

# *IAL HazSite Online SRP Manager Intro*

Last Updated: February 14, 2011

Welcome to IAL's HazSite Online SRP Manager Manual. This manual will demonstrate what the IAL HazSite Online SRP Manager looks like and will also be a helpful guide for creating an acceptable NJDEP SRP Electronic Diskette Deliverable. All the information provided in this manual is from the NJDEP Web Site located in <http://www.state.nj.us/dep/srp/regs/srpedi/>  
<http://www.state.nj.us/dep/srp/hazsite>

IAL will provide you with the tab delimited text format which is the only acceptable format to submit electronic data to NJDEP with sampling event starting on or after 1/1/2011. The IAL HazSite Online SRP Manager can be used to enter all site field data (i.e., Area of Concern identification, Latitude/Longitude or State Plane Coordinates, Ground Elev, Well Elev, Sample Type, Sample Method, Sample Note). You can also use Excel as an alternative to fill in all the necessary information. The benefit of using the IAL HazSite Online SRP Manager is to eliminate human error and provide an easy and simple way for data input.

IAL HazSite Online SRP Manager can be access via our online portal at <http://www.ialonline.com>. You may request an online user id and password by contacting our customer service department at (973) 361-4252 or by e-mail: [info@ialonline.com](mailto:info@ialonline.com).

You can access the NJDEP's Electronic Data Submission FAQ's web page for any technical questions @ <http://www.state.nj.us/dep/srp/hazsite/help> or you may call their SRP Help Desk at (609) 633-1380. We encourage clients to use DEP's EDSA software to check all data entries to meet SRP requirements. You may download this software @ <http://www.state.nj.us/dep/srp/hazsite/software/edsa/index.html> (Version 5.00.001).

Thank you and good luck!

Sincerely,



Angela Chang  
Laboratory Information System Director  
Integrated Analytical Labs

- A field with an **\*\*** is left blank for you to update. IAL will supply all the other information.
- ✓ Indicates mandatory field

## 1) DTST Table ~ Distribution Information

### ✓ Distribution Directory (DIRECTORY – char 8)

Designates the subdirectory for file storage.

**IAL Note: If you change the folder name for the files, please enter the new folder name in this field. (We are using the IAL lab case number as the folder name)**

### ✓ **\*\*Dataset Description (DESC – char 40)**

Description of the dataset being submitted, including site name.

### ✓ **\*\*SRPID (SRPID – char 20)**

This is the SRP identification number.

For Responsible Party sites, it is commonly referred to as the Case Number.

For Publicly Funded sites, it is the 20 digit number, usually the EPA ID, beginning with "NJ".

**IAL Note: We will enter the SRP ID for you if you provide us with it on the chain of custody.**

### ✓ **\*\*Primary Consultant (CONSULTANT – char 40)**

Name of the primary consulting firm collecting samples and compiling reports.

### **\*\*Phase (PHASE – char 12)**

The remedial phase (per Tech Rules) for which the samples are being collected. (e.g. RI, RA, Phase 1, etc.)

### **\*\*Dataset Status (STATUS – char 10)**

This field indicates the status of the dataset preparation, whether Active, Pending or Packaged. In HazSite this field is automatically updated while the user enters data. For .WK1 and .DBF files, all datasets submitted should have a status of Packaged. Status Definitions: Active = The dataset is being worked on; it has not been packaged for submission to NJDEP. Pending = This dataset is not active and has not been packaged for submission to NJDEP. Packaged = This dataset has been formatted and is ready to be submitted to NJDEP.

**IAL Note: You should select “Packaged” in the dropdown box.**

### **TRANSMIT (TRANSMIT – char 1)**

This field indicates the method of data transmittal.

**IAL Note: “A” is being used for disk data transmittal**

### ✓ **\*\*Submit Date (SUBMITDATE – date 8)**

Date the dataset was submitted to SRP, use the MM/DD/YYYY format.

### **Package Identification (PACKNUM – numeric 2)**

A package (dataset) identification field. LEAVE BLANK.

**HazSite Online SRP Manager**

Project Info | **Distribution Information** | Samples | Results

**Distribution Directory**  
11-00001

**Dataset Description**  
Sample Event

**Primary Consultant**  
IAL Client

**Dataset Status**  
Packaged

**SRPID**  
G000012345

**Package Identification**

**Phase**

**Submit Date**  
01/10/2011

Note: Red Fields Are Required

Save Changes | Download TXT Files

## 2) HZSAMPLE Table

- ✓ **SRPID (SRPID – char 20)**  
IAL Note: You will not see this field.
- ✓ **Sample Date (SAMPDATE – date )**  
The date the sample was collected in the field.
- ✓ **Sample Number (SAMPNUM – char 10)**  
Identification number for each distinct sample collected in the field.

The screenshot shows the 'Samples' tab in the IAL HazSite Online SRP Manager. The form is for 'Sample 1 Of 11'. Fields include: Sample Number (1), Sample Date (01/24/2011), Sample Time (09:35), Field LOC ID (MW-1), AOC ID, Date To Lab (01/24/2011), Depth (Top), Depth Bottom, Ground Elev, Matrix (Surface Water), Sample Type (Select Sample Type), Sample Method, Well Elev (No), and Sample Notes. There are also location options for Latitude/Longitude and State Plane, and a 'Save Changes' button.

### Sample Time (SAMPTIME – char 5)

The time the sample was collected.

- ✓ **\*\*Duplicate (DUPSAMP – char 1)**  
Indicate if this is a duplicate sample, check off using check box provided.
- ✓ **\*\*Matrix (MATRIX – char 15)**  
Indicate the matrix represented by the sample, choose from the following:
 

Air	QC Water
Blank	QC Air
Ground Water	Soil Gas
Other (Specify in Sample Note)	Rinsate
Sediment	Wipe
Soil	Product
Solid	QC Soil
Surface Water	Elutriate
Waste	

**IAL Note: We will default to Surface Water for an Aqueous Sample and Soil for a Soil Sample. If there is another matrix, you must select the proper matrix.**

- ✓ **Field ID (FIELDLOCID – char 20)**  
The FIELDLOCID is the commonly used identification of the sample location. For example, monitor well 1 may be identified as MW-1; soil sample 3 may be identified as SS-3. It is suggested that abbreviations correspond to the Sample Types field.  
NOTE: The exact same FIELDLOCID must be used for each sample taken at the same location. Other fields, such as Sample Number (SAMPNUM), will be used to distinguish samples with the same FIELDLOCID.

### \*\*AOC ID ( AOCID – char 16)

Area of Concern identification (text designation or number).

(e.g. ISRA case E92569 has an Area of Concern 960822121806 corresponding to a spill “case” number.)

## 2) HZSAMPLE Table Cont.

### \*\*Latitude / Longitude (LAT\_DEGREE – char 2, LAT\_MINUTE – char 2, LAT\_SECOND – char 7) (LON\_DEGREE – char 3, LON\_MINUTE – char 2, LON\_SECOND – char 7)

Latitude and longitude of each sample point. Each is a separate field, with a total of six fields represented here. Latitude Degree is a two-character field, while Longitude Degree is a three-character field. Latitude and Longitude Minutes are both two character fields.

**IAL Note: Lat\_Degree is between 38 to 41; Lon\_Degree is between 73 to 76.**

Longitude	Latitude	
75° 35' 14.301905" W	41° 21' 8.751679" N	(upper left)
73° 53' 25.2 Me142" W	41° 21' 21.430150" N	(upper right)
73° 54' 42.068621" W	38° 55' 40.992380" N	(lower right)
75° 32' 57.401336" W	38° 55' 29.352235" N	(lower left)

### \*\*State Plane (SP\_X – char 14, SP\_Y - char 14)

New Jersey X,Y Coordinate System location for each sample point.

NOTE: LATITUDE/LONGITUDE and STATE PLANE COORDINATES

Datum must be obtained from NAD83. According to the Tech Rules, when data is submitted to the SRP, all sample locations are to be located using an absolute coordinate system, such as Latitude/Longitude and State Plane Coordinates. The Tech Rules also require that a NJ licensed surveyor locate all monitor well locations. Although all soil samples do not have to be surveyed, the coordinates of each sample must be a reasonable approximation to the actual location (within 5 feet of actual location). It is recommended that at least one sample point on a site be surveyed and a grid developed to locate all sample points in Latitude/Longitude or State Plane Coordinates.

NOTE: EITHER the Latitude/Longitude fields or the State Plane Coordinate fields are mandatory fields requiring data entry. The only exception to this rule at this time is if the sample being analyzed is a "blank", and this must be noted in the Matrix field in the Sample file.

**IAL Note: SP\_X is between 180,000 to 670,000; SP\_Y is between 30,000 to 925,000**

SP_X (Easting)	SP-Y (Northing)	
193624	919467	(upper left)
659481	919467	(upper right)
659481	35035	(lower right)
193624	35035	(lower left)

**You only need to choose either Latitude/Longitude or State Plane coordinates to identify each sample point. If you have a sample point that is outside the boundaries of New Jersey, please notify DEP for an alternative. Any sample point that is outside the limits will be rejected.**

### ✓ \*\*Depth (Top) (DEPTH\_TOP – char 6) ! Do not include units (e.g. Feet)

Depth (in feet) to the top of the sample, measured from the ground surface.

**IAL Notes:**

**For ground water sampling, use only the DEPTH\_TOP field. In this field, record the depth to the top of the static water level (after purging) from the ground surface (measured from outermost well casing and subtracting the distance to the ground surface).**

**For ground water sampling, when taking a sample from the bottom of a well (i.e. DNAPL sampling), use the DEPTH\_TOP field to record the depth to the point where the sample was taken from the ground surface (measured from outermost well casing and subtracting the distance to the ground surface).**

**For field blank and trip blank samples, please select Matrix as Blank and Sample Type as Blank in order to pass the EDSA checking program for omitting Latitude/Longitude or State Plane Coordinate and Depth (Top) information.**

## 2) HZSAMPLE Table Cont.

**\*\*Depth (Bottom) (DEPTH\_BOTM – char 6) ! Do not include units (e.g. Feet )**

Depth (in feet) to the bottom of the sample, measured from the ground surface.

NOTE: Subsurface soil sampling is usually conducted at specific intervals (i.e. .5-1.5 feet). Use the DEPTH\_TOP and DEPTH\_BOTM fields to record the interval at which the soil sample was taken. The reference for the sampling interval must be the ground surface. **If the sample is a surface soil sample, record a "0" in both the DEPTH\_TOP and the DEPTH\_BOTM fields.**

**\*\*Ground Elev (GROUNDELEV – char 6)**

The height of the sample point in feet above mean sea level (MSL). May be estimated based on a single surveyed reference point, such as a monitor well.

**\*\*Well Elev (WELL\_ELEV – char 6)**

Note the well elevation in feet above mean sea level (MSL).

✓ **\*\*Sample Type (SAMPTYPE – char 15)**

Indicate the type of sample collected. Choose from the following:

Air Stripper	Potable Well	Temp Well
Background	Sanitary Sewer	Blank – Amb Air
Blank	Septic System	Blank – Field
Building Floor	Sludge	Blank – Trip
Building Wall	Standing Water	Sediment
Debris	Storm Sewer	Near Slab
Drum	Subsurface Soil	Subslab
Effluent	Test Pit	Sump Basement
Flowing Water	Surface Soil	Sump Excavation
Influent	Rad Sample	Soilgasexterior
Injection Well	TCLP	Temp Pile
Leachate	Wipe	Ambient
Monitor Well	Chip	Well Packer
Other (Specify in	Interior Air	

✓ **Date to Lab (DATETOLAB - date)**

Date the sample was delivered to the laboratory for analysis.

**\*\*Sample Method (SAMPMETHOD – char 15)**

Sampling method or instrument by which the sample was physically obtained (i.e. hand auger, split spoon, etc.)

**\*\*Sample Note (SAMPNOTE – Memo 10)**

Memo field. To be used for explanation of "Other" in the Sample Matrix and Sample Type fields. May also be used to further explain Sample Method.

**(SUBMITDATE - date)**

The date the package was submitted to SRP. (MM/DD/YYYY)

IAL Note: This is the same field in the DTST Table. You will not see this field here.

**(QAQC – Char 1)**

Internal field for NJDEP use only. LEAVE BLANK

### 3) HZRESULT Table (all required data have been provided from IAL)

HazSite Online SRP Manager

Project Info | Distribution Information | **Samples** | Results

Jump To Sample Number 001 | Sample 1 Of 5 | Hide Sample Information Columns

Samp Num	Lab ID	Sample Date	Date Analyzed	Lab Name	Lab Cert ##	Result Type	Analyte/Parameter
001	00001-001	10/21/08	10/23/08	IAL	14751	A	Chloromethane
001	00001-001	10/21/08	10/23/08	IAL	14751	A	Vinyl chloride
001	00001-001	10/21/08	10/23/08	IAL	14751	A	Bromomethane
001	00001-001	10/21/08	10/23/08	IAL	14751	A	Chloroethane
001	00001-001	10/21/08	10/23/08	IAL	14751	A	Trichlorofluoromethane
001	00001-001	10/21/08	10/23/08	IAL	14751	A	Acrolein
001	00001-001	10/21/08	10/23/08	IAL	14751	A	1,1-Dichloroethene
001	00001-001	10/21/08	10/23/08	IAL	14751	A	Methylene chloride
001	00001-001	10/21/08	10/23/08	IAL	14751	A	Acrylonitrile
001	00001-001	10/21/08	10/23/08	IAL	14751	A	trans-1,2-Dichloroethene
001	00001-001	10/21/08	10/23/08	IAL	14751	A	1,1-Dichloroethane
001	00001-001	10/21/08	10/23/08	IAL	14751	A	Chloroform
001	00001-001	10/21/08	10/23/08	IAL	14751	A	1,1,1-Trichloroethane
001	00001-001	10/21/08	10/23/08	IAL	14751	A	Carbon tetrachloride
001	00001-001	10/21/08	10/23/08	IAL	14751	A	1,2-Dichloroethane (EDC)
001	00001-001	10/21/08	10/23/08	IAL	14751	A	Benzene
001	00001-001	10/21/08	10/23/08	IAL	14751	A	Trichloroethene
001	00001-001	10/21/08	10/23/08	IAL	14751	A	1,2-Dichloropropane
001	00001-001	10/21/08	10/23/08	IAL	14751	A	Bromodichloromethane
001	00001-001	10/21/08	10/23/08	IAL	14751	A	2-Chloroethyl vinyl ether
001	00001-001	10/21/08	10/23/08	IAL	14751	A	cis-1,3-Dichloropropene
001	00001-001	10/21/08	10/23/08	IAL	14751	A	Toluene
001	00001-001	10/21/08	10/23/08	IAL	14751	A	trans-1,3-Dichloropropene
001	00001-001	10/21/08	10/23/08	IAL	14751	A	1,1,2-Trichloroethane

✓ (SRPID – char 20)

✓ **Sample Date (SAMPDATE – date)**

The date the sample was collected in the field. Required format is MM/DD/YYYY.

✓ **Samp Num (SAMPNUM – char 10)**

Identification number for each distinct sample collected in the field, for a specific sampling day or episode. This field is used to relate samples in the Sample file to results in the Results file. There is a many to one relationship between Samples and Results. The sample number must match in the related results records. (Note distinction of the Sample Number from Field ID or Lab ID).

✓ **Lab ID (SAMPLABID – char 20)**

Identification number given to the specific sample by the laboratory.

✓ **Date Analyzed (DANALYZ – date/time or char 20)**

Date the sample analysis was completed, it may now include both date and time of day.

**Lab Name (LABNAME – char 20)**

IAL

✓ **Lab Cert # (NJLABCERT – char 5)**

14751

✓ **Result Type (RESULTTYPE – char 1)**

A – Analyte, P – Parameter, T = Tentatively Identified Compound

✓ **Analyte / Parameter (ANALTPARAM – char 60)**

Indicate the Analyte or Parameter for which results are being presented. When submitting results for a TIC, add CAS, class, method, retention time.

✓ **CAS (CAS – char 15)**

Chemical Abstract Service number.

**Filt/Unfilt (FILTUNFILT – char 1)**

If an aqueous sample was collected, indicate if the sample was filtered in the field. Enter "F" for filtered or "U" for unfiltered, and leave blank for non-aqueous samples.

### 3) HZRESULT Table Cont.

✓ **Conc (CONC – char 12)** Concentration/value of analyte, parameter or TIC. Soils data is to be presented in parts per million (ppm); water data in parts per billion (ppb).

✓ **Units (CONCUNITS – char 15)**  
Concentration units. The CONCUNITS field automatically defaults to ppm for soil and ppb for water. If entering the value for a parameter, enter the appropriate units for that parameter, or N/A if not appropriate.

#### **Q (QAQUAL- char 7)**

Quality Assurance qualifiers. The standard qualifiers listed below shall be used when appropriate (extracted from NJDEP laboratory services contract). The field is not restricted to one qualifier. If a laboratory specific qualifier is used, the qualifier must be fully defined in the SAMPNOTE field.

#### **MDL (MDL – char 12)**

Method Detection Limit (per N.J.A.C. 7:18 regarding laboratory certification). If entering data in this field for a common parameter and there is no applicable MDL, enter N/A.

#### **Quant Type (QUANTTYPE – char 8)**

The lowest concentration above background noise level that an instrument can reliably detect. Acceptable entries and the order of preference is the Practical Quantitation Level (PQL), the Contract Required Quantitation Level (CRQL), or the Contract Required Detection Limit (CRDL), etc. If entering data in this field for a common parameter and there is no applicable result, enter N/A.

#### **Quant Level (QUANTLEVEL – char 12)**

The value of the PQL, CRQL, CRDL, etc. If entering data in this field for a common parameter and there is no applicable quantitation level, enter N/A.

NOTE: Either the MDL or the QuantType/QuantLevel fields are mandatory fields requiring data entry for each Analyte or TIC for which results are being submitted. If results are submitted for a Parameter and there is no applicable MDL, Quant Type or Quant Level, enter N/A.

✓ **Analysis Method (ANLYS\_MTHD – char 35)**

This field identifies the analytical method used. The field must contain the method number/name preceded by the organization in which the test originated. If entering data in this field for a common parameter and there is no applicable analytical method, add N/A.

#### **Sample Delivery Group (QAQC\_SDG – char 15)**

Sample Delivery Group number

#### **Uncorrected Conc (UNCOR\_CONC – char 12)**

The concentration number expressed in instrument raw data, must include any adjustment for dilution.

#### **Uncorrected Unit (UNCOR\_UNIT – char 15)**

Units of the UNCOR\_CONC.

#### **Dilution Factor (DILUT\_FAC – char 12)**

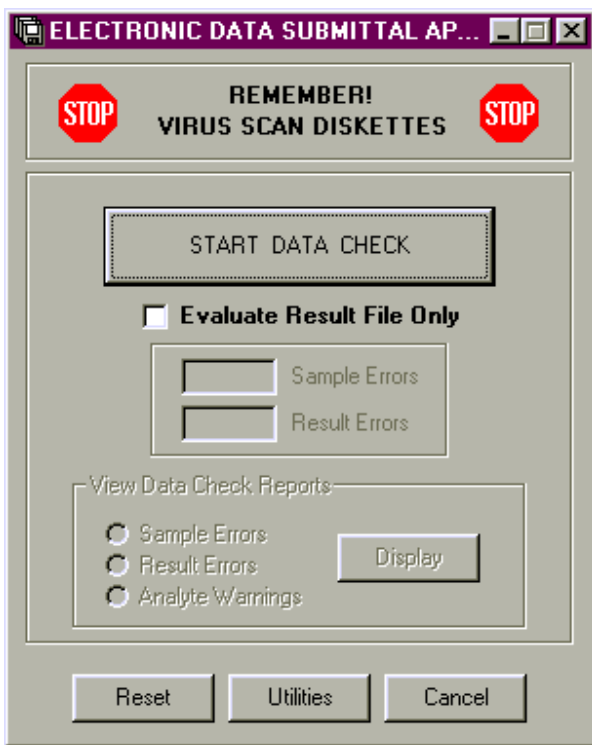
Report the dilution factor applied to the sample.

# Submitting Data to DEP

## First Step: Checking for all the required files

- ❖ SRP tab delimited (txt) Format,  
Each dataset (Folder) must include all three files:
  1. **DTST.txt**
  2. **HZSample.txt**
  3. **HZResult.txt**

## Second Step: Checking Data Using EDSA (Electronic Data Submittal Application)



The EDSA software is copyrighted by the New Jersey Department of Environmental Protection. The application is designed to assist regulated entities when submitting data in an electronic format to NJDEP. You can download this program through NJDEP's Web Site ([Latest Version: 5.0, Updated on July 29, 1999](#))

If you get an error saying "The Analyte, Parameter or TIC listed is not on the SRP List. If this is the only error in this report the data submittal will pass the Results check.", you can simply continue the rest of the Diskette Submittal Process. If you have other errors saying "Mandatory field has been left blank", you must go back to that table and fill in the required information before submitting the diskette.

If you have any odd situation (such as SP-X or SP-Y is outside the boundaries), please indicate them on the Memo field of the cover page.

## Additional Information you should be aware of:

- ❖ SRP ID field may be left blank if this is the initial submission to SRP and the site is not under the review of SRP yet. It will be assigned by the SRP at the time of receipt of the package.
- ❖ The SRP prefers the data to be in ppm reporting units for soil data and in ppb reporting units for water data. However, correct and equivalent values will be accepted.

# Site Remediation Project Information Worksheet

## EXAMPLE ONLY

**SRP ID:** \_\_\_\_\_  
(SRPID - Text 20)

**PROJECT:** \_\_\_\_\_

**DATE:**     /     / 2011     **by** \_\_\_\_\_ **(Signature)**

### • DATASET TABLE (DTST.dbf)

**Project Description:** \_\_\_\_\_  
(DESC - Text 40)

**Consultant:** \_\_\_\_\_  
(CONSULTANT – Text 40)

**Phase:**    RI    RA    Phase 1  
 Other \_\_\_\_\_  
(PHASE – Text 12)

**Status:**    Active    Pending    Packaged

**Submit Date:**     /     / 2011

Note: This information worksheet is provided for consultant use only.

# Sample Information Worksheet – EXAMPLE ONLY

SRP ID: \_\_\_\_\_

PROJECT: \_\_\_\_\_

DATE:    /    / 2011

by \_\_\_\_\_ (Signature)

**1) SAMPLE TABLE (HZSAMPLE.dbf)** ✓ = Mandatory fields

Choose one

✓ Dup Samp (C 1)	✓ Field ID (C 20)	✓ Sample Type (C 15)	AOC ID (C 16)	Sample Method (C 15)	✓ Depth (Top) (C 6)	Depth (Bottom) (C 6)	Ground Elev (C 6)	Well Elev (C 6)	Latitude/ Longitude (C 2,2,7)	State Plane (C 14)	Notes
<input type="checkbox"/> YES									Lat: Lon:	X: Y:	
<input type="checkbox"/> YES									Lat: Lon:	X: Y:	
<input type="checkbox"/> YES									Lat: Lon:	X: Y:	
<input type="checkbox"/> YES									Lat: Lon:	X: Y:	
<input type="checkbox"/> YES									Lat: Lon:	X: Y:	
<input type="checkbox"/> YES									Lat: Lon:	X: Y:	
<input type="checkbox"/> YES									Lat: Lon:	X: Y:	
<input type="checkbox"/> YES									Lat: Lon:	X: Y:	
<input type="checkbox"/> YES									Lat: Lon:	X: Y:	
<input type="checkbox"/> YES									Lat: Lon:	X: Y:	

\* C 20 means the data for this field cannot exceed 20 characters

NOTES:

- Latitude degree is between **38** to **41**; Longitude degree is between **73** to **76**
- State Plane X is between **180,000** to **670,000**; State Plane Y is between **30,000** to **925,000**
- Sample Type: Air Stripper, Background, Blank, Building Floor, Building Wall, Debris, Drum, Effluent, Flowing Water, Influent, Injection Well, Leachate, Monitor Well, Other (Specify in Sample Note field), Potable Well, Sanitary Sewer, Septic System, Sludge, Standing Water, Storm Sewer, Subsurface Soil, Surface Water, Test Pit (more on page 5)
- This information worksheet is provided for consultant use only.

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