



# EPA Region 4 EQUIS Data Providers

## Summary of Monthly Meetings

The Superfund Program in EPA Region 4 uses EQUIS 7 Enterprise to manage to their environmental sampling data. The EPA Region 4 holds a monthly meeting for data providers on the third Tuesday of each month at 11:00 am ET. This document is intended to capture the main points of each meeting as well as any changes and updates since the prior meeting., this document will be replaced with the most recent month's information as the top-most entry.

If you have found this document and are a data provider that has not been invited to the monthly call, please email [R4DART@epa.gov](mailto:R4DART@epa.gov) to be added to the meeting.

### May 2020 Meeting Announcements

#### 1. Reminders

- a. Be sure to have your GIS map files delivered via the GIS Data Submission Form.
  - i. The form may be accessed at <https://arcg.is/1aDXya>.
  - ii. We still have only received 1 set of map files to begin dashboard development!
- b. Be sure to send your EPAR4\_POC EDD to [epar4@equisonline.com](mailto:epar4@equisonline.com) ASAP!
  - i. We have only received 25 POC EDDs from 13 companies as of May 18, 2020.
- c. When sending in your EDDs, you will receive 2 automated emails replies. The first one is to let you know the EDD has passed the EPAR4 Enterprise system's EDP (or you had an issue with the facility code not found email). The second email will either have a commit log with the number of rows added or an error log attached.
  - i. Recent rejected EDDs have resulted in some uncommon scenarios.
    - The electronic chain of custody having an end depth not greater than the start depth. Please be sure your field personnel are populating their field software with the appropriate depths for all soil and sediment type of samples.
    - The Regional laboratory had sent an EDD with a period as the result. This will be corrected by Athens and resubmitted.
  - ii. There were 28 Analytical EDDs processed Friday May 15<sup>th</sup> that we still have 6 needing either a location EDD or some depths verified to complete the commitment of these data. If you received the error logs that indicate locations are needed, please be proactive and get those submitted.
- d. Today's Sampler's call discussed validation of the data coming directly from Athens to EPAR4 EQUIS
  - i. When you have qualifiers that need updated, you must use the EPAR4Update in the file name
  - ii. The email body must have the reasoning why you are updating the data.

#### 2. Updates

- a. An updated EPAR4 format is currently in testing by the EarthSoft development team.
  - i. The Vapor Intrusion section has been updated to maintain consistency with the EQUIS Collect Field software.
  - ii. The field results section has been updated to remove the sys\_loc\_code from the primary key (duplicate row check) as it is not used to create the sys\_sample\_code. The field results section creates the sys\_sample\_code by concatenating the task\_code + sample\_name + result\_date.
- b. A brief discussion and demonstration of the map file submission process will be given by our R4DARTGEO coordinator Katie Wise.
- c. Open discussion and/or impromptu demonstrations by user request.

## April 2020 Meeting Announcements

### 2. Reminders

- a. Be sure to have your GIS map files delivered via the GIS Data Submission Form.
  - i. The form may be accessed at <https://arcg.is/1aDXya>.
  - ii. We still have only received 1 set of map files to begin dashboard development!
- b. Be sure to send your EPAR4\_POC EDD to [epar4@equisonline.com](mailto:epar4@equisonline.com) ASAP!
  - i. We have only received 23 POC EDDs from 12 companies as of April 27, 2020.
- c. When sending in your EDDs, you will receive 2 automated emails back. The first one is to let you know the EDD has passed the EPAR4 Enterprise system's EDP (or you had an issue with the facility code not found email). The second email will either have a commit log with the number of rows added or an error log attached.
  - i. Recent rejected EDDs have resulted in some uncommon scenarios.
    - A space before the facility code but after the first period. A space is a valid character. Be sure there are no extra characters between the periods so the system may parse the parts to know what facility to load to and which format to check the EDD against.
    - The same file name sent with different data. If the second file name is received by the system before it processed the first file, the system will add an \_1 to the file name. This creates an invalid file name and will not process the second file.
  - ii. The file name convention: 13-0001\_YourSite\_YourCompanyCode\_19 01 08\_Ch\_abc.110001224773.EPAR4.dat\_1

### 2. Updates

- a. We have EPAR4 folks that are unable to use the data for certain analysis due to data gaps.
  - For wells, we need either the dt\_location's total\_depth or the dt\_well's depth\_of\_well. Without the depth, we are unable to get a rendering of the wells using EQuIS EnviroInsite.
  - For fish data, we need minimally the fish length and weight.
  - Contact R4DART to discuss classification prior to your EDD submission.

An example using FSAMPLE:

sample_class	custom_field_1	custom_field_2
<i>Text(10)</i>	<i>Text(255)</i>	<i>Text(255)</i>
	length	weight
0-59 mm		
60-119 mm		
120-149 mm		
150-179 mm		
180-200 mm	181 mm	103.5 g

- b. The EarthSoft developers are working with Athens Field personnel to create an EQuIS Collect Vapor Intrusion (VI) collection form. A demonstration of the progress was presented to Athens who provided feedback. EarthSoft will continue development and pilot with Athens before this is available to contractors.
- c. The VI section of the EPAR4 format will be replaced over the next month to ensure consistency with the VI Collect Form field collection. Additionally, a new *EPAR4.rvf* file has been provided with new values specific to VI.
- d. A brief demonstration of the Action Level Information widget to download for review what the screening levels are. This may either be done by analyte(s) or by a multiple select of any number of

the screening levels within EPAR4 DART EQUIS system. We also we review the selections ability in the Screening Criteria exceedance crosstab table reporting.

## March 2020 Meeting Announcements

1. Reminders
  - a. Be sure to have your GIS map files delivered via the GIS Data Submission Form.
    - i. The form may be accessed at <https://arcg.is/1aDXya>.
    - ii. We have only received 1 set of map files to begin dashboard development!
  - b. Be sure to send your EPAR4\_POC EDD to [epar4@equisonline.com](mailto:epar4@equisonline.com) ASAP!
    - i. We have only received 12 POC EDDs from 11 companies as of March 16, 2020.
2. A demonstration of the GIS Data Submittal process will be given by our SME, Katie Wise.
3. Updates
  - a. For Analytical data questions when the EDD is from the Regional Lab:
    - i. Jeff Hendel has rotated to a different position.
    - ii. For organics – Jason Collum is filling in during the transition (Collum.Jason@epa.gov).
  - b. Any chain of custody changes must be sent to [R4COCCorrections@epa.gov](mailto:R4COCCorrections@epa.gov).
    - i. Both the *coc.pdf* and the electronic *coc.xml* files should be sent with appropriate information.
    - ii. October meeting notes had this incorrectly listed as EPAR4COCCorrections@epa.gov.
  - c. An updated reference value file has been attached for convenience pending download site update.
    - i. Updated tables include:
      - Rt\_analyte
      - Rt\_analytical\_method
      - Rt\_prep\_method
      - Rt\_building\_types
      - Rt\_building\_use\_type
      - Rt\_sample\_param\_types (for vapor intrusion event checklist)
  - d. The 'US EPA Region 4 Data Provider Facility Detail' dashboard has new widgets.
    - i. 'One Screening Level - Select Gear to change selection criteria (BOLD)'
    - ii. 'Two Screening Levels - Select Gear to change selection criteria (BOLD/ITALIC)'
    - iii. 'Three Screening Level - Select Gear to change selection criteria (BOLD/ITALIC/UNDERLINE)'
    - iv. 'Action Level Information - Select Gear to change selection criteria'
    - v. \*\*\* Select the Gear to limit what you download
    - vi. \*\*\* Use the Download button within the selection screen without saving
4. A brief demonstration of the selection criteria for the new widgets will be at the end of the call.

## February 2020 Meeting Announcements

1. Meeting was cancelled.

## January 2020 Meeting Announcements

1. Reminders
  - a. Be sure to send your EPAR4\_POC EDD to [epar4@equisonline.com](mailto:epar4@equisonline.com) ASAP!
    - i. We have only received 9 POC EDDs from 8 companies as of January 17, 2020.
    - ii. But 16 other companies have submitted data that still do NOT have a POC EDD sent in.
      1. If you send an EDD and do NOT receive an email back – something went wrong.
      2. Email R4DART to assist with investigating why the EDD did not process.
  - b. You should receive **2** emails back when you submit your EDDs to [EPAR4@equisonline.com](mailto:EPAR4@equisonline.com).
  - c. **Send in your location EDDs in a reasonable timeframe. You receive an email with a due date but there are still folks not sending them in and the analytical EDDs continue to be rejected!**
2. At the end of the call, we will have a “Demonstration of the Required GIS Data Submittal Process”.
3. Previously Katie Wise’s email was provided incorrectly, it is [Wise.Mary@epa.gov](mailto:Wise.Mary@epa.gov) but you will still submit the map files to [EPAR4DARTGeo@EPA.GOV](mailto:EPAR4DARTGeo@EPA.GOV)
4. When the EPAR4 laboratory sends out EDDs with an “UPDATED: R4 LIMS Results...” in the subject line:
  - a. Please review the PDF attached within the file set for why it was updated.
  - b. R4DART only knows to add the Update tail to the EDD before emailing to the system.
  - c. If anything needs removed from the original submission, you must notify R4DART immediately.
  - d. An update will not remove data – there is a special process to remove data called “Rollback”.
  - e. This is also true if you send in an EDD and realize you shouldn’t have added it.
5. The Environmental Data Submission Procedure (SEMDPROC-009-R0) and Guidance have been finalized.
  - a. <https://www.epa.gov/superfund/region-4-superfund-electronic-data-submission> is pending update.
  - b. The three supporting reference documents are provided with the procedure as one .pdf
    - [EPA Region 4 EDD Format File Guide](#) – Provides detailed information for the creation of the EDD files that are required to be submitted.
    - [EPA Region 4 EQuIS Data Processor \(EDP\) Reference Manual](#) – Provides the information needed to download, install and maintain the EDP software, as well as how to use the software to proof EDDs and create data packages.
    - [EPA Region 4 Geographic Information System Deliverable Guidance](#) – Provides specific requirements and file delivery formats for all GIS materials developed in support of the program.
6. Over the past month, there have been several EDDs rejected to R4DART as ‘File Monitor Alert’.
  - a. You will not receive these emails due to the system’s inability to decipher the file name.
  - b. These rejections are due to extra periods in the file name so the system cannot parse the pieces.
    - “EPAR4 Guidance Defined Section”. ”facility code”. ”format”.dat
    - The system uses the periods to split the file name to know which facility and which format.
  - c. Causes of too many periods may be:
    - When you send one email with two files of the exact same name, the email system will add .1
    - Using periods rather than underscores between the portions of the “EPAR4 Guidance Defined Section”.
7. The EPA November 2019 Risk Screening Levels (RSLs) have been loaded to the R4DART system.
  - a. Action Level report widgets have been added to the Site detail dashboard.
  - b. There is a special note for 4 of the 2019 RSLs:
    - 2019 11 RSL IND AIR HQ=0.1 - “c \*\* High Risk used (0.021); Low Risk is 0.12 And Lowest Risk is 0.61”

- 2019 11 RSL RES AIR HQ=0.1 - “c \*\* High Risk used (0.0049); Low Risk is 0.028 And Lowest Risk is 0.14”
- 2019 11 RSL IND AIR HQ=1.0 - “c \*\* High Risk used (0.021); Low Risk is 0.12 And Lowest Risk is 0.61”
- 2019 11 RSL RES AIR HQ=1.0 - “c \*\* High Risk used (0.0049); Low Risk is 0.028 And Lowest Risk is 0.14”

Contaminant		Screening Levels			
Analyte	CAS No.	Resident Air (ug/m <sup>3</sup> )	key	Industrial Air (ug/m <sup>3</sup> )	key
~Polychlorinated Biphenyls (high risk)	1336-36-3	4.9E-03	c	2.1E-02	c
~Polychlorinated Biphenyls (low risk)	1336-36-3	2.8E-02	c	1.2E-01	c
~Polychlorinated Biphenyls (lowest risk)	1336-36-3	1.4E-01	c	6.1E-01	c

- c. A brief demonstration on how to select the screening levels will be at the end of the meeting.

## December 2019 Meeting Announcements

### 1. Reminders

- Be sure to send your EPAR4\_POC EDD to [epar4@equisonline.com](mailto:epar4@equisonline.com) ASAP!
  - We have only received 8 POC EDDs from 7 companies as of December 16, 2019.
  - For one company, the EDD was rejected but I corrected the issue and resubmitted.
    - If you send an EDD and do NOT receive an email back – something went wrong.
    - Email R4DART to assist with investigating why the EDD did not process.
- You must have the *EPAR4.zip* file closed and not in use with EDP to replace the *EPAR4.rvf* file.
- We will have a demonstration by Gui Amaro on how to display EQuS data on an AGOL map layer.
  - You must first have permission to the REST API license pool.
  - You must create a JWT Authentication token.
  - There is a new link to download the video “Generate and Use JWT Authentication Tokens.”
  - To get a copy of the video, use the updated we transfer link: <https://we.tl/t-Otu4bYgVnL>
- Send in your location EDDs in a reasonable timeframe. You receive an email with a due date but there are still folks not sending them in and the analytical EDDs continue to be rejected!**

### 2. At the end of the call, we will have a demonstration of “How to Create a Smart Template” from EDP.

- Create an Excel Workbook with controlled fields to use only values from the *EPAR4.rvf* file.
- Create an Excel Workbook that will enforce the foreign keys between the EDD tables.

### 3. The Procedural and Guidance documents have been updated and are in review.

- Changes were based on the first review process by compiling EPA Personnel comments.
- Additional updates were done using data provider issues while trying to follow the documents.
- We hope to have them updated on the EPA download site by our next meeting January 21<sup>st</sup>, 2020.
- We are waiting on an update to where the map files will need to be sent.

### 4. EarthSoft conducts a quarterly Government User Group meeting and have opened it up to EPAR4 users.

- If you’re interested in joining future User Groups, you can subscribe to their [mailing list](#).
- You may also select the Office Hours but any of the other options you may need to pay to attend.
- Once you submit the filled-out form, email R4DART acknowledging your desired participation.
- R4DART will communicate to EarthSoft that you are a valid EPAR4 user.

### 5. R4DART will be “unmanned” from December 18, 2019 through January 1, 2020. An Out of Office message has been set directing any emergency assistance to [Walden.Beth@EPA.gov](mailto:Walden.Beth@EPA.gov).

### 6. Happy Holidays from the EPA Region 4 Data Management Team! Talk to you Next Year!

Sincerely Beth Walden, Sharon Keenan, and Katie Wise

## November 2019 Meeting Announcements

### 1. Reminders

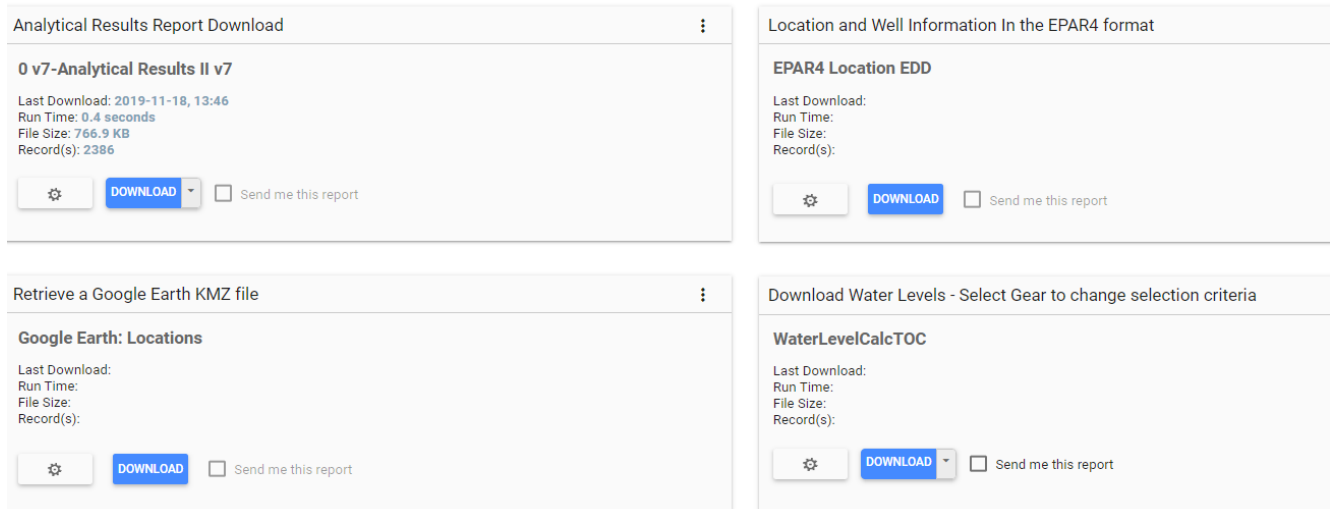
- a. Be sure to send your EPAR4\_POC EDD to [epar4@equisonline.com](mailto:epar4@equisonline.com) ASAP!
  - i. We have only received POC EDDs from 6 companies as of November 18, 2019.
  - ii. Reasoning for why we need your POC EDD:
    - EPA needs to have a quick means to query for the POCs.
    - EPA may have a question regarding data, map files submissions, EDDs, etc.
    - We have approximately 67 contractors with over 1000 sites (so a good memory no longer suffices).
    - Example scenarios:
      - Lab Procurement needs to know who the project lead is for assignment distribution.
      - EPAR4 GIS SME needs to find who was to submit a site's latest report map files.
  - iii. Submit a POC EDD for each site for which you have a contract.
    - If all POCs are the same for every project within a site, use the 'ALL' Project ID.
    - If all POCs are the same for every site under your contract, email R4DART with your list of sites.
  - iv. How to submit a POC EDD when you do not have a site assignment yet:
    - Project ID of 'ALL'
    - Facility code of 'R4EQUIS'
    - Site name of 'R4EQuIS Facility'
    - Company Code – If you have a code assigned, use it. Otherwise: PL-yourcompany (e.g., as there is no EarthSoft company code yet, EarthSoft would use PL-EarthSoft; where the company name is what is in your email address).
    - **Do not include a usr** file unless you have a Region 4 user code existing. Use the quick start guide to establish a user code. If you do not have a site assigned, you will be given permission to the R4EQuIS facility.
- b. After sending *any* EDDs to [epar4@equisonline.com](mailto:epar4@equisonline.com), you should make certain you ultimately receive the email "Successfully loaded EDD [file name]" with the commit log showing number of rows added.
- c. Do NOT linger to get your Location EDDs submitted. You typically receive an email requesting the location and field data prior to the release of the Analytical.
  - i. Subject: (20-nnnn) Location and FieldResults EDD Request for *Site Name*: Due Date **mm/dd/yyyy**
  - ii. When the location EDD is not submitted prior, the analytical data will be rejected.
  - iii. The RPM will be notified when data continues to be stalled due to lack of submissions.

### 2. There has been a new mailbox setup for the map files to be submitted.

- a. We will be updating the documentation accordingly to send to [R4DARTGeo@EPA.gov](mailto:R4DARTGeo@EPA.gov)
- b. Katie Wise, Subject Matter Expert (SME), may be contacted at [Wise.Mary@EPA.gov](mailto:Wise.Mary@EPA.gov)

### 3. The Data Provider Facility Specific Dashboard has been updated.

- a. Once you have a site assigned, it is common to want to see the existing data.
  - i. Analytical Results Report – Make no selections to get all the Analytical data.
  - ii. Location and Well Information – Produces the data in the EPAR4 format layout.
  - iii. Download Water Levels – Uses the default of TOC to calculate the Walter Level Elevation.
  - iv. Google Earth Locations – Produces a .kmz file to be opened with Google Earth.
- b. A brief demonstration of report selections will be held at the end of the call.



4. To display EQUIS data on an ArcGIS Online layer, a token must first be established.
  - a. The individual must have a valid EPAR4 user account and proper permissions.
  - b. A video has been prepared on how to create the token:  
Download link: <https://we.tl/t-XNE0Gt1eKP>
  - c. We anticipate having a demonstration of adding EQUIS data to a map layer on our next call.
  
5. A new reference value file has been updated on the EPAR4 download site November 18, 2019.
  - a. Please download the new .rvf from <https://earthsoft.com/products/edp/edp-format-for-epar4/>
  - b. What .rvf file will EDP use?
    - i. EDP will use the *EPAR4.rvf* file that is within the *EPAR4.zip* format file first.
    - ii. If not found, EDP will use the *EPAR4.rvf* file within the same folder as the format.
    - iii. If not found, EDP will prompt you for what .rvf file to use.
  - c. How to replace your existing *EPAR4.rvf* file for use by EDP
    - i. The *EPAR4.zip* file found on the EPAR4 download site contains an old *EPAR4.rvf*.
    - ii. Download the latest *EPAR4\_RVF.zip*, extract it from the zip file, and copy it as *EPAR4.rvf*.
    - iii. Replace the *EPAR4.rvf* existing within your *EPAR4.zip* format file.
      1. You may drag the new *EPAR4.rvf* file onto the *EPAR4.zip* – It should prompt to replace.
      2. You may extract the *EPAR4.zip*, replace the *EPAR4.rvf* file, and then rezip the *EPAR4.zip* file.

## October 2019 Meeting Announcements

1. Reminders
  - a. Be sure to send your EPAR4\_POC EDD to [epar4@equisonline.com](mailto:epar4@equisonline.com) ASAP!
  - b. Clarification: The file name within the POC dat file (zip) needs to be **EPAR4\_POC.txt**
  - c. After sending *any* EDDs to [epar4@equisonline.com](mailto:epar4@equisonline.com), make certain you ultimately receive the email “Successfully loaded EDD [file name]” with the commit log showing number of rows added.
  - d. Superfund is now the Superfund and Emergency Management Division (SEMD).
  
2. A brief demonstration on how to create your own dashboard will be at the end of this meeting.
  - a. Since our September meeting only 9 folks have logged into the <https://epar4.equisonline.com>
  - b. We have received no suggestions on what should be added to the dashboards.
  - c. Google Chrome is recommended over Internet Explorer to access the dashboards.

3. All initial and final versions, spatially enabled files acquired or developed to support mapping, spatial analysis, and/or report generation by a data provider should be submitted to the EPA Region 4. The delivery of these files should accompany the submission of an initial and final report.
4. Identify your company GIS\_POC identified in the EPAR4\_POC\_EDD for each site you have assigned tasks.
  - a. The [EPA Region 4 Geographic Information System Deliverable Guidance](#) describes the requirements.
  - b. This Guidance may be found attached to the [Environmental Submission Procedure](#) document.
  - c. The Subject Matter Expert (SME) is Katie Wise who is available to assist your GIS\_POC(s).
  - d. Your GIS\_POC should request access to the EPA GeoPlatform by emailing:
    - To: [geoservices@epa.gov](mailto:geoservices@epa.gov) ; and
    - CC: [Williams.Donnie@epa.gov](mailto:Williams.Donnie@epa.gov); [katie.wise@tetrattech.com](mailto:katie.wise@tetrattech.com); and your site RPM
  - e. Per the Guidance, there is a form and checklist that both need included within your GIS submissions.
    - To access the EPA Region 4 GIS Data Submission form:
 

[https://r4.ercloud.org/R4\\_GIS\\_Data\\_Submittal/index.html](https://r4.ercloud.org/R4_GIS_Data_Submittal/index.html)
    - The checklist can be downloaded as a separate file from the EPA Region 4 website:
 

<https://www.epa.gov/superfund/region-4-superfund-electronic-data-submission>
5. We have the capability of displaying data from EQuIS on the Maps now.
  - a. The steps required to enable the communication and display of data is in process
  - b. How to create the necessary token is expected to be available prior to our November meeting.
6. Clarification of the emails with “**Subject:** (*project id*) Sample Information Errors for *Site Name*: Due Date *x*”.
  - a. These emails come from Athens for either the Regional or the CLP EDDs.
  - b. The email will identify missing Station IDs and/or Media Code(s) in their Element system.
  - c. Typically, these are items that did not upload from the Chain of Custody *eCOC.xml*.
    - i. Fill in the *Edited* column for each sample with *Missing?*
    - ii. Add the information into the field software and generate an updated Chain of Custody.
    - iii. Forward the ‘Sample Information Errors’ email and attach the updated *eCOC.xml* and *COC.pdf*.
    - iv. The email **MUST** be sent to [EPAR4COCCorrections@epa.gov](mailto:EPAR4COCCorrections@epa.gov) and cc [R4DART@epa.gov](mailto:R4DART@epa.gov).
    - v. Athens will need to update their Element before the data will be released to load.
  - d. There have been cases where “last minute” requests create additional samples not in the *eCOC.xml*.
    - i. Most recent case was TCLP requested on a soil sample post delivery.
    - ii. The CLP merely added *\_TCLP* on the end of a sample name.
    - iii. They did not populate the station nor the matrix and Athens downloaded it for validation.
    - iv. Do not expect a lab to enter information we require that they do not need for analysis.
7. The matrix code for the Investigative Derived Waste (IDW).
  - a. In the Field Software, EDGE or Scribe, use ‘ID’.
  - b. Use the QC Station ID of *#R4DART#*.

## September 2019 Meeting Announcements

1. Reminders
  - a. Send your EPAR4 EDDs directly to [epar4@equisonline.com](mailto:epar4@equisonline.com) and *eCOC.xml* files to [R4DART@epa.gov](mailto:R4DART@epa.gov).
  - b. If you send in an EDD that is to update existing information, your format needs to be *EPAR4update*.
  - c. Go to <https://epar4.equisonline.com> to update your password if you have not since 8/1/2019.
2. The Point of Contact EDD template is now available.
  - a. Obtain a copy from <https://www.epa.gov/superfund/region-4-superfund-electronic-data-submission>.



- b. Please read through your appropriate instructions tab before populating the EPAR4\_POC tab.
  - i. Only one site's point of contacts per EDD.
  - ii. Acquire your .usr file.
  - iii. Save the EPAR4\_POC worksheet as a tab delimited text file with EPAR4\_POC.txt as the filename.
  - iv. Zip the EPAR4\_POC.txt file with your .usr file.
  - v. Rename your .zip file.

The submitted file IS REQUIRED to be named according to the following convention.

- Project ID (Task Code)
- Site Name
- Data Provider Company Code
- Date Submitting (YYMMDD)
- Type (POC)
- .FacilityCode.EPAR4\_POC.dat

Example EDD Filename

19-0001\_FacilityName\_PL-DataProviderCode\_190822\_POC.110001224773.EPAR4\_POC.dat

- vi. Email your .dat EDD to [epar4@equisonline.com](mailto:epar4@equisonline.com).

- c. When you have multiple Project IDs (task codes) for an individual site, you may submit a separate EDD or all in one EDD. Regardless, the Start Date **must** be different when you have multiple projects or people for the same POC type. (The facility, poc type, start date are the primary key fields.)

3. The EQUIS R4DART system is set to automatically send the data provider emails when submitting EDDs directly to [epar4@equisonline.com](mailto:epar4@equisonline.com).

- a. You should receive the initial email with Subject "EDD File [file name] Status Update". This tells you that your .usr certificate was valid and you have proper permission to load to the EDD's target site.
- b. If your initial email after sending your EDD to [epar4@equisonline.com](mailto:epar4@equisonline.com) has Subject "EDD File [file name] Rejected – Not a Valid Data Submitter for Facility", forward to [R4DART@epa.gov](mailto:R4DART@epa.gov) to request your User Account is granted permission to the site.
- c. If no errors are found and the EDD is loaded, you should receive a second email with Subject "Successfully loaded EDD [file name]" with the commit log showing number of rows added.
- d. If errors are found and the EDD is NOT loaded, you should receive the second email with Subject "EDD File [file name] Rejected – Data Errors" with an error log attached. This error is typical of what you should see when you check the EDD with the current EDP EPAR4 format and reference values. If you did not get the errors when using the EDP, check the download site for a more recent reference file or an updated format.
- e. If errors are found and the EDD is NOT loaded, you may receive the second email with Subject "Failure while committing package [file name]" with an error log attached. This error during commit is typical when the locations' coordinates have not been loaded yet.
- f. If you do NOT receive any of the automated emails after sending your EDD:
  - i. Check that your email system is not blocking emails from [epar4@equisonline.com](mailto:epar4@equisonline.com).
  - ii. Try to login to <https://epar4.equisonline.com> with the credentials you used to create your .usr file.
  - iii. Check that the file had the .dat extension.
  - iv. Check that the file name only has 3 periods as this is how the system parses the name to determine what facility to load the data and what format to use for loading.
  - v. Otherwise, forward your submitted email with the file attached and note you did not receive any response from [epar4@equisonline.com](mailto:epar4@equisonline.com).

4. As an alternative to your Field Personnel using Scribe, an EDGE package has been placed on the [EPAR4 download](#) page. An *EDGE Quick Start Guide* is also pending addition to the [EPAR4 electronic data submission](#) page.
5. An updated *EPAR4.rvf* file has also been replaced on the [EPAR4 download](#) page. This includes new analytical methods and analytes from the Regional laboratory. Additional fish matrices have been added to more clearly identify their breed and part analyzed.
6. We would like to begin having some short demonstrations during this call. Please send in topics you feel may benefit yourself as well as others.

## August 2019 Meeting Announcements

1. The file name extensions have been updated.
  - a. EDDs sent to [epar4@equisonline.com](mailto:epar4@equisonline.com) need a .dat extension rather than an .edd extension.
  - b. Error logs sent from EQUIS Enterprise are .htm files and are no longer a zip file.
2. Lab EDDs use the data provider primary POC to add the user certificate.
  - a. Error logs for lab EDDs go directly to the data provider primary POC.
  - b. Other than missing depths, some errors have occurred during loading of lab EDDs.
    - v. Missing CAS\_RNs
    - vi. Missing Quantitation Limit for non-detects
  - c. For error logs you receive due to a lab item:
    - i. For all rejected EDDs cc [R4DART@epa.gov](mailto:R4DART@epa.gov).
    - ii. If the EDD is from the Regional Lab analysis, email:
      - For organics – Jeff Hendel [hendel.jeffrey@epa.gov](mailto:hendel.jeffrey@epa.gov)
      - Inorganics – Floyd Wellborn [wellborn.floyd@epa.gov](mailto:wellborn.floyd@epa.gov)
    - vii. If the EDD is from the Contract Lab Program analysis, email:
      - For organics – Nancy Seabolt [seabolt.nancy@epa.gov](mailto:seabolt.nancy@epa.gov)
      - 1. Inorganics – Denise Goddard [goddard.denise@epa.gov](mailto:goddard.denise@epa.gov)
    - viii. For all other types of rejected EDDs, email [R4DART@epa.gov](mailto:R4DART@epa.gov).
3. Data Providers are to email their Location EDDs directly to [epar4@equisonline.com](mailto:epar4@equisonline.com).
  - a. If you receive an error message that your EDD “has been rejected because the user does not have permission to submit data to the corresponding facility”, forward the email to [R4DART@epa.gov](mailto:R4DART@epa.gov) requesting the proper permissions.
  - b. If you receive an error message that a “Valid license not found”, check your username that was used in your EDD submission. When you feel it was valid, forward the email to [R4DART@epa.gov](mailto:R4DART@epa.gov) to request assistance on your user account.
4. Be sure your field personnel know when emailing the *eCOC.xml* files to [R4SampleCustody](#), always cc [R4DART@epa.gov](mailto:R4DART@epa.gov).
  - a. Currently the *eCOC.xml* EDDs may only be loaded via [R4DART@epa.gov](mailto:R4DART@epa.gov).
  - b. If there are new locations and the location EDD has not yet been loaded, the *eCOC.xml* file will not load. The R4DART administrator may request the location EDD prior to the automated email that informs you to submit your Location EDD.

5. Data Providers are to email all other EDDs (e.g., Field Results, Water Levels, Well construction, etc.) directly to [epar4@equisonline.com](mailto:epar4@equisonline.com). Follow the same procedures as the Location EDD in the event of any errors.
6. When an update is needed to previously submitted and accepted EDDs, you must alter the file name to use *EPAR4update* versus only *EPAR4*.
  - a. By default, the system is set to a commit type of “Merge”, not “Update”.
  - b. This update will not delete any items.
  - c. If you need to remove anything from a submission, email [R4DART@epa.gov](mailto:R4DART@epa.gov) to roll back the original EDD submitted. Provide the facility code, date of submission, and the username who submitted the EDD needing roll back.