

GUIDANCE FOR SUBMITTING ELECTRONIC WATER QUALITY DATA TO THE SOLID WASTE PROGRAM

June 15, 2021

I. General Information

Water quality monitoring reports and all groundwater, surface water, and leachate (when required) analytical results for the Solid Waste Programs can be submitted to the Department of Environmental Protection (the Department) electronically through the DEP Business Portal; <http://www.fldepportal.com/go/>. The FDEP Business Portal is the Department's preferred method of submittal. Water quality monitoring reports shall be submitted as a single file in Adobe PDF format. Unless otherwise approved by the Department, the water quality Electronic Data Deliverable (EDD) shall be compatible with software called Florida DEP Automated Data Processing Tool (ADaPT). ADaPT has been developed to evaluate and upload water quality data into the Department's Water Assurance Compliance System (WACS) database. A copy of this ADaPT software with installation instructions and EDD specifications can be downloaded from the following website address: <https://www.floridadep.gov/waste/waste/content/adapt>

II. Monitoring Report

The groundwater monitoring report shall be submitted as a single file in Adobe PDF format, along with the EDD zip file, and shall include the following items:

1. Cover letter;
2. Summary of exceedances and recommendations;
3. Groundwater contour maps;
4. Chain of custody forms;
5. Water levels, water elevation table;
6. Groundwater Monitoring Report Certification, using the appropriate Department form;
7. Appropriate sampling information on Form FD 9000-24 (DEP-SOP-001/01); and,
8. Laboratory EDDs and associated Lab EDD ErrorLogs, Field EDDs that are compatible with ADaPT software and ADaPT export file(s); all in a single zip file.

Submit all ADaPT files in a single zip file named as follows:

12345_20081128_SWzdd.zip

Please do not submit multiple documents for the monitoring report; combine all documents in a single PDF document. Submit the monitoring report in a single (text, no scanned content) PDF file named as follows:

12345_20081128_SWgwmr.pdf

III. ADaPT EDDs

The ADaPT EDD consists of four electronic deliverables: (1) a Laboratory EDD, identified as SWldd.txt; (2) a Laboratory EDD Error Log, identified as SWldd_ErrorLog.txt; (3) a Field EDD identified as SWfdd.txt; and (4) an ADaPT export identified as ADaPTSWYYYYMMDDHHMMSS.csv where YYYYMMDDHHMMSS is the year, month, day, hour, minute, and second the export file was created.

The Laboratory EDD shall be submitted in a comma separated (csv format) text file using the .txt filename extension. The Laboratory EDD file name format shall be: [WACS Facility I.D.] underscore [Begin Sampling Year, Month and Day (yyyymmdd)] underscore SWldd.txt. The period at the end would not be included. For example, with WACS Facility I.D. # 12345 where sampling started November 28 and ended December 4, 2008, the Laboratory EDD file name should be: 12345_20081128_SWldd.txt

The Field EDD shall be submitted in the same comma separated (.csv format) text file as the Laboratory EDD. The Field EDD file name format shall be: [WACS Facility I.D.] underscore [Begin Sampling Year, Month and Day (yyyymmdd)] underscore SWfdd.txt. Again, the period at the end is not included. For example, with WACS Facility I.D. # 12345, where sampling started November 28 and ended December 4, 2008, the file name should be 12345_20081128_SWfdd.txt

For confirmation sampling, add the term “_CONF” to the EDD filenames as follows:
12345_20081128_CONF_SWldd.txt for the Laboratory EDD or
12345_20081128_CONF_SWfdd.txt for the Field EDD.

For radiochemistry results, add the term “_RAD” similar to confirmation sampling indicated above.

IV. Signatures Required

Water quality monitoring reports shall be signed and sealed by a Florida registered professional geologist or professional engineer with experience in hydrogeological investigations. An electronic signed and sealed signature page may be submitted with the report provided a stamped seal is used. If a raised seal is used, ensure that the seal is legible (gray the embossed seal and scan). Otherwise, you must separately mail the signed and sealed page.

V. Process Required

Three steps are generally required. First, the Laboratory EDD, in comma separated text format, must be submitted by the laboratory. To validate the QA/QC aspects of the Laboratory EDD, the permittee shall ensure the laboratory processes the Laboratory EDD through ADaPT using both their laboratory specific library and the Department's Division of Waste Management master library and corrects all critical errors and explains all non-critical errors prior to submittal. Second, the appropriate entity (laboratory, consultant, or permittee)

shall process the Field EDD through ADaPT and correct all Field EDD errors prior to submittal. Finally, as a completeness check, the laboratory, permittee or consultant shall process both the Laboratory EDD and the Field EDD through ADaPT and confirm a successful export to disk and submit the ADaPT generated export file (ADaPTSWYYYYMMDDHHMMSS.csv).

VI. Resources

In the event help is needed to prepare these EDDs, you can contact Clark Moore, clark.b.moore@dep.state.fl.us, (850) 245-8739 or by emailing ADaPT.EDDs.and.Reports@floridadep.gov

If monitoring test site information needs updating in the WACS Oracle database, or if you need help in submitting the groundwater monitoring report, please contact the Department's Solid Waste staff at the appropriate District office:

Northwest District Office
160 Governmental Center, Suite 308
Pensacola, Florida 32502
(850) 595-8300

Northeast District Office
8800 Baymeadows Way West, Suite 100
Jacksonville, FL 32256
(904) 256-1700

Central District Office
3319 Maguire Boulevard, Suite 232
Orlando, FL 32803
(407) 897-4100

Southwest District Office
13051 N. Telecom Parkway
Temple Terrace, Florida 33637
(813) 470-5700

Southeast District Office
3301 Gun Club Road, MSC7210-1
West Palm Beach, Florida 33406
(561) 681-6600

South District Office
P.O. Box 2549
2295 Victoria Avenue, Suite 364
Fort Myers, Florida 33902
(239) 344-5600