leave blank for non-aqueous samples.

* **CONC** (Conc)
Concentration/value of analyte, parameter or TIC. Soils data are to be presented in parts per million (ppm); water data in parts per billion (ppb).

> **NOTE:** If the contaminant is non detect, enter the information for this analyte as provided by the laboratory (for example, if the laboratory reports ND, put ND in the field; if the laboratory reports 0 (zero), report 0 (zero) in this field). For all instances, the "U" qualifier shall be used in the QAQUAL field (see below).

* **CONCUNITS** (Units)
Concentration units. The CONCUNITS field automatically defaults to ppm for soil and ppb for water. If entering the value for a parameter, enter the appropriate units for that parameter, or N/A if not appropriate.

QAQUAL (QA Qualifier)
Quality Assurance qualifiers. The standard qualifiers listed below shall be used when appropriate (extracted from NJDEP laboratory services contract). The field is not restricted to one qualifier. If a laboratory specific qualifier is used, the qualifier must be fully defined in the SAMPNOTE field. For further information, contact your laboratory.

> **Organic**
> **U=** Indicates the compound was analyzed for but not detected. The sample method detection limit should be corrected for dilution and percentage moisture where required by the specific analytical method.
>
> **J=** Indicates an estimated value. Use this flag under the following circumstances:
> 1. When estimating the concentration for a tentatively identified compound (TIC) where a 1:1 response ratio is assumed, **OR**
>
> 2. When the mass spectral and retention time data indicate the presence of a compound that meets volatile and/or semi-volatile GC/MS identification criteria, and the result is less than the method detection limit but greater than zero, **OR**
>
> 3. When the retention time data indicates the presence of a compound that meets the pesticide/Aroclor criteria and the result is less than the method detection limit but greater than zero.
>
> **NOTE:** The **"J"** reporting flag shall not be used, and the compound not reported as identified for pesticide/Aroclor results less than the method detection limit, if the technical judgment of the pesticide residue analysis specialist determines that the peak used for compound identification is from instrument noise or other interferences. Use the sample method

detection limit corrected for dilution and percent moisture where required by the specific analytical method.

N= Indicates presumptive evidence of a compound. Use only for tentatively identified compounds, where the identification is based on a mass spectral library search. Apply to all TIC results. Do not use for generic characterizations, such as "unknown chlorinated hydrocarbon."

P= Use for pesticide/Aroclor target analytes with greater than 25% difference for detected concentrations between the two GC columns. Report the lower of the two values and flag with this code.

C= Use for pesticide identification confirmed by GC/MS analysis. If the attempted confirmation is unsuccessful, do not use this flag. Use another flag defined by your laboratory for explanations.

B= Use if the analyte is found in the blank as well as the sample. It indicates probable blank contamination. It warns the data user to take appropriate actions. Use for both positively identified and tentatively identified target compounds.

E= Use for identification of compounds with concentrations exceeding the GC/MS calibration range for that specific analysis. Dilute the sample if one or more of the compounds has a response greater than full scale, and reanalyze. Flag such compounds with "E." If the dilution of the extract caused any compound identified in the first analysis to fall below the calibration range in the second analysis, flag the results for the second analysis "D." Affix the "DL" suffix to the sample number of the diluted sample and report both analyses.

D= Use for identification of compounds in an analysis at a secondary dilution factor. Flag if a sample or extract is reanalyzed at a higher dilution factor. Flag the reanalyzed sample or extract with "DL." This alerts the user that there are discrepancies between reported concentrations possibly due to the dilution.

A= Indicates that the tentatively identified compound is a suspected aldol condensation product.

Inorganic

E= The reported value is estimated because of interference. Include an explanatory note in the nonconformance summary if the problem applies to all the samples, or in the individual form if it is an isolated problem.

M= Duplicate injection precision not met.

N= Spiked sample recovery not within control limits.

S= Reported value determined by the "Method of Standard Additions" (MSA).

W= Post digestion spike for Furnace AA analysis not within control limits, absorbence is less than 50% of the spike absorbence.

*= Duplicate analysis not within control limits.

X= Ion chromatographic peaks outside the 5% acceptance window.

+= Correlation coefficient for the MSA is less than 0.995.

^   MDL (MDL)
Method Detection Limit (pursuant to N.J.A.C. 7:18 regarding laboratory certification). If entering data in this field for a common parameter and there is no applicable MDL, enter N/A.

^   QUANTTYPE (Quant Type)
The lowest concentrations above background noise level that an instrument can reliably detect. Acceptable entries and the order of preference is the Practical Quantitation Level (PQL), the Contract Required Quantitation Level (CRQL), or the Contract Required Detection Limit (CRDL), etc. If entering data in this field for a common parameter and there is no applicable result, enter N/A.

^   QUANTLEVEL (Quant Level)
The value of the PQL, CRQL, CRDL, etc. If entering data in this field for a common parameter and there is no applicable quantitation level, enter N/A.

> **NOTE**: Either the MDL or the QuantType/QuantLevel fields are mandatory fields requiring data entry for each Analyte or TIC for which results are being submitted. If results are submitted for a Parameter and there is no applicable MDL, Quant Type or Quant Level, enter N/A.

*   ANLYS_MTHD (Anlys Mthd)
This field identifies the analytical method used. The field must contain the method number/name preceded by the organization in which the test originated. If methods listed have been revised after the date of publication of the HazSite application and this manual, choose the most current version/update of the method. If entering data in this field for a common parameter and there is no applicable analytical method, add N/A.

QAQC (QAQC)
Internal field for NJDEP use only. HazSite users will not see this field. For .WK1 and .DBF, leave blank.

APPENDIX 1: STEPS FOR INSTALLATION OF PKZIP

If the files being submitted do not fit on a single diskette, it is necessary to "zip" (compress) the data files. The user should be aware that the individual files should not be zipped and submitted as separate zip files; rather, all files should be "zipped" together into one "zip" file. If the single zip file exceeds a single diskette, the zip utility must <u>span</u> diskettes.

Specific to the use of the "Package" function of the Hazsite application, it is necessary to install the DOS version of PKZIP® (the Windows version will not work with the Hazsite application). In order to utilize the Package function, follow these directions:

1. Open a DOS prompt.
a. Get to C: drive (type C: <enter>)
b. Move to the root level of the C: drive (type CD\ <enter>)
c. Create a directory named PKZIP (type MD PKZIP <enter>)
d. Exit DOS back to Windows

2. Download the DOS version of the PKZIP software into the directory created in Step 1. This file will be a "self-extracting" executable file.

3. In Windows Explorer or My Computer, install PKZIP by going to the PKZIP directory, and double-clicking on the self-extracting file. A DOS screen will open, and the files will be created (successive lines will be added to the DOS screen). When the program is done executing, close the DOS screen.

4. In Windows Explorer or My Computer, in the PKZIP directory, click **<u>once</u>** on the file PKZIP.EXE to select it.

5. Go to EDIT, and select COPY.

6. In Windows Explorer or My Computer, go to the WINDOWS directory.

7. Open the WINDOWS directory, and then select PASTE. A copy of PKZIP.EXE should now appear in the WINDOWS directory. Search through the WINDOWS directory to confirm that the file was copied. If not, repeat Steps 4, 5, 6, and 7.

8. In the Hazsite application, the Package function should now work properly.

APPENDIX 2: STEPS FOR USING THE NJDEP BULLETIN BOARD SYSTEM (BBS)

1. Start up a modem communications program such as HyperTerm, Qmodem, Procomm, etc. The preferred file transfer protocol to be used for sending the file(s) is ZMODEM. If this transfer protocol is not available, XMODEM or YMODEM can be used. Review how to set up the file transfer protocols for your modem communications program.

2. Call the NJDEP BBS at 609-292-2006.

3. Login in. If this is your first time logging into the NJDEP BBS, you will need to fill out an online registration form.

4. Select P (for Program Areas) from the DEP Main Menu.

5. Select 8 (for Site Remediation) from the DEP Programs Main Menu.

6. Select F (for File Menu) from the Site Remediation Program Area Menu.

7. Select U (for Upload File(s)). The file area for Hazsite Uploads is 172.

8. Enter the name of the file you are uploading and start the upload.

9. Logoff when done.