



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 4  
ATLANTA FEDERAL CENTER  
61 FORSYTH STREET  
ATLANTA, GEORGIA 30303-8960

**MEMORANDUM**

**JUN 21 2016**

**SUBJECT:** EPA Region 4 RCRD Data Management and Electronic Data Deliverables (EDD) Policy

**FROM:** G. Alan Farmer, Director  
Resource Conservation and Restoration Division

A handwritten signature in blue ink that reads "Alan Farmer".

**TO:** Resource Conservation and Restoration Division

**Introduction**

In the Resource Conservation and Restoration Division (RCRD), environmental data is generated to characterize compliance, define environmental conditions at facilities, and to develop appropriate and protective remediation alternatives. Historically, data have been reported in hard copy format through submittals of reports. As information technology advancements continue, the ability to receive, store, and use data in electronic form from a variety of sources becomes a critical aspect of EPA's work. In particular, independent evaluation of responsible party data for corrective actions, as well as the analysis of remedy performance effectiveness, can be more effectively and efficiently accomplished through the use of electronic data and advanced evaluation technologies. Receiving data in an electronic format is essential to the decision making process in an era of decreased resources.

**Policy Statement**

As a standard procedure, the RCRD requires all data for EPA-lead actions to be submitted to the EPA electronically in a format appropriate for analysis with tools such as ArcGIS. This policy does not apply to, nor does it require a change to, the reporting processes and requirements of authorized state programs.

**Process**

*Electronic Data Submittals*

RCRD staff will work with their facilities to obtain all environmental sampling data in an electronic format that can effectively interface with tools such as ArcGIS. At this time, the recommended electronic format utilizes the Excel spreadsheet program (see attached).

*EDD Submittal to DART*

The Data Acquisition and Retrieval (DART) system will be used at more complex RCRA facilities and will be determined on a case by case basis. DART has a standardized electronic data deliverable format<sup>1</sup> that includes quality controls to minimize potential data errors so that the data can be appropriately analyzed and utilized for decision making using GIS tools.

In these circumstances, all EDDs are submitted into DART, the web-based interface to the Region 4 EQIS database, which is a permanent archive for data generated by environmental investigations. RCRD staff will analyze their projects and determine the amount of data being generated, or expected to be generated, and the frequency of submittal for that data. RCRD staff will work with their Section Chief and the Superfund Region 4 DART Coordinator to determine if a facility should be included in DART. This determination will be based on several factors which include, but may not be limited to, facilities starting an environmental investigation, high priority projects for EPA Region 4, and enforcement cases.

Proper site creation is important to success. The EPA Region 4 has provided guidance<sup>2</sup> on electronic data submission and the protocols to follow to create a site in DART. RCRD staff will work with the Region 4 DART Coordinator for site creation once it has been determined that the facility will be entered into DART. These facilities will then submit their EDDs following the protocol presented in the Region 4 Format File Guide<sup>1</sup>.

Region 4 Superfund's website on Electronic Data Submission provides guidance for submitting environmental data to the Region 4 database. More detailed information can be found at: [www.epa.gov/superfund/region-4-superfund-electronic-data-submission](http://www.epa.gov/superfund/region-4-superfund-electronic-data-submission).

Should you have questions regarding electronic data submission or wish to obtain paper copies of the guidance documents, please contact Jeanette Verduin, RCRD-RCAPS GIS and Data Manager, at (404) 562-8572, or [verduin.jeanette@epa.gov](mailto:verduin.jeanette@epa.gov). You may also contact the EPA Region 4 DART Coordinator at [r4dart@epa.gov](mailto:r4dart@epa.gov).

### **Attachment**

EDD Submittal Format Template. Excel Spreadsheet.

### **References**

<sup>1</sup> EPA Region 4 Format File Guide. Version 1.2. December 2015.

<sup>2</sup> EPA Region 4 SESD Guidance. Environmental Data Submission. December 17, 2010.