

## System Requirements

EPA has provided the accompanying Microsoft Access® database (BeachNotification.mdb) to provide participating States with an opportunity to convert their beach notification data into XML format. To use the XML creation capabilities of the file, you must have Microsoft Access 2000® (or a more recent version). You must also download Microsoft's MSXML 4.0 Service Pack 2 from the Microsoft website ([www.microsoft.com](http://www.microsoft.com)) and install it on each computer that you wish to run the file.

## Detailed instruction for the setup and delivery of specific Notification data elements can be found in the Beach Notification Data User Guide (version 2).

This document includes the mandatory codes that must be submitted for columns such as Waterbody Name, Reason Type, and Address Code. It also describes the business rules used to validate the data.

## Choosing the Data to be Sent to EPA

The Organization, Person, Beach, Beach Attribute, Beach Activity, and Procedure tables contain the column SEND\_TO\_EPA

- If the SEND\_TO\_EPA column contains a 'Y', the record will be included in the XML file. If the record is marked 'N', then the XML document will not contain the information in the record.
- Mark the SEND\_TO\_EPA column 'N' if the information has already been submitted and does not need to be updated.
- Marking records as sent prevents duplication and will help ensure proper XML document formation.

## Relationships & How to Use the Assign Tables

Data may be entered into tables independently (e.g., via the Datasheet view or via loading external data), however you must ensure the correct relationships exist between the data:

- Columns that are labeled beginning with "FK\_" are columns that use the identifiers established in other tables to associate two pieces of data.
- For example, the identifier, or "key", established in the Organization table is used in the Person table to relate many people to one organization.
- Similarly, the BEACH\_PERSON\_ROLE\_ASSIGN table uses the keys established in the PERSON and BEACH tables to show the many relationships between a person and a beach.
- To visualize the relationships between the tables, select Tools -> Relationships from the menu.

## ADD vs. EDIT Transaction Tags

The Organization, Person, Beach, and Procedure tables also contain the column TRANSACTION.

- If the particular record, such as a beach, already exists in EPA's PRAWN database (not just registered, but actually submitted), the Transaction code must be set to 'EDIT'.
- Only beaches submitted for the first time can have a Transaction code of 'ADD'.
- Beaches submitted under previous years in the beach survey already exist in the PRAWN database, and therefore require an 'EDIT' tag.

## Notes on Specific Tables

### Beach Activity Reason

- This table is actually used to store each activity's Reasons, Sources, and Indicators. Use the CLASS column with the codes 'REASON', 'SOURCE', and 'INDICATOR' to distinguish between these three.

### Beach Attribute

- A single beach attribute record for each beach must be sent to EPA every year. If the information has not changed, you may update the EFFECTIVE\_YEAR and keep the SEND\_TO\_EPA tag as 'Y'.
- If the beach attribute information has changed for a beach, you can either update the data in the record, update the EFFECTIVE\_YEAR, and keep the SEND\_TO\_EPA tag as 'Y', or you can change the SEND\_TO\_EPA flag to 'N' and create a new beach attribute record for that beach with more recent information.

### Mailing Address, Electronic Address, and Telephone

- Either the FK\_ORGANIZATION\_ID or the FK\_PERSON\_ID should be populated for each record in these tables. If both are populated, the XML document will use it as a person's address.

## Creating XML Documents

To convert the data into an XML document:

- Run the macro named "Generate Beach Notification XML"
- Enter an appropriate name and location for the destination file.
- Click the 'Save' Button.
- The XML document will be saved in the specified path.

**Note:** The XML creation script (modGenerateXML) will not work if the column names are changed. You may feel free to add more columns to the database if you like (e.g., to track internal tracking codes), however do not change the names of the existing columns.