

WIN Frequently Asked Questions

Q. What is the data upload process for WIN?

A. The upload process will be managed through a web-based system. It will involve moving your text delimited import file to our application server from which the system will import and check the data in temporary tables. Once cleaned and verified, the data will be migrated into the production and warehouse environments where they can be managed and reported. As with SIM (STORET Import Module), Project and Monitoring Location data need to be imported, cleaned, and migrated into the WIN production tables before Activities and Results can be loaded. Activity and Result data will reference the Project ID and Monitoring Location ID within each result row; therefore, data associated to each Project ID and Monitoring Location ID need to be set up only one time. [Please review the WIN Upload/Import Process Diagram for more information.](#)

Q. What should I do to prepare for WIN?

A. Your Project, Monitoring Location and Activity/Result data files will need to be prepared and pass all WIN minimum data quality standards (MDQS). You may download example files as well as the latest MDQS rules at: <http://publicfiles.dep.state.fl.us/DEAR/WIN>. The example files were developed in Excel to provide a spreadsheet format where standard value lists can be selected and data can be easily viewed; however, your file format of choice will need to be converted to a text delimited file (pipe (|), tilde (~), or tab) prior to upload. Import configuration functionality will remain similar to SIM (STORET Import Module); your upload file does not have to follow the same order in the templates, nor does it have to contain optional elements that are not relevant to the type of data you are loading. The translation feature will also be available in WIN. If you are submitting large data files, we advise that you translate your data prior to submitting it to WIN.

Please contact your WIN/STORET Coordinator if you have any questions as you prepare for WIN.

Q. Does WIN have a formatting tool to transform my data to a WIN compatible format?

A. WIN does not contain a formatting tool because there is such a large variety in how data are stored across data providers. Before formatting data, data providers must match their data source to WIN data elements and then modify this source to include any missing requirements. Within the WIN interface, there are tools to translate your data to WIN standard values. If you are submitting large data files, we advise that you translate your data prior to submitting them to WIN. There are also several screens that allow you to review and fix data (using sorting and filtering!) inside the application. Import configuration functionality is similar to SIM. Your upload file does not have to follow the same order in the templates, nor does it have to contain optional elements that are not relevant to the type of data you are loading.

Q. Will I be able to fix errors within the WIN application loading process?

A. Yes, WIN has error correction screens for you to review and fix errors caught by the rule engine.

Q. Can I obtain a copy of the WIN physical data model?

A. You can download the WIN physical data model by clicking [here](#). However, please prepare your data according to the example files referenced in the response to the question “***What should I do to prepare for WIN?***”.

Q. How do I request a new standard value?

A. Standard value requests should be directed to Julie Zimmerman (julie.m.zimmerman@dep.state.fl.us, 850-245-8508).

Q. When should I begin submitting data to WIN?

A. WIN is now live! We recommend that data providers begin submitting data to WIN as soon as possible. Please contact your WIN/STORET Coordinator if you have questions in your preparations for WIN, and when you are ready to begin uploading data to WIN. Data submitted to DEP after December 31, 2017 must be submitted to WIN and meet all WIN MDQS. Florida STORET will remain open through December 2017.

Q. As a current data provider to Florida STORET, do I need to register as a data provider to WIN?

A. Yes. All data providers who want to upload data to WIN, including current data providers to Florida STORET, will need to register their organization in WIN first. Please contact your WIN/STORET Coordinator to register your organization.

Q. When will Florida STORET no longer be available for upload and/or corrections?

A. Florida STORET will be closed to additions of new data and to corrections of existing data after December 2017. Any data you have that will not meet WIN minimum data quality standards (MDQS) should be submitted to DEP sufficiently in advance of December 2017 that it can be uploaded to Florida STORET by then. Data from sampling that occurs after June 30, 2017 should be uploaded to WIN rather than to Florida STORET. This means data capture of all required elements should be in place no later than July 1, 2017. Data submitted to DEP after December 31, 2017 must be submitted to WIN and meet all WIN MDQS.

Q. What should I do if my historical data do not meet WIN minimum data quality standards (MDQS)?

A. If your historical data do not meet WIN MDQS, they can be loaded into Florida STORET until it closes in December 2017. If you have not done so already, we recommend you begin loading those data to Florida STORET as soon as possible. Once Florida STORET closes, data that do not meet WIN MDQS cannot be accepted.

Data from samples that do not meet WIN MDQS must be brought to Florida STORET before it closes in December 2017.

For data not yet collected (future data), please ensure your collection and storage processes are updated as soon as possible to include WIN MDQS so that all your data can be used for DEP assessments. Ensuring that data collection and storage now will enable you to upload data to WIN in 2017.

Q. Will WQX still be updated from Florida STORET if there are any future corrections, or will these have to be made by other means?

A. DEP will make updates to WQX of any data changes to Florida STORET, but this will be limited to the date by which Florida STORET is closed.

Q. Will WIN data be loaded to WQX by DEP?

A. Yes, DEP will load WIN data to WQX.

Q. Will Florida STORET data still be available for download once it is closed?

A. Yes, Florida STORET data will continue to be available for reporting through STORET Public Access (SPA) for years to come.

Q. Some of my agency's samples are contracted to other laboratories. Do I send data owned by my agency or analyzed by my agency?

A. You should upload all data owned by your agency regardless of where it was analyzed. This is true for both Florida STORET and for WIN. If a laboratory analyzes data for other entities, they should NOT load those data unless they have specifically been asked to do so by the organization contracting the work, and it has been confirmed that those data are not being loaded by someone else.

Q. What are the differences between the Florida STORET and WIN minimum data requirements?

A. Below is a list of high level requirements and rules new to WIN. However, please review specifics within MDQS documents stored at: <http://publicfiles.dep.state.fl.us/DEAR/WIN>.

- Organization/Contact Information
 - Each data provider will need to identify a Data Provider Administrator for their organization. This individual will be responsible for approving and managing other WIN users within their organization to have loading and editing access to their data. The Data Provider Administrator will need to request the addition of their Organization to WIN once WIN is implemented. WIN will have an Organization and Role initialization module to facilitate and manage these requests.
- Project Data
 - Once data providers submit their Project data to WIN, WIN Coordinators will assign a Project Intended Use to the project. Project Intended Use must be assigned before Activity and Result data can be uploaded. WIN Coordinators will contact the data provider to discuss all possible uses prior to making the assignment in WIN.
- Monitoring Locations
 - All Monitoring Locations will need to be visually verified one time, during the initial upload.
 - Many Monitoring Location types will require the data provider to assign an NHD Reach Code to each monitoring location. This will occur on the mapping interface in which the visual verification process occurs.
 - Total and Casing Depth for a Well is required.
- Activity and Result Data
 - The following fields¹ are required or conditionally required:
 - Matrix
 - Sampling Agency Name (Field and Lab Data)
 - Activity Depth OR Activity Top and Bottom Depth (Field and Lab Data)
 - ADaPT Analyte ID²
 - Lab Accreditation Authority (non-Field data)²
 - Dilution (non-Field data, a value of 1 should be used for an undiluted sample)²
 - Analysis Date/Time (non-Field data)
 - Preparation Date/Time (see MDQS)
 - MDL/PQL (see MDQS)
 - Error (Radiochemistry data)²
 - Percent Moisture (Sediment and Soil Data)²
 - Lab ID (non-Field data)
 - Analysis Method
 - Prep Method (see MDQS)
 - Lab Sample ID (non-Field data)
 - Target Species (Fish Tissue data)
 - Logical combinations will be checked including:
 - Media and Sample Collection Equipment Type combination must be valid.
 - Activity Type and Sample Collection Type combination must be valid.
 - ADaPT Analyte ID and Analyte Name combination must be valid.

¹ Unless otherwise indicated, these fields are available in Florida STORET and familiar to most data providers, but the fields may not always be populated in Florida STORET.

² Indicates a new field not previously required by Florida STORET.

- Analysis Method and Analyte Name combination must be valid.
- Analyte Name, Media (generated from Matrix), and Result Unit must be valid.
- o Dates must be in a logical order.
- o Values must be logical in comparison to each other. For example, MDL must be $\leq$ PQL.
- o Result Values must be possible. For example, pH must be less than 14.
- o Units must be consistent. For example, result, MDL, PQL should have the same unit.
- o Value Qualifier must make sense in the context of the data. For example, if Value Qualifier contains a "T", then Result must be less than MDL.
- o Duplicate activity and results will not be accepted into WIN.
- o If Field QC data is provided, it must have the appropriate associations (e.g., data identified as a Field Blank must be associated by a Field Blank Batch ID to another environmental sample).
- o Laboratories must have pre-approval from DEP to submit Lab QC data in order to ensure associations are meaningful. See the next question for more information about this requirement.

Q. Are Laboratory and Field QC samples required in WIN?

A. No, these data are not required but should you choose to submit them, they must contain the proper associations.

Additionally, for Lab QC data (e.g., method blanks, surrogates, laboratory control samples, matrix spikes, etc.), an example deliverable containing the Lab QC and environmental data as well as their associations should be provided to your WIN/STORET Coordinator to begin the approval process if you wish to submit those data to WIN. Once a laboratory is able to provide assurance that those associations are included and meaningful, they may submit Lab QC data. NOTE: Laboratories that can produce an ADaPT deliverable can provide the 'Prep_Batch_ID' and 'Method_Batch_ID' to demonstrate meaningful associations.

Field QC data, along with their proper associations using the Field Blank Batch ID, Equipment Blank Batch ID, and/or Trip Blank Batch ID fields can be directly submitted to WIN without DEP approval.

Q. If my laboratory is not approved to submit Lab QC data, will my environmental samples (e.g., Field and Sample data) still be accepted into WIN?

A. Yes, field and sample data will be accepted into WIN regardless of whether a laboratory has been approved to submit Lab QC data.

Q. What is the difference between "Method Batch ID" and "Analytical Batch ID"?

A. The 'Method Batch ID' is a unique laboratory identifier for a group of samples (1 to 20) that are prepared and/or analyzed together with the same process and personnel, using the same lot(s) of reagents. (NOTE: This data element is synonymous with 'Preparation Batch' in the TNI 2009 standard

and 'Prep_Batch_ID' in ADaPT.) The 'Analytical Batch ID' is a unique laboratory identifier for a group of samples analyzed together in an analytical run using the same calibration. (NOTE: This data element is synonymous with 'Analytical Batch' in the TNI 2009 standard and 'Method_Batch_ID' in ADaPT.)

Q. What is the difference between Organization ID and Sampling Agency Name?

A. If you have conducted your own sampling, you can duplicate your Organization Name in this field. However, if you have contracted with another agency to conduct the sampling, the name of that sampling agency must be present in the WIN standard value list. If that sampling agency name is not in the WIN standard value list, you will need to request its addition, after which you should submit their name in this field for data uploads.

Q. What internet browser(s) is WIN supported by?

A. WIN is fully supported only by Internet Explorer 11 (IE11) per standards set by DEP's Office of Technology and Information Services (OTIS). Compatibility with other browsers cannot be guaranteed. If the WIN application has trouble loading or displaying a screen, please check the browser version being used. If the browser version being used is IE11 and the application is having difficulty loading or displaying a page, please contact your WIN coordinator.

Q. How can I get updates on WIN development?

A. We will provide routine updates on our progress through email to our WIN stakeholders and through the following site:

<http://publicfiles.dep.state.fl.us/DEAR/WIN>

If you would like your contact information to be on the WIN stakeholder email distribution list, please contact Denise Miller (denise.miller@dep.state.fl.us, 850-245-8516), Julie Zimmerman (julie.m.zimmerman@dep.state.fl.us, 850-245-8508), or your [WIN/STORET Coordinator](#).