ELECTRONIC DATA PROCESSOR (EDP) QUICKSTART GUIDE FOR DATA PROVIDERS

This document provides a quick overview on how to download, install, and use the EQuIS Data Processor (EDP) software to check and submit New York State Department of Environmental Conservation (NYSDEC) Electronic Data Deliverables (EDDs). (**Prepared for version 4 EDD format**)

For a more detailed discussion of the functionality and technical specifications of EDP, ***Data Providers are strongly encouraged to review the instructions and information available on the NYSDEC EDD Submission Website:*** http://www.dec.ny.gov/chemical/62440.html.

EDP DOWNLOAD PROCEDURE:

1. From the NYSDEC Environmental Data Submission – Electronic Data Deliverable (EDD) Format Information for Electronic Data Providers web page, click on the "Download EarthSoft EDP software, NYSDEC Formats and Format Templates" link under the title "Links Leaving DEC's Website" on the right.

   This will take you to the EarthSoft NYSDEC EDP EDD Format Files Website.

2. Click on the appropriate link for the "32 bit (x86)" or "64 bit (x64)" under "EDP Version 6.6.1" to download a version of the EQuIS Data Processor (EDP) software.

3. Click on the "*NYSDEC Format (EDP v6.x)* link to download the latest NYSDEC EDD Format files. This will download zip files containing the following files (see screen shot below):
   - EQuIS Data Processor (EDP) version 6.6.1 (or greater)
   - NYSDEC Format file version 6.6.1 (or greater)

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Screen Shot of File Download Website (note the "Modified" column for the latest file version date)

When downloading these files, you must save them to a folder in which you have read write privileges. This will be the folder from which EDP locates the format file. Make a note of the folder so that you can navigate to the format when you open EDP.

The EDP file is the user interface (software program) that must be used to check and prepare the NYSDEC EQuIS EDD for submittal. The NYSDEC Format file contains the information that the EDP program uses to check the completeness and accuracy of the NYSDEC EQuIS EDD being submitted. Please make sure you are using the most up to date version of the DEC format.

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Unblock the Downloaded Zip Files

When downloading files from the Internet or other location, Windows may set an attribute on the file to "Blocked". When this happens, the file may not load properly. This is the default behavior for Microsoft .NET 4, which is used in EQuIS 6, and is designed to help protect your computer from executing malicious files. Whenever you download a file, it is recommended that you check for the blocked attribute, and then "Unblock" the file so it will load properly. It is easier to unblock a .zip file rather than unblocking each of the individual files that are extracted from it. When you download a file, save it to a known folder where you have update permissions - e.g. the "Downloads" folder. To unblock the EDP and NYSDEC Format Files:

1. Right click each file and select properties from the content sensitive menu.
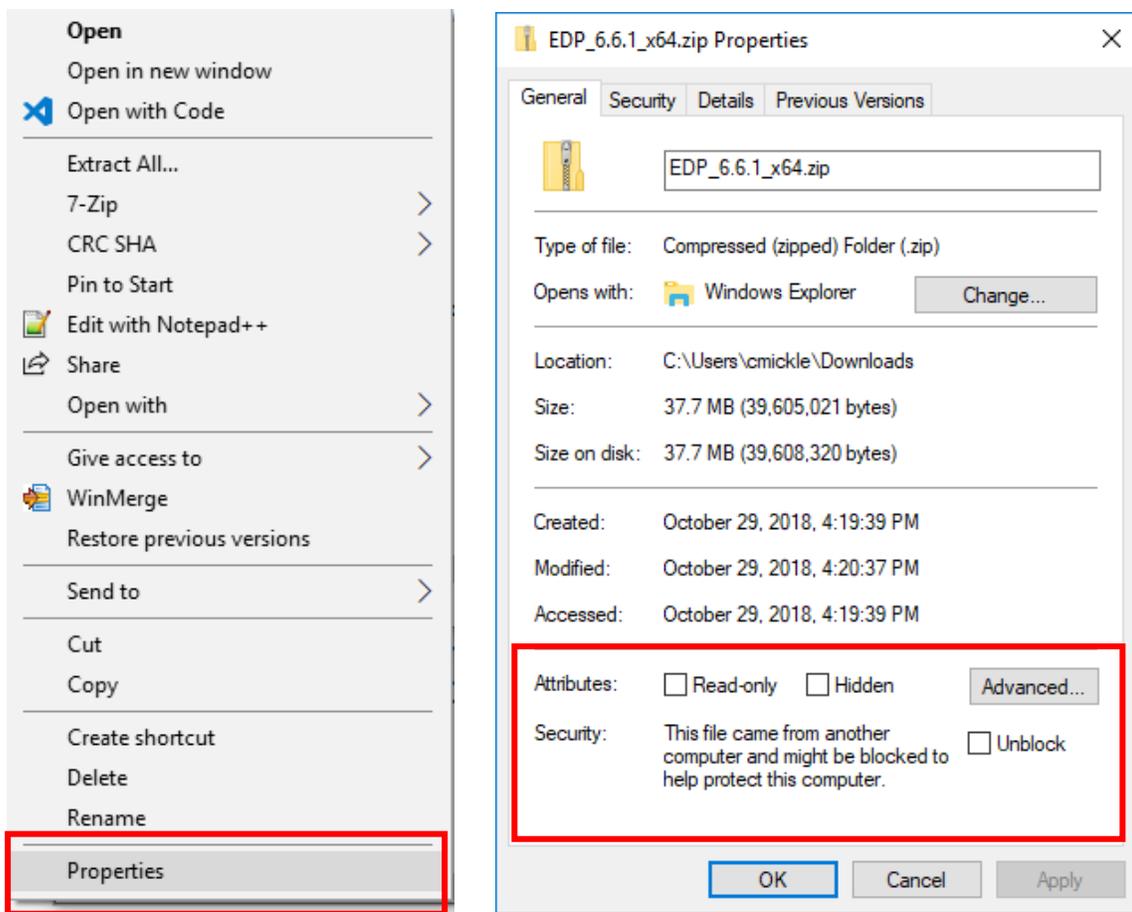
2. On the "General" tab, click the "Unblock" check box, click Apply, and click OK to save these changes.

3. Now you can extract the contents of the EDP_6.6.1_x64 or _x86 file to run the EarthSoft_EDP_Standalone_6.6.1_x64.exe file to begin the installation of EDP.

Installing the Files

1. Open the directory where the EDP file was downloaded and right click and select "Extract All"
2. After the contents of the EDP zip file have been extracted, navigate to the location of the files and double click on the EarthSoft_EDP_Standalone_6.6.1_x64.exe file to begin the installation.
3. Follow the installation wizard prompts to complete the EDP software installation.

Periodically, EDP and Format files will be updated and posted to the NYSDEC EDD Submission Website. Updated files will be posted when NYSDEC updates the format of the EQuIS EDD or revises the valid values tables. Please note the "modified" date and version number associated with each of the files listed to determine if the files need to be downloaded again. Data Providers will be periodically notified via e-mail from NYENVDATA@dec.ny.gov.

Data Providers are encouraged to check for the most recent file version prior to preparing EDD submittals to the NYSDEC.

- To update the EDP program, download the most recent version from the NYSDEC EDD Submission Website. Prior to installing the updated program, you must uninstall the current version. Once the previous version is uninstalled then the new version can be installed following the step by step instructions above.

- To update the NYSDEC Format File, download the most recent version from the NYSDEC EDD Submission Website. Each new copy of the format zip file will need to be unblocked. Right click on the zip package, select Properties, and "unblock" the files. You may then Extract the files to the folder.

Registering the EQuIS Data Processor

After the EDP program has been installed, you must register the software with a free registration key:

1. Double click the EDP icon on your desktop to open the program.
2. Click on the Open Format button, which is the first button in the EDP ribbon menu on the top left and looks like a checklist.

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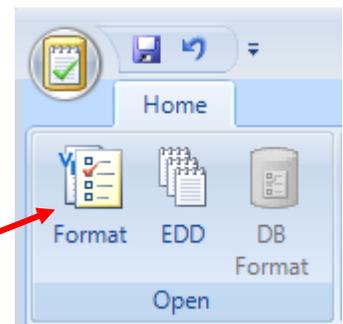
3. Browse to the location on your hard drive where you unblocked and extracted the NYSDEC EDD format files and open the **NYSDEC.xse** file.

4. The first time you install EDP and open the NYSDEC.xse EDD format files you will be prompted to register the software. This register screen can also be accessed by clicking on the "notepad with green checkmark" icon in the upper left corner and selecting "Register" from the drop-down menu.

5. The Software Registration dialogue box will open (see screen shot below). At the bottom of this window click the link to "*request registration key for this computer*" and follow the online instructions providing the necessary information (step 6 below). A

EDP Software Registration Screenshot

registration key will be emailed to you, usually within an hour. Once you receive the e-mail, open it and copy (control-c) the code, and then paste it into the "New Key Codes" box in the Software Registration window (step 7 below). To get back to the window, simply follow instructions in step 4 above. After you paste your registration key code into the box, **click the "Save Key(s)" button** to complete your registration. Then click "OK" to close the registration window.

earthsoft

EDP Format for NYSDEC - Registration

To request software registration keys, please provide the following information
(fields in red are required):

Quicklinks

Register Software
Community Center

Contact Name:

Company:

Address (Physical):

City:

State:

Zip Code:

Country:

Phone Number:

Email Address:

Computer ID*: 3127139371

*Note that this request form is for local workstation Computer IDs only. To purchase the format for network licensing, please contact support@earthsoft.com.

Comment: Please indicate if you are registering a new license, re-registering an existing license,
moving a license from an old machine to a new machine, etc.

Submit   Clear

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6. Complete the Registration Form and Click Submit

7. Once you receive the e-mail with a registration code,
   copy & paste that code back into the EDP Software Registration window under the "New Key Codes" box and click "Save Key(s)".
   Make sure there are no blank spaces in the key you paste into the window.

Software Registration

EarthSoft Software Registration
Review registration status of products currently installed on this computer.

Workstation Licenses | Network Licenses

NYSDEC Format File for EQuIS   Local License

Maintenance valid until 3/1/2012

Computer ID: 744970055

New Key Codes: AX2YR-WM6TQ-KDRGY-46C78
                  SS2DN-354ZJ-B6816-45DG7   Save Key(s)

Click here to request registration key for this computer
Click here to request maintenance extension

OK   Cancel

EarthSoft Registration Form to Request Key Code for EDP Software

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After the EDP software is installed and registered, the NYSDEC Format File can be opened successfully.

1. Start the EDP program (it may already be open if you just completed registration).

2. Select the "checklist" icon labeled **Format** in the upper left corner.

3. Select the NYSDEC.xse file. (Note, if you did not save the Format Files to a default location when downloading, you may have to browse to their location on your computer.)

4. Click Open.
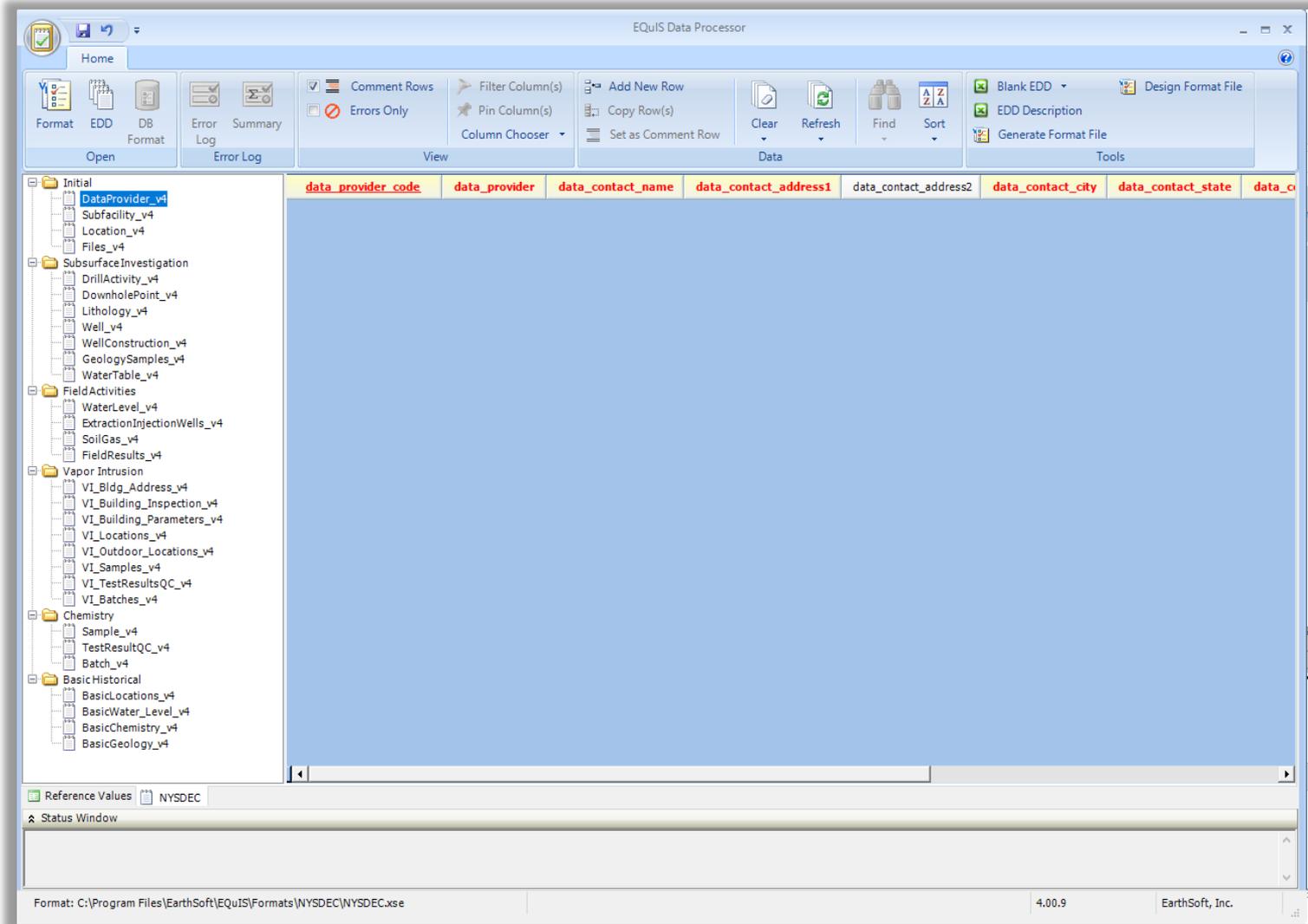
NYSDEC EDD format opened in EDP.

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The NYSDEC EDD Format has six groups of EDD sections. These EDD groups all appear in the left panel within EDP (visible on the previous page) and are:

- Initial
- Subsurface Investigation
- Field Activities
- Vapor Intrusion
- Chemistry
- Basic Historical

More information about each EDD section, in each grouping, is detailed in the NYSDEC EDD Manual and the EDD Description file which can be accessed by clicking on the Excel icon for an EDD Description file button.

Loading your EDD

To load an Excel or Access EDD file containing multiple data sections: (note: it is recommended that you close the Office application - Excel - prior to opening your EDD in EDP. The excel formula functions can do strange things to your data if the application is still open.)

1. Click the EDD button from the Open menu
2. Browse to the file, and select 'Open'.
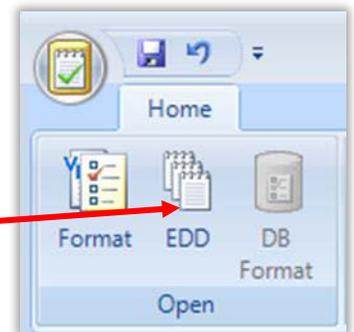
EDP will load all the tables of the EDD file into the appropriate EDD sections. To

load a text EDD file (preferred method):

1. Select the format section the text file corresponds to (for example, if a location_v4.txt file is to be checked, the location_v4 format is selected).
2. Click the EDD button from the Open menu.
3. Browse to the EDD file and select Open.
4. EDP will load the file into the selected format.

Correcting Errors in the EDD

After the file has been loaded, any errors will be identified with various colors. Additional

details on why a record is in error are available by hovering the cursor over the error in

question. You can also download an "Error Summary" containing a summary of all unique

errors or an "Error Log" containing a detailed list of the first 500 errors on each row in the

EDD file.

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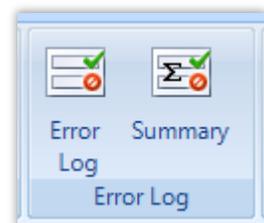
**Note: If the Access or Excel EDD contains header rows, EDP will identify fields in the header rows as errors unless the first entry in each header row is preceded by a pound-sign character (#). The # sign identifies the row as a comment row. If you have a header row which you would like to set as a comment row, right click on the button to the left of the row, and select "Set as Comment Row". Alternatively, you may also** delete **the header row after it is imported to the EDP program.**

- To view only records with errors, check the box next to 'Errors Only' located in the top menu bar.

- To see all the records, uncheck the 'Errors Only' box.

- You can also clear the data from EDP by selecting the "Clear" button in "Data" section of the menu. Choose to "Clear Table" to clear the current table or "Clear All" to clear all tables and re-open the data from a source EDD file.
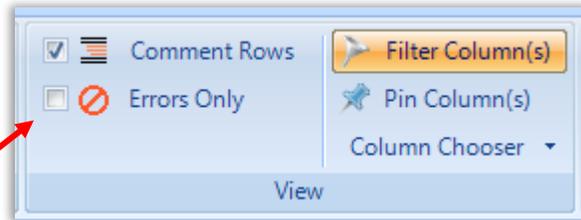
- For reoccurring errors with similar values that need to be changed, the 'Find and Replace' button, also in the Data section of the menu allows users to search a portion of the EDD file for specified values and replace them with another value.
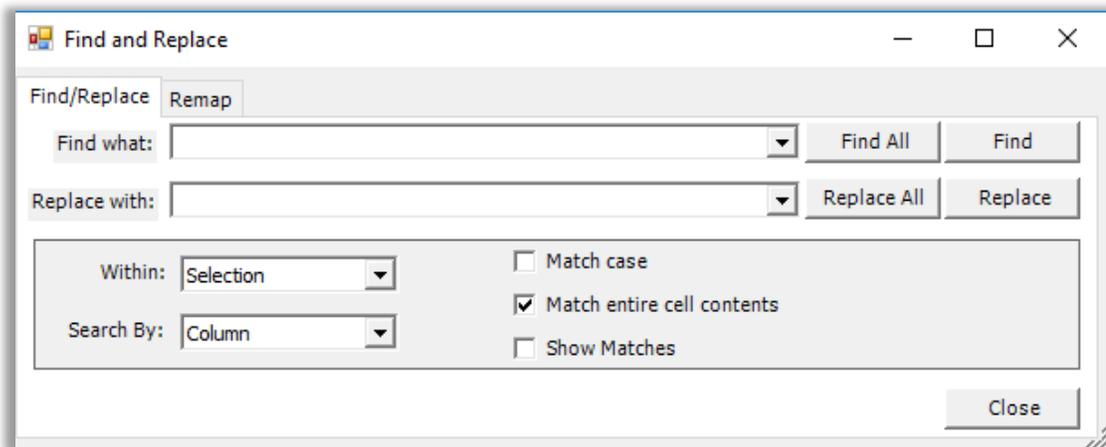
- If an error is related to a NYSDEC Valid Value list, a drop down list will be available to select the appropriate value.

- If a valid value is not present, Data Providers should follow the procedure in the EDD manual or [EIMS EDD Quickstart for Data Providers](#) for requesting valid values.

- Once the error is corrected, the cursor is moved off the cell, the color highlights should be removed indicating a correct value has been entered. You may need to refresh the table using the refresh button, also in the "Data" section of the menu bar, to have the error highlight cleared.

- Once the record is error free, highlights indicating errors will disappear from view.

Re-load the remaining tables that make up your EDD and repeat the procedures above until no errors are identified in any of the tables. For example, a typical analytical data EDD submittal would include at a minimum:

DataProvider_v4	Sample_v4
Subfacility_v4	TestResultsQC_v4
Location_v4	Batch_v4

You can always save and re-open your EDD as you work in EDP making changes to correct errors.
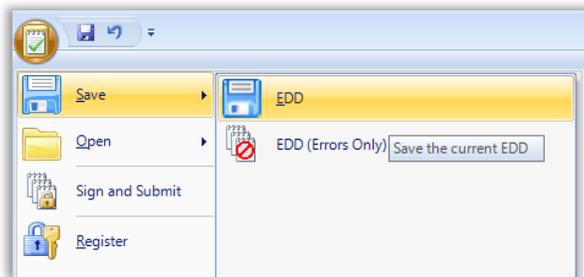
It is always best to first start correcting errors in the sections of the "Initial" EDD grouping first at the top of the list moving down to the lower tables on the list. Relationships exist between many of the sections within the EDD and editing or deleting records in one table may result in "orphan records" in

the lower tables. Once you have corrected the EDD data file, save it by checking the upper left corner icon and select Save.

EDP performs a series of formatting checks on the EDD and identifies a select group of errors in the data file prior to submission. As of version 4 of the NYSDEC EDD format Data Providers no longer need to perform a manual review of the EDD against the Final Checklist for Submission of EDDs to NYSDEC before submission of the data package. All checks listed in the checklist have been incorporated into the latest NYSDEC EDD format error check logic and happen automatically.

Sign and Submit

When all of the sections that comprise of the EDD have been loaded into EDP and no errors are shown in any of the tables you are ready to submit your EDD. The EDP program has a feature which zips (compresses) the loaded files, and names the zip file with a standardized naming convention.

1. Click the icon in the upper left corner
2. Select Sign and Submit. A Sign and Submit window will open.
3. Enter your user id and password that you received from NYSDEC.

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4. Select the appropriate Program Code and Facility Name from the drop-down lists (Check with the NYSDEC Project Manager for the appropriate values). See below for sites not on the lists.

5. As of Version 4 of the NYSDEC EDD format, a selection is needed for the type of EDD submittal that is being signed and submitted. Select one of the following choices:
   o "First Time EDD Submittal"
   o "Resubmittal EDD Additional Information"
   o "Resubmittal EDD Update Information"
   o "Resubmittal EDD Replace Information"

   Depending on the choice selected the EDD file name will contain either "_MERGE", "_UPDATE", or "_REPLACE" at the end of the file name. See the table on the next page for more descriptions of each EDD submission type.

6. The zip file will be saved to your C:\My Documents\My EQuIS Work folder.

7. To complete the EDD submission process, the zip file must be emailed to the NYSDEC EIMS Database administrator at nyenvdata@dec.ny.gov and the NYSDEC Project Manager for the site must also be copied on the email.

NYSDEC Signed EDD packages are zip files that are named by EDP, by default, starting with the date/time stamp the EDD was created, followed by the facility code selected in the "Sign and Submit" window, followed by NYSDEC as the EDD format type, followed by a database commit type that is either "_MERGE", "_UPDATE", or "_REPLACE". The following table explains the difference in each of these commit type suffixes.

Radio Button Text	Commit Type Suffix	Description
First Time EDD Submittal	NYSDEC_MERGE Uses Insert/Merge	Select this option if this is the first time this EDD has been submitted to NYSDEC for loading into the states EQuIS database.
Re-submittal of EDD with Additional Information	NYSDEC_MERGE Uses Insert/Merge	Select this option if additional information has been added to an existing, previously submitted EDD without making any changes to the previously submitted data.
Re-submittal of EDD intended to update existing data	NYSDEC_UPDATE Uses Insert/Update	Select this option if additional information has been added to the EDD that will overwrite previously submitted data with values from the EDD file.**
Re-submittal of EDD intended to replace previously submitted data	NYSDEC_REPLACE Uses Insert/Update	Select this option if this EDD contains changes to existing data previously submitted that require blank values in the EDD must overwrite existing values previously submitted.**

** Note: These options can be used as long as the primary key EDD fields such as Location ID (sys_loc_code), Sample ID (sys_sample_code), lab analytical method code, analysis date and time, fraction, column number or test type records have not been changed.

If one of these database primary key fields require a change or if a Data Provider needs to

delete data previously submitted that is considered erroneous after further review please contact NYENVDATA@dec.ny.gov so we can discuss.

SUBMIT DATA FOR A FACILITY WHICH IS NOT IN EQUIS

To submit data for a facility that is not yet in the EQuIS database, please create the package by picking any other facility that is in the database and Sign and Submit the EDD. After the zip file is created, change the ID part of the file name to your facility ID and e-mail the EDD to NYEVNDATA@dec.ny.gov. Include in your email submission a note explaining that this is a new site code or facility code. In the

EQuIS relational database, the term "facility" is analogous to "site," and "subfacility" is analogous with a site Operable Unit (OU) or Area of Concern (AOC). The EIMS team will add your facility to the database using information provided in the Subfacility_v4 EDD section along with additional information provided in the e-mail and direction from the NYSDEC Project Manager.

CONTACTING THE EIMS DATA MANAGER:

For questions, concerns, and comments regarding the NYSDEC EQuIS EDD submittal please consult the EDD manual and/or contact the NYSDEC EIMS Administrator nyenvdata@.dec.ny.gov

After reviewing this quick start guide, if you need further assistance please review additional information found at the NYSDEC Environmental Data Submission web page which includes:

- The full NYSDEC Electronic Data Deliverable Manual (PDF).

- An EarthSoft Standalone EQuIS Data Processor (EDP) User Training Guide.

- Links to the EQuIS 6.6. Standalone EDP Online Documentation.

For additional questions related to the NYSDEC EDD format and submittal process please direct all inquiries to NYENVDATA@dec.ny.gov

For issues with installing EDP and getting the latest NYSDEC EDD format installed and registered please contact the EarthSoft Helpdesk:

- http://www.earthsoft.com/support/help-desk/, or
- support@earthsoft.com, or
- (800) 649-8855