



Environmental Electronic Data Deliverables

Instructions to Consultants

Instruction Package

At the start of your project you should receive the following items to assist you in meeting the Port of Seattle Environmental Electronic Data Deliverable requirements under the terms of your contract. For additional information ask your Port Project Manager to put you in contact with the Port's Airport or Seaport Environmental Data Manager.

- Field Data Load Workbook (example and blank template)
- Laboratory/Validator EDD (example and blank template)
- Port of Seattle EDD Specification
- Port of Seattle Valid Value Lists

Deliverables

The Port electronic data deliverables for environmental work include two items

- 1) **Field Data load workbook**, and
- 2) **Laboratory Electronic Data Deliverables (EDD)**.

The **Field Data Load workbook** is an excel workbook that is to be completed and transmitted to the Port Environmental Data Manager by all consultants who perform environmental work for the Port. Information regarding all samples collected in support of environmental sampling events must be entered in the Field Data Load workbook. The workbook contains multiple worksheets designed to capture typical field sampling data (sample name, sample date/time, field measurements, water levels, etc.) for upload into the Port's Environmental Management Information System (EMIS). The workbook contains several instructive worksheets ("Instructions", "DataDictionary", and "LookupValues") to guide consultants in completing the workbook.

The Port of Seattle **EDD** is a tab delimited text file that contains analytical chemistry data generated by the lab, plus any qualifiers, comments, or revised values generated during data validation. The Port of Seattle EDD Specification describes the requirements for each field in the EDD. The Valid Value Lists control acceptable entries for specific fields in the EDD (e.g. analytical method, CAS number, units, etc.).

Electronic Data Deliverable Schedule

The **Field Data Load Workbook** and **EDD** are due to the Port when a final report of findings related to the sampling data is submitted to the Port Project Manager. In some cases it may be more efficient to submit the electronic data when validation has been completed and the data is considered finalized, rather than waiting for a final summary report. The electronic deliverable schedule should be worked out with the Port Project Manager and the Environmental Data Manager at the start of the project.