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 to be added to the meeting.

December 2019 Meeting Announcements

1. Reminders
   a. Be sure to send your EPAR4_POC EDD to epar4@equisonline.com ASAP!
      i. We have only received 8 POC EDDs from 7 companies as of December 16, 2019.
      ii. 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.
   b. You must have the *EPAR4.zip* file closed and not in use with EDP to replace the *EPAR4.rvf* file.
   c. We will have a demonstration by Gui Amaro on how to display EQuIS data on an AGOL map layer.
      i. You must first have permission to the REST API license pool.
      ii. You must create a JWT Authentication token.
      iii. There is a new link to download the video "Generate and Use JWT Authentication Tokens."
      iv. To get a copy of the video, use the updated we transfer link: https://we.tl/t-Otu4bYgVnL

2. At the end of the call, we will have a demonstration of "How to Create a Smart Template" from EDP.
   a. Create an Excel Workbook with controlled fields to use only values from the *EPAR4.rvf* file.
   b. 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.
   a. Changes were based on the first review process by compiling EPA Personnel comments.
   b. Additional updates were done using data provider issues while trying to follow the documents.
   c. We hope to have them updated on the EPA download site by our next meeting January 21st, 2020.

4. EarthSoft conducts a quarterly Government User Group meeting and have opened it up to EPAR4 users.
   a. If you're interested in joining future User Groups, you can subscribe to their mailing list.
   b. You may also select the Office Hours but any of the other options you may need to pay to attend.
   c. Once you submit the filled-out form, email R4DART acknowledging your desired participation.
   d. 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.

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 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 <u>each</u> 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, 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
   b. Katie Wise, Subject Matter Expert (SME), may be contacted at Wise.Katie@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.
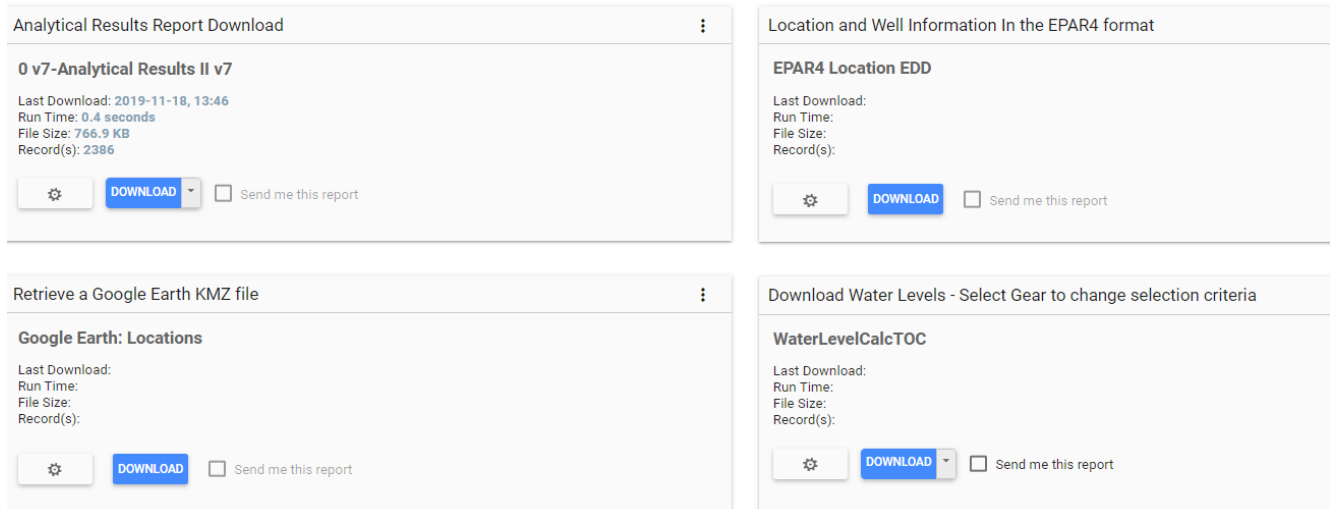
4. To display EQuIS data on an ArcGIS Online layer, a token must first be established.
   a. The individual must have a valid EPAR4 user account and proper permissions.
   b. A video has been prepared on how to create the token:
      Download link: https://we.tl/t-XNE0Gt1eKP
   c. We anticipate having 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.
         • You may drag the new *EPAR4.rvf* file onto the *EPAR4.zip* – It should prompt to replace.
         • 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 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, 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 ; and
      - CC: Williams.Donnie@epa.gov; katie.wise@tetratech.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
      - 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 and cc 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 and *eCOC.xml* files to 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.
   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.
   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 has Subject "EDD File [file name] Rejected – Not a Valid Data Submitter for Facility", forward to 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.
      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.

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 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.
      ii. If the EDD is from the Regional Lab analysis, email:
         - For organics – Jeff Hendel hendel.jeffrey@epa.gov
         - Inorganics – Floyd Wellborn wellborn.floyd@epa.gov
      vii. If the EDD is from the Contract Lab Program analysis, email:
         - For organics – Nancy Seabolt seabolt.nancy@epa.gov
         - Inorganics – Denise Goddard goddard.denise@epa.gov
      viii. For all other types of rejected EDDs, email R4DART@epa.gov.

3. Data Providers are to email their Location EDDs directly to 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 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 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.
   a. Currently the *eCOC.xml* EDDs may only be loaded via 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. 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 to roll back the original EDD submitted. Provide the facility code, date of submission, and the username who submitted the EDD needing roll back.