

ADaPT EDD zip file Processing SOP

For the Hazardous Waste (HW), Petroleum Restoration (PR) and Solid Waste (SW) programs; ADaPT EDD zip files and for HW and SW Monitoring Report PDF files are submitted through the FDEP Business Portal (ESSA). Files are evaluated and processed by DWM and PRP contracted staff. At this time Waste Cleanup (WC) ADaPT EDD zip files are submitted using the [WC FTP Site](#) and Waste Cleanup staff are responsible for the evaluation and processing of these files.

All EDDS (Electronic Data Deliverable) files are processed through ADaPT following the instructions listed in the [ADaPT DWM User Guide](#) under the following Section.

4. Detailed ADaPT User Process (Step-by-Step)
 - C. Data Evaluation and Upload to FDEP Database

For ADaPT EDDs submitted through ESSA:

- A. Files are automatically inserted into OCULUS with the proper taxonomy.
- B. A record for this specific sampling event (determined by; Program area, Facility ID and Date of Sampling) is created on the eDocument Log. (should we add an SOP instruction for correcting name of the Monitoring Report pdfs submitted for the HW and SW programs?)

Note: For responses to the Work-Flow step “RAIs” (HW &SW) or “Error Email Sent” (PRP); you will receive corrected ADaPT EDD zip files via email sent to either the PRP_ADaPT (PRP) or ADaPT_EDD (HW or SW) shared mailboxes.

All ADaPT EDDs to be processed are found on the eDocument Log Pending List.

<http://prodenv.dep.state.fl.us/DepDocLog>

Login and select the specific Program Area for which you want to process ADaPT EDDs.

Filter By:

- Ground Water Monitoring Report – Hazardous Waste (GWMR-HW)
- Ground Water Monitoring Report – Solid Waste (GWMR-SW)
- Lab Analytical Report (PRP-STCM)

For responses to the Work-Flow step “RAIs” (HW &SW) or “Error Email Sent” (PRP); you will receive corrected ADaPT EDD zip files via email sent to either the PRP_ADaPT (PRP) or ADaPT_EDD (HW or SW) shared mailboxes. Check out the ADaPT EDD zip file, that has been resubmitted via email and check the updated file back in before processing.

The workflow processes for HW and SW are as follows.

Last Process	Description
Logged-MM/DD/YYYY	Record created on eDocument Log for ADaPT EDD zip file received through ESSA,
Inserted into OCULUS	The ADaPT EDD zip file and Monitoring Report pdf are inserted into OCULUS
Processed through ADaPT	The ADaPT EDDs are being evaluated and processed through ADaPT Following the ADaPT EDD Processing Steps (see below).
Exported to WACS	The ADaPT EDD has been exported to WACS for upload
WACS Confirmation Email Received (T)	WACS email notification indicating successful data upload to WACS received. Termination (T) step
Completed Without Export (T)	For Hazardous Waste results for Soil samples, Influent, Effluent and temporary Monitoring Wells, data is evaluated but not databased (no export to REDD/WACS) . Termination (T) step
RAI/Letter Sent	Send email to either Lab, consultant or permittee requesting corrections and re-submittal of ADaPT lab And/or field EDD
Response to RAI Received	Lab, Consultant, and Permittee or FDEP staff has addressed a problem
Re-Submitted by Lab	Lab, consultant or permittee has re-submitted the ADaPT EDD (requested in RAI)
Withdrawn	Remove erroneously entered record for a specific sampling event on the eDocument Log

For HW and SW you will have to update the DocLog work-flow steps manually.

The workflow processes for PRP are as follows.

Last Process	Description
Logged	Record created on eDocument Log for ADaPT EDD zip file received through ESSA
OCULUS	The ADaPT EDD zip file is inserted into OCULUS
Processed through ADaPT	The ADaPT EDDs are being evaluated and processed through ADaPT Following the ADaPT EDD

Exported to REDD via FTP	Processing Steps (see below).
REDD Confirmation email received	The ADaPT EDDs have been exported to REDD for upload Upload to REDD email notification indicating successful data upload received
OCULUS Re-Index for Public View (T)	OCULUS re-index for Document Type “Lab Analytical Report”, change Profile from “Document Review” to “Cleanup_Remediation” Termination (T) step
Withdrawn	Remove erroneously entered record for a specific sampling event on the eDocument Log
Error Email Sent	Send email to either Lab and/or Contractor requesting corrections and re-submittal of ADaPT lab and/or field EDD
Resubmittal Received	Lab or Contractor has addressed a problem and re-submitted the ADaPT EDDs

For the PRP program you only need to add a work-flow step when an Error Email is sent.

For all programs; HW, PR and SW, files submitted through ESSA automatically add the first two work-flow steps to the work-flow process.

(T) Termination steps move the eDocument Tracking Log record for the specific sampling event from Pending to Completed.

Once the EDD is successfully exported to WACS you will receive an email notification, usually the following business day. If you modified (or received resubmitted) any lab or field EDD, insert the file into the ADaPT EDD zip file and update this ADaPT EDD zip file in OCULUS (check-out and check-in) so district and Tallahassee FDEP staff, Delegated County staff and Contractors can retrieve and review the corrected updated ADaPT EDDs. The email notification provides a link to the lab and field EDDs in Oculus as well as a link to the compliance and Completeness reports.

Use the [ADaPT-ErrorCheckGuidance.pdf](#) as reference for a discussion of both Critical and non-Critical Errors. Send out an RAI (HW & SW) or Error Email (PRP) for any Lab EDD Error Log that contains Critical errors. For non-Critical Errors Send out an RAI (or Error Email) depending upon the Action/Discussion for each specific non-Critical Error found in the Non-Critical Error table.

If we (FDEP) evaluate the lab EDD and get a different number of non-critical errors than reported in the submitted lab EDD Error Log we need to look into this in more detail. Labs, consultants, contractors and permittees should be using the same latest ADaPT update. Field EDD errors will result in an RAI, unless circumstances such as consultant or lab have tried to have Testsites created in WACS, without District response or action.

If there are errors during export to WACS (except acceptable Error 6 for non-project QC) samples

If additional help is needed with an EDD or RAI, contact Clark Moore.

RAI Notes: When sending out an RAI email (no phone calls please), copy the email and the recipients, in the comments field in the Doc Log process page. This is best done by forwarding the email you sent and copying the email header and contents of the email and pasting this into the Comments field of the DocLog work-flow page.

Whenever you need to send out an email regarding issues with either the ADaPt Lab EDD, Field EDD or export file, email all concerned parties.

1. The best email address is in the first line of the ADaPT csv export file that should have been submitted in the ADaPT zip file.
2. Use the DocLog comments section to obtain the Submitter and if different also the Contact email address(es).
3. In ADaPT Hit F11 and use the “*__ Check Lab(s) reporting data in the lab EDD” query to obtain lab email addresses. and also from the Lab Information List web page;
https://fldeploc.dep.state.fl.us/rcra_epa/WACSReports/EDD_Lab_List.asp?sort=lab_name.
4. For STCM Site Managers and Site Contractors use the most recent spreadsheet (generated from Clark's STCM_Better_Site_Manager_Consultant_Query.sql query) and find the specific STCM Facility ID.

For the SW and HW programs copy the appropriate District and/or Tallahassee staff in email correspondence regarding issues with GWMRs. A list of staff can be found from the latest upload to WACS notification email for the specific District (or Delegated County).

After each ADaPT EDD is successfully uploaded to REDD (PRP) or WACS (HW & SW); an automated email is sent to the Site Supervisor and Contractor (REDD) or District and Tallahassee staff (HW & SW). This email contains links to; retrieve the ADaPT EDDs (and Monitoring report pdf for HW & SW) from Oculus, run a compliance report to view exceedances or results that include data qualifiers that may negatively affect data quality, run a data completeness report (table results with qualifiers for Analytes vs. Monitoring Testsites. This email also lists all Monitoring wells and sample date/times for data uploaded to either REDD or WACS.

ADaPT EDD Processing Steps

Facility ID _____ Facility Name _____ Consultant _____ Lab ID _____
Sampling Date (YYYY/MM) _____

Check Library -(are you using the correct one?)
Import Lab EDD
Look at lab's error log

Critical Errors
Non Critical* (except 0007)

Y/N	Error Code	Lab error log	Lab Comments	FDEP error log

Run Lab EDD Error Check
*for non critical errors look at error code cheat sheet, and follow the action
View Lab EDD # of records _____
Run Data Review and look at the Data Review Reports

	Y/N	Comments
Any QC Outliers?		
Lab Control Sample Dup		
Lab/Dup		
Matrix Spike Dup		
Surrogates		
Holding Times		
Method Blank		
Method Detection Limits		

While still in Data Review Reports look at Sample Qualification Report with Reason Codes for all Qualified Sample Did Lab miss properly qualifying any samples?

Import Solid Waste (field) EDD. Any import errors?
View Solid Waste EDD error log
View Solid Waste (field) EDD # of records _____

Y/N	Error Code	Number of Errors

Check Field EDD for missassigned Testsite IDs, Duplicate Testsite IDs (not including; Field Duplicates, Confirmation samples or re-sampled Testsites. In ADaPT's green screen Press F11 and double clic the "__WACS_Compare_Testsite_Names" query.
Send back or correct any miss-entered Testsite IDs.
Did Regulatory Comparison Report run properly?

Export to WACS*
Error check

	Y/N	Error Code	Number of Errors
Critical Export Errors (1-5)			
Non-Critical Export Errors			

*for non-critical errors look at the [ADaPT-ErrorCheckGuidance.pdf](#) document, and follow the action(s) for each specific ErrorType in the Lab EDD Error Log.
Once all export errors are corrected (or accounted for), export to WACS/REDD via ftp. The password for file transfer is ADaPT.
**After successful REDD upload (notified via email) check next day to ensure the correct number of records uploaded (in notification email). Enter work-flow steps information into Doc Log (HW & SW). For PRP the workflow steps will be automatically completed after a successful upload to REDD.

Every ADaPT export to FDEP Database/upload to red process will generate an automated email response that is sent to either the PRP_ADaPT or ADaPT_EDD shared mailboxes and in the case of an upload Failure, email is sent to both shared mailboxes.

Subject Staff response	REDD_Export_File_Status_Code	DWM ADaPT

Exported: drop off eDocument Log (SW, HW)	E	Completed, manually
Failed Validation: upload.log” and “edd_validation.xlsx”	F	Review “edd- files, make corrections to
EDDs & reupload. (PRP, SW, HW)		
Partial Export due to Duplicate Data: eDocument Log (SW, HW)	PED	Completed, drop off
Partial Export: upload.log” and “edd_validation.xlsx”	PE	Review “edd- files, make corrections to
EDDs and reupload. (SW, HW)		
Partial Validation due to Duplicate Data: automatically dropped off Doc Log, automated	PVD	Completed, OCULUS re-Index
Partial Validation: upload.log” and “edd_validation.xlsx”	PV	(PRP) Review “edd- files, make corrections to
EDDs and reupload. (PRP)		
Received Duplicate Data: done.	FD	Ignore, nothing to be
Validated: automatically dropped off Doc Log, automated	V	Completed, OCULUS re-Index
FAILURE: “edd_Upload_bad.txt” and “EDD_upload.log “	R	(PRP) Review Files, make corrections to EDDs reupload, (PRP, SW, HW)
FAILURE: Invalid file name for EDD Production Repository identified in the ADaPT export Upload of File ADAPTYYYYYMMDDHHMMSS.csv email is sent to the "ADaPT_EDD" and	No Code	The program area is not filename. An "PRP ADaPT" shared mailboxes that include the offending ADaPT Lab and Field EDDs and the email address of the person who exported the EDDs. Occurs when the same
Duplicate attempt for EDD Production ADaPT EDDs are exported consecutively	No Code?	

Repository Upload of File ADAPTSW.csv	
EDD File Name	ADAPTSW20200212083834.csv
REDD File Status	E
Valid Record?	Y
Security Passed?	Y
New Data?	Y
Facility ID	89544
Testsite ID	19900
Facility/Testsite Valid?	Y
Facility Name	J.E.D LANDFILL (F/K/A OAK HAMMOCK DISPOSAL)
Testsite Name	19324-MW-1A
Well Purged?	Y
Sample ID	J1915320001
Sample Date	11/20/2019 8:58
Sample Method	PP
Sample Type Valid?	Y
Sample Filtered	N
Matrix	W
Storet Code	77128
Storet Valid?	Y
Parameter	Styrene
Lab Certification #	E82574
Prep Date	11/27/2019 19:02
Prep Method	5030
Preserve Intact	Y
Analysis Date	11/28/2019 9:28
Analysis Method	EPA 8260
Result	0.23
Units	ug/L
Qualifier	U
Qualifier Valid?	Y
Detection Limit	0.23
Comments	
Report Type	SEMGW
Report Type Valid?	Y
Encrypt Key	98QTR\$KNN_R
Testsite Type	MW
EDD Export User	olayiw_t
EDD Export DateTime	12/2/2020
Uploaded From REDD By	WACS
Uploaded From REDD DateTime	13/02/2020
Program Area	SW
Client Analyte ID	100425
Error	
Dilution	1
Percent Moisture	
Reporting Limit	1