



# **Beach Notification Data Submission Corrections User Guide**

**Version: 2.2  
For use with Access Database  
version 2.2.4, XML schema version  
2.4, and later.  
Revision Date: 10/2016**

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## Contact Information for Administrative Assistance

For questions regarding Notification data and submission, please email [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com).

For general questions about the eBeaches project, please email Bill Kramer at [Kramer.Bill@epamail.epa.gov](mailto:Kramer.Bill@epamail.epa.gov).

For questions regarding Monitoring data and submission, please see: <https://www.epa.gov/beach-tech/submitting-data-epa#monitor> and <https://www.epa.gov/waterdata/storage-and-retrieval-and-water-quality-exchange>

## Revision History

Version	Date	Author	Description
1.0 Draft 1	2007-02-13	Andrew Hampton, Michael Klos	Initial Draft of Document
1.0 Final	2007-02-27	Andrew Hampton, Michael Klos, Bill Kramer	Finalized Document
2.0 Final	2007-10-31	Andrew Hampton	Finalized Document
2.1 Final	2008-10-01	Erik Richards	Added Beach Coordinate Section
2.2 Final	2016-10-07	Chris Stevenson	Added new activity removal process

## Introduction

For various reasons, not all submissions of data to PRAWN are completely accurate. This document details the process of modifying incorrect information that has already been submitted to PRAWN.

Most incorrect data can be corrected by the states, tribes, or territories (states) without administrative intervention; however, certain types of data, primarily beach activity data, require administrative assistance from the EPA and the EPA's contractors (EPA) to correct incorrectly submitted information. Please see below for instructions on both state-correctable and administrator-correctable data.

## State-Correctable Data Issues

### Overview

Once a state realizes there is an error in PRAWN, the following procedure is generally followed if a state is able to correct the data themselves:

1. If the state is using the Access database provided by the EPA
  - a. The state will find and correct any incorrect information in the Access database
  - b. In the table(s) that contains the incorrect data, the state should set the "Send to EPA" column as "N" for all rows except the ones with the corrected data. The rows containing the incorrect data should set the "Send to EPA" column as "Y". Note, some tables do not have a "Send to EPA" column, so this step can be safely skipped on those tables.
  - c. The state then uses the "Custom XML Generation" macro in the Access database to create a new XML submission file marking only the tables where data was corrected.
  - d. This newly generated file is then submitted to CDX.
2. If the state uses their own solution to generate the XML submission file
  - a. The state will find and correct any incorrect information.
  - b. An XML file must be generated that contains only the data that is to be corrected.
  - c. This newly generated file is then submitted to CDX.

Note that any state may choose to send the XML file to [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) for validation before they submit to CDX. Some specific examples of data that are state-correctable include: beach/organization/person name information, beach role information, beach procedure information, organization/person mailing address information, organization/person electronic address information, and organization/person telephone information. A complete list of state correctable and administrator correctable data types follows.

## Beach Data

When an error is found in the BEACH table of the database, the following steps can be taken to correct the error when using the Access database:

1. In the BEACH table of the access database, set all the values in the SEND\_TO\_EPA column to “N” except the row with the incorrect data.
2. Change the value in the incorrect column to the correct value
3. In the Macro tab of the database, open “Custom XML Generation”
4. Check only “Include Beach Data?” and “Include Beach Name Data?”
5. Click Browse and choose a location and file name
6. Click “Go!”
7. Submit the file that was generated to CDX

If the state is using a different method to generate the XML document follow these steps:

1. Make any necessary corrections to the data.
2. Generate an XML file that contains only the beach name data for the beach that had the incorrect information. The XML file should have a structure similar to this:

```
<BeachDataSubmission ...>
  <BeachDetail>
    <BeachIdentifier>...</BeachIdentifier>
    <BeachNameDetail>
      ...
    </BeachNameDetail>
  </BeachDetail>
</BeachDataSubmission>
```

3. If desired, this file can be sent to [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) for validation.
4. Submit the file that was generated to CDX.

## Beach Attribute Data

When an error is found in the BEACH\_ATTRIBUTE table or the BEACH\_POLLUTION table of the database, the following steps can be taken to correct the error when using the Access database:

A. When there is an error in any of this information besides the pollution information (see B, below) the following steps should be taken when the state is using the Access database provided by the EPA:

1. In the BEACH\_ATTRIBUTE table of the access database, set all the values in the SEND\_TO\_EPA column to “N” except the row with the incorrect data.
2. Change the value in the incorrect column to the correct value
3. In the Macro tab of the database, open “Custom XML Generation”
4. Check only “Include Beach Attributes?”

5. Click Browse and choose a location and file name
6. Click “Go!”
7. Submit the file that was generated to CDX

B. To correct errors in the pollution information, the following steps should be taken when the state is using the Access database provided by the EPA:

1. In the BEACH\_ATTRIBUTE table of the access database, set all the values in the SEND\_TO\_EPA column to “N” except the row which corresponds to the beach with incorrect data.
2. In the BEACH\_POLLUTION table, change the value in the incorrect row to the correct value
3. In the Macro tab of the database, open “Custom XML Generation”
4. Check only “Include Beach Attributes?”
5. Click Browse and choose a location and file name
6. Click “Go!”
7. Submit the file that was generated to CDX

To correct errors in the beach attribute data when not using the database provided by the EPA, follow these steps:

1. Make any necessary corrections to the data.
2. Generate an XML file that contains only the beach attribute data for the beach that had the incorrect information. The XML file should have a structure similar to this:

```
<BeachDataSubmission ...>
  <BeachDetail>
    <BeachIdentifier>...</BeachIdentifier>
    <BeachAttributeDetail>
      ...
    </BeachAttributeDetail>
  </BeachDetail>
  ...
</BeachDataSubmission>
```

3. If desired, this file can be sent to [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) for validation.
4. Submit the file that was generated to CDX.

## Beach Procedure

When an error is found in the PROCEDURE table of the database, the following steps can be taken to correct the error when using the Access database:

1. In the PROCEDURE table of the access database, set all the values in the SEND\_TO\_EPA column to “N” except the row with the incorrect data.
2. Change the value in the incorrect column to the correct value

3. In the Macro tab of the database, open “Custom XML Generation”
4. Check only “Include Procedure Data?”
5. Click Browse and choose a location and file name
6. Click “Go!”
7. Submit the file that was generated to CDX

If the state is using a different method to generate the XML document follow these steps:

1. Make any necessary corrections to the data.
2. Generate an XML file that contains only the beach procedure data for the beach that had the incorrect information. The XML file should have a structure similar to this:

```
<BeachDataSubmission ...>
  <BeachProcedureDetail>
    ...
  </BeachProcedureDetail>
</BeachDataSubmission>
```

3. If desired, this file can be sent to [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) for validation.
4. Submit the file that was generated to CDX.

### **Beach Person/Organization Role**

When an error is found in either the BEACH\_ORGANIZATION\_ROLE\_ASSIGN table or the BEACH\_PERSON\_ROLE\_ASSIGN table, the following steps can be taken to correct the error when using the Access database:

1. In the table containing the error, change the STATUS column of the row with the incorrect data to “INACTIVE”
2. In the PERSON table, set all the values in the SEND\_TO\_EPA column to “N” except rows that are being updated
3. In the ORGANIZATION table, set
4. Add a new row with the correct information
5. In the Macro tab of the database, open “Custom XML Generation”
6. Check only “Include Org./Person Data?”
7. Click Browse and choose a location and file name
8. Click “Go!”
9. If desired, this file can be sent to [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) for validation.
10. Submit the file that was generated to CDX.

If the state is using a different method to generate the XML document follow these steps:

1. Make any necessary corrections to the data.
2. Generate an XML file that contains only the role data for the beach that had the incorrect information. The XML file should have a structure similar to this:

```
<BeachDataSubmission ...>
```

```

    <BeachDetail>
      <BeachIdentifier>...</BeachIdentifier>
      <BeachRoleDetail>
        ...
      </BeachRoleDetail>
    </BeachDetail>
  </BeachDataSubmission>

```

3. If desired, this file can be sent to [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) for validation.
4. Submit the file that was generated to CDX.

## Beach Coordinate

When an error is found in the BEACH\_LATITUDE\_LONGITUDE\_COORDINATE table, the following steps can be taken to correct the error when using the Access database:

1. In the BEACH\_ LATITUDE\_LONGITUDE\_COORDINATE table, change the value in the incorrect row to the correct value.
2. In the Macro tab of the database, open “Custom XML Generation”
3. Check only “Include Beach Coordinate Data?”
4. Click Browse and choose a location and file name
5. Click “Go!”
6. If desired, this file can be sent to [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) for validation.
7. Submit the file that was generated to CDX

If the state is using a different method to generate the XML document follow these steps:

1. Make any necessary corrections to the data.
2. Generate an XML file that contains only the role data for the beach that had the incorrect information. The XML file should have a structure similar to this:

```

<BeachDataSubmission ...>
  <BeachDetail>
    <BeachIdentifier>...</BeachIdentifier>
    <BeachCoordinateDetail>
      ...
    </BeachCoordinateDetail>
  </BeachDetail>
</BeachDataSubmission>

```

3. If desired, this file can be sent to [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) for validation.
4. Submit the file that was generated to CDX.

## Organization Data

When an error is found in the ORGANIZATION table of the database, the following steps can be taken to correct the error when using the Access database:

1. In the ORGANIZATION table of the access database, change the value in the incorrect column to the correct value
2. In the Macro tab of the database, open “Custom XML Generation”
3. Check only “Include Org./Person Data?”
4. Click Browse and choose a location and file name
5. Click “Go!”
6. If desired, this file can be sent to [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) for validation.
7. Submit the file that was generated to CDX.

If the state is using a different method to generate the XML document follow these steps:

1. Make any necessary corrections to the data.
2. Generate an XML file that contains only the data for the organization that had the incorrect information. The XML file will likely have a structure similar to this:

```

<BeachDataSubmission ...>
  <OrganizationDetail>
    <OrganizationIdentifier>...</OrganizationIdentifier>
    <OrganizationNameDetail>
      ...
    </OrganizationNameDetail>
    <OrganizationElectronicAddressDetail>
      ...
    </OrganizationElectronicAddressDetail>
    <OrganizationTelephoneDetail>
      ...
    </OrganizationTelephoneDetail>
    <OrganizationPersonDetail>
      <PersonIdentifier>...</PersonIdentifier>
      <PersonNameDetail>
        ...
      </PersonNameDetail>
      <PersonMailingAddressDetail>
        ...
      </PersonMailingAddressDetail>
      <PersonTelephoneDetail>
        ...
      </PersonTelephoneDetail>
    </OrganizationPersonDetail>
  </OrganizationDetail>
</BeachDataSubmission>

```

3. If desired, this file can be sent to [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) for validation.
4. Submit the file that was generated to CDX.

## Mailing Address

When an error is found in either the MAILING\_ADDRESS, the following steps can be taken to correct the error if when using the Access database:

1. In the MAILING\_ADDRESS table, change the STATUS column of the row with the incorrect data to "INACTIVE"
2. Add an new row with the correct information
3. In the Macro tab of the database, open "Custom XML Generation"
4. Check only "Include Org./Person Data?"
5. Click Browse and choose a location and file name
6. Click "Go!"
7. If desired, this file can be sent to [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) for validation.
8. Submit the file that was generated to CDX.

If the state is using a different method to generate the XML document follow these steps:

1. Make any necessary corrections to the data.
2. Generate an XML file that contains only the mailing address data for the organization/person that had the incorrect information. The XML file will likely have a structure similar to this:

```
<BeachDataSubmission ...>
  <OrganizationDetail>
    <OrganizationIdentifier>...</OrganizationIdentifier>
    <OrganizationNameDetail>
      ...
    </OrganizationNameDetail>
    <OrganizationElectronicAddressDetail>
      ...
    </OrganizationElectronicAddressDetail>
    <OrganizationTelephoneDetail>
      ...
    </OrganizationTelephoneDetail>
    <OrganizationPersonDetail>
      <PersonIdentifier>...</PersonIdentifier>
      <PersonNameDetail>
        ...
      </PersonNameDetail>
      <PersonMailingAddressDetail>
        ...
      </PersonMailingAddressDetail>
      <PersonTelephoneDetail>
        ...
      </PersonTelephoneDetail>
    </OrganizationPersonDetail>
  </OrganizationDetail>
</BeachDataSubmission>
```

3. If desired, this file can be sent to [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) for validation.
4. Submit the file that was generated to CDX.

## Electronic Address

When an error is found in either the ELECTRONIC\_ADDRESS, the following steps can be taken to correct the error when using the Access database:

1. In the ELECTRONIC\_ADDRESS table, change the STATUS column of the row with the incorrect data to "INACTIVE"
2. Add an new row with the correct information
3. In the Macro tab of the database, open "Custom XML Generation"
4. Check only "Include Org./Person Data?"
5. Click Browse and choose a location and file name
6. Click "Go!"
7. If desired, this file can be sent to [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) for validation.
8. Submit the file that was generated to CDX.

If the state is using a different method to generate the XML document follow these steps:

1. Make any necessary corrections to the data.
2. Generate an XML file that contains only the electronic address data for the organization/person that had the incorrect information. The XML file will likely have a structure similar to this:

```

<BeachDataSubmission ...>
  <OrganizationDetail>
    <OrganizationIdentifier>...</OrganizationIdentifier>
    <OrganizationNameDetail>
      ...
    </OrganizationNameDetail>
    <OrganizationElectronicAddressDetail>
      ...
    </OrganizationElectronicAddressDetail>
    <OrganizationTelephoneDetail>
      ...
    </OrganizationTelephoneDetail>
    <OrganizationPersonDetail>
      <PersonIdentifier>...</PersonIdentifier>
      <PersonNameDetail>
        ...
      </PersonNameDetail>
      <PersonMailingAddressDetail>
        ...
      </PersonMailingAddressDetail>
  </OrganizationDetail>
</BeachDataSubmission ...>

```

```

        <PersonTelephoneDetail>
            ...
        </PersonTelephoneDetail>
    </OrganizationPersonDetail>
</OrganizationDetail>
</BeachDataSubmission>

```

3. If desired, this file can be sent to [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) for validation.
4. Submit the file that was generated to CDX.

## Telephone

When an error is found in either the TELEPHONE, the following steps can be taken to correct the error when using the Access database:

1. In the TELEPHONE table, change the STATUS column of the row with the incorrect data to “INACTIVE”
2. Add an new row with the correct information
3. In the Macro tab of the database, open “Custom XML Generation”
4. Check only “Include Org./Person Data?”
5. Click Browse and choose a location and file name
6. Click “Go!”
7. If desired, this file can be sent to [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) for validation.
8. Submit the file that was generated to CDX.

If the state is using a different method to generate the XML document follow these steps:

1. Make any necessary corrections to the data.
2. Generate an XML file that contains only the telephone data for the organization/person that had the incorrect information. The XML file will likely have a structure similar to this:

```

<BeachDataSubmission ...>
  <OrganizationDetail>
    <OrganizationIdentifier>...</OrganizationIdentifier>
    <OrganizationNameDetail>
      ...
    </OrganizationNameDetail>
    <OrganizationElectronicAddressDetail>
      ...
    </OrganizationElectronicAddressDetail>
    <OrganizationTelephoneDetail>
      ...
    </OrganizationTelephoneDetail>
    <OrganizationPersonDetail>
      <PersonIdentifier>...</PersonIdentifier>

```

```

        <PersonNameDetail>
            ...
        </PersonNameDetail>
        <PersonMailingAddressDetail>
            ...
        </PersonMailingAddressDetail>
        <PersonTelephoneDetail>
            ...
        </PersonTelephoneDetail>
    </OrganizationPersonDetail>
</OrganizationDetail>
</BeachDataSubmission>

```

3. If desired, this file can be sent to [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) for validation.
4. Submit the file that was generated to CDX.

## Person Data

When an error is found in the PERSON table of the database, the following steps can be taken to correct the error when using the Access database:

1. In the PERSON table of the access database, change the value in the incorrect column to the correct value
2. In the Macro tab of the database, open “Custom XML Generation”
3. Check only “Include Org./Person Data?”
4. Click Browse and choose a location and file name
5. Click “Go!”
6. If desired, this file can be sent to [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) for validation.
7. Submit the file that was generated to CDX.

If the state is using a different method to generate the XML document follow these steps:

1. Make any necessary corrections to the data.
2. Generate an XML file that contains only the person data for the organization/person that had the incorrect information. The XML file will likely have a structure similar to this:

```

<BeachDataSubmission ...>
  <OrganizationDetail>
    <OrganizationIdentifier>...</OrganizationIdentifier>
    <OrganizationNameDetail>
      ...
    </OrganizationNameDetail>
    <OrganizationElectronicAddressDetail>
      ...
    </OrganizationElectronicAddressDetail>
    <OrganizationTelephoneDetail>

```

```

...
</OrganizationTelephoneDetail>
<OrganizationPersonDetail>
  <PersonIdentifier>...</PersonIdentifier>
  <PersonNameDetail>
    ...
  </PersonNameDetail>
  <PersonMailingAddressDetail>
    ...
  </PersonMailingAddressDetail>
  <PersonTelephoneDetail>
    ...
  </PersonTelephoneDetail>
</OrganizationPersonDetail>
</OrganizationDetail>
</BeachDataSubmission>

```

3. If desired, this file can be sent to [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) for validation.
4. Submit the file that was generated to CDX.

## Beach Activity Data

Users are now able to remove their own duplicate and/or erroneous activities. See below for a brief description. For more information and details please see the Notification User guide for access database version 2.4, Appendix K Which can be found here: <https://www.epa.gov/beach-tech/submitting-data-epa#notify>, item #1.

To manually delete a single activity, users will need to get the activity code from the Beach Actions (Advisories and Closures) report in BEACON as well as the Beach ID. The Beach ID is on the top the report and the activity code can be found in the column labeled “Activity ID”:

Once the user has both the Beach ID and the Activity code for the Activity to be deleted, enter them into the access database in Form 22 – Activity Deletion Form. Once the Beach ID and the Activity ID are entered, follow the same process as submitting data (new and revised activities can be included in the current submission), export the xml from Form 17- Generate XML, and submit the exported file to the ENSC.

If there are a large number of activities to delete, users may find it easier to enter the Beach ID’s and Activity ID’s through the table view in the access database. See page 5 “Some notes about using the access database”, of the Notification User guide for access database version 2.4, for instructions on accessing and using table view, which can be found here: <https://www.epa.gov/beach-tech/submitting-data-epa#notify>, item #1.

BEACON has a download feature that can export large amounts of data that can be then be used to copy and paste data into Access table view.

Select “Download” from the Actions menu of the Beach Actions (Advisories and Closures) report.

Then choose “.CSV” from the download menu. The data will then be opened in an excel spreadsheet.

From this point the best way to proceed would be to get the data into two columns, one for the Beach ID and one for the Activity ID.

One method would be to delete everything from the spreadsheet except the Beach ID column and the Activity ID column:

Then select the data to be pasted, copy it to the clipboard, and open up the access database to the Activity Delete table. Once the Activity Delete table is opened, users will need to select both the BEACH ID column and the ACTIVITY ID column of the table before trying to paste the existing data.

When the columns are selected, choose paste (Control-v) and accept the prompt to paste “x” amount of records and then follow the usual xml export process to completion.

# Data Issues Requiring Administrative Assistance

## Overview

When administrative assistance is required, depending on the amount of information that needs corrected, different solution paths are taken.

A. If there are only a few pieces of data that are incorrect, the following steps are an overview of the actions that will be taken to resolve the problem:

1. The state will send a description of the incorrect data, then EPA will pinpoint the data in PRAWN and remove it manually. The state will be notified when this process is complete.
2. If the state uses the Access database provided by the EPA
  - a. The state will find and correct any incorrect information in the Access database.
  - b. In the table(s) that contains the incorrect data, the state will set the “Send to EPA” column as “N” for all rows except the ones with the corrected data. The rows containing the incorrect data should set the “Send to EPA” column as “Y”.
  - c. The state then uses the “Custom XML Generation” macro in the Access database to create a new XML submission file. Only the tables where data was corrected should be sent.
  - d. After hearing from the EPA that all incorrect data has been removed, this newly generated file is then submitted to CDX.
3. If the state uses their own solution to generate the XML submission file
  - a. The state will find and correct any incorrect information.
  - b. An XML file must be generated that contains only the data that is to be corrected.
  - c. After hearing from the EPA that all incorrect data has been removed, this newly generated file is then submitted to CDX.

B. Problems that will be too large scale for the solution described above would be submissions with a lot of incorrect data or incorrect data that span multiple tables. If this is the case, the following steps are an overview of the procedure commonly taken to resolve the issue:

1. The state will send a description of the incorrect data, then the EPA will pinpoint which submission contains the errors and remove all data in that submission from PRAWN. The state will be notified when this process is complete.
2. The state will find and correct any incorrect information.
3. The state will then generate a new XML submission file.
4. After hearing from the EPA that the submission has been removed, the state will submit the XML file to CDX.