APPENDIX 3

USEPA METHOD TO15 FOR AMBIENT AIR
NJDEP REGULATORY REPORTING FORMAT

APRIL 8, 2003 REVISED FOR ADDENDA
AUGUST 5, 2003 REVISED FOR ELECTRONIC DELIVERABLES

1.0 INTRODUCTION

This Appendix contains the format used for reporting USEPA Method TO-15 from "Compendium of Method for the Determination of Toxic Organics Compounds in Ambient Air-Second Edition". It presents instructions and the order in which data is reported.

1.1. The NJDEP provides only three reporting forms for this contract, the Title Page, Methodology form and the Method TO-15 Units Conversion Table. For all other reporting forms the Contractor must generate the forms from their stand alone Reporting Form Generation Software (such as Thruput Inc, Thru-Put Systems, The Khemia Company or Environment Information System Corporation) that contains the information required by NJDEP.

1.2. The Contractor can obtain electronic versions of the NJDEP generated forms after contract award.

1.3. The Contractor Generated forms shall not have labels referring to "CLP", "SOW" and "EPA Sample #. If the laboratory's reporting software requires inclusion of these labels, the laboratory must add a statement to the Case Narrative informing the data reviewer to disregard the labels.

1.4. Laboratories must receive a written approval from BEMQA-QAS prior to using modified forms. The NJDEP shall reject non-compliant forms and data packages.

2.0 NJDEP REGULATORY FORMAT REQUIREMENTS FOR THE DATA PACKAGE

2.1. The deliverable consists of a NJDEP Regulatory Format Data Package and NJDEP Regulatory Format Summary Package. The Summary Package is a separate bound document. (See Requirements in Section 4.0 of this Appendix).

2.2. The laboratory must issue a completely legible document. Contract Users reject data packages containing illegible signatures or documentation.

2.3. The laboratory shall submit an original final data report and original data package summary and with two copies of the summary data package, along with the electronic deliverables to the NJDEP or other State User within the engagement timeframe as specific by the IFB.

2.4. Each Sample Delivery Group (20 field samples or less) shall have a separate data package set.

2.5. The laboratory shall deliver all samples within a Sample Delivery Group in one data package set. The State deems individual data packages for each sample unacceptable.

2.6. Single side-print the ORIGINAL data package and the data package summary. Double side print copies of the data package summary.

2.7. Clearly labeled and completed in accordance with instructions in this Appendix.

2.8. The data package must be arranged in the order specified in this Appendix.

2.9. Securely bound along the left-hand margin of the report. Do not use staples to secure the data package.

2.10. Sequentially paginated for each page after the Table of Contents.

3.0 ORDER OF DATA DELIVERABLES NJDEP REGULATORY FORMAT

3.1. TITLE PAGE

3.2. TITLE OF CONTENTS

3.3. CHAIN OF CUSTODY AND SAMPLE ANALYSIS REQUEST DOCUMENTS. (NJDEP FORMS 077, 095)

3.4. METHODOLOGY REVIEW

3.5. CASE NARRATIVE

3.6. METHOD DETECTION LIMIT SUMMARY

3.7. Method TO-15 Unit Conversion Table

3.8. QUALITY CONTROL DATA SUMMARY

- 3.8.1. Tune summary.
- 3.8.2. Method blank summary (with associated samples numbers).
- 3.8.3. Laboratory control sample summary.
- 3.8.4. Internal standard area summary.

3.9. SAMPLE DATA SUMMARY

- 3.9.1. Sample result summary and method detection limit.
- 3.9.2. Sample chromatograms.
- 3.9.3. Quantitation reports.
- 3.9.4. Mass spectra.

3.10. STANDARDS DATA SECTION

3.10.1. Initial calibration(s) data summary, including chromatograms and quantitation report of standards.
3.10.2. Continuing calibration(s) data summary including chromatograms and quantitation report of standards.

3.11. RAW QUALITY CONTROL DATA PACKAGE

3.11.1. BFB spectra with mass listing.
3.11.2. Method blank with the analysis data sheet, chromatograms, quantitation reports and mass spectra.
3.11.3. Laboratory blank with the analysis data sheet, chromatograms, quantitation reports and mass spectra (if applicable).
3.11.4. Laboratory control sample with the analysis data sheet, chromatograms and quantitation reports.
3.11.5. Copy of instrument run log(s).
3.11.6. Pressure gauge readings (initial and final).
3.11.7. Screening data.
3.11.8. Clean canister certification with the analysis data sheet, chromatograms, quantitation reports and mass spectra.

4.0 NJDEP REGULATORY FORMAT SUMMARY PACKAGE FORMAT (GENERAL REQUIREMENTS)

The NJDEP Regulatory Format Summary Packages will consist of documentation required by Section 3.1 through Section 3.9.1 inclusive of this Appendix. The format must meet the following requirements:

4.1. The laboratory must issue a completely legible document. Contract Users reject data packages containing illegible signatures or documentation.

4.2. Submit an original and two (2) copies of data package summary report.

4.3. Each Batch of Samples or Sample Delivery Group (20 field samples or less) must have a separate summary package set.

4.4. The laboratory shall deliver all samples within a Sample Delivery Group in one data package set. The State deems individual data packages for each sample unacceptable.

4.5. Single side-print the ORIGINAL data package and the data package summary. Double side print copies of the data package summary.

4.6. The report must be clearly labeled and completed in accordance with instructions in this Appendix.

4.7. The report must be arranged in the order specified in this Appendix.

4.8. The report must be Securely bound along the left-hand margin of the report. Do not use staples to secure the data package.

4.9. The report must be sequentially paginated for each page after the Table of Contents.

5.0 REPORT FORMAT AND DELIVERABLES REQUIREMENT INSTRUCTIONS

5.1. Report information in the following order:

5.2. *Title Page* - List on the title page the NJDEP, or other State agencies' case name and or number, field sample numbers, laboratory sample numbers, sample location, date and time of sample collection, date of data report. Laboratory Quality Assurance Officer and Laboratory Manager must sign this page. Use NJDEP Form A-1A.

5.3. *Table of Contents* - List on this table list, with a page reference, all topic headings in Section 3.0 "Order of Data Deliverables" of this Appendix.

5.4. External and Internal Chain of Custody and Sample Analysis Request Forms

5.4.1. All State personnel shall complete DEP Form - 095 and submit it along with the samples for analysis. When chain of custody documentation is missing or contains errors, immediately notify the NJDEP or other State agency submitting the samples.

5.4.2. Present field and internal laboratory chain of custody documents. DEP Form-095 (with Shipping Container). for samples submitted by all State agencies. All data packages presented to the State under this contract must contain these items. Properly complete the laboratory portions of these forms. Include all air waybills for each SDG, miscellaneous shipping and receiving records

5.4.3. Document internal chain of custody using DEP Forms 077 for all State agencies.

5.4.4. Each sample submitted consists of a canister. Document internal chain of custody for each canister for Method TO-15. Internal chain of custody documentation for all samples may be listed on one (1) form for any given case (group) of samples submitted.

5.4.5. Indicate on the chain of custody document all movements of the canister through the laboratory. Show the date and time of relinquishing and accepting of the sample and aliquots by each individual who handled the sample materials. Use DEP Forms 077. Terminate chain of custody only when the sample is returned to permanent storage after analysis, or are depleted. Illegible chain of custody documentation will result in data rejection.

5.5. *Methodology Review* -Indicate by Method and Revision number, what analyses were conducted on the samples. Use NJDEP Form A-4 – Ambient Air Analysis (10/2002).

5.6. *Case Narrative*-

5.6.1. Use NJDEP Form A –1C or a laboratory facsimile. The document shall contain in narrative form any item not conforming to the requirements of this contract. Including, but not limited to discussing of failed Quality Assurance or Quality Control criteria, sample matrix effects on the analysis, sample dilutions, and reanalyses. The Contractor document shall include any technical and administrative problems encountered, the corrective actions taken, the resolution and an explanation of all flagged edits (e.g. manual edit) on the quantitiation lists. The Contractor shall document in the narrative all instances of manual integrations.

5.6.2. The Contractor must document all GC columns used for analysis by fraction. List the GC column identifier—brand name, the internal diameter, in mm, the length, in meters, packing/coating material and film thickness. The trap used for volatile analysis must be described here. List trap name, when denoted by the manufacturer, its composition (packing material/brand name, amount of packing material, in length, cm).

5.6.3. The case narrative shall contain the following statement, verbatim:
"I certify that this data package is in compliance with the terms and conditions of this contract, both technically and for completeness, for other than the conditions detailed above. Release of the data contained in this hardcopy data package and in the computer –readable data submitted on diskette has been authorized by the laboratory manager or his/her designee, as verified by the following signature."

This statement shall be directly followed by an original signature of the laboratory manager or his/her designee, with a typed line below it containing the signer's name and title, and date of signature.

5.7. *Method Detection Limit Summary*-The annual method detection limit (MDL) study as required by the NJDEP Laboratory Certification Regulations N.J.A.C 7:18 Sections5.5(c) 10 & 11 must be submitted. The information provided for each compounds must include the following:

5.7.1. Matrix Type
5.7.2. Effective Date
5.7.3. Instrument ID and Column ID
5.7.4. Compound name
5.7.5. Data for seven replicates
5.7.6. Mean value
5.7.7. True Value
5.7.8. Percent recovery
5.7.9. Standard deviation
5.7.10. MDL ppbv

5.7.11. RL ppbv
5.7.12. True Value/MDL
5.7.13. Analyst name and date analyzed
5.7.14. Reviewed by name and Date
5.7.15. Report preparer's name and date prepared

5.8. *Method TO-15 Units Conversion Table*- This table is in an excel spreadsheet and provides a embedded calculation to convert the ppbv results obtained by the laboratory to a ug/m^3 results for the Contract User. A separate excel work sheet within a one Microsoft Excel® file must be provided for each field sample. Additionally a separate printed worksheet must be provided for each field sample directly behind the case narrative. A copy of this table is at the end of this appendix.

6.0 QUALITY CONTROL DATA SUMMARY -- containing the following:

6.1. *GC/MS Tune Summary* - Report the tune data on a laboratory generated form. Includes listing of all calibrations, samples and QC samples associated with each tune. (Identification number, date and time of each injection must be listed. If more than one form is necessary, forms shall be arranged in chronological order by date of analysis.

6.2. *Method Blank Summary* **-** Record method blank summary on a laboratory generated form. Record all samples and QC samples analyzed with the method blank. If more than one form is necessary, forms shall be arranged in chronological order by date of analysis of the blank.

6.3. *Laboratory Control Sample Summary* - Record laboratory control sample data on a laboratory generated form. The laboratory control limits must be provided

6.4. *Internal Standard Summary* **-** Record internal standard responses and retention times on a laboratory generated form. The upper and lower limits as required by the method must be provided on the form. The retention time difference must be reported from the latest daily 24-hour calibration standard or mean retention time over the initial calibration range.

7.0 SAMPLE DATA SUMMARY

The laboratory shall place sample packages in order of increasing Sample number considering both letters and numbers.

7.1. *Analysis Data Sheet Summary* - Record quantitative results, UNCORRECTED for blank and method detection limits on a laboratory-generated form to two (2) significant figures. Use the rounding rules outlined in EPA Handbook of Analytical Quality Control in Water and WasteWater Laboratories, EPA-600/4-70-019. Report all data in ppbv concentration units. Do not report values less than the clean canister certification level of 0.2 ppbv for each compound.

7.2. *Sample Reconstructed Total Ion Chromatograms* **-** for each sample including dilutions and reanalyses) Reconstructed ion chromatograms shall contain the following header information. Chromatograms must be labeled with the following Information:

7.2.1. Sample identification number.
7.2.2. Date and time of analysis
7.2.3. GC/MS instrument identification -- exact instrument employed.
7.2.4. Lab file Identifier –exact file number
7.2.5. Analyst ID
7.2.6. Internal Standards shall be labeled with the names of compounds, either directly out from the peak or on printout of retention times if retention times are printed over the peak

7.3. *Data System Printouts* - If automated data systems procedures are used for preliminary identification and/or quantitation of the target compounds, the complete data system report shall be included in all sample data packages. The complete data system report shall include all the information listed below. For laboratories that do not use the automated data system procedures, a laboratory "raw data sheet" containing the following information shall be included in the sample data package in addition to the chromatograms.

7.3.1. Comparison of compounds found vs. the library entry.
7.3.2. Sample Identification number
7.3.3. Date and time of analysis
7.3.4. Retention time or scan number of identified target compounds
7.3.5. Ion used for quantitation with measured area
7.3.6. Copy of area table from data system
7.3.7. GC/MS instrument identifier
7.3.8. Lab file identifier

In all instances where the data system report has been edited, or where manual integration or quantitation has been performed, the GC/MS operator shall identify such edits or manual procedures by initialing and dating the changes made to the report, and shall include the integration scan range. In addition, a hardcopy printout of the EICP of the quantitation ion displaying the manual integration shall be included in the raw data. This applies to all compounds targeted by the method/contract and internal standards.

7.4. *Sample Mass Spectra*

7.4.1. Copies of raw spectra and copies of background subtracted mass spectra of volatile compounds listed in the method that are identified in the sample and corresponding background-subtracted target compound standard mass spectra.

7.4.2. Spectra must be labeled with sample ID number, lab file identifier, date and time of analysis, and GC/MS instrument identifier compound names shall be clearly marked on all spectra.

7.4.3. *Negative Proof* - Submit a copy of the standard mass spectrum and non-confirmed mass spectra in the data report when GC/MS analysis indicates the presence of a target list compound at a concentration greater than the MDL and examination of the standard mass spectrum and corresponding mass spectrum do not confirm the presence of the compound in the sample.

8.0 STANDARDS DATA SECTION

8.1. *Initial Calibration Form Summary and Raw Data*- Report initial calibration information on a laboratory generated form.

8.1.1. If more than one instrument is used, the initial calibration information must be in chronological order, by instrument.

8.1.2. Volatile standard(s) reconstructed ion chromatograms and data systems reports for the initial calibration, labeled as required by Sections 7.2 & 7.3 of this Appendix. Spectra are not required.

8.1.3. EICPs displaying each manual integration

8.1.4. In all instances where the data system report has been edited, or where manual integration or quantitation has been performed, the GC/MS operator shall identify such edits or manual procedures by initialing and dating the changes made to the report, and shall include the integration scan range. In addition, a hardcopy printout of the EICP of the quantitation ion displaying the manual integration shall be included in the raw data. This applies to all compounds targeted by the method/contract and internal standards.

8.2. *Continuing Calibration Form Summary and Raw Data* **-** Report continuing calibration data on a laboratory generated form.

8.2.1. If more than one instrument is used it must be in chronological order, by instrument.

8.2.2. Volatile standard(s) reconstructed ion chromatograms and data system reports for all continuing (24- hour) calibrations, labeled as required by Sections 7.2 & 7.3 of this Appendix. Spectra are not required.

8.2.3. EICPs displaying each manual integration

8.2.4. In all instances where the data system report has been edited, or where manual integration or quantitation has been performed, the GC/MS operator shall identify such edits or manual procedures by initialing and dating the changes made to the report, and shall include the integration scan range. In addition, a hardcopy printout of the EICP of the quantitation ion displaying the manual integration shall be included in the raw data. This applies to all compounds targeted by the method/contract and internal standards

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9.0 RAW QC DATA PACKAGE

9.1. BFB Tuning Data

9.1.1. BFB data shall be arranged in chronological order by instrument for each 12-hour period, for each GC/MS system utilized.

9.1.2. Bar graph spectrum labeled as per Section 7.2 of this Appendix.

9.1.3. Mass listing, labeled as per Section 7.2 of this Appendix.

9.1.4. Reconstructed total ion chromatogram, labeled as per Section 7.2 of this Appendix.

9.2. *Blank Data (includes Method Blanks and any Instrument Blanks)*

9.2.1. Blank data shall be arranged by type of blank (method blanks, instrument blanks and shall be chronological order by instrument.

Note: this order is different from that used for samples.

9.2.2. Tabulated results on a laboratory generated form for the target compounds.

9.2.3. Reconstructed ion chromatogram(s) and data systems report(s) as labeled as in Sections 7.2 and 7.3 of this Appendix.

9.2.4. Target compound spectra with laboratory-generated standard as labeled as in Section 7.4 of this Appendix. Data systems, which are incapable of dual display, shall provide spectra in the following order.

9.2.4.1. raw target compound spectra
9.2.4.2. enhanced or background-subtracted spectra
9.2.4.3. laboratory-generated standard spectra

9.3. Laboratory Control Samples

9.3.1. Tabulated results using a laboratory generated reporting form for the target compounds.

9.3.2. Reconstructed ion chromatogram(s) and data system report(s) as labeled as in Sections 7.2 and 7.3 of this Appendix. Spectra are not required.

9.4. *Instrument Run Log* -- Present copy of actual logbook page(s).

9.5. *Pressure Gauge Readings* – Present copy of the actual logbook pages on which the initial and final pressure gauge readings are recorded.

9.6. *Canister Dilution Calculations*

9.6.1. The laboratory must submit the following information in a table format.
9.6.2. Laboratory ID
9.6.3. Initial Pressure ("Hg)
9.6.4. Initial atmosphere
9.6.5. Initial psia
9.6.6. Initial Volume of Canister (L)
9.6.7. Dilution factor
9.6.8. Final Pressure ("Hg)
9.6.9. Final psia
9.6.10. Final atmosphere
9.6.11. Final Volume of Canister (L
9.6.12. Required footnotes must be defined in chart
9.6.12.1.1.1.1.1.1. x"Hg =
9.6.12.1.1.1.1.1.2. Atm =
9.6.12.1.1.1.1.1.3. Psia=
9.6.12.1.1.1.1.1.4. Psig=

9.7. Screening Data

9.7.1. If the laboratory screens the samples prior to analysis, all screening data must be included in this section. Include all instrument output, including strip charts from screening activities.

9.8. Clean Canister Certification Data

9.8.1.1.1. The laboratory must submit the GC/MS data verifying that the canister used to certify the batch of canisters as clean. The data submitted must include not only the sample data as required by Section 7.0, Standards Data as required by Section 8.0, and Raw Data required by Section 9.0.

10.0 DATA REPORTING QUALIFIERS

The method doesn't specify the use of data qualifiers. However, NJDEP has identified the data qualifiers that must be used on the data

J – This flag indicates an estimated value when NJDEP requests that the Contractor report a specific compound down to less than the low calibration point.

U- The flag indicates the compounds was analyzed for but no reported. The MDL shall be adjusted if dilutions are required

B- This flag is used when the analyte is found in the associated method blank as well as the sample. It indicates probable blank contamination and warns the data user to take appropriate action. The combination of flags BU or UB is expressly prohibited. Blank contaminants are flagged B only when they are detected in a sample.

E- This flag indicates compounds whose concentrations exceed the upper calibration level of the calibration range of the instrument for that specific analysis. If one or more compounds have a response greater than the upper level of the calibration range, the sample shall be diluted and reanalyzed according to the requirements of the method. All compounds with a response greater than the upper level of the calibration range shall have the concentration flagged with an E on the Sample Data Summary Reporting Form.

D- If a sample is reanalyzed at a higher dilution factor, for example when the concentration of an analyte exceeds the upper calibration range, the DL suffix is appended to the sample number on the Sample Data Summary Reporting Form for the more diluted sample, and all reported concentrations on that from are flagged with a D flag. This flag alerts data users that any discrepancies between the reported concentrations maybe due to dilution of the sample.

Note 1: The D flag is not applied to compounds, which are not detected in the sample analysis.

Note 2: Separate Sample Data Summary Reporting Forms are required for reporting the original analysis and the more diluted sample analysis. The results **cannot be combined** on a single reporting form.

X- Other specific flags may be required to properly define the results. If used the flags shall be fully described with the description in the case narrative. Begin by using X. If more than one flag is required, use Y and Z as needed. If more than five qualifiers are required for a sample result, use the X flag to represent a combination of several flags. The laboratory-defined flags are limited to X, Y, and Z.

11.0 ELECTRONIC DELIVERABLES

The Contractor is required to deliver three types of Electronic Deliverables. The first electronic deliverable is entitled "Electronic Data Deliverable Format" and is used to document general information regarding the sampling event and analysis of the samples. The second is the " Method TO-15 Units Conversion Table and is used to provide the analytical data in both ppbv and ug/m^3. The third electronic deliverable is entitled "Electronic Data Submission of Results" and is used to document the analytical results obtained by the laboratory. Each electronic deliverable requires a separate diskette with the information formatted as specified below.

11.1 *Electronic Data Deliverable Format*

The Contractor shall use the following format to document general information regarding the sampling event and analysis of samples. This information is to be delivered on a separate diskette.

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ELECTRONIC DATA DELIVERABLES FORMAT TABLE			
FIELD NAME	TYPE	LENGTH	COMMENT
Site ID	Character	12	EPA ID for site.
Site Name	Character	40	DEP site name.
Initial Date Sampled	Date	8	Format: mm/dd/yyyy
Received at Lab Date	Date	8	Format: mm/dd/yyyy
Analysis Complete Date	Date	8	Format: mm/dd/yyyy
Laboratory	Character	30	Lab Name.
Number of Samples	Integer	3	
CONTRACT	Character	6	CONTRACT Engagement #.
Report Format	Character	10	Lab deliverable format.
Field ID (FOR EACH SAMPLE)	Character	15	Unique ID from chain of custody form.
Laboratory ID(FOR EACH SAMPLE)	Character	15	Unique ID established by the lab.
Date Sampled(FOR EACH SAMPLE)	Date	8	Format: mm/dd/yyyy
Matrix(FOR EACH SAMPLE)	Character	10	AIR

NOTES: Character fields must present all alphabetic characters in the upper case. Submit this information on double-density or high-density 3.5" diskettes. Contain the data fields in a Word Pad Text Document MS-DOS Format in a file named SAMPLE.TXT." Enter each data field on a separate line concluded by a carriage return line feed combination (ASCII characters 13 and 10). The file must appear as the following with values in place of the field names and ellipses where “n” equals the number of samples:

Site ID
Site Name
Initial Date Sampled
Received at Lab Date
Analysis Complete Date
Laboratory
Number of Samples
Report Form
Sample 1 Field ID
Sample 1 Laboratory ID
Sample 1 Date Sampled
Sample 1 Matrix
Sample 2 Field ID
Sample 2 Laboratory ID
Sample 2 Date Sampled
Sample 2 Matrix
Sample n Field ID Sample n Laboratory ID
Sample n Date Sampled
Sample n Matrix

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11.2 *Method TO-15 Units Conversion Table*

This table is in a Microsoft Excel spreadsheet and provides an imbedded calculation to convert the ppbv results obtained by the laboratory to ug/m^3 results for the Contract User. A separate excel work sheet within one Microsoft Excel™ file must be provided for each field sample. Additionally a separate printed worksheet must be provided for each field sample directly behind the case narrative for each sample. The order of the compounds on the table can be revised to the order of elution of the compounds from the GC/MS. The files must be named with the Job number and end with ".XLS". An example of the conversion table is in Appendix 3. [**Note** see *Method TO-15 Units Conversion Table* at http://www.state.nj.us./dep/srp/guidance/indoor_air/]

11.3 *Electronic Data Submission of Results*

11.3.1 *Acceptable Format*

The Contractor shall use the following format to electronically deliver the analytical results. This information shall be delivered on a separate diskette. Results of laboratory analysis are to be electronically submitted in one of the following ways.

The HAZSITE Database is a stand alone data collection application that contains all the required fields, help screens, and built-in checks to ensure data meets the required format. If the laboratory uses this option, it must first create DATASET and SAMPLE records from information provided by NJDEP and then create the RESULTS records. A diskette copy of this application, identified as HazSite4 LATEST VERSION, may be requested from NJDEP by calling --609-292-9418 or the document can be downloaded from the DEP Home Page http://www.state.nj.us/dep/srp.

Manual (SRP-EDI) contains the required formats for laboratories to submit their electronic data in either a Lotus-compatible spreadsheet (.wk1) or in a .dbf format. SRP-EDI provides file definitions, field length and field order. The Contractor is only responsible for the RESULTS file, specified in Table 2.3 (for the .dbf option) or Spreadsheet 3.3 (for the Lotus-compatible .wk1 option). A hard copy of the SRP-EDI can be requested from the NJDEP by calling 609-292-9418, or the document can be downloaded from the NJDEP Home Page http://www.state.nj.us/dep/srp.

11.3.2 *Analytes/Parameters*

The analytes and parameters for which results are being submitted must appear exactly as they appear in the DEP internal system. If using the HazSite4 LATEST VERSION option, the analytes/parameters are included in the HazSite4 LATEST VERSION as a "pick list". If using the .wk1 or .dbf file format option for submission of results, the analytes/parameters list can be obtained from the NJDEP in hard copy and must be used by the laboratory. This file may be obtained from NJDEP in a hard copy format and or as an ELECTRONIC file on diskette by calling 609-292-9418.

11.3.3 *Additional Data Provided by the NJDEP*

The NJDEP will provide to the laboratory the first three fields required for the electronic submission of results. These fields are SRP ID, Sample Date, and Sample Number.

11.3.4 *Data Transmission*

All physical media sent to the department must be in an IBM-Compatible format. Files are to be transmitted on 3.5" 1.44 IBM formatted diskettes.

The Contractor should transmit the diskette to the Contract User for that sample batch along with the other documents submitted as part of the required deliverables. A memo indicating the facts of the electronic data submittal must accompany the official hard copy submission of the Data Report. The memo should specify exactly what data is being submitted. The diskette should be labeled on its exterior as "Analytical Results" and include the SRP ID and Data of Submittal.

11.3.5 *Discussion of Fields*

For clarification on the definition of fields, please see the SRP-EDI manual.

11.3.6 *Additional Field Requirements*

The NJDEP Web page regarding the Electronic Data Submittals will be updated with USEPA TO methods by June 2003. The website location is http://www.state.nj.us/dep/srp/hazsite. These are the proposed changes that will be occurring in June.

The last column in the Hazsites results file format is labeled "QAQC". The Contractor will populate this field with the Sample Delivery Group Number that is assigned to particular group of Samples. The field must be populated for every compound. The field length is currently a maximum of 15 characters in length.

Two additional fields are added following the field labeled "QAQC". These fields are to be used to report the analytical data as it comes off the instrument in ppbv concentration. The Contractor will populate both fields for every compound. The field lengths for both columns are currently a maximum of 15 characters in length.

The first field is named "UNCCONC" and will used for reporting the "uncorrected" result value. This is a numeric field only with a decimal point as needed.

The second field is named "UNCUNIT" and will be used for the "uncorrected" results unit value. This is also used for the detection limit units. For this contract, the field will be populated with "ppbv" as the uncorrected result concentration unit.