



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**  
REGION 4  
ATLANTA FEDERAL CENTER  
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ATLANTA, GEORGIA 30303-8960

August 10, 2021

**MEMORANDUM**

**SUBJECT:** EPA Region 4, Land, Chemicals and Redevelopment Division (LCRD)  
Electronic Data Deliverables Policy and Process

**FROM:** Cesar Zapata, Director  
Land, Chemicals and Redevelopment Division

**TO:** LCRD Staff

**Introduction**

LCRD receives and generates environmental data for the purpose of characterizing environmental conditions at facilities and developing appropriate and protective remediation alternatives, among other purposes. For use in this policy document, environmental data (or data) refers primarily to the information that is received on the sampling and/or analysis of environmental media. Historically, data have been reported in hard copy format through submittals of paper reports. As information technology advancements continue, the ability to receive, store, and analyze data in electronic form from a variety of sources becomes a critical aspect of the EPA's work. For example, 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 using electronic data and advanced evaluation technologies. Therefore, receiving data in an appropriate electronic format, as an Electronic Data Deliverable (EDD) file, is essential to the decision-making process in an era of progressing technologies, as well as decreasing resources. An EDD file follows a consistent design meant to organize information in a useful format and typically contains header row(s) that describe what information should be completed in each column.

**Policy Statement**

As a standard policy, LCRD requires all environmental data for the EPA-lead projects to be submitted to LCRD in an electronic 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**

The submittal of environmental data in an electronic format is accomplished in one of two ways, as outlined below.

### *Option 1 - Electronic Data Submittals*

Data should be submitted in an electronic format that can be used with GIS programs (i.e., ESRI). LCRD has developed a template format using Excel (see attached), which is the recommended format for the EPA-lead projects. However, facilities and their contractors can provide their own format if they work with LCRD's GIS and Data Manager to ensure that their format is GIS compatible.

### *Option 2 – Electronic Data Deliverable (EDD) Submittal to the Data Acquisition and Retrieval (DART) System*

For some projects, it may be more appropriate to use the DART system, a web-based interface to the Region 4 EQuis database (a permanent archive for data generated by environmental investigations). The DART system will be used at more complex EPA-lead projects and will be determined on a case-by-case basis by LCRD Branch Chiefs. The DART system utilizes 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 evaluated and utilized for decision-making using GIS tools.

To determine if a project is a good candidate for the DART system, LCRD staff will evaluate their projects and determine the amount of data being generated, or expected to be generated, and the frequency of submittal for that data. LCRD staff will work with their Section Chief and the Superfund Region 4 DART System Coordinator to determine if a facility should be included in the system. This determination will be based on several factors which include, but may not be limited to, facilities starting an environmental investigation, the amount of environmental data expected to be collected, high priority projects for the EPA Region 4, and/or enforcement cases. LCRD Branch Chiefs will make the final decision for using the DART system, based on the recommendation from the Section Chief, and upon this determination, all EDDs will be submitted into the DART system by facilities for those projects.

Since proper site creation is important to the success of submitting EDDs into the DART system, the EPA Region 4 has provided guidance<sup>1</sup> on electronic data submission and the protocols to follow to create a site in the DART system. LCRD staff will work with the Region 4 DART System Coordinator for site creation once it has been determined that a project will be entered into the system. The facilities (or their contractors) for these projects will then submit their EDDs following the protocol presented in the guidance.

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 at (404) 562-8572, or [verduin.jeanette@epa.gov](mailto:verduin.jeanette@epa.gov). You may also contact the EPA Region 4 DART System Coordinator at [r4dart@epa.gov](mailto:r4dart@epa.gov).

## **Attachment**

EDD Submittal Format Template. Excel Spreadsheet. Revision 2. June 12, 2017.

## **References**

<sup>1</sup> The EPA Region 4 Environmental Data Submission Procedure (SEMDPROC-009-R0) and Guidance. January 9, 2020.