

Instructions for Submitting FORMS II Lite™ and Scribe XML TR/COCs to the Sample Management Office (SMO) via the Electronic Sample Documentation System (ESDS)

ESDS is a web-based tool that allows FORMS II Lite and Scribe Extensible Markup Language (XML) files to be uploaded and saved to a database. The data from the XML files is collected by SMO and used to provide shipping information to Contract Laboratory Program (CLP) laboratories and to gather information for ANSETS reporting. FORMS II Lite and Scribe users may now submit XML files to SMO via ESDS. ESDS must be accessed from the SMO Portal and requires samplers to have an active SMO Portal account in order to use ESDS. The following are general instructions for exporting FORMS II Lite and Scribe TR/COCs to an XML file and uploading an XML file to ESDS.

Uploading XML files to ESDS via the SMO Portal is the preferred method for providing CLP shipping and ANSETS information.

Requirements

Before you begin, please verify that you have the latest version of FORMS II Lite (version 5.1.47) and/or Scribe (version 3.7). The FORMS II Lite application can only be obtained by contacting the FORMS II Lite Helpdesk. If you have an older version of FORMS II Lite, the most current version can be downloaded by going to the FORMS II Lite website at <http://f2lite.fedcsc.com/index.html> and selecting "Current System Download". The Scribe application can be obtained by going to the ERT Software Downloads website at <http://www.ertsupport.org/downloads.htm> and selecting "Download" Scribe v3.7.

Other requirements:

- Internet Explorer Version 5.0, or above or Netscape Version 4.0, or above;
- Working Internet connection; and
- Valid email account

Exporting a FORMS II Lite TR/COC to an XML File

- Click the "Export TR" button from the "Print/View a Specific TR" step in FORMS II Lite.
- Select the TR(s) you wish to export, making note of their specific TR Numbers.
- Select the "Include Site and Field QC Information" checkbox.
- Click the "Export TR" button.
- Select the drive and directory where the file will be saved, and make a note of the location.
- Name the file with your Region Number, the Case number, and today's date (ex. 01 32100 05-04) and click the "Save" button.

Exporting a Scribe COC to an XML File

- Select “Chain of Custody” from the “Sample Management” module in Scribe.
- Select the COC(s) you wish to export, making note of their specific COC Numbers.
- Click the “Export” button in the tool bar.
- Select “Export XML File (*.xml)”.
- Select the drive and directory where the file will be saved, and make a note of the location.
- Name the file with your Region Number, the Case number, and today’s date (ex. 01 32100 05-04) and click the “Save” button.

Uploading an XML file to ESDS

- Go to the SMO Portal located at: <http://epasmoweb.fedcsc.com> on the Internet. Log on to the website using your User Name and Password.
- Select the “Submit Chain of Custody” task (ESDS) from the SMO Portal homepage if more than one task is available.
- Select the “Browse” button and locate the XML file you wish to upload. Up to three separate XML files may be uploaded at the same time by selecting the “Browse” button.
- Click the “Upload” button.
- You will see a listing of your XML files separated out by TR Number. If applicable, select “Case Complete” and/or “Resubmission” checkboxes. You may also enter comments, up to 250 characters in length, into the “Comments” box.
- If you are providing ANSETS information, populate all blank fields in the table.
 - Please note that the "Analytical Cost" is the cost that the laboratory is charging for the analysis of the samples on the TR(s). If TRs are submitted for multiple laboratories, please enter the total analytical cost in the "Analytical Cost" field, and then enter the analytical cost for each laboratory in the "Comments" field for the appropriate TR. For example, if the XML file contains TRs for three different laboratories totaling \$1,000.00, enter \$1,000.00 in the "Analytical Cost" field, and then enter the costs for the individual laboratories in the "Comments" field for the associated TR.
- Enter your email address in the email address field and click “Upload”.
- A message will be displayed to notify you that your file(s) has been sent to the queue. Once the file(s) has been imported, ESDS will send a verification message to your email account.

If the file(s) is not uploading successfully, please check that you have the latest version of FORMS II Lite and that you have uploaded the correct file (must have an extension of “xml”).

Technical Resources

- For general questions or problems concerning ESDS please contact your SMO Coordinator.
- For questions or problems concerning FORMS II Lite, please contact the FORMS II Lite Help Desk at f2lite@fedcsc.com or (703) 818-4200.