



**Geotech**  
Computer Systems, Inc.

12150 E. Briarwood Ave., Ste 202  
Centennial, CO 80112 USA  
Phone: (303)740-1999  
FAX: (303)740-1990

Data Management • GIS • Graphics • Internet

[www.geotech.com](http://www.geotech.com)

# Laboratory Data Transfer Standard

## Enviro Data® Version 1.6

*Copyright © 1998-2003 Geotech Computer Systems, Inc.*

*This document is provided by Geotech Computer Systems, Inc. to our customers and prospective customers for their use in working with the laboratories that supply them with data. These customers may give it to their laboratories for the purpose of designing data output routines. Any other use is strictly prohibited.*

### Purpose

The purpose of this document is to provide a description of three related standard formats for laboratories and other data providers to use when creating electronic data deliverables (EDDs) for submitting data to be included in **Enviro Data**. These formats are intended to be flexible enough to accommodate the majority of the analytical and other technical evaluation and monitoring data for projects. At times there may be data that will not fit into this standard. In that case, the organization supplying that data should contact their project manager to discuss how data transfer can be accommodated. The outline for this dialogue is contained in a section below entitled Non-Conforming Data.

A primary design goal of these standard formats is that files in one of these formats can be created relatively easily using software tools available to those creating the files. If a data provider anticipates additional costs for providing data in one of the formats presented here, they must provide estimates of these additional costs to their project manager prior to finalization of contract terms, so that this information can be used in the vendor selection process.

### Database Background Information

Data of concern for this standard includes **Sites** (facilities or projects), **Stations** (observation points), **Samples** (individual observation events), and **Analyses** (specific individual values from an event). The data being transmitted in one of the formats of this standard will be placed in two tables in **Enviro Data**. These tables are **Samples** and **Analyses**. Some of the entries in these tables must have values that match those in other tables, called lookup tables, coded values, or valid value lists. Information on how to match these values is included below, and typical coded entries are listed in Appendix A. Note that for the lookup data, in some cases it is the value that is reported and in others the code, based on common industry practice.

This document contains the description of the latest and most comprehensive DTS version, Version 1.6. Data for this version can be delivered in one of three file formats, tab-delimited ASCII, Excel spreadsheet, and Access relational, as described below. Older DTS versions 1.4 and 1.2a, and the very basic Simplified Import, are still supported, and contain progressively smaller subsets of the data in 1.6. Clients and data providers should agree on the version and format that best fits data availability and project needs. Geotech can provide descriptions of the less-comprehensive formats, however, it is usually best to use the most comprehensive format when possible to be prepared for unanticipated future needs.

Laboratories wanting to ensure that the values delivered in the EDD match those in their client's database should obtain the Laboratory Data Checker software from Geotech Computer Systems and compare EDDs against client data prior to issuing the data. For laboratories familiar with previous versions of the DTS, the changes made between Versions 1.4 and 1.6 are summarized in Appendix B.

### **Data Content**

This section covers the content of the data being transmitted. The following section covers the format of that data. In this document the content is organized by the target table in the database and by the order of the fields in the file. In the text file and spreadsheet formats all of the content is in one structure. In the database format the content is separated into three tables. In the following descriptions, fields are described as "Optional" or "Required". These denote program requirements, usually resulting from relations with lookup tables. Clients should instruct the laboratories if any of the program "Optional" fields are required for a given project. For fields that are required, but the data is not known to the laboratory, a default value such as "Unknown" or "z" (a code often used for "Unknown") should be used. Which one to use depends on whether the field contains a value or code, as described for each field.

#### **General comments on data content**

This standard supports import of duplicate sample and reanalyzed analytical data into the database. Indicate the preferred sample and analysis by entering a 0 in the corresponding *DuplicateSample* and *Superseded* fields respectively. If more than one duplicate sample is being reported, increment the *DuplicateSample* field, i.e. 0, 1, 2, etc. and enter the appropriate *QC Sample Code* (See Appendix A). If more than one analysis is being reported, increment the *Superseded* field, i.e. 0, 1, 2, etc. and enter the appropriate code in the *ValueCode* field to designate reanalyzed, dilution, reextracted, etc. Important: These are two different things. The *DuplicateSample* field is used when more than one physical sample is taken in the field from the same station on the same date. The *Superseded* field is used when more than one result is reported for the same parameter for the same physical sample.

For laboratory control spike and matrix spike samples, include two records. In one record, include the measured spike concentration in the *Value* field, the measured units in the *ReportingUnits* field, and the spike concentration in the *SpikeAmount* field. In a second

record, report the recovery percent in the *Value* field and “%” in the *ReportingUnits* field. Moisture content should be reported as a separate analytical record, with the units in %. They should be entered on a “by weight” basis, based on total weight.

All dates should include four-character years.

## Sites and Stations

*SiteName* - The name of the site (project, facility, etc.) from which the samples were taken. This field must match a site in the **Enviro Data** database. Required.

*StationName* - The name of the well, boring, etc. from which the sample was taken. The entry must match a station name in the client’s **Enviro Data** database for the site name provided. Required.

## Samples

A Sample is a unique sampling event for a station. Each station can be sampled at various depths (such as with a soil boring), at various dates (such as with a monitoring well), or, less commonly, both.

*SampleDate\_D* - The date on which the sample was taken. Required.

*SampleTypeCode* - This is a code for the type of sample. Entries are compared to the **SampleTypes** look-up table in the database. If this information is unavailable to the lab, “z” should be reported. Required.

*SampleMatrix* - The material that the sample is primarily composed of. Provide the full sample matrix name, such as “Water”. Required.

*SampleTop* and *SampleBottom* - Soil sample depths or elevations, as instructed by the client. The fields should contain only numeric values. If these fields are not applicable (i.e. water samples) or are unknown to the laboratory, then they should be populated with zeros, for compatibility with ODBC databases. Required.

*DepthUnits* - Units for sample top and sample bottom. This is a coded field that is linked to the **ReportingUnits** look-up table. If this information is unavailable to the lab, “Unknown” should be reported. These units can be entered into the import file by a Data Administrator. Required.

*DuplicateSample* - This field was discussed above. It should be a zero unless this is a duplicate sample. All analyses must have an entry for this field, with multiple QC samples entered as values incremented from one. Required.

*Extracted* - Is this an extracted sample? Optional.

*FieldSampleID* - The client-assigned field ID number for each sample. If this information is not available, enter “Unknown” or “None”. Required.

*LabSampleID* - The sample identification number used internally by the laboratory. If this information is not available, enter “Unknown” or “None”. Required.

*AltSampleID* - Another sample identification number if needed. Optional.

## Data Transfer Standard - **Enviro Data**

*CoolerID* - Number to identify cooler in which primary samples and QC samples were shipped. Optional.

*Sampler* - Person taking the sample. Optional.

*Description* - Description of the sample, such as its condition. Optional.

*WeightVolume* - The weight or volume of the sample submitted to the laboratory in agreed-upon units, such as liters or kilograms. Optional.

*SampleMethodCode* - Coded value for the method used to collect the sample. Entries are compared to the **SamplingMethod** look-up table in the database. Required

*LogCode* - Coded value identifying the company collecting samples or performing field tests. Optional.

*COCNumber* - Chain-of-Custody tracking number. Optional.

*DeliveryGroup* - Sample delivery group. This field is provided for use as a lab tracking field. It is used to define a group of samples reported together. Optional.

*AmbientBlankLot* - Ambient blank field lot identifier. Optional.

*EquipmentBlankLot* - Equipment blank field lot identifier. Optional.

*TripBlankLot* - Trip blank field lot identifier. Optional.

*FilteredSample* - Filter information at the sample level. Was the sample filtered, and if so, what size filter was used? It could also be used to identify whether the filtering occurred in the field or the lab. Entries are compared to the **Filtered** look-up table in the database. The lab can supply either the code or the Filter description, whichever is most consistent with their system (i.e. TOT vs. total), but must coordinate this with the client. Required.

*QCSequenceID* - QC sequence identifier. This field is another lab tracking field, used to relate field samples to lab samples. Optional.

*QCSampleCode* - Code to identify QC samples. It ties to the **QCCodes** table, which contains codes for both the sample and analysis levels. The lab should supply the code if available, e.g. DUP for duplicate sample, or O for original sample. If this information is not available to the lab, enter “z” for Unknown. Required.

*TaskNumber* - The administrative task number under which sampling is done. Optional.

*PrimarySample* - Stores the Field Sample ID of the primary sample to which the QC sample is tied. This field is blank for original samples, and may be blank for field QC samples that have been submitted blind to the lab. This number can be entered into the temporary import table by a Data Administrator. The import routine converts this to the sample number of the primary sample before storing it in the database. Optional.

*SampleResult* - The result of the sampling process, such as “Successful”, “Dry”, or “No access”. Its primary use is to indicate that obtaining a sample was attempted unsuccessfully. If not available from the lab, this field can be entered into the temporary import table by a Data Administrator. Optional.

If a sample was attempted unsuccessfully, the sample fields should be filled in, however all fields associated with analyses, including parameter name, CASNumber and AltParamNumber, should be left blank. The system will then import the sample information, but not create any analyses records.

*LabRecvDate\_D* - Date (and optionally time) on which the lab received the sample. Optional.

### Analyses

An Analysis, as used in this document and in the **Enviro Data** data management system, is the observed value of a parameter related to a sample. This term is intended to be interpreted broadly, and not to be limited to chemical analyses. For example, field parameters such as “pH”, “temperature”, and “turbidity” also are considered analyses.

*ParameterName*, *CASNumber*, *AltParamNumber* - Various combinations of these fields are used to identify the name of the parameter (constituent) analyzed for. *ParameterName* should always be provided. The system compares *ParameterName* to the entries in the **Parameters** and **ParameterAlias** lookup tables. *CASNumber* and *AltParamNumber* are not required, but should be provided if possible to help ensure the correct parameter name assignment. If *ParameterName* does not match a lookup entry, the system compares either the *CASNumber*, or the *AltParamNumber* (frequently used for STORET codes), to **Parameter** table entries. Care should be taken that consistent numbers be provided. If *ParameterName* is left blank, but a *CASNumber* or *AltParamNumber* is provided, the system assigns a parameter name from the lookup tables based on a number match. Using only numbers to designate the parameter is not recommended. Optional.

*Superseded* - This field is discussed above. It should be a zero unless the analysis is superseded by a later value in the same file, in which case the entry should be 1. This field is used in conjunction with the *ValueCode* field, discussed later in this section. All analyses should have an entry. Required.

*AnalyticMethod* - Method used to perform the analysis. Optional.

*Value* - Measured result of the analysis. Optional, but should almost always be provided unless the constituent was not detected.

*ReportingUnits* - Units of the analysis. The entry provided should be the full abbreviation, such as “mg/l”. Entries must match an entry in the **ReportingUnits** lookup table in the database. Detection limits and radiologic error must be reported in the same units as the value. Required.

*FlagCode* - One to four coded entries for the analytical flag describing the analysis. Each character in the field must match an entry in the **AnalyticFlags** lookup table in the database. More than one flag can be entered. For example, if “b” (detected in blank) and “j” (estimated value) are both entered in the lookup table, then “bj” can be entered as an analytic flag (estimated value, detected in blank). If the analysis is considered a usable value, and would not otherwise have a flag, this field should contain the code for Detected Value (usually a “v”). If the flag is unknown, the field should contain a “z”. Required.

*ProblemCode* - Analytic problems are usually described in the narrative, and not included in the electronic format. If this field data is not provided, the field should contain a “z” for unknown. If the laboratory chooses to supply problems in the electronic file, then the codes must match entries in the **AnalyticProblems** table. As with the *FlagCode* field, the entry can consist of from one to four approved codes. Required.

*ValidationCode* - One to four flags associated with validation of analyses. The data validation organization usually provides this field, which can contain from one to four of these codes. Others should place a “z” for Unknown in this field. If the laboratory chooses to supply validation flags in the electronic file, then the codes must match entries in the **ValidationFlags** table. Required.

*DetectedResult* - Supplied by the lab, this field should contain either “y” for yes, the analyte was detected, or “n” for no, the analyte was not detected. This field overlaps slightly with *FlagCode*. The purpose of this field is to separate the non-detect flag from other lab qualifiers, such as “j” or “b”, for statistical, evaluation and validation purposes. Optional.

*Detect* - First (primary) detection limit for the analysis. Detection limits must be reported in the same units as the value. Optional.

*LimitType* - Type of limit contained in the *Detect* field, such as “MDL”, “PQL”, “RL”, etc. Optional.

*Detect2* - A second detection limit. Standards should be set for which type of limit should be entered in each field for a given site, for example: IDL or MDL in the first column, CRDL or PQL in the second. Optional.

*LimitType2* - Limit type for second detection limit. Optional.

*Detect3* - A third detection limit. Optional.

*LimitType3* - Limit type for third detection limit. Optional.

*SpikeAmount* - Spike amount added to the sample. Should be reported in the same units as the *Value*. Used only for spiked analyses. Optional.

*RetentionTime* - Retention time for this analysis. Optional.

*Error* - Standard error for radioactivity measurements. Optional.

*DilutionFactor* - Amount that the sample was diluted prior to analysis. Optional.

*Basis* - Analyzed wet or dry. Should be “w” for wet or “d” for dry. Can also report “n” for not applicable, or “z” for unknown. Required.

## Data Transfer Standard - **Enviro Data**

*FilteredAnalysis* - Filter or measure basis information at the analysis level. Entries are compared to the **Filtered** look-up table in the database. As with the *FilteredSample* field, the lab can supply either the code or the description for this field. Required.

*LeachMethod* - Method used to leach sample. Entries are compared to the **LeachMethod** lookup table to maintain consistency. Lab should supply the full name of the method, e.g.: TCLP. If the analysis was not leached, "None" should be reported. Required.

*PrepMethod* - Method used to prepare sample separate from leaching. Optional.

*PreparationLot* - The batch designator of an autonomous group of environmental samples and associated QC samples prepared together. Optional.

*ReportableResult* - Flag for whether the result is to be used in reports. Report "Y" for yes, or "N" for no. Reported by labs or selected by Project Managers for multiple analyses from a selected sample, such as analyses at multiple dilutions. Optional.

*AnalDate\_D* - Date (and optionally time) on which the analysis was performed. Optional.

*ExtractDate\_D* - Date (and optionally time) on which the material was extracted for analysis. Optional.

*LabReportDate\_D* - Date (and optionally time) on which the lab reported the analysis. Optional.

*Lab* - Name of the laboratory performing the analysis. Optional.

*LabComments* - Lab comments about this analysis. Optional.

*AnalysisLabID* - Lab identification number at the analysis level. LabSampleID tracks lab analyses at the sample level. This field is for identification numbers at the analysis level. Optional.

*AnalyticalBatch* - Lab batch identification number. Optional.

*ValueCode* - Parameter value classification. This field identifies the analytical trial, and supplies the reason for a superseded analysis. It is a coded entry enforced by the **ValueCode** lookup table. The lab should report the code, such as "RE" for re-extracted, "DL" for dilution, etc., or "O" for original analysis. Required.

*RunCode* - Confirmation run identification. This is a coded entry enforced by the **RunCode** lookup table. The lab should supply the code, such as "PR" for primary run, "n" for not applicable, or "z" for Unknown. Required.

*QCAnalysisCode* - QC code at the analysis level. It ties to the **QCCodes** table, which contains codes for both the sample and analysis levels. The lab should supply the code for this field, such as "TIC" for tentatively identified compound, or "O" for original analysis. Required.

*AnalysisGroup* - Group of methods for this analysis. Optional.

## Acceptable File Formats

**Enviro Data** will accept three file formats when receiving laboratory data for inclusion in the database: Flat ASCII File, Spreadsheet, and Relational.

### Flat ASCII File Format

The simplest format for data delivery under this standard is in a flat ASCII file with tab delimiters. The file must contain specific data elements as described above in the particular order described below. All modern word processors, spreadsheets, and database manager programs can save data in this format without special programming. There are three components to a text file: encoding, structure and content. Each of these components is described in the following sections.

#### Encoding

ASCII (American Standard Code for Information Interchange, pronounced “ask-ee”) is a character-encoding scheme that allows letters, numbers, punctuation, and other characters to be stored in computer files. All modern computer systems can accommodate this format. The first seven bits (128 characters) of this eight-bit code are well defined and are platform-independent. **Enviro Data** will accept ASCII files using this “low bit” character set if it contains the data elements as described in the following paragraphs. In most cases, if the “Save as ASCII” or “Save as Text” option is used in saving the file, it will be saved with the proper encoding.

#### Structure

The file should have each observation on a line in the file followed by a line delimiter (sometimes called a paragraph mark, ASCII 13 followed by ASCII 10). Within each line, the file should have each data element (which corresponds to a field in a database manager or a cell in a spreadsheet) in the order specified below. Each data element should be separated by an ASCII Tab character (09). A text data element can be shorter than the specified length but not longer.

#### Content

The ASCII text file must have the following columns present in the order shown, and the fields marked as required (bold text) must be populated. The file should have the first line in the file be the first line of data. The file should not have the field names in the first record.

Field Name	Data Type	Field Size <sup>6</sup>	Description	Table <sup>9</sup>
<b>SiteName</b> <sup>1</sup>	Text	50	Site Name	Sites
<b>StationName</b>	Text	50	Station identifier or name	Stations
<b>SampleDate_D</b>	Date/Time		Date sample was taken	Samples
<b>SampleTypeCode</b>	Text	5	Type of sample	Samples
<b>SampleMatrix</b>	Text	15	Sample matrix	Samples
<b>SampleTop</b> <sup>2</sup>	Number(Sg) <sup>3</sup>		Sample top	Samples
<b>SampleBottom</b>	Number(Sg)		Sample Bottom	Samples
<b>DepthUnits</b>	Text	15	Units for sample top and sample bottom	Samples
<b>DuplicateSample</b>	Number(Int) <sup>4</sup>		Duplicate samples <sup>7</sup>	Samples
Extracted	Text	1	Is this an extracted sample?	Samples
<b>FieldSampleID</b>	Text	40	Client assigned field sample ID	Samples
<b>LabSampleID</b>	Text	40	Lab sample ID	Samples



## Data Transfer Standard - **Enviro Data**

AltSampleID	Text	40	Alternate sample identification	Samples
CoolerID	Text	40	Cooler ID number - for QA/QC	Samples
Sampler	Text	50	Name of person taking sample	Samples
Description	Text	50	Sample description	Samples
WeightVolume	Number(Sg)		Weight or volume of the sample	Samples
<b>SampleMethodCode</b>	Text	4	Code for method used to collect the sample	Samples
LogCode	Text	4	Company obtaining samples or field results	Samples
COCNumber	Text	40	Chain-of-custody number	Samples
DeliveryGroup	Text	25	Sample delivery group	Samples
AmbientBlankLot	Text	8	Ambient blank field lot identifier	Samples
EquipmentBlankLot	Text	8	Equipment blank field lot identifier	Samples
TripBlankLot	Text	8	Trip blank field lot identifier	Samples
<b>FilteredSample</b>	Text	20	Filter size	Samples
QCSequenceID	Text	40	QC sequence identifier	Samples
<b>QCSampleCode</b>	Text	3	QC code for this sample	Samples
TaskNumber	Text	40	Task number under which sampling is done	Samples
PrimarySample	Text	40	Primary sample to which QC sample is tied	Samples
SampleResult	Text	255	Result of attempted sampling	Samples
<b>ParameterName</b>	Text	60	Name of material analyzed for	Analyses
CASNumber	Text	20	CAS number of material analyzed for	Analyses
AltParamNumber	Text	20	Alternative number for parameter	Analyses
<b>Superseded</b>	Number(Int)		Analysis superseded by re-analysis? <sup>8</sup>	Analyses
AnalyticMethod	Text	40	Method for performing analysis	Analyses
Value	Number(Sg)		Value measured during analysis	Analyses
<b>ReportingUnits</b>	Text	15	Units of the analysis	Analyses
<b>FlagCode</b>	Text	4	Data qualifier	Analyses
<b>ProblemCode</b>	Text	4	Problems encountered during analysis	Analyses
<b>ValidationCode</b>	Text	4	Code from data validation	Analyses
DetectedResult	Text	1	Was analyte detected	Analyses
Detect	Number(Sg)		Detection limit	Analyses
LimitType	Text	4	Detection limit type	Analyses
Detect2	Number(Sg)		2 <sup>nd</sup> detection limit	Analyses
LimitType2	Text	4	2 <sup>nd</sup> detection limit type	Analyses
Detect3	Number(Sg)		3 <sup>rd</sup> detection limit	Analyses
LimitType3	Text	4	3 <sup>rd</sup> detection limit type	Analyses
SpikeAmount	Number(Sg)		Spike amount added to the sample	Analyses
RetentionTime	Number(Sg)		Retention time for this analysis	Analyses
Error	Number(Sg)		Error range for this analysis	Analyses
DilutionFactor	Number(Sg)		Dilution factor	Analyses
<b>Basis</b>	Text	1	Analyzed wet or dry	Analyses
<b>FilteredAnalysis</b>	Text	20	Filter/measure basis at analytical level	Analyses
<b>LeachMethod</b>	Text	20	Leaching method	Analyses
PrepMethod	Text	40	Lab preparation method	Analyses
PreparationLot	Text	10	Batch designator for samples and assoc. QC	Analyses
ReportableResult	Text	1	Designates analysis as reportable result	Analyses
AnalDate_D	Date/Time		Date the analysis was performed	Analyses
ExtractDate_D	Date/Time		Date the extraction was performed	Analyses
LabReportDate_D	Date/Time		Lab analysis reporting date	Analyses
LabRecvDate_D	Date/Time		Date the lab received the sample	Samples
Lab	Text	20	Name of lab conducting analysis	Analyses
LabComments	Text	50	Lab comments about this analysis	Analyses
AnalysisLabID	Text	40	Lab identification number for analysis	Analyses
AnalyticalBatch	Text	40	Lab batch ID number	Analyses
<b>ValueCode</b>	Text	6	Differentiates between different results	Analyses
<b>RunCode</b>	Text	5	Run code for GC analyses	Analyses
<b>QCAnalysisCode</b>	Text	3	QC code for this analysis	Analyses
AnalysisGroup	Text	20	Group of methods for this analysis	Analyses

<sup>1</sup> Field names in **bold** are required fields. The others may be blank.

<sup>2</sup> SampleTop and SampleBottom are required. Numbers for depth or elevation should be entered for soil analyses; they should be zero if not applicable.

<sup>3</sup> (Sg) Single-precision floating point numbers. A Single variable is stored as a 32-bit (4-byte) number that can be reported with up to 7 significant figures.

<sup>4</sup> (Int) A number ranging from -32,768 to 32,767.

<sup>5</sup> (Lg) Stores numbers from -2,147,483,648 to 2,147,483,647 (no fractions).

<sup>6</sup> Character width for text fields. Does not apply directly to numbers.

<sup>7</sup> Numbered values for duplicate samples, with 0 for preferred sample, increasing by one for each additional value. Must fill in all duplicates or none.

<sup>8</sup> Numbered values for superseded analyses, with 0 for current analysis, increasing by one for each older value.

<sup>9</sup> Database table to receive data, either directly or after conversion using a lookup table.

## Spreadsheet Format

The **Enviro Data** spreadsheet format contains the same data as the ASCII format, but the data is contained in the format of a spreadsheet program. The spreadsheet selected for this standard is Microsoft Excel for Office 2000. Other brands of spreadsheet programs can save their files in Excel format. The spreadsheet file should contain all of the data on the first sheet. Each row should represent one observation (such as the value of a chemical analysis) and each column a data item for that observation. The first row of the file must contain the field names as listed in the above table. The spreadsheet file must contain the above columns in the order shown, and the fields marked as required (bold text) must be populated. Geotech provides a spreadsheet with the software that can be used as a template.

## Database Format

The **Enviro Data** database format contains the same data as the previous two formats, but the data is contained in a database file, with the data elements split into several different tables. The client anticipates that more sophisticated data providers will use this format, especially for large data sets. It is a more efficient way of storing and transferring data because it minimizes data redundancy. This also helps reduce errors caused by minor variations in data content such as spelling and punctuation of the data elements.

The database selected for this format is Microsoft Access 2000. The file submitted should have the following tables and fields. Some of the fields are Key Fields, which means that they are used to relate data in one table to data in another. For example, the *StationNumber* field is contained in both the **Stations** and **Samples** tables. Samples can be related to their respective stations with this number. The actual value of the numbers are not significant to **Enviro Data**, since the values themselves will not be imported, but the numbers must be consistent between the tables within each database file submitted. The data file must have the fields present in the order shown, and the fields marked as required must be populated.

### Stations

Field Name	Data Type	Record Size <sup>8</sup>	Description	Relationships
<b>StationNumber</b> <sup>1</sup>	Number(Au) <sup>2</sup>		Unique station number generated by system	Samples
<b>StationName</b>	Text	50	Station identifier or name	
<b>SiteName</b>	Text	50	Site Name	Sites

### Samples

Field Name	Data Type	Record Size <sup>8</sup>	Description	Relationships
<b>SampleNumber</b> <sup>1</sup>	Number(Au) <sup>2</sup>		Unique sample number generated by system	Analyses
<b>StationNumber</b>	Number(Lg) <sup>3</sup>		Foreign key linking to Stations table	Stations
<b>SampleDate_D</b>	Date/Time		Date sample was taken	
<b>SampleTypeCode</b>	Text	5	Type of sample	SampleTypes
<b>SampleMatrix</b>	Text	15	Sample matrix	SampleMatrix
<b>SampleTop</b>	Number(Sg) <sup>4</sup>		Sample top	
<b>SampleBottom</b>	Number(Sg)		Sample Bottom	
<b>DepthUnits</b>	Text	15	Units for sample top and sample bottom	ReportingUnits
<b>DuplicateSample</b>	Number(Int) <sup>5</sup>		Duplicate samples <sup>7</sup>	
Extracted	Text	1	Is this an extracted sample?	
<b>FieldSampleID</b>	Text	40	Client assigned field sample ID	

## Data Transfer Standard - **Enviro Data**

<b>LabSampleID</b>	Text	40	Lab sample ID	
AltSampleID	Text	40	Alternate lab sample ID	
CoolerID	Text	40	Cooler ID number - for QA/QC	
Sampler	Text	50	Name of person taking sample	
Description	Text	50	Sample description	
WeightVolume	Number(Sg)		Weight or volume of the sample	
SampleMethodCode	Text	4	Code for method used to collect the sample	SampleMethod
LogCode	Text	4	Company obtaining samples or field results	
COCNumber	Text	40	Chain-of-custody number	
DeliveryGroup	Text	25	Sample delivery group	
AmbientBlankLot	Text	8	Ambient blank field lot identifier	
EquipmentBlankLot	Text	8	Equipment blank field lot identifier	
TripBlankLot	Text	8	Trip blank field lot identifier	
<b>FilteredSample</b>	Text	20	Filter size	Filtered
QCSequenceID	Text	40	QC sequence identifier	
<b>QCSampleCode</b>	Text	3	QC code for this sample	QCCode
TaskNumber	Text	40	Task number under which sampling is done	
PrimarySample	Text	40	Primary sample to which QC sample is tied	
SampleResult	Text	255	Result of attempted sampling	

## Analyses

Field Name	Data Type	Record Size <sup>8</sup>	Description	Relationships
<b>SampleNumber</b> <sup>1</sup>	Number(Lg) <sup>3</sup>		Foreign key linking to Samples table	Samples
<b>ParameterName</b>	Text	60	Name of material analyzed	
CASNumber	Text	20	CAS number of material analyzed	
AltParamNumber	Text	20	Alternative number for parameter	
<b>Superseded</b>	Number(Int) <sup>5</sup>		Analysis superseded by re-analysis? <sup>6</sup>	
AnalyticMethod	Text	40	Method for performing analysis	
Value	Number(Sg) <sup>4</sup>		Value measured during analysis	
<b>ReportingUnits</b>	Text	15	Units of the analysis	ReportingUnits
<b>FlagCode</b>	Text	4	Data qualifier	AnalyticFlags
<b>ProblemCode</b>	Text	4	Problems encountered during analysis	AnalyticProblems
<b>ValidationCode</b>	Text	4	Data validation code	ValidationFlags
DetectedResult	Text	1	Was analyte detected?	
Detect	Number(Sg)		Detection limit	
LimitType	Text	4	Detection limit type	
Detect2	Number(Sg)		2 <sup>nd</sup> detection limit	
LimitType2	Text	4	2 <sup>nd</sup> detection limit type	
Detect3	Number(Sg)		3 <sup>rd</sup> detection limit	
LimitType3	Text	4	3 <sup>rd</sup> detection limit type	
SpikeAmount	Number(Sg)		Spike amount added to the sample	
RetentionTime	Number(Sg)		Retention time for this analysis	
Error	Number(Sg)		Error range for this analysis	
DilutionFactor	Number(Sg)		Dilution factor	
<b>Basis</b>	Text	1	Analyzed wet or dry?	
<b>FilteredAnalysis</b>	Text	20	Filter/measure basis at analytical level	Filtered
<b>LeachMethod</b>	Text	20	Leaching method	LeachMethod
PrepMethod	Text	40	Lab preparation method	
PreparationLot	Text	10	Batch designator for samples and assoc. QC	
ReportableResult	Text	1	Designates analysis as reportable result	
AnalDate_D	Date/Time		Date the analysis was performed	
ExtractDate_D	Date/Time		Date the extraction was performed	
LabReportDate_D	Date/Time		Date lab reported the analysis	
LabRecvDate_D	Date/Time		Date the lab received the sample	
Lab	Text	20	Name of lab conducting analysis	
LabComments	Text	50	Lab comments about this analysis	
AnalysisLabID	Text	40	Lab identification number for analysis	
AnalyticalBatch	Text	40	Lab batch ID number	
<b>ValueCode</b>	Text	6	Differentiates between different results	ValueCode
<b>RunCode</b>	Text	5	Run code for GC analyses	RunCode
<b>QCAnalysisCode</b>	Text	3	QC code for this analysis	QCCode
AnalysisGroup	Text	20	Group of methods for this analysis	

<sup>1</sup> Field names in **bold** are required fields. The others may be blank.

<sup>2</sup> (Au) Number automatically assigned by the system.

<sup>3</sup> (Lg) A four-byte integer (a whole number between -2,147,483,648 and 2,147,483,647, inclusive)

<sup>4</sup> (Sg) Single-precision floating point numbers. A single variable is stored as a 32-bit (4-byte) number that can be reported with up to 7 significant figures.

<sup>5</sup> (Int) A number ranging from -32,768 to 32,767.

<sup>6</sup> Numbered values for superseded analyses, with 0 for current analysis, increasing by one for each older value

<sup>7</sup> Numbered values for duplicate samples, with 0 for preferred sample, increasing by one for each additional value.

<sup>8</sup> Character width for text fields. Does not apply directly to numbers.

## Submittal Requirements

### File Names

Files submitted for import into **Enviro Data** should be given names that describe the contents and format of the file, such as “Rad Industries Sampling March 1997.MDB”. The name should include a site name, supplied by the project manager or their consultant, and the date the file is issued. In keeping with the DOS/Windows tradition of using a three-character file extension to describe the file type, the following extensions should be used for the three supported file formats:

File Type	Extension
Flat ASCII Files	.TXT
Spreadsheet Files	.XLS
Database Files	.MDB

When the data is submitted, documentation about the data content and format of each file should accompany the submitted disk, such as on the disk label or in the accompanying email.

### Delivery Media and Formats

The client is prepared to receive data in a variety of media and standard formats, and these formats can be expected to change and evolve over time. Submitters should communicate with their project manager prior to delivering data about the best format for the type and volume of data to be delivered. At a minimum, **Enviro Data** will accept data in these media and formats:

- 1.44 megabyte floppy disks in DOS/Windows format. Data that will not fit on one diskette can be compressed and, if necessary, split onto more than one diskette using WinZip or compatible software as a file with an extension of .ZIP containing a file with one of the above formats and extensions.
- CD-ROM in ISO 9660 or compatible format.

Delivery via electronic mail, compressed or uncompressed, is acceptable, subject to approval by the project manager.

### Consistency of Content

It is very important for data submitters to submit consistent data. Data elements must be entered exactly the same way from submittal to submittal. For example, if a well was called “MW-1” in a previous submittal, then it must be called “MW-1” in all subsequent submittals, not “MW 1” or “Mw-01”. Data items such as station names are used to associate the data from the current submittal with data previously submitted. If the spelling is changed, the association will not be successful. In this example, if the

laboratory or consultant suspects that the sampler may have inadvertently misnamed a well (e.g. Mw-01 or MW 1 instead of MW-1), the laboratory or consultant should contact the sampler or project manager and correct the data before submitting the data set.

Another example of consistency of content is the spelling of chemical analytical compounds (parameter names). Data elements must be entered exactly the same way from submittal to submittal. If the spelling is changed without instructions from or notification to the client, the association on import will not be successful. A standardized list of parameter names should be provided to laboratories that supply data to the client, and these are the names that should be used. This can be easily done with **Enviro Data** using the reference file system, and the laboratory can use the **Enviro Data** data checker version to check for consistency prior to issuing the EDD.

This system is also designed to promote consistency between the different labs and projects, however, if for project reasons the names cannot be kept consistent, the client has the ability to alias parameter names. This list can also be supplied to the laboratories.

### **Coded Entries**

In order to foster consistency in the database, a number of data elements in the database tables are Coded. This means that each of these data items must contain one of a list of values. Examples of coded entries that are supplied by the laboratory include *Analyses.ProblemCode*, *Analyses.FlagCode*, and *Analyses.ValidationCode*. These codes describe problems encountered during the analysis, the data qualifier, and the validation data qualifier, respectively. There are a limited number of analytical problems and flags describing an analysis, so codes are used to represent each choice. Example lists of the codes to be used are attached in Appendix A, but this information can be expected to change over time and from project to project.

### **Non-Conforming Data**

The purpose of this DTS is to facilitate the accurate transfer of data by providing a standard format for data delivery. It is our intention that this format be flexible enough to accommodate the majority of the analytical data for most projects. There may at times be data that will not fit into this standard. In that case, the organization with the data should contact their project manager to begin a dialogue about how that data can be accommodated. The outline for this dialogue is contained in this section.

When data is identified which does not appear to easily conform to one of the formats of this DTS, there is a four-step process that should be followed to determine how to handle this data:

1. **Determine whether the data is really non-conforming.** This DTS was designed to accommodate a wide variety of different types of site analytical and other data. Someone knowledgeable about the data to be transferred and someone knowledgeable about the **Enviro Data** database management system should jointly try to fit the data to the transfer standard. The effort expended in this dialogue should be commensurate with the value of the data to the project. Any decisions made about necessary

compromises, or other changes to make the data fit the standard, should be made with great concern for preserving the quality and integrity of the data.

2. **If the data is found to be non-conforming, determine how important it is to have it in the database.** If the data is significant to the management of the project, and must be viewed in relationship to other project data or to data in other projects, then it should be placed in the data management system. If the data is of a supporting nature, but will not be used in combination with other data, then it should be archived in the format provided and effort should not be expended in fitting it into the database system. Often the answer to these questions will not be a simple “yes” or “no”. In that case, the decision on whether to integrate the data into the database will need to take into consideration the cost of integrating the data.
3. **Determine the cost to integrate the data.** Adding data to the data management system that does not fit into the structure of the existing tables can be costly. Tasks which must be performed in order for this integration to be successful include analysis of the data, modification of the data model, creation of editing screens, queries and reports, and, sometimes, modification of the menu system and other user interface components. These modifications can, in some cases, adversely affect other users.
4. **Modify the data management system as necessary.** If the value of the data to be integrated (or, more precisely, the value of the use of the data in the data management system) exceeds the cost to integrate it, then resources should be allocated to performing the integration, and modifications to the software made.

## Appendix A - Coded Entries

This section contains example lists of data values for use in transferring data into the **Enviro Data** database. In the EDD, some values should match a code, others should match the data value. Each of the following lists contains either the data values, or the data values and the codes that represent them, depending on which is to be delivered in the EDD. The coded fields are indicated by “code” at the end of the field name. The example entries for each field are given below. The values for each data field are based on industry practice. There will be times when values required by the system will not be known to the data provider. We have attempted to standardize codes for these values, with the ‘z’ code referring to Unknown, and the ‘n’ code referring to “None” or “Not Applicable”, to use in these situations.

Your clients should make an effort to have these tables contain an extensive list of the codes that will be used in connection with the data. Labs should request approved codes from their clients, or a lab reference file, which can be created using the **Enviro Data** software. Data submitters and database users should use these codes whenever possible. Where it is not possible to use an existing code because a different value is needed, this information should be provided to the client representative or data administrator before the data is submitted or entered. The decision to add a new code should not be taken lightly. This must be balanced with the need to accurately represent in the database what actually happened in the field or laboratory.

**SiteName** - This is not a coded value, but still must match the list provided by the client.

**StationName** - This is not a coded value, but still must match the list provided by the client.

**SampleTypeCode** - Type of sample:

Sample Type Code	Sample Type
c	Composite
d	Disturbed
g	Grab
s	Discrete
u	Undisturbed
z	Unknown

**SampleMatrix** - Matrix of sample:

Sample Matrix
Air
DNAPL
Gas
Leachate
Sediment
Sludge
Other
Petroleum

LNAPL
Reagent
Soil
Water
Waste
Unknown

**SampleMethodCode** -

Sample Method Code	Sample Method
as	Automatic sampler
ba	Bailer
bp	Bladder Pump
Gb	Grab
Pe	Peristaltic Pump
sp	Spigot
Ss	Stainless steel bucket
Su	Submersible Pump
z	Unknown

**LogCode** - The contents of this field will vary from project to project.

**FilteredSample** and **FilteredAnalysis** link to the *Filtered* lookup table.

FilteredCode	FilteredDescrip
DIS	Dissolved
CLF	Clay fraction
F1	Field - unknown
F45u	Field 0.45u
FIL	Filtered
L1	Lab - unknown
L5u	Lab 5u
N	Not applicable
TOT	Total
TRC	Total Recoverable
z	Unknown

**QC SampleCode** and **QC AnalysisCode** link to the **QC Codes** lookup table, which contains codes for both the sample and analysis levels.

QC Code	QC Type	QC Scope
AB	Ambient blank	Samples
DUP	Field duplicate	Samples
EB	Equipment blank	Samples
FB	Field blank	Samples
FR	Field replicate	Samples
FS	Field sample spike	Samples
MS	Matrix spike	Samples



## Data Transfer Standard - **Enviro Data**

MSD	Matrix spike duplicate	Samples
NQ	Not a QC item	Samples
O	Original data	Not applicable
PE	Performance evaluation	Samples
RB	Rinsate blank	Samples
RD	Referee duplicate	Samples
RM	Reference material	Samples
RMD	Reference material dup	Samples
SP	Split samples	Samples
SPD	Split-duplicate samples	Samples
TB	Trip blank	Samples
SUR	Surrogate spikes	Analyses
TAR	Target compound	Analyses
TIC	Tentatively identified	Analyses
Z	Unknown	Not applicable

**ParameterName, CASNumber, AltParamNumber** - AltParamNumbers may be Storet codes, or other codes decided on between the laboratory and the client. Contact your project manager for a current project parameters list. Do not make up CAS numbers for parameters for which CAS does not provide them. Due to the number of possible parameters and the great variability from project to project, the following list contains examples only.

Parameter Name	CAS Number
1,1,1,2-Tetrachloroethane	630-20-6
1,1-Biphenyl, Dimethyl-	
1,2,4-Trichlorobenzene	120-82-1
1,2-Dibromo-3-chloropropane	96-12-8
2,3,4,6-Tetrachlorophenol	58-90-2
2,3,7,8-TCDD C13 (surrogate)	
2,4,5-T	93-76-5
2,4-D	94-75-7
2,4-DB	
2-Hexanone	591-78-6
4,4'-DDD	72-54-8
4,6-Dinitro-2-methylphenol	534-52-1
Acenaphthene	83-32-9
Acenaphthylene	208-96-8
Acetone	67-64-1
Acidity	
Aldrin	309-00-2
Alkalinity (as CaCO <sub>3</sub> )	
Aluminum	7429-90-5
Ammonia	
Aramite	140-57-8
Aroclor-1016	12674-11-2
Aroclor-1221	11104-28-2
Arsenic	7440-38-2
Barium	7440-39-3
Benz(a)anthracene	56-55-3
Benzene	71-43-2
Benzene, Trimethyl-	25551-13-7
Benzoic acid	
Bicarbonate	
Biochemical oxygen demand	
Chemical oxygen demand	
Chloride	
Chlorinated Hydrocarbons	

Chromium	7440-47-3
Corrosivity PH	150-50-5
Cyanide	
Endosulfan I	959-98-8
Endosulfan II	33213-65-9
Endosulfan Sulfate	1031-07-8
Field Conductivity	
Field pH	
Field turbidity	
Floater	
Gross Alpha	
Gross Beta	
Groundwater Elevation	
Hardness (as CaCO <sub>3</sub> )	
Ignitability	
Indene	95-13-6
Iron	7439-89-6
Laboratory conductivity	
Laboratory pH	
Laboratory Temperature	
Lead	7439-92-1
Methyl yellow	60-11-7
Nitrate	
Nitrate/Nitrite	7727-37-9
Nitrite	
No. 6 Fuel Oil C12-C24	
o,o,o-Triethylphosphorothioate	126-68-1
Oil and grease	
Ortho-Phosphate	
Other Gamma	
Pb-210 - insoluble	
Pb-210 - soluble	
Percent moisture	
Pet. Hydrocarb.	
Phenol	108-95-2

## Data Transfer Standard - **Enviro Data**

Phenol-D5 (surrogate)	4165-62-2
Pyridine	110-86-1
Quinoline	91-22-5
Ra-224 - insoluble	
Ra-224 - soluble	
Ra-224 - Total	
Reactive Cyanide	
Reactive Sulfide	

Sinkers	
Temperature	
Tin	7440-31-5
Total Dissolved Solids	
Total Organic Carbon	
Total phenols	
Zinc	7440-66-6

**ReportingUnits** and **DepthUnits** - link to the ReportingUnits lookup table. Units of measure for depths or analyses.

Reporting Units
s.u.
umhos/cm
Deg C
days
Deg F
ft
fmsl
hours
in
ppb

ppm
mg/kg
mg/l
ms/cm
meters
NTUs
Other
%
pCi/g
pg/l
pCi/l

mmhos/m
um/cm
ug/g
ug/kg
ug/l
uS/cm
weeks
ug/filter
Unknown

**FlagCode** - This field can contain up to four coded entries for the flag describing the analysis.

Flag Code	Flag
*	Surrogate outside QC limits
a	Not available
b	Analyte detected in blank and sample
c	Coelute
d	Diluted
e	Exceeds calibration range
f	Calculated from higher dilution
i	Insufficient sample
j	Est value: concentration <quan. limit
m	Matrix interference
q	Uncertain value
s	Surrogate
u	Not detected
v	Detected value
z	Unknown

**AnalyticProblems** lookup table.

<b>Problem Code</b>	<b>Analytic Problem</b>
a	Exceeds holding time
b	< cont lim, > inst lim
d	Percent RPD criteria not met
e	Exceeds extr holding time
g	Cooler above 10°C
h	Cooler above 4°C
I	Interference
k	Bottle broke; resample value
m	Matrix effect
n	No problems
o	Spike not in control limit
p	Zero headspace not achieved
r	Re-extracted
s	Meth of std additions
t	Diluted
v	Est because of interference
z	Unknown

**ValidationFlags** - Coded flags associated with validation of analyses.

<b>Validation Code</b>	<b>Flag</b>
a	Anomolous data
j	Estimated data, useable value
r	Rejected data
u	Not detected due to contamination
z	None

**LeachMethod** - Method used to leach the sample.

<b>LeachMethod</b>
None (default)
TCLP
SPLP
Unknown

**ValueCode** - lookup table.

<b>ValueCode</b>	<b>Explanation</b>
RA	Re-analyzed
RE	Re-extracted and re-analyzed
RE2	Second re-extraction and re-analysis
DL	Dilution run
DL2	Second dilution run
REDL	Re-extraction of a diluted sample
N	None

## Data Transfer Standard - **Enviro Data**

O	Original analysis
Z	Unknown

**RunCode** lookup table.

<b>RunCode</b>	<b>Explanation</b>
OR	Original run
PR	Primary run result. For GC tests where the first and second columns are combined to produce this primary set or results
1C	First column result
2C	Second column result
N	None
Z	Unknown

## Appendix B - Changes from previous versions of the Data Transfer Standard

The following changes were made from version 1.4 to 1.6. These changes were of two types, increase in field width and new fields.

### Analyses table - Revised

Revised	ReportUnitsCode	Text - 4	Change from Text - 2
Revised	AnalyticMethod	Text - 40	Change from Text - 25
Revised	Lab	Text - 20	Change from Text - 10
Revised	AnalysisLabID	Text - 40	Change from Text - 20
Revised	PrepMethod	Text - 40	Change from Text - 20
New Field	Detect3	Num, Single	3 <sup>rd</sup> detection limit for this analysis
New Field	LimitType3	Text - 4	Type of 3rd detection limit
New Field	RetentionTime	Num, Single	Retention time for this Analysis
New Field	PreparationLot	Text - 10	Batch designator of an autonomous group of environmental samples and associated QC samples prepared together
New Field	AnalysisGroup	Text - 20	Group of methods for this Analysis
New Field	SpikeAmount	Num, Single	Spike amount added to the sample

### Samples table - Revised

Revised	SampleMatrixCode	Text - 4	Change from Text - 1
Revised	SampleTypeCode	Text - 5	Change from Text - 4
Revised	LabSampleID	Text - 40	Change from Text - 20
Revised	AltSampleID	Text - 40	Change from Text - 20
Revised	FieldSampleID	Text - 40	Change from Text - 20
Revised	DepthUnitsCode	Text - 4	Change from Text - 2
Revised	Description	Text - 50	Change from Text - 25
Revised	CoolerID	Text - 40	Change from Text - 20
Revised	DeliveryGroup	Text - 25	Change from Text - 10
Revised	QCSequenceID	Text - 40	Change from Text - 15
Revised	COCNumber	Text - 40	Change from Text - 20
Revised	TaskNumber	Text - 40	Change from Text - 20
Revised	PrimarySample	Text - 40	Change from Text - 20
New Field	LabRecvDate_D	Date/Time	Date lab received sample
New Field	WeightVolume	Num, Double	Weight or volume of sample
New Field	Extracted	Text - 1	Is this an extracted sample?
New Field	SampleMethodCode	Text - 4	Link to the SampleMethod table
New Field	LogCode	Text - 4	Coded value identifying the company collecting samples or performing field tests
New Field	AmbientBlankLot	Text - 8	Ambient Blank Field Lot Identifier
New Field	EquipmentBlankLot	Text - 8	Equipment Blank Field Lot Identifier
New Field	TripBlankLot	Text - 8	Trip Blank Field Lot Identifier