



# **ERT**

**QUICK START GUIDE**

**Part 1**

**SCRIBE V3.10**



Contents

<b>PART 1 – QUICK START GUIDE</b>	<b>3</b>
<b>Starting a New Project</b>	<b>3</b>
New Project Wizard Screen .....	3
Add Samples.....	5
Add an Analysis(es) .....	7
Copy an Analysis(es) .....	9
Delete an Analysis .....	9
Print Labels .....	10
Chain of Custody.....	13
Print Chain of Custody .....	17



## PART 1 – QUICK START GUIDE

### Starting a New Project

The first time Scribe is opened, the New Project Wizard starts and offers two (2) options:

- Open a Project - if you already have an active Scribe project and would like to open it.
- Subscribe - if you have subscription information for a project that you wish to download.

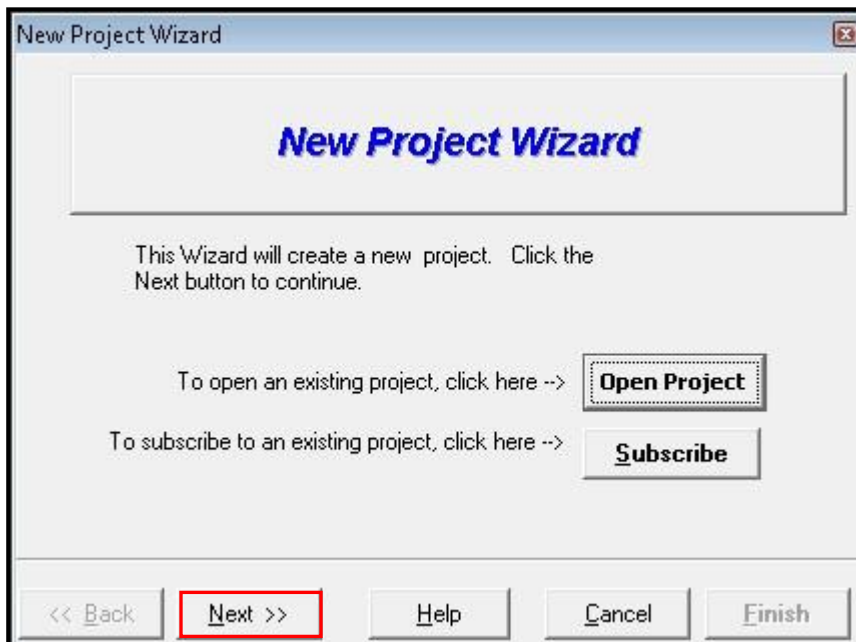
Follow the steps below to start a New Scribe project:

#### ***New Project Wizard Screen***

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To Start a New Scribe project,

Click the '**Next**' button.





1. Input the Site Name, Site # or Project Identifier and the Region.
2. Select 'Yes' or 'No' depending on if it is a CLP Project (Note: If Yes is selected, screen layouts and COC Types will default to CLP). However, both CLP and non-CLP samples and analyses can still be entered.
3. Use the default Template (scribe3.mdb) or a Region specific Template. Templates contain the pick-lists and layouts loaded with your new project.
4. Click the 'Next' button.

5. The Project File Path screen displays a **default location and filename** for the project.

Optional: To change the location, click on the 'browse' button.

6. Click Finish to complete the creation of the new project.

The New Project Wizard closes and the 'Site Info' screen is displayed. Completing the information on this screen is not required, but is recommended when time permits.



The left navigation bar is laid out in the order of work flow.

- Planning – manage lists to pre-populate certain fields in sampling tasks
- Sampling – manage sampling tasks and analyses
- Sample Management – manage sample data including labels and chains
- Custom Data Views – query your sample data

**Scribe - [Site Info]**

File Lists Scribe.NET Help

Print Export View Edit Add Copy Delete Filter Sort Select

**Part 1 Quick Start Guide**

**Planning**

- Events
- Property Info
- Sampling Locations
- Analyses
- Sampler
- Instrument List
- Lab List
- Action Levels

**Sampling**

- Air Sampling
- Wipe Sampling
- Biota
- Soil/Sediment
- Soil Gas Sampling
- Water Sampling

**Sample Management**

- Samples
- Chain of Custody
- Lab Results
- Monitoring Data

**Custom Data Views**

- Action Levels with LabResult
- Data for GIS-Lab
- Data For GIS-Monitoring
- EDD for GIS-Monitoring Data
- EDD for GIS-Sampling Data
- LabResults Analyte/Units QC
- LabResults Crosstab
- LabResults Crosstab with Qu
- LabResults with Sampling Ev
- LabResults Without Samples
- Samples Without LabResults
- Water Quality Sampling Data

**Site Name: Part 1 Quick Start Guide**

**Site Info**

Site Name: Part 1 Quick Start Guide Contractor Contact: [ ]

Site #: 1 Contractor Phone: [ ]

Site Location: [ ] WA Number: [ ]

Site State: [ ] EPA Contract Number: [ ]

Site Action: [ ] Contract Name: [ ]

Response Authority: [ ] Contractor: [ ]

NPL Status: [ ] Address1: [ ]

Site Description: [ ] Address2: [ ]

Site Phone: [ ] City: [ ]

EPA Organization: [ ] State: [ ]

EPA Region: 2 Zip: [ ]

EPA Contact: [ ]

EPA Phone: [ ]

Account Code: [ ]

CERCLIS: [ ]

Remarks: [ ]

**Scribe.NET Info**

Project ID: N/A

Subscription: N/A

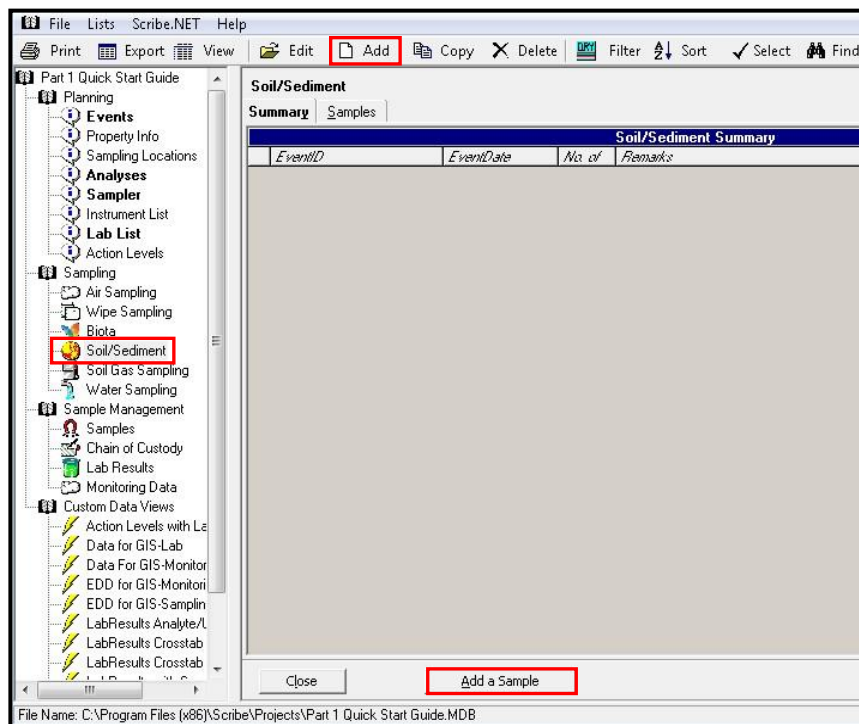


## Add Samples

Sampling information can be input manually or by importing from a spreadsheet (see Management and Advanced Features Guide)

To manually add samples to the project, select one of the 'Sampling' tasks in the 'Navigation Pane' (i.e., Soil/Sediment).

1. Click on 'Add' (on the toolbar) or 'Add a Sample' button at the bottom of the window.

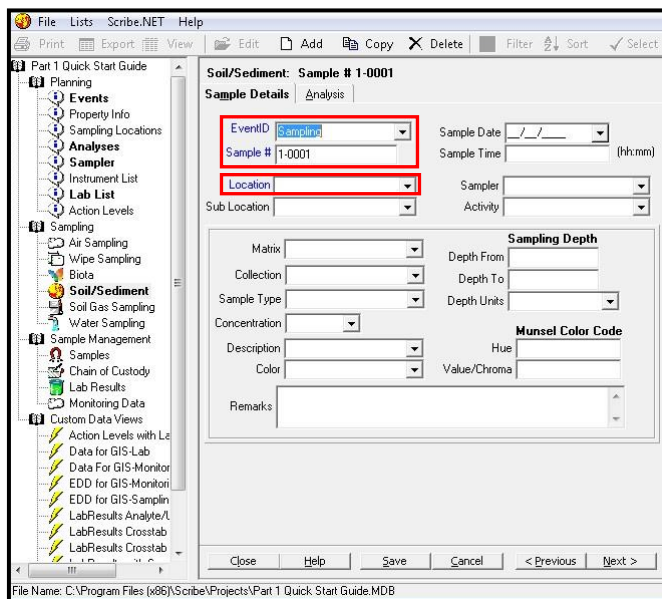


2. The Sample Details tab will display.

Note: Any field highlighted in Blue denotes a required field.

By default, Scribe will auto-populate the **EventID** field with 'Sampling' and the **Sample #** will be the Site # you entered when creating the project, followed by sample number (1-0001). These fields can be changed at any time by entering a new value directly in the field.

3. Enter the **Location** and all other sample details.





## Add an Analysis(es)

To add an analysis(es), click on the **Analysis** Tab. The information entered here will be added to the Chain of Custody.

Analyses/TAT	CLP Sample #	TAT	TAT Units	Container	No	Storage	Preservation	Lab QC	Preliminary	Description
	A				1				No	

1. Click in the **Analyses/TAT** field. A drop down arrow will appear.
2. Click on the drop down arrow to display the list of analyses.
3. Select the analysis(es).

Analyses/TAT	CLP Sample #	TAT	TAT Units	Container	No	Storage	Preservation	Lab QC	Preliminary	Description
Ammonia	A		21 Days	Jar	1				No	

**Note:** The 'TAG' field will automatically increment with an Alpha character (i.e., A, B, C, etc.).



4. Enter TAT, TAT Units, Container (type), No. of Containers, Storage, Preservation, Lab QC (MS/MSD), Preliminary (Results), and additional description (if necessary).

**Note:** TAT, Container and Preservation can also be entered in the Analyses table under the Planning section in Scribe. When entered in the analyses table first, the information will automatically carry over to the sample analysis fields when the Analysis is selected.

Analyses/TAT	CLP Sample #	TAG	TAT	TAT Units	Container	No	Storage	Preservation	Lab QC	Preliminary	Description
Arsenic (TAT 21 Days)		A	21	Days	Jar	1	Wet Ice	None	Y	Yes	

**Note:** CLP Sample # will not be populated unless the CLP/Tag Settings have been set up and the analysis is part of the CLP Program. Please refer to the **Scribe CLP User Guide** for Adding CLP Analyses.

5. To add additional analyses, click on 'Add Analysis'.
6. Follow Steps 1 and 2 above.
7. Click 'Close' to save and close the screen.

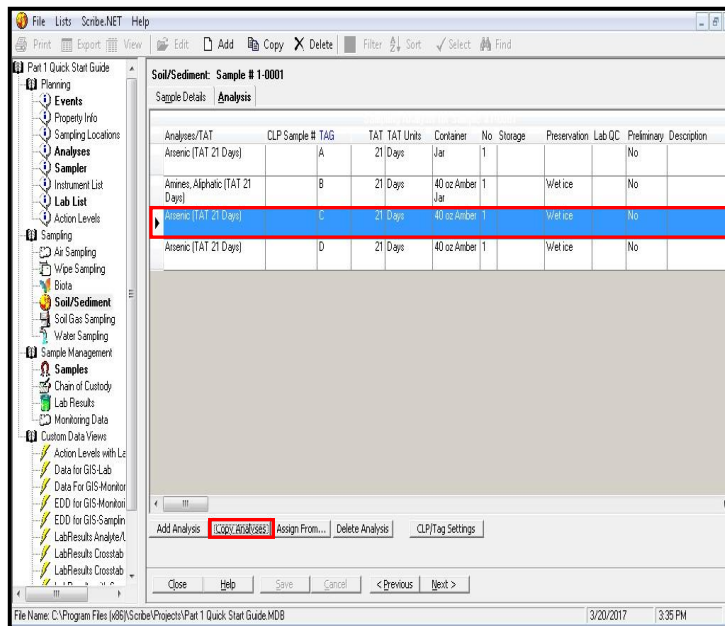
Analyses/TAT	CLP Sample #	TAG	TAT	TAT Units	Container	No	Storage	Preservation	Lab QC	Preliminary	Description
Arsenic		A	21	Days	Jar	1				No	
		B				1				No	
		C				1				No	





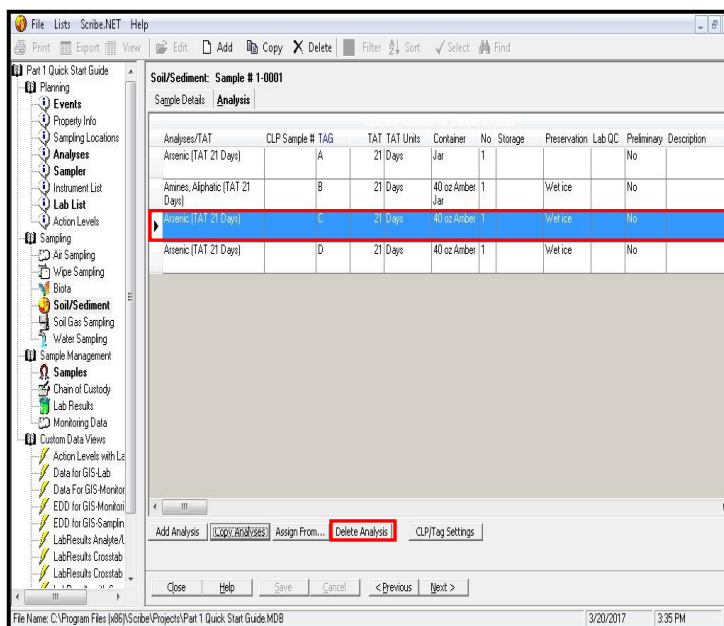
## Copy an Analysis(es)

1. Highlight an analysis.
2. Click 'Copy Analyses'.
3. Click Close to close the screen.



## Delete an Analysis

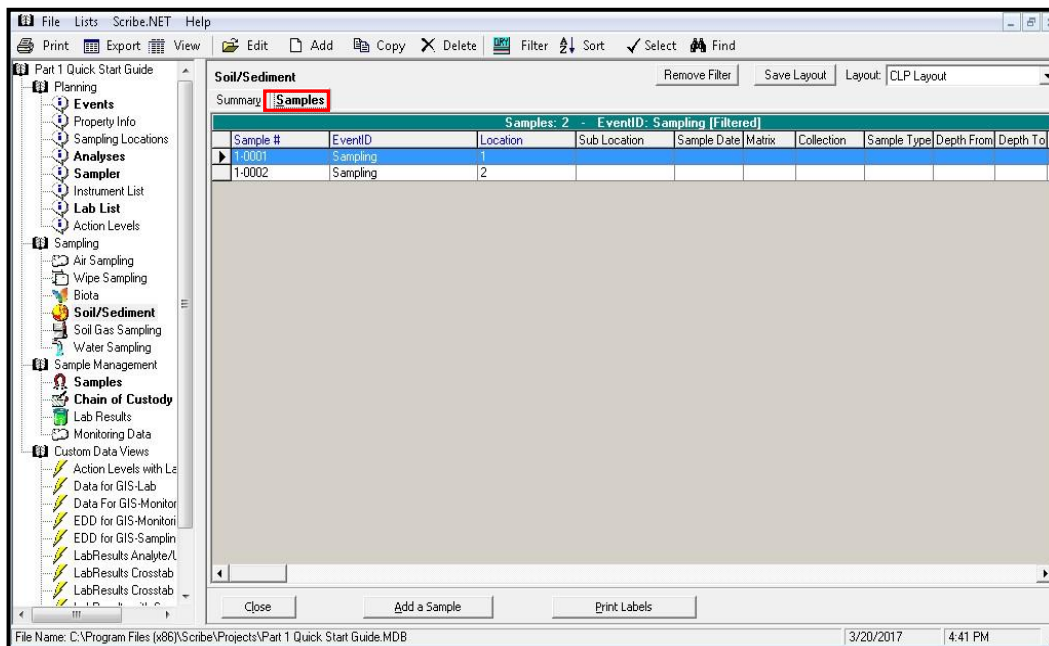
1. Highlight an Analysis.
2. Click 'Delete Analyses'.
3. Click Close to close the screen.



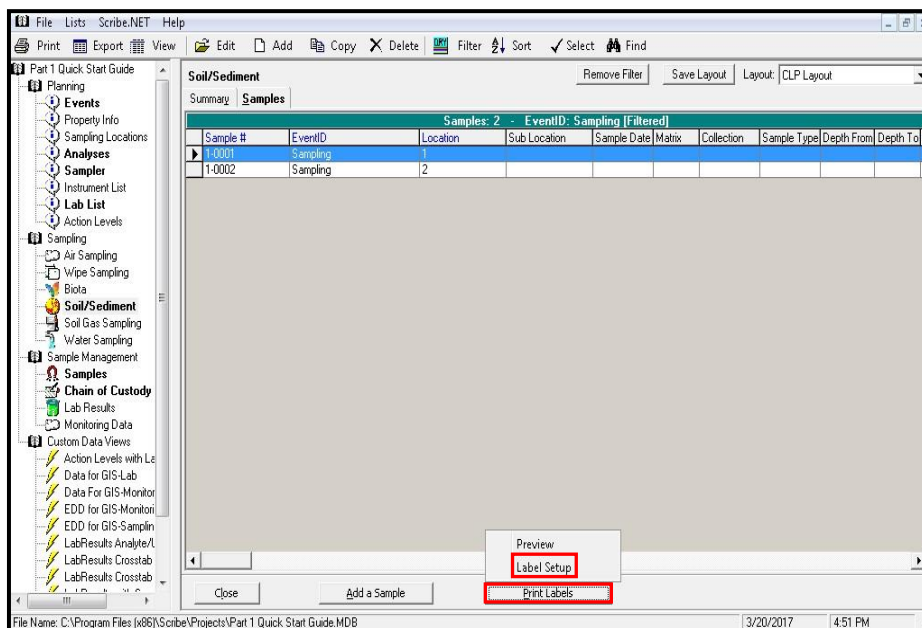


## Print Labels

To print labels, return to the **Samples** tab. By default, all samples shown on the screen will be printed. For printing specific samples, use the 'Filter' feature to retrieve specific samples.



1. Click on **Print Labels** button.
2. Select 'Label Setup'.





3. Select a pre-defined label (Avery) in the list or create a new one (Customize).
4. Click 'Next'.

Label Wizard

Select a predefined label in the list or create a new one

Number	Description	Number across
5163	2 x 4	2
5164	3 1/3 x 4	2
5165	8 1/2 x 11	1
5167	1/2 x 1 3/4	4

Measure: ☒ Inch ☐ Cm

Sheet: ☒ One page ☐ Continuous

Show labels: ☒ Predefined ☐ Custom Customize ...

<< Back Next >> Restore Defaults Cancel Finish

5. You may change the design by dragging and dropping fields, or accept the default Label Layout.
6. Click 'Next' to continue.

Label Wizard

Design the Label Layout. Select fields to put on the label. To add a new line, Drag a field from the list and Drop it on the label designer. To change a line's font attributes, Double Click on a line.

**\*\* To add a New Label Line, Drag and Drop a field. \*\***

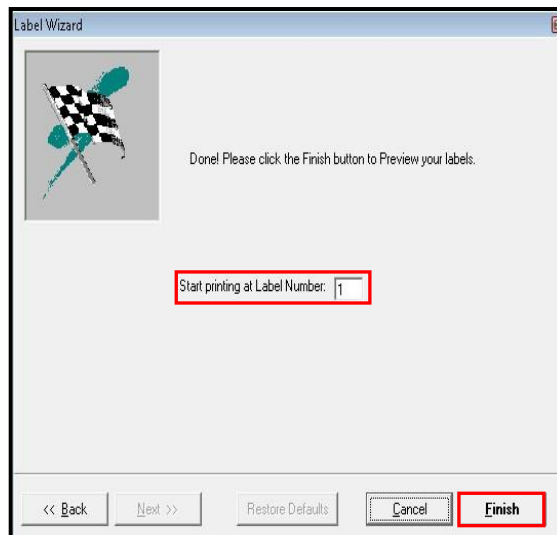
Activity  
Analyses  
CLP\_Sample\_No  
COC  
Coll\_Method  
Collection  
Color  
Concentration  
Containment  
Depth  
Depth Units  
Description  
EventID  
Hue

Sample # [Sample #]  
Date: [Sample Date]  
Location: [Location]  
Analyses: [Analyses]  
Preservation: [Preservation]

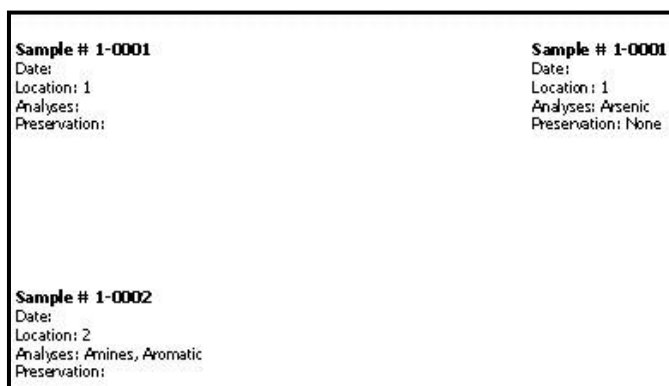
<< Back Next >> Restore Defaults Cancel Finish



7. Enter the Label Number to start printing from.



8. Click 'Finish' to Preview the labels before printing.



9. Click the Printer Icon to print the labels.



10. Click Close.

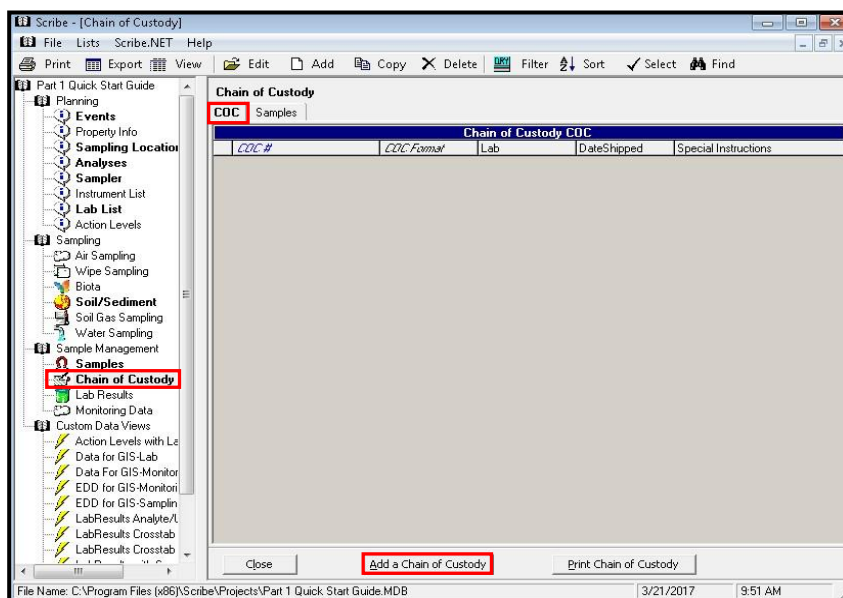


## Chain of Custody

To prepare and print a Chain of Custody:

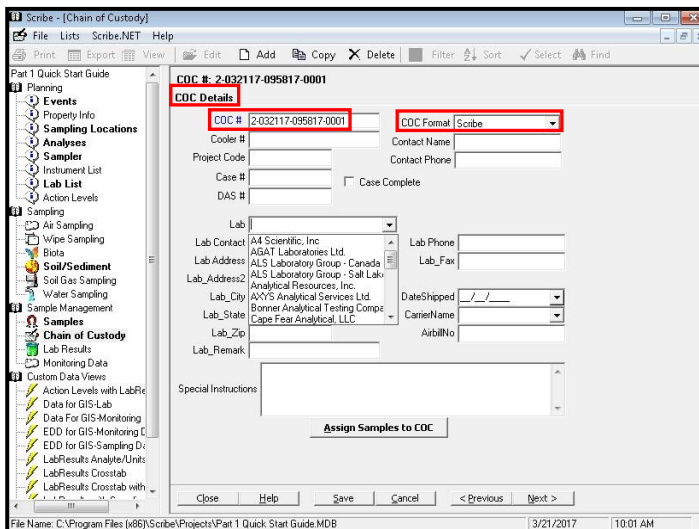
1. Select 'Chain of Custody' in left the Navigation Pane.

2. Click on the 'Add a Chain of Custody' button on the bottom of the window.



3. The COC Details form will come up. Scribe will automatically assign a unique COC number that contains the Region # (2), current date (032117), current time (095817) and COC # (0001). This number can be changed at any time.

4. By default, the COC format will be set to Scribe (if you did not say yes to CLP project when initially starting the new project. **See Starting a New Project.**





5. Fill out the remainder of the COC Details, as needed.  
**Note:** the completion of other COC details will print in the header of the Chain of Custody.
6. Select a Lab from the dropdown box or hand enter the Lab information (if the Lab was not part of the Lab picklist).
7. Select a DateShipped.
8. Select a Carrier Name from the dropdown box or hand enter a new Carrier Name.
9. Add an Airbill number.
10. Add Special Instructions, as needed.

File Name: C:\Program Files (x86)\Scribe\Projects\Part 1 Quick Start Guide.MDB 3/21/2017 10:25 AM

After preparing your Chain of Custody details, you can now assign samples to the Chain of Custody

11. Click 'Assign Samples to COC'.

The list of Samples will display.

12. Click on the 'Select' button on the toolbar and click 'SelectAll' or highlight individual samples if all will not be assigned to the same COC (see step 15). The samples/analyses will be highlighted in blue.

File Name: C:\Program Files (x86)\Scribe\Projects\Part 1 Quick Start Guide.MDB 3/21/2017 11:06 AM

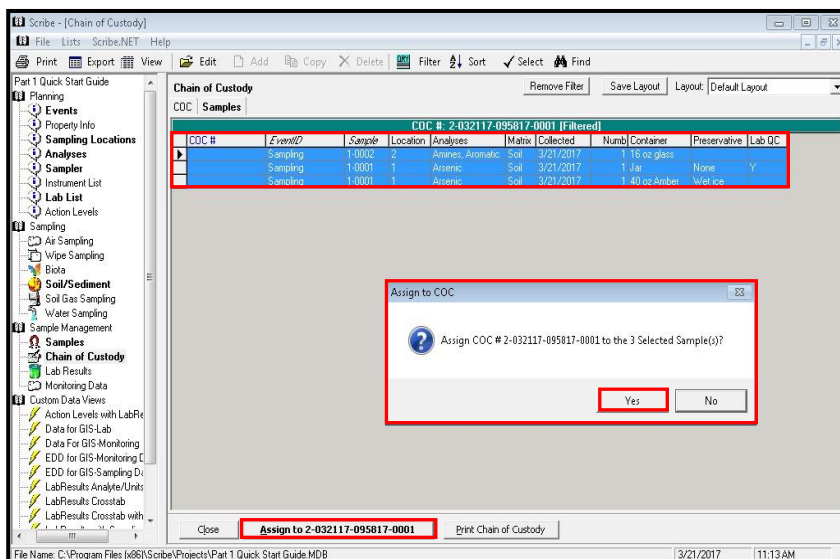




13. Click on the 'Assign to...' button.

14. A prompt will display asking if you want to Assign those selected Sample(s) to the COC.

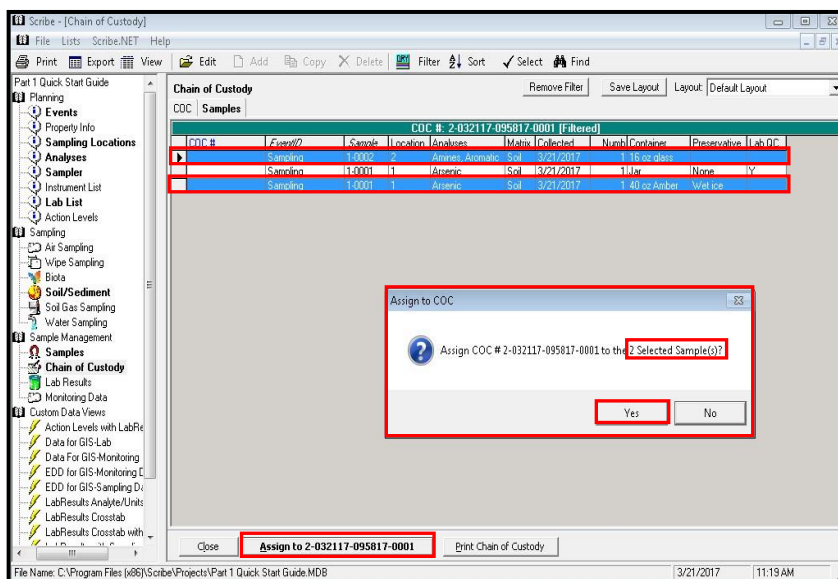
15. Click 'Yes'.



16. To select specific samples, highlight the samples by holding down the **Ctrl** key + Click on the sample(s). Or use the **Shift** + Click to highlight a series of samples.

17. Click on the 'Assign to...' button.

18. Click Yes.





US EPA Environmental Response Team  
Part 1 – Scribe Quick Start Guide

Scribe - [Chain of Custody]

File Lists Scribe.NET Help

Print Export View Edit Add Copy Delete Filter Sort Select Find

Part 1 Quick Start Guide

Planning

Events

Property Info

Sampling Locations

Analyses

Sampler

Instrument List

Lab List

Action Levels

Sampling

Air Sampling

Wipe Sampling

Biota

Soil/Sediment

Soil Gas Sampling

Water Sampling

Sample Management

Samples

Chain of Custody

Lab Results

Monitoring Data

Custom Data Views

Action Levels with LabRe

Data for GIS-Lab

Data For GIS-Monitoring

EDD for GIS-Monitoring C

EDD for GIS-Sampling D

LabResults Analyte/Units

LabResults Crosstab

LabResults Crosstab with

Chain of Custody

COC Samples

Remove Filter Save Layout Layout: Default Layout

COC #: 2-032117-095817-0001 [Filtered]

COC #	EventID	Sample	Location	Analyses	Matrix	Collected	Numl	Container	Preservative	Lab QC
2-032117-095817-0001	Sampling	1-0002	2	Amines, Aromatic	Soil	3/21/2017	1	16 oz glass		
2-032117-095817-0001	Sampling	1-0001	1	Arsenic	Soil	3/21/2017	1	Jar	None	Y
2-032117-095817-0001	Sampling	1-0001	1	Arsenic	Soil	3/21/2017	1	40 oz Amber	Wet ice	

Close Assign to 2-032117-095817-0001 Print Chain of Custody

File Name: C:\Program Files (x86)\Scribe\Projects\Part 1 Quick Start Guide.MDB 3/21/2017 11:28 AM

Samples/Analyses assigned to a Chain of Custody



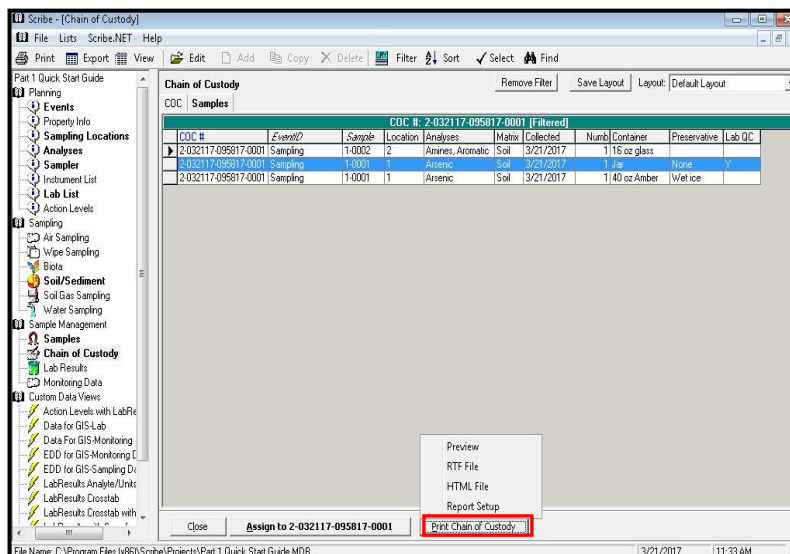


## Print Chain of Custody

To print a Chain of Custody:

1. Click on 'Print Chain of Custody' button on the bottom of the window.
2. Click on Preview, RTF File, or HTML File

Note: The Report Setup window will be displayed first for all options.



The Report Setup screen allows you to customize the Chain of Custody Report Header. Modify the fields as necessary. If the field has a drop down arrow, click on the drop down arrow and select an item from the list (see Planning section lists).

3. Select the COC Report Type.

**Note:** The Lab Copy of the COC should be selected when shipping samples. Certain information about the sample/analysis is omitted from the Lab Copy of the COC (i.e., Site Name).

4. Click 'OK'.

**COC Report Header Settings**

USEPA CHAIN OF CUSTODY RECORD No. [COC # Here]

DateShipped Site # Cooler #

CarrierName Contact Name Lab

AirbillNo Contact Phone Lab Phone

Page Orientation: Landscape  
Font Name: Arial  
Font Size: 8

**\*\* COC Report Type \*\***

☐ Lab Copy ☒ Region Copy

OK Cancel Restore Defaults



- Click on the Printer icon to print.

[illegible][illegible]

This completes the Part 1 -- Quick Start Guide. For more information on any feature discussed in this guide, refer to Part 2 -- Field Use Basics, which presents extensive information on the use of this database.