**Louisiana Department of Environmental Quality**

September 2017

**Electronic Data Deliverable (EDD)**

**Submittal Requirements Manual**

**For Louisiana Environmental Analytical**

**Data Management System (LEADMS)**

**Revision 2.0**

# 

# Executive Summary

The purpose of this document is to provide clients with detailed instructions for submitting environmental data required by the Louisiana DEQ. This document describes the requirements and process for reporting a complete set of Electronic Data Deliverables (EDD) for each project.

EPA Region 2, 4, and Region 5 are currently using or implementing the same database application. Louisiana DEQ used the approach to mimic the electronic data deliverables guidance with EPA Region 5 EDD guidance. This consistency merits standardization with federal programs.

Each EDD package consists of two sets of files: a set of field and a set of lab files. The field files contain general site information (e.g. site name, location, and contact information), sub-facility information (areas of investigation), sampling locations at the site, field sample information and results, and geology information (e.g. water levels, drill activities and well information). The lab files contain sample information, test results with QC data, and batch results.

Louisiana DEQ has provided template file in Microsoft® Excel. These files can easily be converted to the LDEQ EDD format.

Louisiana DEQ will assist clients in the understanding, creation, and submission of EDDs.

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# Introduction to EDD

Louisiana DEQ will be using EDDs in conjunction with Louisiana Environmental Analytical Data Management System (LEADMS) to help manage the volume of environmental data received by LDEQ. As a result, the LDEQ will be able to accelerate the review of data, enhance the protection of health and the environment, and have a historic view of the data they receive. This manual was developed to provide guidance to data submitters with preparing EDDs for transfer into the LEADMS system.

The EDDs are a series of files used to report data. Not all EDD files must be used for each submittalThe easiest way to create EDDs is in excel spreadsheets. Using EDDs will also eliminate repeating data. For example, once the location is reported, many years of data can be reported without repeating the location information.

This manual will include templates for loading data and examples of what data should look like. The manual is divided into the following sections:

* General Reporting Requirements
* Field File Composition
* Basic Field and Chemistry File Composition
* References

Each file being submitted must be reported as defined in this document in order to avoid loading errors. Louisiana DEQ expects all “required” fields in files being submitted to be completed. Louisiana DEQ will also provide a no cost software program called EQuIS Data Processor (EDP) to be used to check EDDs prior to submittal to Louisiana DEQ.

# General Reporting Requirements

## File Format

All data must be reported in an Excel spreadsheet where each worksheet name corresponds with the EDD section name. LDEQ will provide an excel template of the format file. Length of text fields will be indicated in each detailed section. Guidance on creating files will be found later in this section.

## Naming EDD Files

If the EDD will be an Excel file, each worksheet name must be named the same as the format section name listed in Table 2-1.

LDEQ provides the EDP data checker with a sign and submit tool. This tool will automatically name files loaded into the EDP and package them into a zip file for import into LEADMS.

**Table 2-1**

**Naming format for each EDD**

| **Composition** | **File Type** | **Format Section Name** |
| --- | --- | --- |
| Field | Data Provider | DataProvider\_v1 |
| Field | Facility | Facility\_v1 |
| Field | Task | Task\_v1 |
| Field | Sub-facilities | Subfacilities\_v1 |
| Field | Location | Location\_v1 |
| Field | Location Parameter-used for data collected at a location that is not associated with a sample. Example - weather information | LocationParameter\_v1 |
| Field | Sample Parameter | SampleParameter\_v1 |
| Basic Field Results | Field sample Results are results collected on samples analyzed in the field. Example would be analyzing for pH or conductivity in the field when samples are collected. | FieldResults\_v1 |
| Chemistry | Sample Information - Sample information provided by the data provider. | Sample\_v1 |
| Chemistry | Test Results – lab results of samples analyzed without QC information. | TestResults\_v1. |
| Chemistry | Test / Results with QC - lab results of samples analyzed including QC data. | TestResultsQC\_v1 |
| Chemistry | Test Batch - Lab batch data | TestBatch\_v1 |
| Field | Drill Activity | DrillActivity\_v1 |
| Field | Lithology | Lithology\_v1 |
| Field | Well | Well\_v1 |
| Field | Well Construction | Well Construction\_v1 |
| Field | Geology Samples | GeoSample\_v1 |
| Field | Water Level | WaterLevel\_v1 |
| Field | Water Table | WaterTable\_v1 |
| Field | Down Hole Point Data | DownholePoint\_v1 |
| Field | Extraction Injection Wells | ExtractionInjectionWells\_v1 |
| Field | Purge | Purge\_v1 |

## Field File Composition

The field files consist of data provider, task, sub-facilities and location file. These files need to be submitted at the beginning of the project and only resubmitted when changes have occurred. An example of a change would be if the contact information has changed. If new sample locations are added, then only a location file containing the new sample locations needs to be submitted.

The field files also consist of geology and field information that may be collected with each sampling event. Data submitters reporting data from monitoring wells require submittal of geology information. The geology file consists of drill activity information, lithology, well information, well construction information, geology sampling, water table information, downhole point data, and purge data. There are both original and corrected submittals. The original submittal is data obtained during subsurface investigations and only needs to be reported once unless new geological data is obtained after the original submittal. Corrected submittals are corrections to previously submitted EDD file.

Table 2-2 lists the general information for the field file composition series.

**Table 2-2**

**Field File Composition**

| **File type** | **EDD File Name** | **Created by?** | **Contents** | **Uniqueness** | **Dependence of other files** |
| --- | --- | --- | --- | --- | --- |
| Data Provider | Date.DataProvider\_v1.txt | Data Provider | Contact info. of Data Provider | Data\_provider | NA |
| Facility | Date.Facility\_v1.txt | Data Provider | General Info on site | Facility\_code | NA This file is not loaded into database but used to autopopulate fields in sign and submit |
| Task | Date.Task\_v1.txt | Data Provider | Indentify the task | Task\_code | NA |
| Sub-facilities | Date.SubFacilities\_v1.txt | Data Provider | Initial site and contact information | subfacility\_code | Location file can not be loaded without a properly referenced subfacility in EDD or database |
| Location | Date.Location\_v1.txt | Data Provider / Field Personnel | Data collected for each location on a site | sys\_loc\_code | Chemistry data can not be loaded without a properly referenced location in EDD or database |
| Location Results | Date.LocationParameter\_v1.txt | Data Provider/ Field Personnel | Records for parameters measured at a location not associated with a sample | Sys\_loc\_code  Parameter\_code | NA |
| Drill Activity | Date.DrillActivity\_v1.txt | Data Provider | General information regarding soil borings. | Sys\_loc\_code  Drill\_event | NA |
| Lithology | Date.Lithology\_v1.txt | Data Provider | Lithology data for each borehole. | Sys\_loc\_code  Start\_Depth | NA |
| Well | Date.Well\_v1.txt | Data Provider | General information about each well | Sys\_loc\_code | Well construction and water level can only be loaded if well is defined in this EDD or database |
| Well Construc-tion | Date.WellConstruction\_v1.txt | Data Provider | Well construction records | Sys\_loc\_code  Segment\_type  Material\_type\_code  Start\_depth | NA |
| Geology Samples | Date.GeoSample\_v1.txt | Data Provider | Geological and physical properties of samples | Geo\_sample\_code | NA |
| Water Level | Date.WaterLevel\_v1.txt | Data Provider / Field Personnel | Water Level Data for monitoring wells | Sys\_loc\_code  Measure\_date | NA |
| Water Table | Date.WaterTable\_v1.txt | Data Provider/ Field Personnel | General information about water table | Sys\_loc\_code  Type  Sequence | NA |
| Downhole Point (CPT) Data | Date.DownholePoint\_v1.txt | Data Provider/ Field Personnel | Results of down hole logging | Sys\_loc\_code  Depth  Parameter | NA |
| Extraction Injection Well | Date.ExtractionInjectionWells\_v1.txt | Data Provider / Field Personnel | Data on extraction wells operating as part of a remedial action | Sys\_loc\_code  Start\_measure\_date | NA |
| Purge | Date.Purge\_v1.txt | Data Provider/ Field Personnel | Purge data | Sys\_loc code  start date | NA |
| Sample Parameter | Date.SampleParameter\_v1.txt | Data Provider/ Field Personnel | One record for each sample parameter | Sys\_sample\_code | NA |

## 

## Basic Field Results

Basic field results are cycling and correcting submittal of results captured in the field. These results consist of samples that are analyzed in the field.

Table 2-3 lists general information needed for the basic field file composition series.

**Table 2-3**

**Basic Field File Composition**

| **File** | **EDD File Name** | **Created by?** | **Contents** | **Uniqueness** | **Dependence of other files** |
| --- | --- | --- | --- | --- | --- |
| Field Sample Results | Date.FieldResults\_v1.txt | Data Provider/ Field Personnel | One record for each parameter associated with a sample | Sys\_loc\_code  Sample\_ID  Field\_parameter  Result\_Date | NA |

## Chemistry File Composition

Chemistry files will consist of cycling and corrected submittals of sample information and lab results. The cycling files will include lab sample information, test/results with QC, and test batch files. Also included are field duplicates, field blanks, field spikes, and trip blanks.

Corrected submittals are corrections to a previously submitted EDD file.

Table 2-4 lists the general information needed for the chemistry file composition series.

**Table 2-4**

**Chemistry File Composition**

| **File** | **EDD File Name** | **Created by?** | **Contents** | **Uniqueness** | **Dependence of other files** |
| --- | --- | --- | --- | --- | --- |
| Sample Information | Date.Sample\_v1.txt | Data Provider or Testing Laboratory | One record for each sample collected at a site that will be sent to a lab for analysis | Sys\_sample\_code | Test and batch data can not be loaded without properly referenced lab sample information |
| Test Results | Date.TestResults\_v1.txt | Data Provider or Testing Laboratory | One record for each result tested | Sys\_sample\_code  Lab\_anal\_method\_name  Analysis\_date  Total\_or\_dissolved  Test\_type  Cas\_No | Test batch results can not be loaded without properly referenced test results |
| Test / Results with QC data | Date.TestResultsQC\_v1.txt | Testing Laboratory | One record for each analyte reported with QC data | Sys\_sample\_code  Lab\_anal\_method\_name  Analysis\_date  Total\_or\_dissolved  Test\_type  Cas\_No | Test batch results can not be loaded without properly referenced test results QC file |
| Batch | Date.TestBatch\_v1.txt | Testing Laboratory | Data that relates to QC data | Sys\_sample\_code  Lab\_anal\_method\_name  Analysis\_date  Total\_or\_dissolved  Test\_type  Test\_batch\_type | NA |

## File Composition

The Files table provides the data submitter a way of submitting the pdf report that goes along with the data. Table 2-5 lists all the information needed for the facilty file composition series.

There are guidelines for pdf files that must be followed when submitting pdf reports electronically. These guidelines are:

* Submittals must be in PDF format
* Each PDF should be no larger than 130 MB (each file)
* PDF should contain no more than 990 pages (each file)
* PDF Title Page must include the full name, physical address, and Agency Interest Number. Each volume title page must include the same title, including ‘volume x of y’
* PDF must contain a signed (non-e-signature) transmittal letter as page 2 of volume 1. This letter must include the AI #, name, and physical address in the RE section.
* PDF narrative must be in 12-point font; data tables should be in no less than 10-point font. If 8.5” x 11” page is too small, use legal (8.5” x 14”) or 11” x 17” size page for tables.
* Include volume # in the file name of each PDF.
* Upload each volume in numerical order via EQuiS or EDOCs
* Photographs, maps and oversize drawings: These may be included in volume 1 if they don’t result in files over 250MB or 990 pages. Image (particularly aerials and topographic) size should be just over the minimum needed to support/illustrate the narrative conclusions. If high density pixilated images are needed, please include in another file (volume).

**Table 2-5**

**Facilty File Composition**

| **File** | **EDD File Name** | **Created by?** | **Contents** | **Uniqueness** | **Dependence of other files** |
| --- | --- | --- | --- | --- | --- |
| Pdf file information | Date.files\_v1.txt | Data Provider or Testing Laboratory | One record for each report submitted | File name | NA |

## Checking Data Integrity

Data providers are responsible for running three types of integrity checks before submitting data: validity, row distinctiveness, and row reliability. This is done in the EDP.

* Validity: All required codes must be valid. All fields requiring valid values are designated in the file format tables in the following sections. The valid values are provided in LDEQ List of Valid Values document. If there is a valid value you feel is required but not listed please notify the LEADMS data manager at [\_DEQ-LEADMSQuestions@la.gov](mailto:_DEQ-LEADMSQuestions@la.gov) to request approval of adding the valid value to LDEQs list of Valid Values. Please include in your email the value name, the field name in which the new value will be recorded and a description of the meaning of the value. The LEADMS data manager will update the EDP reference value file. The new file will allow the EDP to recognize the value as valid.
* Row Distinctiveness: verifies that no two rows of information contain the same value for any values listed in the uniqueness columns in tables 2-2, 2-3, and 2-4. In database terminology, the fields listed in the uniqueness column are called primary keys. If there are more than one primary key listed in the uniqueness column then at least one of the primary key fields must have a different value. Example: In the field result file – two rows with the sys loc code of MW1, sample\_ID ERF-070101-MW1-01, parameter code as “pH” and the measurment date as “01012007” would violate row uniqueness. However you could have row one with sys loc code MW1, sample ID ERF-070101-MW1-01, parameter code as “pH” and result date as “01012007” and a second row with sys loc code MW1, sample ID ERF-070101-MW1-02, parameter code as “pH” and measurement date and as “01012007”
* Row Integrity: checks the relationship of records within the files. This is listed in tables 2-2, 2-3, and 2-4 under dependency. Example: a Sample\_ID must be in the sample file and in the test result file in order for the data to be linked together.

## Definition of an Agency Interest, Area of Investigation, and Location

To submit error free electronic data deliverables, it is important to understand how Louisiana DEQ defines an agency interest, area of investigation, and location. Each agency interest (Agency\_Interest\_No) will be identified with its AI number that DEQ has assigned. An agency interest is anything the agency is interested in. The area of investigation will be the area in which some type of investigation is taking place (example: SWMU for a RCRA site). The area of investigation is assigned a unique number, called a sub-facility code, for each area inside an agency interest. If the entire agency interest is the area of investigation, then the AI number would be entered in the sub-facility code field, therefore every remediation site will have at least one sub-facility. Each area of investigation can contain one or more locations that are distinct points identified by an X and Y coordinate. Examples of a location would be soil borings, monitoring wells, or sampling points. Each location ID (sys\_loc\_code) must be unique for an agency interest.

## Figure 2-1

## 

Agency Interest

MW1

MW2

MW3

SB1

SWMU -01

SWMU - 02

MW4

MW5

SB2

SWMU - 03

SB3

Agency Interest No = Agency Interest number of the facility – is a unique ID number assigned by Louisiana DEQ

Subfacility\_code = Area of Investigation – ***must be unique in an agency interest. If entire AI is the area of Investigation then the AI number is the subfacility code***

Location = sys\_loc\_code = Well or boring ID ***– must be unique in an agency interest***

## Reporting Null Values

For fields that are not required, a null or blank is appropriate. In the text file, tabs must surround the null value. Even if the records contain a null value, all data will have the same number of fields.

## Valid Values

Valid values are reference codes. Some fields require that only these reference codes populate the field. The EDD file formats indicate which fields require valid values and reference the tables in LDEQs list of Value Values. LDEQs list of Valid Values provides a list of all the valid values required for submittal of EDDs.

## Re-Tests Reporting

All analytes for initial tests should be reported. When a retest is performed on a sample, the result that is considered the reportable result should be indicated with a “Yes” in the reportable\_result field. The initial test, and any retest result not considered reportable will have “No” in the reportable\_result field. Table 2-6 provides an example of reporting re-test.

**Table 2-6**

**Example of re-test reporting**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Test Type | Analyte | Cas No | Result Value | Detect Flag | Lab Qualifiers | Reportable Results | Result Comments |
| Initial | Benzene | 71-43-2 | 1000 | Y | E | No | Too concentrated |
| Initial | Toluene | 108-88-3 | 8.2 | Y |  | Yes | Not detected |
| Initial | Ethylbenzene | 100-41-4 | 5.3 | Y |  | Yes | Not detected |
| Initial | Xylenes | 1330-20-7 | 6.1 | Y |  | Yes | Not detected |
| Dilution1 | Benzene | 71-43-2 | 650 | Y |  | Yes | Quantitated |

## Non-Detect Reporting

When reporting non-detects, the detect flag field should be populated with an “N”. The reporting detection limit field and the detection limit unit field must be populated with actual values. The result value field must be null. Table 2-7 is an example of non-detect reporting.

**Table 2-7**

**Example of Non-Detect Reporting**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Cas No | Result Value | Detect Flag | Reporting Detection Limit | Detection Limit Unit | Result Comment | Laboratory Qualifiers |
| 71-43-2 | 0.15 | Y | 0.005 | ug/ml |  |  |
| 71-43-2 |  | N | 0.005 | ug/ml | Not detected | U |

## Tentatively Identified Compounds (TIC) Reporting

Tentatively Identified Compounds (TIC) should be reported when detected. The TIC should first be identified to the analyte name, then by the class of the TIC. If neither can be used to identify the TIC, it should be identified as “unknown”. Only the ten most relevant or most concentrated are allowed. All TIC records should have “TIC” in the result type code field.

## Data entry tools provided to create EDD files

EDD files can be created using any software capable of creating text files, excel files or html files. Table 2-8 provides instructions for creating EDDs with common software applications.

**Table 2-8**

| **Software** | **Type of Software** | **Instructions** |
| --- | --- | --- |
| Access | Database | 1. Create a folder in C:\Documents and Settings\ called LEADMS Data 2. Copy provided Access Database to your computer 3. Select from the menu what EDDs you want to create 4. Enter data 5. Repeat steps 2 and 3 for each EDD you need to create 6. Once all data is entered, go to the Main Menu and click on Create a complete LEADMS EDD Data Package 7. You will get a message box letting you know that each set of EDDs was created and saved at C:\Documents and Settings\LEADMS Data. Click OK for each message. 8. Click on Close Database 9. Browse to C:\Documents and Settings\LEADMS Data. You should have a list of all EDD created. In the menu select Edit>Select All then right click and win zip files 10. Zip all files in a zip file called date time.<AI>.LDEQ.zip 11. Open EDP and click on the EDD icon in the open menu and open zip file in EDP to load and check data |
| Excel | Spreadsheet | 1. Enter data in excel template provided  2. Save template with data  3. Open EDP then open EDD template in EDP to check data |
| IDEF | Downloadable Intelligent Data Entry Form | 1. Download form from EarthSoft website 2. Register IDEF with EarthSoft 3. Enter data in form 4. Save data (will save in correct format) |

Louisiana DEQ provides templates for EDD files on their website at: <http://www.deq.louisiana.gov/portal/tabid/2839/Default.aspx>. To create an EDD, enter data into the template and follow instructions in Table 2.7.

## Using EQuIS Data Processor to Check EDD

The EQuIS Data Processor (EDP) must be used to check EDD files for errors before submittal to Louisiana DEQ. The cost free EDP application performs a series of checks on the files and identifies records that have errors that must be corrected. This allows the data provider to check and correct EDD files before submittal.

The EDP download and user guide are provided on Louisiana DEQ website at: [http://www.deq.louisiana.gov/portal/tabid/2839/Default.aspx](http://www.deq.louisiana.gov/portal/tabid/267/Default.aspx)

## Submitting EDD packages to Louisiana DEQ

Before you are able to submit electronic data to LDEQ, you must complete a subscriber’s agreement with LDEQ. Once your completed agreement is approved, you will be set up with a user account, get instructions on downloading the data checker, format file, and be able to submit data to LEADMS.

Once all your EDD files are created and checked, they can be packaged by using the EDP sign and submit tool. With this tool you will be asked to enter your user name, password, Facility ID (AI Number), and the Facility Name. Once you click submit, the tool packages your data with your user certificate, and it is sent to the database for data checking and import.

Once you submit your data package, if any errors are found, you will receive an e-mail notification with an error log listing what errors were found and notifying you that a failure occured. Your data will not be imported until no errors are found. You can then fix the errors and resubmit the data. Once data is submitted error free you will receive an e-mail notification that your data was accepted with no errors found.

When resubmitting data with corrections on data that has already been imported or records that must be updated, you will create the data package but email it to [\_DEQ-LEADMSQuestions@la.gov](mailto:_DEQ-LEADMSQuestions@la.gov) with a cover letter explaining the corrections and/or updates. These EDDs will then be submitted by LDEQ personnel.

Table 2-9 is a summary of different types of submittals

**Table 2-9**

| **Submittal** | **Description** |
| --- | --- |
| Original | Original submittal is each EDD being submitted for the first time to DEQ. |
| Correction | If the original submittal requires corrections, the corrected EDD will be e-mailed to [\_DEQ-LEADMSQuestions@la.gov](mailto:_DEQ-LEADMSQuestions@la.gov) using same file name as the original files except for a change to the sequential letter in the file name. The email should also contain a cover letter/memo explaining the corrections. |
| Update | An “update submittal” updates data that has previously been accepted by DEQ. An example would be if coordinate information for a location is now more accurate than what was submitted two years ago. The location fields for the location with the updated coordinates in an EDD would need to be emailed to [\_DEQ-LEADMSQuestion@la.gov](mailto:_DEQ-LEADMSQuestion@la.gov) with an explaination of the updates, as an update submittal. |

## Examples of EDD files

The following tables contain example data for some of the EDD files. The red column headings are required fields and blue columns are reference value fields.

* + 1. **Data Provider File EDD Table**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Data Provider** | **Data contact person** | **Data contact address\_1** | **Data Contact Address 2** | **Data Contact City** | **Data Contact state** | **Data Contact Zip Code** | **Data Contact Email Address** | **Data Contact Phone Number** |
| 98765 | Jane\_Doe | 111 First Street | PO Box 122, Baton Rouge, LA 70821 | Baton Rouge | LA | 70802 | [Jane@asmp.com](mailto:Jane@asmp.com) | 222-225-8898 |

* + 1. **Sub-Facilities File EDD Table**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Subfacility Code** | **Subfacility Type** | **Subfacility Name** | **Subfacility Description** | **Remark 2** | **Contact Name** | ***Additional Fields*** | **E-mail Address** |
| 1234 | LANDFILL | Entire Site |  |  | John Doe |  | John@abc.com |
| 001 | REMEDIATION AREA | Remediation Area 001 |  |  | John Doe |  | John@abc.com |

* + 1. **Location File EDD Table**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Data Provider** | **Sys\_loc \_code** | **X Coord** | **Y Coord** | **Surface Elevation** | **Elevation Units** | **Coord System Descrip.** | ***Additional Fields*** | **Inspector** |
| 98765 | 1234 | -92.588 | 30.552 | 110.0 | ft | LAT LONG |  |  |
| 98765 | MW1 | -90.655 | 30.895 | 110.3 | ft | LAT LONG |  |  |
| 98765 | MW1a | -91.336 | 29.965 | 110.3 | ft | LAT LONG |  |  |
| 98765 | MW2 | -90.850 | 30.222 | 112.2 | ft | LAT LONG |  |  |
| 98765 | SB1 | -90.441 | 30.665 | 120.1 | ft | LAT LONG |  |  |

**Note:** The first location is a site location – this sys\_loc\_code is the AI No. of the site and used when collecting data associated with the entire site.

* + 1. **Location Results (Location Parameter) File EDD Table**

This EDD is used for measurements taken at a location not associated with a sample.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sys\_loc\_code** | **Parameter Code** | **Parameter\_value** | **Parameter\_unit** | **Measure Date** | **Measure Time** | **Measurement Method** | **Task\_code** | **Remark** |
| 1234 | AIRTEMPERATURE | 76 | Deg F | 01/01/2007 | 13:30:00 |  |  |  |
| 1234 | WEATHERCONDITIONS | WINDY, SUNNY | NONE | 01/02/2007 | 14:00:00 |  |  |  |

**Note:** The AI number is used as the Sys\_loc\_code because a location was set up to collect data that pertains to an entire site. In this example, air temp and weather conditions were taken at the site on the days of sampling.

* + 1. **Field Results File EDD Table**

This EDD is used to report sample results for samples that are collected and analyzed in the field.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Data Provider** | **Sys\_loc\_code** | **Sample ID** | **Field Parameter** | ***Additional Fields*** | **Result Date** | **Result Time** | **Result Value** | **Result Unit** |
| 98765 | MW1 | JCD-20070101-MW1-01 | PH |  | 01/01/2007 | 08:00:00 | 7.2 | SU |
| 98765 | MW1 | JCD-20070101-MW1-01-dup | PH |  | 01/01/2007 | 08:02:00 | 7.1 | SU |
| 98765 | MW1 | JCD-20070101-MW1-01 | TEMP |  | 01/01/2007 | 08:22:00 | 72 | Deg C |

**Field Results File EDD Table (continued)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Quantitation Limit** | **Task Code** | **Sample Matrix Code** | **Additional Fields** | **Sampling Method** | **Reportable Result** | **Value Type** | **Remark** | **Field\_sdg** | **Sample\_type** |
|  |  | WG |  |  | Yes | Actual |  |  | N |
|  |  | WG |  |  | Yes | Actual |  |  | FD |
|  |  | WG |  |  | Yes | Actual |  |  | N |

* + 1. **Sample File EDD Table**

This EDD is used for samples that are collected in the field and sent to a lab for analysis.

**NOTE** : If the lab checks the data with the EDP, they are to expect errors for information in which they do not have. The data submitter of the data package is to fill in the required information which the lab does not have.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sys sample code** | **Sample Name** | **Sample Matrix** | **Sample Type** | **Sample Source** | **Parent Sample Code** | **Sample Date** | **Sample Time** | **Sys\_loc\_code** | ***Additional Fields*** | **Duration units** |
| JCD070101MW1-FB | Filed Blank | W | FB | Field |  | 01/01/2007 | 14:30:00 |  |  |  |
| JCD070101MW1-03 | MW1 | WG | N | Field |  | 01/01/2007 | 14:40:00 | MW1 |  |  |
| JCD-070101MW1-03-MSD | MW1 MSD | WG | MSD | Lab | JCD070101-03 | 01/01/2007 | 14:40:00 | MW1 |  |  |

* + 1. **Test and QC File EDD Table**

**NOTE:** For a normal sample, all the QC fields are blank.

| **Sys sample code** | **Lab Method** | **Analysis Date** | **Analysis Time** | **Total or Dissolved** | **Column number** | **Test Type** | ***Additional Fields*** | **QC Level** | **Lab Sample ID** | ***Additional Fields*** | **Cas Number** | **Chemical Name** | **Result**  **Value** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| JCD-20070101-MW1-FB | 8021B | 1/5/2007 | 15:05:00 | T |  | Initial |  | LV | SAM01 |  | 71-43-2 | Benzene |  |
| JCD-20070101-MW1-03 | 8021B | 1/5/2007 | 15:05:00 | T |  | Initial |  | LV | SAM02 |  | 71-43-2 | Benzene | 1000 |
| JCD-20070101-MW1-03 | 8021B | 1/6/2007 | 08:00:00 | T |  | Reanalysis |  | LV | SAM02R |  | 71-43-2 | Benzene | 10.2 |
| JCD-20070101-MW1-03-Dup | 8021B | 1/5/2007 | 15:05:00 | T |  | Initial |  | LV | SAM02-D |  | 71-43-2 | Benzene | 1250 |
| JCD-20070101-MW1-03-Dup | 8021B | 1/6/2007 | 08:05:00 | T |  | Reanalysis |  | LV | SAM02-D-R |  | 71-43-2 | Benzene | 11.0 |

**Test and QC File EDD Table (continued)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Result Error Delta** | **Result Type Code** | **Reportable Results** | **Detect Flag** | **Lab Qualifier** | **Validator Qualifiers** | **Interpreted Qualifiers** | **Organic** | **Additional Fields** | **Result Unit** | **Additional Fields** |
|  | TRG | Yes | N |  |  |  | Y |  | mg/l |  |
|  | TRG | No | Y | R |  | R | Y |  | mg/l |  |
|  | TRG | Yes | Y |  |  |  | Y |  | mg/l |  |
|  | TRG | No | Y | R |  | R | Y |  | mg/l |  |
|  | TRG | Yes | Y |  |  |  | Y |  | mg/l |  |

**QC Fields of a normal sample with surrogates**

For a target sample leave the QC fields null except in the rows were a surrogate is present.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cas Number** | **Result** | **Result Unit** | **Result Type Code** | **QC Original Conc** | **QC Spike Added** | **QC Spike Measured** | **QC Spike Recovery** | **QC Dup Original Conc** | **QC Dup Spike Added** | **QC Dup Spike Measured** | **QC Dup spike Recovery** |
| 108-88-3 | 1.2 | mg/L | TRG |  |  |  |  |  |  |  |  |
| 94-75-7 | 5.5 | mg/L | TRG |  |  |  |  |  |  |  |  |
| 2037-26-5 | 10.3 | mg/L | SUR |  | 10.0 | 10.3 | 103 |  |  |  |  |

**QC Fields for a matrix spike sample**

Notice that all “dup” and the QC RPD fields are blank.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cas Number** | **Result** | **Result Unit** | **Result Type Code** | **QC Original Conc** | **QC Spike Added** | **QC Spike Measured** | **QC Spike Recovery** | **QC Dup Original Conc** | **QC Dup Spike Added** | **QC Dup Spike Measured** | **QC Dup spike Recovery** | **QC RPD** |
| 108-88-3 | 5.018 | mg/L | TRG | 1.2 | 4.2 | 5.018 | 90.9 |  |  |  |  |  |
| 94-75-7 | 9.498 | mg/L | TRG | 5.5 | 4.2 | 9.498 | 95.2 |  |  |  |  |  |

**QC Fields for a matrix spike duplicate sample**

Notice that all the “dup” fields are populated and the QC\_RPD field should be completed.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cas Number** | **Result** | **Result Unit** | **Result Type Code** | **QC Original Conc** | **QC Spike Added** | **QC Spike Measured** | **QC Spike Recovery** | **QC Dup Original Conc** | **QC Dup Spike Added** | **QC Dup Spike Measured** | **QC Dup spike Recovery** | **QC RPD** |
| 108-88-3 | 5.308 | mg/L | TRG |  |  |  |  | 1.2 | 4.2 | 5.308 | 97.8 | 10 |
| 94-75-7 | 9.91 | mg/L | TRG |  |  |  |  | 5.5 | 4.2 | 9.91 | 105 | 12 |

**QC Fields for a LCS sample**

Notice the original concentration should be blank.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cas Number** | **Result** | **Result Unit** | **Result Type Code** | **QC Original Conc** | **QC Spike Added** | **QC Spike Measured** | **QC Spike Recovery** | **QC Dup Original Conc** | **QC Dup Spike Added** | **QC Dup Spike Measured** | **QC Dup spike Recovery** | **QC RPD** |
| 108-88-3 | 5.21 | mg/L | TRG |  | 5.00 | 5.21 | 104.2 |  |  |  |  |  |
| 94-75-7 | 4.98 | mg/L | TRG |  | 5.00 | 4.98 | 99.6 |  |  |  |  |  |

* + 1. **Test Batch EDD Table**

| **Sys Sample Code** | **Lab Method** | **Analysis Date** | **Analysis Time** | **Total or Dissolved** | **Test Type** | **Test Batch Type** | **Test Batch ID** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| JCD070101MW1-FB | 8021B | 1/5/2007 | 15:05:00 | T | Initial | Analysis | BAT-01082007-02 |
| JCD060101MW1-03 | 8021B | 1/5/2007 | 15:05:00 | T | Initial | Analysis | BAT-01082007-02 |
| JCD060101MW1-03 | 8021B | 1/6/2007 | 08:00:00 | T | Reanalysis | Analysis | BAT-01092007-01 |
| JCD060101MW1-Dup | 8021B | 1/5/2007 | 15:05:00 | T | Initial | Analysis | BAT-01082007-02 |
| JCD060101MW1-00-Dup | 8021B | 1/5/2007 | 15:05:00 | T | Reanalysis | Analysis | BAT-01092007-01 |

* + 1. **Drill Activity EDD Table**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sys\_loc\_**  **code** | **Drill Event** | **Start Depth** | **End Depth** | **Start Date** | **End Date** | ***Additional Fields*** | **Driller** |
| MW1 | Initial | 10 | 25 | 01/01/2007 |  |  | John Doe |
| MW1 | Second | 25 | 40 | 01/01/2007 |  |  | Adva |

* + 1. **Lithology EDD Table**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sys\_loc\_**  **code** | **Start Depth** | **Material\_type** | ***Additional Fields*** | **Remarks 1** | ***Additional Fields*** | **Density** |
| MW1 | 0 | Clay |  | Grayish clay medium dense |  |  |
| MW1 | 10 | Clay |  | Brown clay, medium dense |  |  |
| MW1 | 20 | Sandy clay |  | 20% coarse brown sand |  |  |

* + 1. **Well EDD Table**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sys\_loc\_**  **code** | ***Additional Fields*** | **Datum Value** | **Datum Unit** | **Datum Description** | ***Additional Fields*** | **Remark** |
| MW1 |  | 125 | ft | Top casing of well |  |  |
| MW1a |  | 125.3 | ft | Top casing of well |  |  |

* + 1. **Well Construction EDD Table**

| **Sys\_loc\_**  **Code** | **Segment Type** | **Material Type Code** | **Start Depth** | **End Depth** | **Depth Unit** | ***Additional Fields*** | **Remark** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| MW1 | Filter Pack | Sand | 6 | 22.2 | Ft |  |  |
| MW1 | Protective Casing | Steel | -2.3 | 3.5 | Ft |  |  |
| MW1 | Casing | Stainless steel 304 | -2.2 | 15 | Ft |  |  |
| MW1 | Screen | Stainless steel 304 | 25 | 20 | Ft |  |  |
| MW1a | Protective Casing | Steel | -2.5 | 3.0 | Ft |  |  |
| MW1a | Surface Plug | Concrete | 0 | 1.5 | Ft |  |  |
| MW1a | Annular Backfill | Cement grout | 2 | 8 | Ft |  |  |

* + 1. **GeoSample EDD Table**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sys\_loc \_code** | **Geo Sample Code** | **Sample Name** | **Sample Top** | **Sample Bottom** | **Sample Date** | **Sample time** | ***Additional Fields*** | **Organic Carbon Unit** |
| MW1 |  |  | 5 | 8 | 1/1/2007 | 10:12:00 |  |  |
| MW1 |  |  | 13 | 15 | 1/1/2007 | 10:46:00 |  |  |
| MW1a |  |  | 5 | 9 | 1/1/2007 | 14:36:00 |  |  |

* + 1. **Water Level EDD Table**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sys\_loc \_code** | **Measure Date** | **Measure Time** | **Historic Reference Elev** | **Water Level Depth** | **Water Level Elev** | ***Additional Fields*** | **Task Code** |
| MW1 | 01/01/2007 | 13:30:00 |  | 21.2 | 52.1 |  |  |
| MW1a | 01/01/2007 | 14:00:00 |  | 25.2 | 50.1 |  |  |

* + 1. **Water Table EDD Table**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sys\_loc \_code** | **Type** | **Sequence** | **Depth** | **Flowing** | **Measurement Method** | **Capped Pressure** | ***Additional Fields*** | **Temperature Unit** |
| MW1 | Unconfined | Stable | 20.5 | Y | Electric sensor |  |  |  |
| MW2 | Unconfined | Stable | 19.2 | Y | Electric sensor |  |  |  |

* + 1. **Down hole point EDD Table**

| **Sys\_loc \_code** | **Depth** | **Parameter** | **Parameter Value** | **Parameter Unit** |
| --- | --- | --- | --- | --- |
| MW1 | 10.5 | Tip Stress | 610 |  |
| MW1 | 11.2 | Tip Stress | 620 |  |
| MW1 | 10.5 | Sleeve Stress | 6.0 |  |
| MW1a | 10.2 | Resistively | 520 |  |
| MW1a | 11.0 | Resistively | 482 |  |

* + 1. **Extraction – Injection Well EDD Table**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sys\_loc \_code** | **Start Measure Date** | **Start Measure Time** | **End Measure Date** | **End Measure Time** | **Average Pump Rate** | **Pump Rate Unit** | ***Additional Fields*** | **Remark** |
| MW1 | 01/01/2007 | 13:30:00 | 01/01/2007 | 13:35:00 | 2.5 | mgd |  |  |
| MW1a | 01/01/2007 | 14:00:00 | 01/01/2007 | 14:10:00 | 1.2 | mgd |  |  |

* + 1. **Purge EDD Table**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sys\_loc \_code** | **Start Date** | **End date** | **Sampling Zone** | **Depth unit** | **Depth to water** | **Flowmeter start** | **Purge\_vol** | **Purge\_vol unit** | **Purge Rate** | **Purge Rate Unit** | **Purge Purpose** | **Purge Method** | **Remark** |
| MW1 | 01/01/07 |  |  | ft | 15 |  | 3 | Gal |  |  |  |  |  |
| MW1a | 01/01/07 |  |  | ft | 18 |  | 5 | gal |  |  |  |  |  |

# Formats for Composition of Field Files

This section contains the information regarding field file composition. These files are submitted prior to or in conjunction with the first chemistry EDD submittal. The field composition files are only submitted once, unless there is a change or additional information such as new location information. Tables in this section list all the fields with descriptions; indicate the data type and size, if a valid value is required, and if the field is required. All fields that are required must be populated for each row in the file being submitted. If required fields are left null, you will get an error message during the checking and submittal process.

## Data Provider EDD File

The data provider EDD file defines the contact information of the organization responsible for submitting the data. If additional data providers are required or the data provider contact information has changed, this file should be resubmitted to include only new or changed records.

It also includes an LEADMS ID number assigned by DEQ to companies subscribed to submit data. You will receive this ID number when you are notified that your subscriber agreement is approved. For more information on getting a LEADMS ID number contact us by e-mail at [\_DEQ-LEADMSQuestions@la.gov](mailto:_DEQ-LEADMSQuestions@la.gov) .

The data provider format structure is outlined in Table 3-1.

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## Facility EDD File

The Facility EDD file provides information about the facility. This table is not mapped to the database but is used only to help the data submitter keep track of all associated EDDs. If this table is populated with the facility code and facility name, these fields in the “sign and submit” will prepopulate for you. The facility format structure is outlined in Table 3-2

## Task EDD File

The task EDD file defines why the data is being collected. This EDD is not required but helps track projects.

The task format structure is outlined in Table 3-3.

## Sub-facilities EDD File

The sub-facilities EDD file provides general information about the areas of investigations at the site/facility, such as address and contact information. NOTE: If the facility is not divided into areas of investigation, and/or data is being collected with respect to the entire facility, the Agency Interest is the sub-facility and you must enter the AI number in the sub-facility code field. If a sub-facilities EDD has previously been submitted, you do not need to resubmit the file again. Use the contact information fields when the sub-facility contacts are different than the contact for the entire site or different for each area of investigation.

The sub-facility file format structure is outlined in Table 3-4.

## Location EDD File

The location EDD file defines the sampling/monitoring locations at a site. This file is an initial EDD because it must be submitted error-free before the chemistry and geology data can be used. Each row of the location file contains the definition of a unique sampling location. If analysis parameters are done for an entire site (example: Air temperature at the site that day), a location for the entire site must be created. For a location that pertains to the entire site, use the AI number as the sys\_loc\_code and the location type will be “Site” for entire site. Do not create records in the location files for any samples not associated with a location such as trip blanks. If there are multiple wells in one borehole, each well must have a unique sys\_loc\_code. Fields marked “required” must be reported for each row.

Each sampling location should only be reported once for every site. The only time data for a previously reported location needs to be resubmitted is when a resurvey using higher accuracy instrumentation or methodology changes the location information. When resubmitted, the location file should only contain the location records that required updates. Changes in the re-submittal should be described in a cover letter and e-mailed to [\_DEQ-LEADMSQuestions@la.gov](mailto:_DEQ-LEADMSQuestions@la.gov) with the updated EDD.

The file data structure must meet the requirements of the Louisiana DEQ standard operating procedure for the collection of geographical location data. See Appendix A for LDEQ policy for collected geographical data.

The location file data format structure is outlined in Table 3-5.

## Location Parameter EDD File

The location parameter file is used to collect data not associated with a sample but with a location. (Example would be air temperature or weather conditions).

The location parameter format is outlined in Table 3-6.

## Drill Activity EDD File

The drill activity file is used to collect information pertaining to the drilling activities resulting from soil boring.

The field result data format is outlined in Table 3-7

## Lithology EDD File

The lithology EDD file contains lithology data for soil borings.

The lithology data file format is outlined in Table 3-8.

## Well EDD File

The well EDD file contains the information on well installation.

The well data file format is outlined in Table 3-9.

## Well Construction EDD File

The well construction EDD file contains the information on well construction and well segments.

The well construction data file format is outlined in Table 3-10.

## Geology Samples EDD File

The geology samples EDD file contains the geotechnical sample information.

The geology samples data file format is outlined in Table 3-11

## Water Level EDD File

The water level EDD file contains the information on water level measurements collected during sampling activities. Groundwater and surface water elevations are reported here. When using this file to collect groundwater data, all fields should be populated. When using this file to collect surface water data, only fields one through six and the water\_level\_comments field need to be populated.

The water level file format is outlined in Table 3-12

## Water Table EDD File

The water table EDD file contains the water table information and groundwater data during drilling activities.

The water table data file format is outlined in Table 3-13

## Downhole Point EDD File

The geology downhole point EDD file contains the water table information and groundwater data during drilling activities.

The geology downhole point data file format is outlined in Table 3-14.

## Extraction Injection Wells EDD File

The extraction injection well EDD file should be submitted for all sites where extraction and/or injection wells are part of the remedial action at the site. This file provides designed pumping rate and actual pumping rates for each well during a reporting period. This information is used to determine if the remedial system is successfully capturing the contaminant plume.

The extraction injection well file format is outlined in Table 3-15.

## Purge EDD File

The purge EDD file contains the information about the well purging.

The purge data file format is outlined in Table 3-16.

## Sample Paramter EDD File

The sample parameter EDD file is use to collect any parameters in which the result value is a text value.

The sample parameter data file format is outlined in Table 3-17.

**Table 3-1**

**Electronic Data Deliverable Data Provider File Format**

| **Position** | **Field Name** | **Description** | **Data Type** | **Valid Values** | **Required Field** |
| --- | --- | --- | --- | --- | --- |
| 1 | **Data provider** | Assigned ID number company who subscribed as a data provider. This number is assigned at the time the data provider’s subscriber’s agreement is approved. | Text(20) | Yes (see Table A-21 in LDEQs List of Valid Values) | Yes |
| 2 | Data contact person | Name of contact person. Format: First Name Last Name. | Text(30) | No | If available |
| 3 | Data contact address1 | Contact physical address | Text(40) | No | If available |
| 4 | Data contact address2 | Contact mailing address Format: Box ###, City, State, Zip | Text(40) | No | If applicable |
| 5 | Data contact city | City of contact (physical address) | Text(30) | No | Yes if data contact address 1 populated |
| 6 | Data contact state | State of contact. State abbreviation. (physical address) | Text(5) | Yes (use official USPS 2 letter abbreviation) | Yes if data contact address 1 populated |
| 7 | Data contact zip code | Zip code of contact (physical address) | Text(10) | No | Yes if data contact address 1 populated |
| 8 | Data contact email | Contact email address | Text(60) | No | If available |
| 9 | Data contact phone | Contact phone number | Text(30) | No | If available |

**Table 3-2**

**Electronic Data Deliverable Facility\_v1 File Format**

**Not mapped to database just provides information**

| **Position** | **Field Name** | **Description** | **Data Type** | **Valid Values** | **Required Field** |
| --- | --- | --- | --- | --- | --- |
| 1 | **Facility Code** | AI Number of the facility assigned by LDEQ | Text(20) | No | Yes |
| 2 | PRP Agency | Person responsible for the site | Text(20) | No | If available |
| 3 | Data Provider | Assigned ID number company who subscribed as a data provider | Text(20) | Yes (see Table A-21 in LDEQs List of Valid Values) | If available |
| 4 | Facility Type | Describes the type of facility | Text(20) | No | If applicable |
| 5 | Program Code | Code of program facility belongs | Text(20) | No | If applicable |
| 6 | Facility Name | Name of Facility | Text(60) | No | If applicable |
| 7 | Address1 | Facility physical address | Text(40) | No | If available |
| 8 | Address2 | Facility mailing address Format: Box ###, City, State, Zip | Text(40) | No | If applicable |
| 9 | City | City of facility (physical address) | Text(30) | No | If available |
| 10 | County | Parish facility is located in | Text(50) | Yes (see Table A-9 in LDEQs List of Valid Values) | If available |
| 11 | State | State facility is located in | Text(10) | Yes (use official USPS 2 letter abbreviation) | If available |
| 12 | Country | Country | Text(50) | No | If available |
| 13 | Postal Code | Zip Code | Text(30) | No | If available |
| 14 | Coordinate Type Code | For LDEQ use | Text(20) | No | Reserve for LDEQ use |
| 15 | Phone Number | Phone number of facility | Text(30) | No | If available |
| 16 | Alt Phone Number | Alternate phone number of facility | Text(30) | No | If available |
| 17 | Fax Number | Fax Number | Text(30) | No | If available |
| 18 | Email Address | Email Address | Text(100) | No | If available |
| 19 | Remark | Remark | Text(2000) | No | If available |
| 20 | Client | Client | Text(50) | No | If available |
| 21 | Identifier | Reserved for LDEQ | Text(20) | No | If available |
| 22 | Sys Region Code | Region | Text(20) | No | If available |
| 23 | Project Manager | LDEQ Project Manager. Reserved for LDEQ | Text(50) | No | If available |
| 24 | Start Date | Project start date | Date | No | If available |
| 25 | Coordinate Unit | Reserve for LDEQ | Text(15) | No | If available |
| 26 | Elevation Unit | Reserve for future use | Text(15) | No | If available |
| 27 | X min | Reserve for future use | Number | No | If available |
| 28 | X max | Reserve for future use | Number | No | If available |
| 29 | Y min | Reserve for future use | Number | No | If available |
| 30 | Y max | Reserve for future use | Number | No | If available |
| 31 | Z min | Reserve for future use | Number | No | If available |
| 32 | Z max | Reserve for future use | Number | No | If available |

**Table 3-3**

**Electronic Data Deliverable Task\_v1 File Format**

| **Position** | **Field Name** | **Description** | **Data Type** | **Valid Values** | **Required Field** |
| --- | --- | --- | --- | --- | --- |
| 1 | Task Code | Unique Code used to identified the task | Text(20) | No | Yes |
| 2 | Task Description | Description of task being preformed | Text(255) | No | If available |
| 3 | Start Date | Date task started | Date  MM/DD/YYYY | No | If available |
| 4 | End Date | Data task ended | Date  MM/DD/YYYY | No | If applicable |
| 5 | Delivery order | Reserved for future use | Text(20) | No | If applicable |
| 6 | Client | Reserved for future use | Text(50) | No | If applicable |

**Table 3-4**

**Electronic Data Deliverable Subfacilities\_v1 File Format**

| **Position** | **Field Name** | **Description** | **Data Type** | **Valid Values** | **Required Field** |
| --- | --- | --- | --- | --- | --- |
| 1 | **Subfacility code** (AOI\_ID) | Identification of the sub-facility. This is a primary key and must be unique for each AOI/unit within the facility. NOTE: If the site is not divided into separate units and/or area of investigation then the entire site is the sub-facility, enter the Agency Interest No. in sub-facility code field. For sites divided into units use unique ID or SWMU number. | Text (20) | No (see description) | Yes |
| 2 | Subfacility type | Type of sub-facility (e.g. Waste pile, landfarm, surface impoundment, etc). See Table A-19 in appendix A for the list of codes with descriptions. | Text (20) | Yes (see Table A-19 in LDEQs List of Valid Values) | If available |
| 3 | **Subfacility Name** | Name of sub facility. | Text (60) | No | Yes |
| 4 | Subfacility Description | General description of the site | Text (2000) | No | If available |
| 5 | Remark\_2 | More description if necessary | Text (2000) | No | If available |
| 6 | Contact Name | Sub-facility contact person or responsible party contact person of sub-facility if different from the entire facility contact person. Format: first name last name | Text (50) | No | If available |
| 7 | Address 1 | Sub-facility contact’s physical address (street address) | Text (40) | No | If available |
| 8 | Address 2 | Sub-facility contact’s mailing address (box number or other info.) Format: Box ###, City, State, Zip | Text (40) | No (see description for format) | If available |
| 9 | City | City of site (site physical address) | Text (30) | No | Yes, if Address 1 is populated |
| 10 | State | Abbreviation for State of site (site physical address). | Text (10) | Yes (use official USPS 2 letter abbreviation) | Yes, if Address 1 is populated |
| 11 | Zip Code | Zip code of site (site physical address) | Text (30) | No | Yes, if Address 1 is populated |
| 12 | Phone number | Sub-facility contact’s phone number  (Format: ###-###-####) | Text (30) | No | If available |
| 13 | Alt phone number | Sub-facility contact’s alt phone number  (Format: ###-###-####) | Text (30) | No | If available |
| 14 | Fax number | Fax number of site contact (Format: ###-###-####) | Text (30) | No | If available |
| 15 | Email address | Sub-facility contact’s e-mail address | Text (100) | No | If available |

**Table 3-5**

**Electronic Data Deliverable Location File Format**

| **Position** | **Field Name** | | | **Description** | **Data Type** | **Valid Values** | **Required Field** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | **Data Provider** | | | DEQ Agency Interest number assigned to the company or agency responsible for submittal of this EDD. Acts as a link to data provider table. | Text (20) | Yes (see Table A-21 in LDEQs List of Valid Values) | Yes |
| 2 | **Sys loc code** | | | **Unique identifier** of any location at which data or samples are collected at a site. Examples of possible sys loc code are MW01, SB02, etc. NOTE: If parameters are being measured for the entire site, (e.g. air temp) a location for the entire site must be enter using the AI number as the sys loc code and “site” as location type. | Text(20) | No (Must be unique for site see description) | Yes |
| 3 | **X Coordinate** | | | Longitude in decimal degrees (NOTE: for Louisiana longitude is negative) | Number (decimal precision up to 15) | No | Yes |
| 4 | **Y Coordinate** | | | Latitude in decimal degrees | Number (decimal precision up to 15) | No | Yes |
| 5 | Surface Elevation | | | Elevation of the ground surface, or if location is for surface water samples, water surface elevation. For water surface elevation, use the average annual elevation, in feet. | Number (decimal precision up to 15) | No | No |
| 6 | Elevation units | | | Unit of measurement for elevations infeet. **Valid Value is "ft".** | Text (10) | Yes (See description) | If surface elevation is populated |
| 7 | **Coordinate sys description** | | | Sampling location coordinate system description. **Valid Value is "LAT LONG”** | Text (8) | Yes (See description) | Yes |
| 8 | | Observation date | | Date observation or site survey was made | Date MM/DD/YYYY | No | No |
| 9 | | Alt x coordinate | | Sampling location numeric X coordinate in UTM NAD 83 coordinate system, in meters. | Number | No | If available |
| 10 | | Alt y coordinate | | Sampling location numeric Y coordinate in UTM NAD 83 coordinate system, in meters. | Number | No | If available |
| 11 | | Coordinate type code | | Code for the coordinate type used for Alt-x and Alt-y. **Valid Values are “UTM Zone 15" or “UTM Zone 16”.** | Text(20) | Yes (See description) | Yes  (if position 9 and 10 values are present) |
| 12 | | Identifier | | Leave null if no alt x and alt y are reported, enter 1 if alt x and alt y are reported | Text (20) | See description | See description |
| 13 | | Horizontal Collect Method Code | | Method used to determine the latitude and longitude measurements. | Text (2) | Yes (see Table A-1 in LDEQs List of Valid Values) | Yes ( if 14 is populated) |
| 14 | | Horizontal Accuracy Value | | Accuracy range (+/-) of the lat/long coordinates. | Text (20) | No | If available |
| 15 | | Horizontal Accuracy Unit | | Unit of the horizontal accuracy value. **NOTE: Use only bolded values in Table A-2 for this field** | Text (5) | Yes (see Table A-2 bold values in LDEQs List of Valid Values) | Yes  (if position 14 is populated) |
| 16 | | Horizontal Datum Code | | Reference datum used to determine the latitude and longitude measurements. | Text (1) | Yes (see Table A-3 in LDEQs List of Valid Values) | Yes  (if position 14 is populated) |
| 17 | | Elevation Collect Method | | Method used to determine the ground elevation of the sampling location. | Text (2) | Yes (see Table A-4 in LDEQs List of Valid Values) | Yes ( if position 18 is populated) |
| 18 | | | Elevation Accuracy Value | Accuracy range (+/-) of the elevation measurements. | Text (20) | No | If available |
| 19 | | Elevation Accuracy Unit | | Units of the elevation accuracy value | Text (15) | Yes (see Table A-2 in LDEQs List of Valid Values) | Yes (if position 18 is populated) |
| 20 | | Elevation Datum Code | | Reference datum for the elevation measurement. | Text (1) | Yes (see Table A-5 in LDEQs List of Valid Values) | Yes (if position 18 is populated) |
| 21 | Source Scale | | | Scale of the source (map, air photo, etc.) used to determine the lat/long coordinates. If GPS is used, this field does not apply and “N” should be entered. | Text (2) | Yes (see Table A-6 in LDEQs List of Valid Values) | If available |
| 22 | Subcontractor Name code | | | Code assigned to company preparing locations. . | Text (20) | Yes (Table A-21) | If available |
| 23 | Verification Code | | | Leave Null | Text (1) |  | Reserved for future use |
| 24 | Reference Point | | | Place at which coordinates were established. | Text (2) | Yes (see Table A-7 in LDEQs List of Valid Values) | If available |
| 25 | Geometric Type Code | | | Leave Null | Text (20) |  | Reserved for future use |
| 26 | Rank | | | Leave Null | Number |  | Reserved for future use |
| 27 | Location Name | | | Sampling location name. | Text (40) | No | If available |
| 28 | Location description | | | Sampling location description. | Text (255) | No | If available |
| 29 | **Location type** | | | Description of location type | Text (20) | Yes (see Table A-8 in LDEQs List of Valid Values) | Yes |
| 30 | Location purpose | | | Sampling location purpose | Text (20) | No | If available |
| 31 | **Subfacility code (AOI\_ID)** | | | If the location is the entire site, enter agency interest number here. If location is area/unit enter the subfacility\_code.  **NOTE: This field must match subfacility\_code in the current sub-facility file or was subfacility previously submitted.** | Text (20) | No (see NOTE in description) | Yes |
| 32 | **Within facility** | | | Indicates if location is with the facility **Valid Values ="Y" for Yes and "N" for No. Note: If left blank defaults to “Y”** | Text (1) | Yes (see description) | Yes |
| 33 | **Location Parish** | | | Parish location is located in | Text (20) | Yes (see Table A-9 in LDEQs List of Valid Values) | Yes |
| 34 | **Location Region** | | | Region location is located in | Text (20) | Yes (see Table A-9 in LDEQs List of Valid Values) | Yes |
| 35 | **Location State** | | | Abbreviation for State of location. Note: Use official USPS 2 letter abbreviation. | Text (10) | Yes (see description) | Yes |
| 36 | Location major basin | | | Major Basin ID. HUC values for water locations. | Text (8) | Yes (see Table A-23 in LDEQ’s List of Valid Values) | If available |
| 37 | Location minor basin | | | Leave Null | Text (20) |  | Reserve for future use |
| 38 | Remarks | | | Comment about latitude, longitude, and vertical elevation. Store information about the collection method, post processing of the data (if GPS was involved), or description of feature of the facility represented by the coordinates. | Text (255) | No | If available |
| 39 | Total depth | | | Total depth below ground surface of boring, in feet. Required for following location types: dirpush, exwell, MW, and Soilbore | Number (decimal precision up to 15) | No | Yes (see description) |
| 40 | Depth to bedrock | | | Depth below ground surface of bedrock in feet | Number (decimal precision up to 15) | No | If available |
| 41 | Depth to top of screen | | | Depth below ground surface to the top of well screen in ft. Required to obtain the vertical location the groundwater sample was taken. | Number (decimal precision up to 15) | No | If available |
| 42 | Depth to bottom of screen | | | Depth below ground surface to the bottom of well screen in feet. Required to obtain the vertical location from which the groundwater sample was taken. | Number (decimal precision up to 15) | No | If available |
| 43 | Top Casing Elevation | | | Elevation of the top of casing in feet | Number (decimal precision up to 15) | No | If available |
| 44 | Datum Value | | | Datum Value | Number | No | If available |
| 45 | Datum Unit | | | Datum Unit | Text (15) | Yes (see Table A-2 in LDEQs List of Valid Values) | Yes if datum value is populated |
| 46 | Step or Linear | | | Valid value “Step” or “Linear” | Text (6) | Yes (see description | If available |
| 47 | Datum Collect Method Code | | | Datum Collect Method Code | Text (2) | Yes (see Table A-4 in LDEQs List of Valid Values) | If available |
| 48 | Datum Description | | | Datum Description | Text (70) | No | If available |
| 49 | Datum Start Date | | | Date required is datum value is populated | DateTime | No | Yes if datum value is populated |
| 50 | Geologist | | | Geologist Name | Text (50) | No | If available |
| 51 | Inspector | | | Inspector Name | Text (50) | No | If available |

**Table 3-6**

**Electronic Data Deliverables Location Results (Location Parameter) Data File Format**

**Used to report results taken at a location that is not associated with a sample.**

| **Position** | **Field Name** | **Description** | **Data Type** | **Valid Values** | **Required Fields** |
| --- | --- | --- | --- | --- | --- |
| 1 | **S**ys\_loc\_**code** | If parameter applies to a specific location, enter the sys loc code that matches the ID in the location table. If the parameter applies to the entire site, enter the AI No of the site. NOTE: This field provided the link to the location data. There must be a location for each record in the EDD or already submitted to the Database. | Text(20) | No (see note in description) | Yes |
| 2 | **Parameter Code** | Parameter being measured | Text (20) | Yes (see Table A-10 in LDEQs List of Valid Values) | Yes |
| 3 | Parameter value | The measured value of the parameter, result of analysis or test reported at an appropriate number of significant digits. May be blank for non-detects. | Text (240) | No | If available |
| 4 | Parameter Unit | Units of measurement for the result. If the parameter does not have units select “none” from the parameter\_unit drop down list. | Text (15) | Yes (see Table A-2 in LDEQs List of Valid Values) | If parameter value is populated |
| 5 | Measurement Date | Date of field measurement were taken | Date MM/DD/YYYY | No | No |
| 6 | Measurement Time | Time of measurements in 24-hour (military) format. | Text (8)  (HH:MM:SS) | No | No |
| 7 | Measurement Method | Measurement Method used | Text (20) | No | If available |
| 8 | Task code | Code to describe event | Text (20) | No | If available |
| 9 | Remark | Comments related to result | Text (255) | No | If available |

**Table 3-7**

**Electronic Data Deliverable Drill Activity File Format**

| **Position** | **Field Name** | **Description** | **Data Type** | **Valid Values** | **Required Field** |
| --- | --- | --- | --- | --- | --- |
| 1 | Sys\_loc\_**code** | Location identifier of sample collection, soil boring, well installation, field observations, etc. to appear on GIS maps graphs & tables, etc. NOTE: Must match sys loc code in Location file. | Text (20) | No (see description note) | Yes |
| 2 | **Drill event** | Describes drill event (example: initial, second) | Text (20) | No (see example in description | Yes |
| 3 | Start depth | Start depth of the drilling in feet below ground surface (bgs) | Number w/decimal precision up to 7 | No | If available |
| 4 | End depth | End depth of the drilling in feet below ground surface (bgs) | Number w/decimal precision up to 7 | No | If available |
| 5 | Drill start date | Date drilling began | DateTime | No | If available |
| 6 | Drill end date | Date drilling ended | DateTime | No | If available |
| 7 | Diameter | Diameter of boring | Number w/decimal precision up to 7 | No | If available |
| 8 | Diameter unit | Unit of measured diameter | Text (15) | Yes (see Table A-2 in LDEQs List of Valid Values | Yes if 7 is populated |
| 9 | Drill method | Method used to drill the boring | Text (50) | No | If available |
| 10 | Fluid | Description of fluid used during drilling | Text (50) | No | If available |
| 11 | Viscosity | Viscosity of drilling fluid | Text (50) | No | If available |
| 12 | Hammer wt | Weight of hammer, in pounds | Text (50) | No | If available |
| 13 | Hammer fall | Distance of hammer fall during sampling in inches | Text (50) | No | If available |
| 14 | Lift mechanism | Type of mechanism used to lift hammer | Text (50) | No | If available |
| 15 | New yn | This field indicates whether this is a new boring. **Valid values: “Y” for yes and “N” for no.** | Text (1) | Yes (see description) | If available |
| 16 | Repair yn | Is drilling event to repair an existing boring? **Valid values: “Y” for yes and “N” for no.** | Text (1) | Yes (see description) | If available |
| 17 | Deepen yn | Is drilling event to deepen an existing boring? **Valid values: “Y” for yes and “N” for no.** | Text (1) | Yes (see description) | If available |
| 18 | Abandon yn | Has the boring been abandoned? **Valid values: “Y” for yes and “N” for no.** | Text (1) | Yes (see description) | If available |
| 19 | Replace yn | Is drilling event to replace an existing boring? **Valid values: “Y” for yes and “N” for no.** | Text (1) | Yes (see description) | If available |
| 20 | Public yn | Yes, if well is being installed for a public use? **Valid values: “Y” for yes and “N” for no.** | Text (1) | Yes (see description) | If available |
| 21 | Purpose | Describe the purpose of the drilling event. | Text (70) | No | If available |
| 22 | Rig description | Description of the rig | Text (50) | No | If available |
| 23 | Drilling Subcontractor | AI number of contractor doing the drilling. | Text (20) | Yes (see Table A-21 in LDEQs List of Valid Values) | If available |
| 24 | Driller | Driller name First Name\_Last Name | Text (50) | No | If available |

**Table 3-8**

**Electronic Data Deliverable Lithology File Format**

| **Position** | **Field Name** | **Description** | **Data Type** | **Valid Values** | **Required Field** |
| --- | --- | --- | --- | --- | --- |
| 1 | **Sys**\_loc\_**code** | Location identifier of any sample collection. Must match a sys loc code in the location file. | Text (20) | No | Yes |
| 2 | **Start depth** | The start depth, in feet below ground surface, of the lithologic unit | Number w/decimal precision up to 15 | No | Yes |
| 3 | Material type | The type of material that composes the lithologic unit. | Text (40) | Yes (see Table A-17 in LDEQs List of Valid Values) | If available |
| 4 | Geo unit code\_1 | The data provider's interpretation of the hydrogeologic unit present at this lithologic unit | Text (20) | No | If available |
| 5 | Geo unit code\_2 | Alternate geologic unit grouping. This can be a sub-classification of geologic\_unit\_code\_1 or the layer used for groundwater flow/transport computer modeling that contains the lithologic unit. | Text (20) | No | If available |
| 6 | Remark 1 | Comments on the lithologic unit | Text (255) | No | If applicable |
| 7 | Remark 2 | Additional comments | Text (255) | No | If applicable |
| 8 | Moisture | Indicates weather moisture was detected within the lithologic unit. **Valid Value: “DRY” , “DAMP”,”MOIST”,”WET”, and “SATURATED”**. | Text (20) | Yes (see description) | If available |
| 9 | Permeable | Description of the permeability of the lithologic unit such as “semi”, “impervious”, | Text (20) | No (see examples in description) | If available |
| 10 | Consolidated yn | Was lithologic unit consolidated? **Valid Value: “Y” for yes and “N” for No**. | Text (1) | Yes (see description) | If available |
| 11 | Color | Color of the lithologic unit **Valid Values: “WHITE”, “BLACK”, “BLACKISH”, “GRAY”, “GARYISH”, “DARK GRAY”, “MEDIUM GRAY”, “LIGHT GRAY”, “BROWN”, “BROWNISH”, “DARK BROWN”, “MEDIUM BROWN”, “LIGHT BROWN”, “ORANGE”, “ORANGISH”, “DARK ORANGE”, “MEDIUM ORANGE”, “LIGHT ORANGE”, “RED”, “REDISH”, “DARK RED”, “MEDIUM RED”, “LIGHT RED”, “YELLOW”, “YELLOWISH”, “GREEN”, “GREENISH”, “BLUE”, “BLUEISH”, “MOTTLED”** | Text (30) | Yes (see description) | If available |
| 12 | Observation | General field observations of the lithologic unit | Text (255) | No | If available |
| 13 | Consistency | Description of the consistency of the soil. Examples “very soft”, “soft”, “firm”, “ hard” | Text (20) | No (see examples in description) | If available |
| 14 | Sorting | Geologic description of the grain size distribution of the lithologic unit. **Valid Values: “POOR” for wide range of particle size and “WELL” for narrow range of particle size**. | Text (20) | Yes (see description) | If available |
| 15 | Grainsize | Description of the grain size | Text (20) | No | If available |
| 16 | Odor | Description of odor from the soil. **Valid Values: ORGANIC, DIESEL,GASOLINE, WEATH GAS, MOTHBALLS, HOL/KERO, MTBE, PETROLEUM, SEWAGE, SWEET** | Text (20) | Yes (see description) | If available |
| 17 | End depth | End depth of lithology layer | Numeric | No | If available |
| 18 | Density | Density | Text (20) | No | If available |

**Table 3-9**

**Electronic Data Deliverable Well File Format**

| **Position** | **Field Name** | **Description** | **Data Type** | **Valid Values** | **Required Field** |
| --- | --- | --- | --- | --- | --- |
| 1 | Sys\_loc\_code | Location identifier of any sample collection. Must match sys loc code in location file. | Text(20) | No | Yes |
| 2 | Well ID | Identifier of well | Text (30) | No | If available |
| 3 | Well description | Addition description of well if necessary | Text (30) | No | If applicable |
| 4 | Well owner | Name of well owner | Text (30) | No | If available |
| 5 | Well purpose | Purpose of the well | Text (20) | No | If available |
| 6 | Well status | Current status of the well | Text (20) | No | If available |
| 7 | Top casing elevation | Elevation of the top of the well casing in feet | Number w/decimal precision up to 15 | No | If available |
| 8 | Datum value | Elevation of datum used to reference measurement of water level depths. | Number w/decimal precision up to 15 | No | If available |
| 9 | Datum unit | Unit of measure for the well datum | Text (15) | Yes (see Table A-2 in LDEQs List of Valid Values) | Yes is 8 is populated |
| 10 | Datum description | Description of the datum | Text (70) | No | If available |
| 11 | Step vs. linear | Used for re-surveys of well elevations. **Use “STEP” if well casing is remove or add. Use “LINEAR” if nothing was changes since last survey.** | Text (6) | Yes (see description) | If available |
| 12 | Datum start date | Date datum was first used to take measurements | DateTime | No | Yes is 8 is populated |
| 13 | Datum collection method code | Method used to determine datum elevation | Text (2) | Yes (see Table A-4 in LDEQs List of Valid Values) | If available |
| 14 | Depth of well | Depth below ground surface to well bottom. | Number w/decimal precision up to 15 | No | If available |
| 15 | Depth unit | Unit of measurement for depth | Text (15) | Yes (see Table A-2 in LDEQs List of Valid Values) | Yes if 14 is populated |
| 16 | Depth measure method | Method used to measure depth of well | Text (20) | No | If available |
| 17 | Stickup height | Height of casing above ground surface. | Text (8) | No | If available |
| 18 | Stickup unit | Unit used to measure stickup height. | Text (15) | Yes (see Table A-2 in LDEQs List of Valid Values) | Yes if 17 is populated |
| 19 | Sump length | Length of sump | Text (20) | No | If available |
| 20 | Sump unit | Unit sump length is measured in. | Text (15) | Yes (see Table A-2 in LDEQs List of Valid Values) | Yes if 19 is populated |
| 21 | Installation date | Date of well installation | DateTime | No | If available |
| 22 | Construction start date | Date well construction began | DateTime | No | If available |
| 23 | Construction complete date | Date well construction was completed | DateTime | No | If available |
| 24 | Construction contractor | ID construction contractor. Note: Leave null if not in lookup list. | Text (20) | No | If available |
| 25 | Pump type | Type of pump used at the well. (example: rotary, centrifugal, etc) | Text (20) | No (see examples) | If available |
| 26 | Pump capacity | Capacity of the pump used | Text (6) | No | If available |
| 27 | Pump unit | Unit used to measure pump capacity and yield | Text (15) | Yes (see Table A-2 in LDEQs List of Valid Values) | If 26 is populated |
| 28 | Pump yield | Yield of the pump | Text (6) | No | If available |
| 29 | Pump yield method | Method used to measure pump yield | Text (20) | No | If available |
| 30 | Weep hole | Is there a weep hole? **Valid values :”Y: for yes and “N” for No.** | Text (1) | Yes (see description) | If available |
| 31 | Head configuration | Description of well head | Text (50) | No | If available |
| 32 | Access port yn | Is there an access port? **Valid values :”Y: for yes and “N” for No.** | Text (1) | Yes (see description) | If available |
| 33 | Casing joint type | Type of casing joint | Text (50) | No | If available |
| 34 | Perforator used | Description of well perforation | Text (50) | No | If available |
| 35 | Intake depth | Depth below ground surface of well intake in feet | Number w/decimal precision up to 15 | No | If available |
| 36 | Disinfected yn | Was well disinfected **Valid values :”Y: for yes and “N” for No.** | Text (1) | Yes (see description) | If available |
| 37 | Historical reference elev | Leave Null | Numeric |  | Reserve for future use |
| 38 | Geologic unit code | Geologic unit in which the well intake is installed | Text (20) | No | If available |
| 39 | Remark | General comments | Text (255) | No | If available |

**Table 3-10**

**Electronic Data Deliverable Well Construction File Table Format**

| **Position** | **Field Name** | **Description** | **Data Type** | **Valid Values** | **Required Field** |
| --- | --- | --- | --- | --- | --- |
| 1 | Sys\_loc\_**code** | Location identifier of any sample collection. Must match sys loc code in location file | Text(20) | No | Yes |
| 2 | **Segment type** | Type of segment within the well. | Text (20) | Yes (see Table A-18 in LDEQs List of Valid Values) | Yes |
| 3 | **Material type code** | Material description of well segment. | Text (20) | Yes (see Table A-18 in LDEQs List of Valid Values) | Yes |
| 4 | **Start depth** | Depth of the top of the described segment in feet | Number | No | Yes |
| 5 | **End depth** | Depth of the bottom of the described segment in feet | Number | No | Yes |
| 6 | **Depth unit** | Units of the depth measurements. Defaults to ft | Text (15) | Yes (see Table A-2 in LDEQs List of Valid Values) | Yes |
| 7 | Inner diameter | Inside diameter of the described segment. | Number | No | If available |
| 8 | Outer diameter | Outside diameter of the described segment. | Number | No | If available |
| 9 | Diameter unit | Units of the diameter measurements | Text (15) | Yes (see Table A-2 in LDEQs List of Valid Values) | Yes if 7 or 8 are populated |
| 10 | Thickness | Thickness of the described well segment. | Number w/decimal precision up to 15 | No | If available |
| 11 | Thickness unit | Units of the thickness measurement | Text (15) | Yes (see Table A-2 in LDEQs List of Valid Values) | Yes if 10 is populated |
| 12 | Slot type | Type of slot in screen segment (examples, bridge, shutter, and continuous) | Text (20) | No | If applicable |
| 13 | Slot size | Width of the slots | Number w/decimal precision up to 15 | No | If applicable |
| 14 | Slot size unit | Unit of slot size measurements | Text (15) | Yes (see Table A-2 in LDEQs List of Valid Values) | Yes if 13 is populated |
| 15 | Perforated length | Length of perforated portion of screen in feet. | Number w/decimal precision up to 15 | No | If applicable |
| 16 | Screen type | Type of screen | Text (15) | No | If applicable |
| 17 | Material quantity | Quantity of material used in pounds. | Text (20) | No | If available |
| 18 | Material density | Density of annular seal material in lbs/ft3. | Text (20) | No | If available |
| 19 | Remarks | Comments regarding the segment. | Text (255) | No | If available |

**Table 3-11**

**Electronic Data Deliverable Geotechnical Sample File Format**

| **Position** | **Field Name** | **Description** | **Data Type** | **Valid Values** | **Required Field** |
| --- | --- | --- | --- | --- | --- |
| 1 | Sys\_loc\_**code** | Location identifier of any sample collection. Must match the sys loc code in the location file. | Text (20) | No | Yes |
| 2 | **Geo sample code** | Unique sample identifier. Use the same format as sys sample code | Text (40) | No | Yes |
| 3 | Sample name | Description of sample | Text (50) | No | If available |
| 4 | **Sample top** | Depth below ground surface to top of sample in feet bgs | Number w/decimal precision up to 15. | No | Yes |
| 5 | **Sample bottom** | Depth below ground surface to bottom of sample in feet bgs | Number w/decimal precision up to 15. | No | Yes |
| 6 | Sampling date | Date sample was collected | Date MM/DD/YYYY | No | If available |
| 7 | Sampling time | Time sample was collected | Text (8) HH:MM:SS | No | If available |
| 8 | Sample method | Method used to obtain sample | Text (30) | No | If available |
| 9 | Material type | Material type of geologic sample. | Text (40) | Yes (see Table A-17 in LDEQs List of Valid Values) | If available |
| 10 | Sample description | General description of the sampling activity | Text (255) | No | If available |
| 11 | Geologic unit code | Code used to identify the geologic unit of the sample | Text (20) | No | If available |
| 12 | Liquid limit | Liquid limit of the sample | Number w/decimal precision up to 7. | No | If available |
| 13 | Plastic limit | Plastic limit of the sample | Number w/decimal precision up to 7. | No | If available |
| 14 | Shrinkage limit | Shrinkage limit of the sample | Number w/decimal precision up to 7. | No | If available |
| 15 | Flow index | Flow index of the sample. | Number w/decimal precision up to 7. | No | If available |
| 16 | Plasticity index | Plastic limit of the sample | Number w/decimal precision up to 7. | No | If available |
| 17 | Activity | Activity of sample | Number w/decimal precision up to 7. | No | If available |
| 18 | E | Void ratio of the sample | Number w/decimal precision up to 7. | No | If available |
| 19 | E max | Maximum void ratio of the sample | Number w/decimal precision up to 7. | No | If available |
| 20 | E min | Minimum void ratio of the sample | Number w/decimal precision up to 7. | No | If available |
| 21 | N | Porosity of the sample | Number w/decimal precision up to 7. | No | If available |
| 22 | Specific gravity | Specific gravity of the sample | Number w/decimal precision up to 7. | No | If available |
| 23 | W | Water content of the sample | Number w/decimal precision up to 7. | No | If available |
| 24 | Opt-w | Optimum water content. | Number w/decimal precision up to 7. | No | If available |
| 25 | S | Degree of saturation of the sample | Number w/decimal precision up to 7. | No | If available |
| 26 | K | Hydraulic conductivity of the sample | Number w/decimal precision up to 7. | No | If available |
| 27 | K unit | Unit of measure for hydraulic conductivity. | Text (15) | Yes (see Table A-2 in LDEQs List of Valid Values) | If available |
| 28 | Unit wt | Unit weight of the sample | Number w/decimal precision up to 7. | No | If available |
| 29 | Sat unit wt | Saturation unit weight of the sample. | Number w/decimal precision up to 7. | No | If available |
| 30 | Dry unit wt | Dry unit weight of the sample | Number w/decimal precision up to 7. | No | If available |
| 31 | Dry unit wt max | Maximum dry weight of the sample | Number w/decimal precision up to 7. | No | If available |
| 32 | Dry unit wt min | Minimum dry unit weight of the sample | Number w/decimal precision up to 7. | No | If available |
| 33 | Density unit | Unit for densities measurements of samples | Number w/decimal precision up to 7. | Yes (see Table A-2 in LDEQs List of Valid Values) | If available |
| 34 | Rel density | Relative density of the sample | Number w/decimal precision up to 7. | No | If available |
| 35 | Rel compaction | Relative compaction of the sample | Number w/decimal precision up to 7. | No | If available |
| 36 | Consistency | Description of the soil sample consistency. | Text (20) | No | If available |
| 37 | Organic carbon | Organic carbon content of the sample. | Number w/decimal precision up to 7. | No | If available |
| 38 | Organic carbon unit | Unit of measurement of organic content. | Text (15) | Yes (see Table A-2 in LDEQs List of Valid Values) | If available |

**Table 3-12**

**Electronic Data Deliverable Water Level File Format**

| **Position** | **Field Name** | **Description** | **Data Type** | **Valid Values** | **Required Field** |
| --- | --- | --- | --- | --- | --- |
| 1 | **Sys\_loc\_code** | Location identifier of sample collection, soil boring, well installation, field observations, etc. to appear on GIS maps graphs & tables, etc. Acts as a link to the Location table. NOTE: Must match sys loc code in location file or location for the site that have already been submitted. | Text (20) | No (see note in description) | Yes |
| 2 | **Measurement Date** | Date of field chemistry measurement, water level measurement, etc. | Date MM/DD/YYYY | No | Yes |
| 3 | **Measurement Time** | Time of water level measurement, field chemistry, etc. in 24-hour (military) format. | Text(8) (HH:MM:SS) | No | Yes |
| 4 | Historic reference elev. | For groundwater, the value in this field should be the elevation in ft above mean sea level, of the reference point used to take measurements of the water level depth. Typically reference point is top of well casing. | Number | No | If available |
| 5 | Water level depth | Depth of the ground water below the elevation defined in historic\_reference\_elev in ft | Number | No | No |
| 6 | **Water level elevation** | Elevation of water level in ft | Number | No | Yes |
| 7 | Corrected depth | Depth to water level after any necessary corrections, e.g., if corrections were necessary to water\_level\_depth because free product was encountered. | Number | No | Required if applicable |
| 8 | Corrected elevation | Corrected water level elevation in ft. | Number | No | Required if applicable |
| 9 | Measured depth of well | The depth below land surface to the bottom of the well. | Number | No | Required if applicable |
| 10 | **Depth unit** | Unit of measure for depths. | Text (15) | Yes (see Table A-2 in LDEQs List of Valid Values) | Yes |
| 11 | Technician Name | Name of technician measuring water level. FORMAT: LASTNAME\_FIRSTNAME. NOTE use of “\_” as a separator! | Text (30) | No | If available |
| 12 | Dry indicator | **Valid Values: Is the well dry? “Y” for yes or “N” for no.** | Text (1) | Yes (see description) | If available |
| 13 | Measurement method | Method used to make water level measurements. | Text (20) | No | If available |
| 14 | Batch Number | Batch Number of the group of measurements | Text (10) | No | If available |
| 15 | Dip or elevation | Use “elevation” if water level measurement is above the datum (i.e., artesian well) or “dip” if water level is below datum. **Valid values: “ELEVATION” or “DIP”** | Text (10) | Yes (see description) | No |
| 16 | Remark | Remark on measurement. | Text (255) | No | If available |
| 17 | Lnapl cas rn | Cas rn of Lnapl | Text (15) | Yes (see Table A-15 in LDEQs List of Valid Values) | If available |
| 18 | Lnapl depth | Depth in ft | Numeric | No | If available |
| 19 | Dnapl cas rn | Cas rn of Dnapl | Text (15) | Yes (see Table A-15 in LDEQs List of Valid Values) | If available |
| 20 | Dnapl depth | Depth in ft | Numeric | No | If available |
| 21 | Task code | Task code describing the event | Text (20) | No | If available |

**Table 3-13**

**Electronic Data Deliverable Water Table File Table Format**

| **Position** | **Field Name** | **Description** | **Data Type** | **Valid Values** | **Required Field** |
| --- | --- | --- | --- | --- | --- |
| 1 | **Sys\_loc\_code** | Location identifier of any sample collection. Must match the sys loc code in the location file. | Text (20) | No | Yes |
| 2 | **Type** | Aquifer designation | Text (20) | No | Yes |
| 3 | **Sequence** | Designation when water level measurement was taken. **Valid Values: “unstabilized” if measurement was taken before water was stabilized and “stabilized” if measurement was take after water was stabilized.** | Text (20) | Yes (see description) | Yes |
| 4 | **Depth** | Depth of water table below reference point in feet | Number w/decimal precision up to 15 | No | Yes |
| 5 | Flowing yn | Is water table flowing? **Valid values :”Y: for yes and “N” for No.** | Text (1) | Yes (see description) | If available |
| 6 | Measurement method | Method of measuring water table depth | Text (50) | No | If available |
| 7 | Capped pressure | Hydrostatic pressure of confined aquifer | Number w/decimal precision up to 15 | No | If available |
| 8 | Capped pressure unit | Unit of measurement for capped pressure. | Text (15) | Yes (see Table A-2 in LDEQs List of Valid Values) | If 7 is populated |
| 9 | Reference point | Description of reference point from which depth measurement was taken | Text (50) | No | If available |
| 10 | Reference elevation | Elevation of the reference point from which depth measurement was taken | Number w/decimal precision up to 15 | No | If available |
| 11 | Temperature | Temperature of water in the water table. | Number w/decimal precision up to 15 | No | If available |
| 12 | Temperature unit | Unit of temperature | Text (15) | Yes (see Table A-2 in LDEQs List of Valid Values) | If 11 is populated |

**Table 3-14**

**Electronic Data Deliverable Down Hole Point File Format**

| **Position** | **Field Name** | **Description** | **Data Type** | **Valid Values** | **Required Field** |
| --- | --- | --- | --- | --- | --- |
| 1 | **Sys\_loc\_code** | Location identifier of any sample collection. Must match sys loc code in location file | Text (20) | No | Yes |
| 2 | **Depth** | Depth of measurement below ground surface in feet | Number w/decimal precision up to 15 | No | Yes |
| 3 | **Parameter** | Parameter being measured. **Valid Values: “Tip stress”, “Resistivity”, “Pore Pressure”, or “Sleeve Stress”** | Text (20) | Yes (see description) | Yes |
| 4 | **Parameter\_value** | Value of measured parameter | Number w/decimal precision up to 15 | No | Yes |
| 5 | Parameter unit | Unit of parameter | Text (15) | Yes (see Table A-2 in LDEQs List of Valid Values) | No |

**Table 3-15**

**Electronic Data Deliverables Extraction-Injection Well File Format**

| **Position** | **Field Name** | **Description** | **Data Type** | **Valid Values** | **Required Field** |
| --- | --- | --- | --- | --- | --- |
| 1 | **Sys\_loc\_code** | Location identifier of sample collection, soil boring, well installation, field observations, etc. to appear on GIS maps graphs & tables, etc. Acts as a link to the Location table. | Text (20) | No | Yes |
| 2 | **Start measure date** | Date pumping rate measurement began | Date (MM/DD/YYYY) | No | Yes |
| 3 | **Start measure time** | Time pumping rate measurement began | Text(8)  (HH:MM:SS) | No | Yes |
| 4 | **End measure date** | Date pumping rate measurement ended | Date (MM/DD/YYYY) | No | Yes |
| 5 | **End measure time** | Time pumping rate measurement ended | Text(8)  (HH:MM:SS) | No | Yes |
| 6 | **Avg pump rate** | Average pump rate. | Number (w/decimal precision up to 15) | No | Yes |
| 7 | **Pump rate unit** | Unit used to measure pump rate | Text (15) | Yes (see Table A-2 in LDEQs List of Valid Values) | Yes |
| 8 | Percent operating time | Percentage of the measurement time in which the well was operating. (Note: use 0-100 and do not include a percent symbol) | Numeric | No | If available |
| 9 | **Operating mode** | Mode in which well was operating during the reported interval. **Valid Values: “EXTRACTION”, “INJECTION”, “RECIRCULATION”, “PULSE”, “DEVEL”, “UNUSE”** | Text (14) | Yes (see description) | Yes |
| 10 | **Design rate** | Pumping rate as specified in the approved remedial plan for fully capturing site groundwater contamination. | Text (14) | No | Yes |
| 11 | **Design rate unit** | Unit used to measure design pump rate. | Text (14) | Yes (see Table A-2 in LDEQs List of Valid Values | Yes |
| 12 | Rate measurement type | Type of measurements used for averaging.  **Valid Values: “TOTALIZER”, “MANIFOLD”, “ESTIMATE”, or “AVERAGE”** | Text (10) | Yes (see description) | If available |
| 13 | Suction | Vacuum in the well or well casing.  **Report in feet of water** | Text (14) | Yes (see description) | If available |
| 14 | Remark |  | Text (255) | No | If available |

**Table 3-16**

**Electronic Data Deliverable Purge File Format**

| **Position** | **Field Name** | **Description** | **Data Type** | **Valid Values** | **Required Field** |
| --- | --- | --- | --- | --- | --- |
| 1 | **Sys\_loc\_code** | Location identifier of any sample collection. Must match sys loc code in location file | Text (20) | No | Yes |
| 2 | **Start Date** | Date location was purge | DateTime | No | Yes |
| 3 | End Date | Date purge ended | DateTime | No | No |
| 4 | Sampling Zone | Description of zone sampled | Text (20) | No | No |
| 5 | Depth Unit | Unit of measurement for purge depth | Text (15) | Yes (see Table A-2 in LDEQs List of Valid Values) | No |
| 6 | Depth to water | Depth to water | Text (8) | No | No |
| 7 | Flowmeter start | Start reading of the flowmeter | Text (7) | No | No |
| 8 | Purge Volume | Volume purged | Text (7) | No | No |
| 9 | Purge Volume Unit | Unit of volume purged | Text (15) | Yes (see Table A-2 in LDEQ’s List of Valid Values) | Yes if 6 is populated |
| 10 | Purge rate | Rate of purge | Text (6) | No | No |
| 11 | Purge Rate Unit | Unit of purge rate | Text (15) | Yes (see Table A-2 in LDEQ’s List of Valid Values) | Yes if 8 is populated |
| 12 | Purge Purpose | Purpose of conducting the purge | Text (2) | No | No |
| 13 | Purge Method | Method used to purge | Text (50) | No | No |
| 14 | Remark | Comments | Text (250) | No | No |

**Table 3-17**

**Electronic Data Deliverable Sample Parameter File Format**

**Use for sample parameters that are text values**

| **Position** | **Field Name** | **Description** | **Data Type** | **Valid Values** | **Required Field** |
| --- | --- | --- | --- | --- | --- |
| 1 | **Sys sample code** | Unique sample identifier (consisting of a personnel ID, date YYMMDD, and sequence number and/or letter description | Text (40) | No | Yes |
| 2 | **Measurement\_date** | Date the parameter was observed | DateTime  Format MM/DD/YYYY | No | Yes |
| 3 | **Measurement\_time** | Time the parameter was observed | Text(8)  Format HH:MM:SS | No | Yes |
| 4 | **Parameter\_code** | Code for pamametered measured | Text (20) | Yes (see Table A-20 in LDEQ’s List of Valid Values | Yes |
| 5 | Parameter Value | Value of parameter observed | Text (255) | No | No |
| 6 | Parameter Unit | Unit of parameter value. Enter none if no unit applies | Text (15) | Yes (see Table A-2 in LDEQ’s List of Valid Values) | No |
| 7 | Measurement Method | Method used to measure parameter | Text (20) | No | No |
| 8 | Remark | Any comments or remarks | Text (255) | No | No |

# 4. Formats for composition of Basic Field File

This section contains the information regarding basic field file composition. The file structure includes field results. These are results that are collected in the field. All fields marked “required” for files being submitted must be populated for all EDD being submitted. Fields marked “if available” should be filled if possible.

## Field Results EDD File

The field results file is used to collect field measurements such as pH or temperature that are associated with a sample collected at a particular location. Laboratory results, even from a mobile lab, would not be reported in this EDD file, but in the chemistry section of the EDD.

The field result data format is outlined in Table 4-1.

**Table 4-1**

**Electronic Data Deliverables Field Results Data File Format**

Use this file to report results collected in the field. Analytical results from a lab will be reported in a different EDD.

| **Position** | **Field Name** | **Description** | **Data Type** | **Valid Values** | **Required Fields** |
| --- | --- | --- | --- | --- | --- |
| 1 | **Data Provider** | Assigned AI number for the company or agency responsible for submitting the data. | Text (20) | Yes (see Table A-21 in LDEQ’s List of Valid Values) | Yes |
| 2 | Sys\_loc\_**code** | **Unique identifier** of any location at which data or samples are collected. Must match locations already in the database or locations being reported in this EDD. | Text(20) | No (see description) | Yes |
| 3 | **Sys\_sample\_code** | Unique sample identifier (consisting of a LDEQ personnel ID or three letter intial, date YYMMDD, and sequence number and/or letter description | Text(40) | No (see note in description) | Yes |
| 4 | **Field Parameter** | Cas RN of the parameter being measured. | Text(15) | Yes (see Table A-15 in LDEQ’s List of Valid Values) | Yes |
| 5 | Start\_depth | Start depth of the sample in feet below ground surface. This field should be null for most groundwater samples collected from monitoring wells. The database will base the start depth for groundwater samples on the starting depth of the well screen as it is listed in the well construction and well EDD. Enter depth for groundwater samples only if discrete samples are taken at different depth elevations from a single well. | Numeric | No | If available |
| 6 | End\_depth | End depth of the sample in feet below ground surface. This field should be null for most groundwater samples collected from monitoring wells.  The database will base the end depth for groundwater samples on the ending depth of the well screen as it is listed in the well construction and well EDD.  Enter depth for groundwater samples only if discrete samples are taken at different depth elevations from a single well. | Numeric | No | If available |
| 7 | Depth\_unit | Unit for measuring the depth. Valid values are FT (feet) or M (meters) | Text (2) | No ( see description) | Yes if 5 or 6 is populated |
| 8 | **Result\_date** | Date of result | DateTime  MM/DD/YYYY | No | Yes |
| 9 | **Result Time** | Time of result | Text(8)  HH:MM:SS | No | Yes |
| 10 | **Result\_value** | The measured value of the analyte, result of analysis or test reported at an appropriate number of significant digits. May be blank for non-detects. \*Required if detect\_flag = Y and result\_type\_code is TRG or TIC | Text (20) | No | Yes |
| 11 | **Result\_unit** | Unit result was measured in | Text (15) | Yes (see Table A-2 in LDEQ’s List of Valid Values) | Yes |
| 12 | Quantitation\_limit | Concentration level above which results can be quantified with 98% confidence limit. Must reflect conditions such as dilution factors and moisture content. Report as the sample specific quantitation limit. | Text (20) | No | If available |
| 13 | Task\_code | Code to associate individual samples to specific sampling event. Can enter more than one task code if the sample is to be associated with multi-task. Just enter each task separted by a comma. **Code format for remediation process projects is: XX –P#-MMDDYYYY**, where XX is PR-Pre Remedial, RI-Remedial Investigation, FS-Feasibility Study, PD- Pre-design, RD- Remedial Design, RA – Remedial Construction, PR – Post Construction, RM – Removal Action, BD – Before Dredge, AD – After Dredge, BR – Brownfields, SP – Special Project) and P# is the phase number. Example a phase II sample event for a Brownfieds site on 1/1/2006 would be BR-P2-01012006. For water quality this would be a project number. | Text (20) | Yes (see description) | If available |
| 14 | **Sample\_matrix\_code** | Code which distinguishes between different types of sample matrix. | Text (20) | Yes (see Table A-11 in LDEQ’s List of Valid Values) | Yes |
| 15 | Qualifier | Qualifier flags assigned by the field personnel. | Text (20) | Yes (see in LDEQ’s List of Valid Values) | If available |
| 16 | Sampling company code | ID number assigned by LDEQ to consultant doing sampling | Text (20) | Yes (see Table A-21 in LDEQ’s List of Valid Values) | If available |
| 17 | Sampler | Name of sampler | Text (50) | No | If available |
| 18 | Sampling Reason | Reason for doing the sampling | Text (40) | No | If available |
| 19 | Sampling Method | Method used to sample | Text (40) | No | If available |
| 20 | **Reportable Result** | Valid Values: “Yes” for results considered to be reportable, or “No” for other results. | Text (10) | Yes (see description) | Yes |
| 21 | **Value Type** | Is the result value “ACTUAL”, “CALCULATED” or “ESTIMATED” | Text (10) | Yes (see description) | Yes |
| 22 | Remark | Comments about sample or sampling event | Text (255) | No | If available |
| 23 | Field\_sdg | A code describing the Sample Delivery Group. | Text (20) | No | If available |
| 24 | Sample Type | Code which distinguishes between different types of samples. Example a normal sample from a field blank. | Text (3) | Yes (see Table A-12 LDEQ’s List of Valid Values) | Yes |

# 5. Formats for composition of Chemistry EDD Files

# The Chemistry EDD files contist of the sample, test results or test results/QC and batch files. These files are mostly completed by the laboratory. There is some information in the sample EDD that the data provider/field personnel will have to provide because the laboratory will not have all the required information. The details of creating these EDDs are in the Laboratory EDD Submittal Guidance Document.

# Formats for composition of File EDD files

The File EDD file allows the data submitter to attach pdf reports to the data package. This allows data and reports to be submitted to the agency at one time. LDEQ has an internal process in which these reports are indexed and imported in to LDEQ Electronic Management Document System (EDMS).

* 1. **File EDD file**

To add documents to the data package, follow these steps: Once the EDDs are uploaded into the Data Checker and all errors are corrected, the data submitter will highlight the files\_v1 table. In the data group of the menu, click on the “add a new row” icon. A row will be added to the table. If you position the mouse over the file name cell in the added row a gray button will appear. Click on the gray button and a select file window will open. Browse for the pdf file you want to add to the data package then click open. The file name will be added to the file name column and the file type and file date will autopopulate. More than one pdf report can be added by simply adding another row and uploading another file. When multi-volume reports are added select the volume number in the drop down list in the title field. There are also guidelines that must be followed with respect to the pdf files. These guidelines are listed in Section 2.6 of this document.

Table 6.1 describes the fields in the files\_v1 table of the format file.

**Table 6-1**

**Electronic Data Deliverables Files Data File Format**

| **Position** | **Field Name** | **Description** | **Data Type** | **Valid Values** | **Required Fields** |
| --- | --- | --- | --- | --- | --- |
| 1 | **File Name** | Name of the report file. This field will populate with the file name you open when you browse for the file. | Text (255) | No | Yes |
| 2 | **File type** | This will auto populate with .pdf the only file type currently accepted. | Text (20) | Yes (only .pdf available) | Yes |
| 3 | File Date | This field will autopopulate with the date and them the file was created. | DateTime  MM/DD/YYYY HH:MM:SS | No | No |
| 4 | Title | This field is used to identiy the volume number if a multi-volume report is being submitted. Valid Value: This is a drop down list of numbers (01-20). | Text (2) | Yes (see description) | No |
| 5 | Author | Autor of document | Text(255) | No | No |
| 6 | Confidential\_yn | Is the document confindential? Valid Value: Y for yes and N for No | Text(1) | Yes (see description) | No |
| 7 | Remark | Any comments about the document | Text (255) | No | No |
| 8 | Place type | Drop down list of LDEQ routing groups. Tells LEADMS where to send your document to be processed for import into EDMS | Text(50) | Yes -See Description | No |
| 9 | Place code | Leave Null | Text(50) | No | Reserved for future use |
| 10 | Place Subcode | Leave Null | Text(50) | No | Reserved for future use |

# 7. References

## 7.1 Template for EDD entry and EDP Downloads and Instructions

**7.2 Help or Questions email** [**\_DEQ-LEADMSQuestions@la.gov**](mailto:_DEQ-LEADMSQuestions@la.gov)

# 8. Appendix

## 8.1 Appendix A – LDEQ’s GPS Policy

## Appendix A

## LDEQ’s policy for collecting GPS Data

Louisiana Department of Environmental Quality

Geographical Information System Standards

Geographical Information System (GIS) is a method for capturing, storing, checking, integrating, manipulating, analyzing, and displaying spatially referenced data, both digitally (softcopy) and through hardcopy maps. All Section 319 funded projects/activities that have a GIS component must follow GIS guidelines in order to be compatible with and acceptable by LDEQ. If the applicant involved is not capable of following these guidelines, the proposed GIS project will not be eligible for funding as this may affect the technical competency of the project.

**Acceptable Digital Formats**:

There is a definite need to ensure basic consistency concerning the data entered and used in a GIS. GIS data developed for EPA and LDEQ must be easily transferable to the LDEQ GIS database, to EPA, and other stakeholders. Therefore all Section 319 funded projects that contain a GIS component shall adhere to EPA and LDEQ required standards. The following statement will be included in such projects and resultant products shall conform to the statement:

"All geospatial data created for LDEQ will be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Digital coverages/products will be delivered as ArcInfo export coverages, ArcView shapefiles, or ArcGIS geodatabase with associated HTML containing metadata."

The following web sites provide information to assist the project manager in meeting the above requirements:

1. Federal Geographic Data Committee Standards

[www.fgdc.gov/publications/publications.html](http://www.fgdc.gov/publications/publications.html)

1. National Map Accuracy Standards

http://rockyweb.cr.usgs.gov/nmpstds.html

1. Tools Available for Metadata Documentation: SMSS Commercial Product

[www.enabletech.com/html/smms/smms.htm](http://www.enabletech.com/html/smms/smms.htm)

1. Tools Available for Metadata Documentation: ArcView Metadata Collector

[www.csc.noaa.gov/metadata/text/download.html](http://www.csc.noaa.gov/metadata/text/download.html)

**Acceptable Map Projections**:

Various map projections are acceptable for various purposes. All map projections will be in the North American Datum (NAD) 83. Map or digital data set deliverables in a geographic reference system (available as a projection option in ArcInfo and ArcView) are preferred.

1. Geographical Reference System. Units shall be in decimal degrees with additional fields containing degrees, minutes, seconds as follows: DD MM SS.SS
2. Universal Transverse Mercator. Units shall be in meters and in Zone 15. Activites within Zone 16 shall be re-projected into Zone 15. Additional fields shall include the locations projected to decimal degrees.
3. Albers Concic Equal Area. Units shall be in feet.  
   1st standard parallel 29° 32' 30.00";  
   2nd standard parallel 32° 18' 30.00";  
   Central Meridian -91° 34' 00.00";  
   Latitude of projection origin 30° 55' 30";  
   Spheroid GRS80; NAD83

**Acceptable Locational Accuracy:**

Locational information acquired using Global Positioning System (GPS) equipment shall meet LDEQ Map Accuracy Standards of 3 meters or less.