



ERT

COMPREHENSIVE TRAINING MANUAL
for

SCRIBE v3.10



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TRAINING EXERCISES

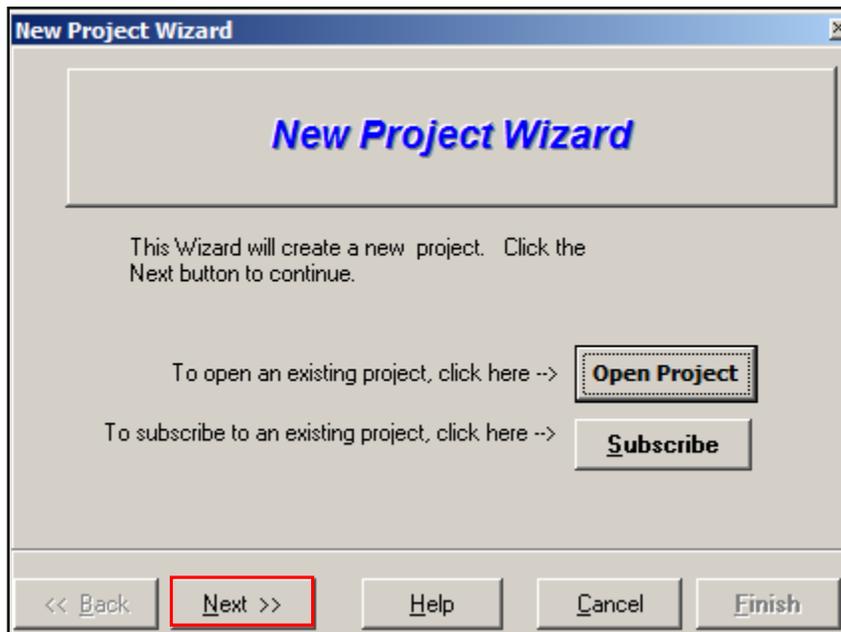
Exercise One – Scribe Basics

Exercise Objective: Start a new Scribe project, customize pick lists and input 5 Soil/Sediment samples. Print sample labels and create a custom Chain of Custody.

Exercise One - Section A: Creating a New Scribe Project

If you are starting Scribe for the first time, the dialog box shown below will be displayed. If you have already created projects in Scribe, follow the directions below to create a new Scribe project:

1. From the Scribe Menu, click on **File**.
2. Select **New Project**.
3. The New Project Wizard dialog box will be displayed.
4. Click the **Next** button.





5. Input a Site Name, Site # and Region here. Leave the option for CLP Project set to **NO**. (See Exercise 10 for a CLP Specific exercise)

6. Use the default Template (**scribe3.mdb**). Templates contain the pick-lists and layouts loaded with your new project.

The screenshot shows the 'New Project Wizard' dialog box with the 'Project Information' step. The fields are filled with: Site Name: Scribe Training, Site #: 08837, Region #: 4, and CLP Project?: NO. A 'browse..' button is next to the text 'Scribe Template .mdb used to create project.' Below this, a text box contains the file path 'C:\Program Files (x86)\Scribe\Template\scribe3.mdb'. At the bottom, the 'Next >>' button is highlighted with a red box.

7. Click the **Next** button.

8. Scribe displays the file name and location where the project will be saved. Click **Finish**.

The screenshot shows the 'New Project Wizard' dialog box with the 'Project File Path' step. It prompts the user to 'Choose the directory and filename to Save this project.' The 'Save Project As:' field contains the path 'C:\Program Files\Scribe\PROJECTS\Scribe Training.MDB'. At the bottom, the 'Finish' button is highlighted with a red box.



Exercise One - Section B: Customizing Lists

The pick lists used in Scribe can be customized for project-specific needs by adding, editing, or deleting from the default choices. Customizing lists is not required before entering sample information, but if time permits, making site-specific customizations can speed sample data entry.

Customize the Analyses list for this project:

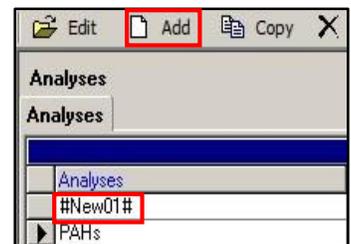
- Under the Planning section in the navigation pane, **click on Analyses.**

Each new Scribe project will have a default list of Analyses which will be shown in the right pane of Scribe. For this example, we will delete all the analyses except **PAHs** and we will add a new analyses named **TAL Metals – 6010B.**



- Delete ALL default analyses except PAHs:
 - Click the **Select** button Select .
 - Click '**Select All**' from the menu.
 - Scroll the list until you see PAHs.
 - Hold the **CTRL** (control) key down and **click once on PAHs** to *de-select* PAHs.
- All analyses except PAHs should remain highlighted.
Click the **Delete** Delete button and confirm to delete all the analyses except PAHs.

- Click the **Add** button and a new line will be added. Replace #New01# with TAL Metals – 6010B.



- Enter the remaining analyses details as shown below. **Note: Be sure to add the turnaround time, container and preservation. When populated here, the information will automatically populate when adding the analyses to a sample. If items are not available in the dropdown picklist, simply type in the required text. It will now be available in the dropdown for future use.**

Analyses: 2								
Analyses	Abbrev	Turnaround Time	Turnaround Time	Container	Preservation	Analyses Type	Program Type	Analytical Method
▶ PAHs		14	Days	4oz Amber		Default	NON-CLP	NIOSH 5515 or 5506
TAL-Metals - 6010B		21	Days	32 oz glass		Generic	NON-CLP	



Customize the Lab list:

1. Under the Planning section in the navigation pane, click on Lab List.
2. Add the laboratory details shown below to add two new labs to the list. These labs will be selected later when creating Chain of Custody forms.
3. Click the **Add** button and a new line will be added. Modify the #New01# line with the details for the lab/s where samples will be sent for analysis. Double-click #New01# if you prefer to enter data in a column view as shown below. After adding the first lab, click the **Add** button again to add the second lab.

Lab	ABC Special Lab	ACME Environmental Lab
Lab Contact	Mr. John J. Chemist	Mrs. Jane Q. Validator
Lab Phone	555-111-2222	555-333-4444
Lab Fax	555-111-2220	555-333-4440
Lab Address	112 Main Street	86 First Avenue
Lab Address2		
Lab City	Anytown	Anytown
Lab State	NJ	NJ
Lab Zip	00000	00000
Lab Remark		

4. Click **Close** when done.



Exercise One - Section C: Input Soil Samples

Configure the Sample IDs (sample mask):

By default, Scribe will automatically increment sample numbers as samples are added in Scribe. If your data management plan defines a specific sample numbering scheme, you can use the sample mask feature in Scribe to accommodate that scheme.

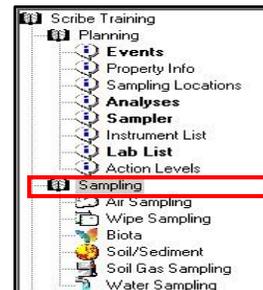
A sample mask in Scribe can contain text and numbers (represented as # signs). The numeric portion of the sample mask will auto-increment as samples are added to Scribe. By default, Scribe prefixes the sample number with the Site number used to start the Scribe project followed by # signs representing the auto incrementing portion of the sample number. There are several options for configuring the sample mask:

- **Numeric only** – The sample mask column will contain only # signs. The number of # signs represent the length of the number. For example ##### (4 pound signs) will build a number like this – 0001, 0002, 0003, etc. We recommend starting with leading zeros at least one digit longer than your anticipated total number of samples. Leading zeros will insure the sample numbers sort correctly.
- **Prefix and Numeric** – A leading prefix can be added before the sample numbers. In the graphic below, the sample numbers all have a prefix.
- **Numeric and Suffix** – A suffix can be added after the sample numbers. For example #####-AS would produce sample numbers like this 0001-AS, 0002-AS, etc.
- **Prefix, Numeric and Suffix** – All three can be combined to create a custom sample number. For instance a sample mask of AS-###-MON would produce sample numbers like this: AS-001-MON, AS-002-MON, AS-003-MON, etc.

Looking at the graphic below, when adding an Air Sample, the sample numbers will be assigned like this – AS-0001, AS-0002, AS-0003. Wipe Samples will be numbered 08837-0001, 08837-0002, 08837-0003, etc.

1. Click on the ‘**Sampling**’ heading on the left side navigation pane.
2. Replace **08837** with **SS** in the **Soil/Sediment** Sample # Mask.
3. Replace **08837** with **AS** in the **Air Sampling** Sample # Mask.

Sampling Task	Visible	Sort	Sample # Mask
Air Sampling	Y	1	AS-####
Wipe Sampling	Y	4	08837-####
Biota	Y	5	08837-####
Soil/Sediment	Y	6	SS-####
Soil Gas Sampling	Y	7	08837-####
Water Sampling	Y	9	08837-####

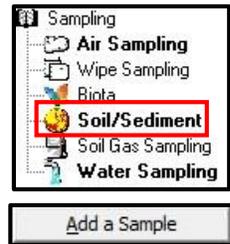


4. Click **Close** when finished.



Add Soil Samples:

1. Click on **Soil/Sediment** under the Sampling section in the navigation pane.
2. Click the **Add a Sample** button on the bottom of the screen.
3. Input the Soil/Sediment Sample **details** and **analysis(es)** shown below.



Below is an example of the Soil/Sediment details screen and the information for the Analysis tab. If the item you need does not appear in a drop down list, you can type directly into the field and the item will be added to the list.

Soil/Sediment: Sample # SS-0001

Sample Details Analysis

EventID: Soil Sampling - Metals Sample Date: 10/19/2018
 Sample #: SS-0001 Sample Time: 08:00 (hh:mm)
 Location: R1 Sampler: START
 Sub Location: Activity:

Matrix: Soil Sampling Depth: Depth From: 1, Depth To: 3, Depth Units: inches
 Collection: Grab
 Sample Type: Field Sample
 Concentration:
 Description:
 Color: Munsel Color Code: Hue, Value/Chroma
 Remarks:

4. After entering sample details, click on the **Analysis** tab for the Soil/Sediment Sample.
5. Input the Analysis information as shown below. Drop down lists will appear when you click in a column. If the item you need does not appear in the drop down list, you can type directly into the field and the item will be added to the list. **Note: If the turnaround time, container and preservation was added earlier under the Analyses section, this information will automatically populate (see Exercise One – Section B: Customizing Lists).**
6. Click **Save** and click the **Close** button when you finish entering sample details and analysis(es).

Sample Details		Analysis				
Sampling Analysis for S						
Analyses/TAT	CLP Sample #	TAG	TAT	TAT Units	Container	No
TAL Metals - 6010B (TAT 21 Days)		A	21	Days	32 oz glass	1

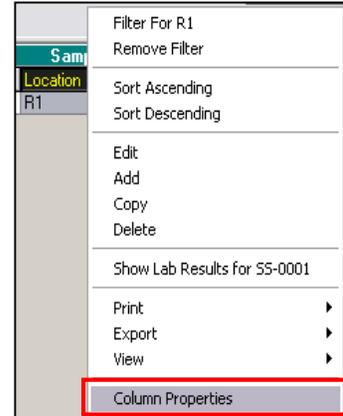


Exercise One - Section D: Using the Scribe Copy Feature

Scribe has a Copy feature to facilitate inputting repetitive information including sample details, sampling events, and monitoring data.

Configure the default Copy Options to *not* copy the LOCATION field

1. Close the sample details screen if it is still open.
2. On the Sample Summary screen, **RT-click** on the column heading for **Location**.
3. Select **Column Properties** at the bottom of the menu.
4. **UNcheck** Copy Column. Copy Column
5. Click **OK**.
6. Click the **Save** button and save your changes to the Default Layout.



Create four (4) more Soil Samples using the Copy button:

1. Highlight the sample to be duplicated.
2. Click the **Copy** button four times.
3. Update the blank Location fields with the **locations** listed:

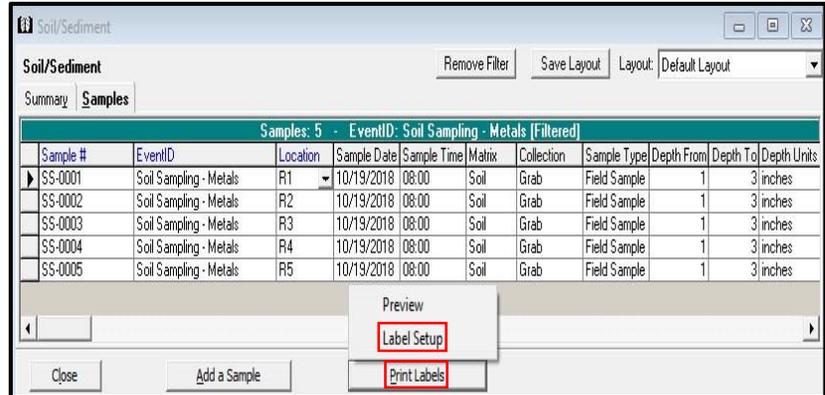
Sample #	EventID	Location
SS-0001	Soil Sampling - Metals	R1
SS-0002	Soil Sampling - Metals	R2
SS-0003	Soil Sampling - Metals	R3
SS-0004	Soil Sampling - Metals	R4
SS-0005	Soil Sampling - Metals	R5



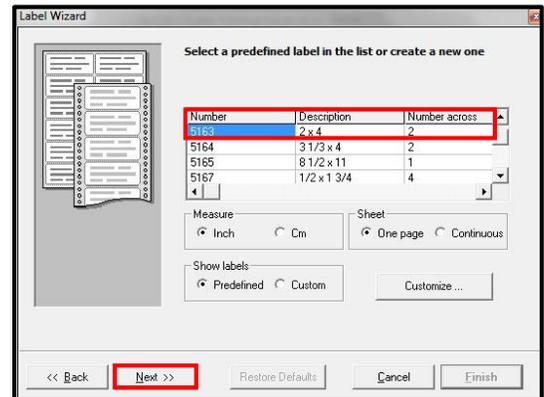
Exercise One - Section E: Print Labels

Print Labels:

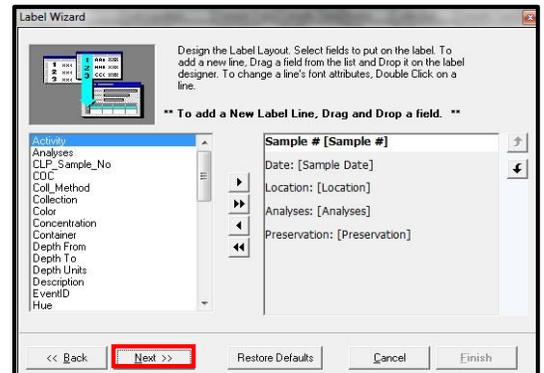
1. Click **Print Labels** at the bottom of the Soil Samples screen.
2. Select **Label Setup**.



3. Select a predefined label. Click **Next** on the label definition screen.

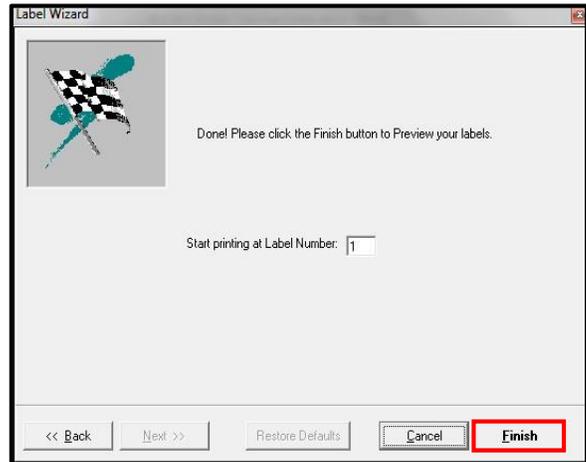


4. Click **Next** on the label design screen.





5. Click **Finish** to preview the sample labels.



6. Click **Close** to return to Scribe.





Exercise One - Section F: Assign Soil Samples to a Chain of Custody (COC)

Assign Samples to a COC:

1. Click on **Chain of Custody** under the Sample Management section in the navigation pane.
2. Click on the **Add a Chain of Custody** button at the bottom of the screen.
3. From the dropdown, select **ABC Special Lab** from the Lab drop-down list.
4. Type the following information into the **Special Instructions** field:
Provide a Scribe compatible EDD and return cooler using enclosed airbill.
5. Click on the **Assign Samples to COC** button.
6. Click on the **Select** button in the toolbar.
7. Choose **Select All** from the menu.
8. Click the **Assign to** button.
9. Click on **Yes** to verify that you want to assign the samples to the chain.

COC #: 4-101918-092337-0001

COC Details

COC # 4-101918-092337-0001 COC Format Scribe

Cooler # Contact Name

Project Code Contact Phone

Case # Case Complete

DAS #

Lab ABC Special Lab

Lab Contact Mr. John J. Chemist Lab Phone 555-111-2222

Lab Address 112 Main Street Lab_Fax 555-111-2220

Lab_Address2

Lab_City Anytown DateShipped / /

Lab_State NJ CarrierName

Lab_Zip 00000 AirbillNo

Lab_Remark

Special Instructions
Provide a Scribe compatible EDD and return cooler using enclosed airbill

Chain of Custody

Chain of Custody Remove Filter Save Layout Layout: Default Layout

COC | Samples

COC #: 4-101918-092337-0001 [Filtered]

COC #	EventID	Sample #	Location	Analyses	Matrix	Sample Date	Sample Time	Numb	Container	Preservative	Lab QC
	Soil Sampling - Met	SS-0002	R2	TAL-Metals - 6010B	Soil	10/19/2018	08:00	1	32 oz glass		
	Soil Sampling - Met	SS-0003	R3	TAL-Metals - 6010B	Soil	10/19/2018	08:00	1	32 oz glass		
	Soil Sampling - Met	SS-0004	R4	TAL-Metals - 6010B	Soil	10/19/2018	08:00	1	32 oz glass		
	Soil Sampling - Met	SS-0005	R5	TAL-Metals - 6010B	Soil	10/19/2018	08:00	1	32 oz glass		
	Soil Sampling - Met	SS-0001	R1	TAL-Metals - 6010B	Soil	10/19/2018	08:00	1	32 oz glass		

Close **Assign to 4-101918-092337-0001** Print Chain of Custody

Chain of Custody

Chain of Custody Remove Filter Save Layout Layout: Default Layout

COC | Samples

COC #: 4-101918-092337-0001 [Filtered]

COC #	EventID	Sample #	Location	Analyses	Matrix	Sample Date	Sample Time	Numb	Container	Preservative	Lab QC
4-101918-092337-0	Soil Sampling - Met	SS-0002	R2	TAL-Metals - 6010B	Soil	10/19/2018	08:00	1	32 oz glass		
4-101918-092337-0	Soil Sampling - Met	SS-0003	R3	TAL-Metals - 6010B	Soil	10/19/2018	08:00	1	32 oz glass		
4-101918-092337-0	Soil Sampling - Met	SS-0004	R4	TAL-Metals - 6010B	Soil	10/19/2018	08:00	1	32 oz glass		
4-101918-092337-0	Soil Sampling - Met	SS-0005	R5	TAL-Metals - 6010B	Soil	10/19/2018	08:00	1	32 oz glass		
4-101918-092337-0	Soil Sampling - Met	SS-0001	R1	TAL-Metals - 6010B	Soil	10/19/2018	08:00	1	32 oz glass		

Close **Assign to 4-101918-092337-0001** Print Chain of Custody



Exercise One - Section G: Create a Custom Chain of Custody and Layout

Design a Custom Chain of Custody for Soil Samples:

1. Click on the  View button in the toolbar.
2. Choose **Select Columns** from the menu.
3. Scroll through the list and **REMOVE check marks** from the following fields:
 - EventID
 - Location
 - Preservative
4. Scroll through the list and **ADD check marks** to the following fields:
 - Depth
 - Depth Units
 - Depth_To
5. Click **OK** to close the field selection window.
6. Click the  Save Layout button.
7. Type Soil Sample Chain and click the **Save** button.

Preview the Chain of Custody:

1. Click the  Print Chain of Custody button at the bottom of the screen.
2. Select **Preview** from the menu. Click the **OK** button.

Page 1 of 1

USEPA CHAIN OF CUSTODY RECORD No: 4-101918-092337-0001

Date Shipped: Site #: 08837 Cooler #:
Carrier Name: Contact Name: Lab: ABC Special Lab
Airbill No: Contact Phone: Lab Phone: 555-111-2222

Lab #	Sample #	Analyses	Matrix	Sample Date	Sample Time	Numb Cont	Container	Depth	Depth_to	Depth Units	Lab QC
	SS-0002	TAL-Metals - 6010B	Soil	10/19/2018	08:00	1	32 oz glass	1	3	inches	
	SS-0003	TAL-Metals - 6010B	Soil	10/19/2018	08:00	1	32 oz glass	1	3	inches	
	SS-0004	TAL-Metals - 6010B	Soil	10/19/2018	08:00	1	32 oz glass	1	3	inches	
	SS-0005	TAL-Metals - 6010B	Soil	10/19/2018	08:00	1	32 oz glass	1	3	inches	
	SS-0001	TAL-Metals - 6010B	Soil	10/19/2018	08:00	1	32 oz glass	1	3	inches	

Special Instructions: Provide a Scribe compatible EDD and return cooler using enclosed airtail

SAMPLE S TRANSFERRED FROM CHAIN OF CUSTODY #

Items/Reason	Relinquished by (Signature and Organization)	Date/Time	Received by (Signature and Organization)	Date/Time	Sample Condition Upon Receipt



Exercise One – Section H: Publish to Scribe.NET

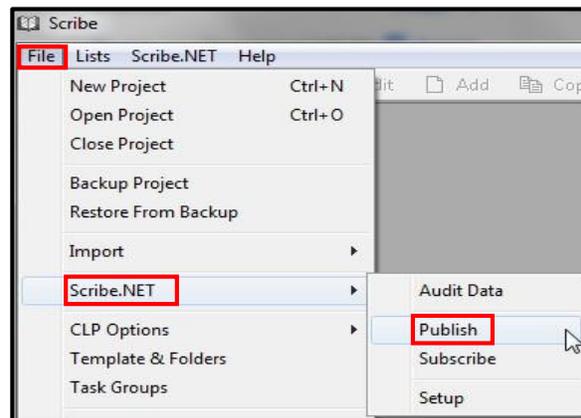
Scribe.NET provides a method of storing and sharing Scribe projects. Scribe projects are “Published” from the Scribe desktop software. By default, Scribe desktop clients have access to generic publisher accounts (e.g. USEPA Region 1, USEPA Region 2, etc.) in order to quickly and easily publish their project to Scribe.NET. When publishing a project, select the corresponding Region that the project is associated with. No password is needed for the generic publisher accounts. In this exercise, we will “Publish” our project to a specific Publisher Account which requires a password.

At a minimum, publishing a Scribe project ensures a secure off-site backup of the data should anything happen to the Scribe computer. As such, Scribe projects can be published each time new data is added, thus keeping the Scribe.NET backup up-to-date. When a Scribe project is published, e-Mail notifications can be configured to alert Scribe data users that new data is available to be retrieved via their Scribe subscription. Subscriptions will be discussed later.

Note: An Internet Connection is required to Publish and/or Subscribe.

Publish to Scribe.NET:

1. Click on **File | Scribe.NET | Publish**
2. Click **Next**

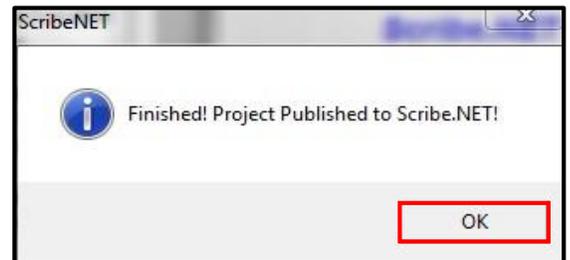


3. Enter the following Publisher Information:
PublisherID: **Scribe Training**
Password: **training** (case-sensitive)
4. Click **Publish**.



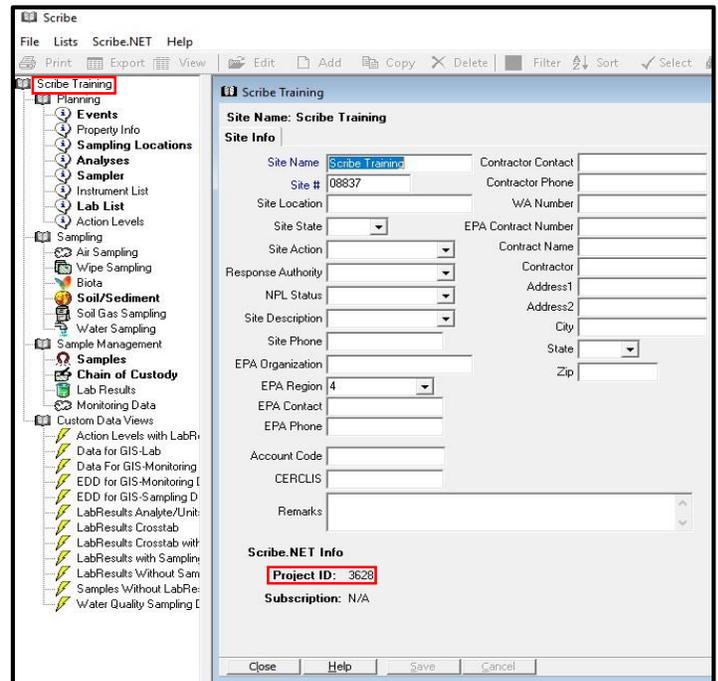


5. Click **OK** when the publisher wizard finishes.



6. Double-click on the Scribe project name. The Site Info table will open and the Scribe.NET Project ID will be displayed at the bottom of the screen.

If other users will need access to the published project, a subscription can be created by emailing ertsupport@epa.gov with the Project Name and Scribe.NET Project ID and requesting a subscription.





Exercise Two – Basic Samples Importing

Exercise Objective: Import Air Samples, Backup a Scribe project and use the Copy Event feature

Exercise Two - Section A: Import Air Samples

Scribe supports importing of data to facilitate data entry. Rather than re-typing data into Scribe from another source (i.e. a spreadsheet), the data can be automatically imported into Scribe therefore reducing level of effort and transcription errors. Backing up your project ensures that you can restore back to a prior version in the event your database becomes corrupt or you import the wrong information.

Import Air Samples:

1. Click on **File** in the menu at the top of the screen.
2. Select **Import**.
3. Select **Custom Import**.
4. Click on the **Yes** button when prompted to backup your project.
5. Click on the **Save** button to save your Scribe backup to the default location.
6. Click **OK** when Backup is complete.

The Import Data Wizard screen will be displayed.

7. Select **Air Sampling** from the Data Category pick list.
8. Click **Browse** and select the **Air Samples – Morning.csv** file from the Scribe Student Files folder as the Import Data File.
9. Click the **Next** button.

Import Data Wizard

Scribe Import Data Wizard

1. Choose the type of data to import from the list below:

Data Category:
Air Sampling

2. Pick the data to import into Scribe:

• Import Data File **browse..**
C:\Desktop\Scribe Student Files\Air Samples - Morning.csv

Table Name:
[Empty]

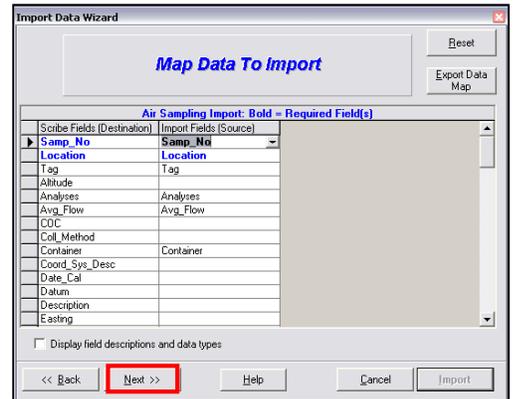
3. Select or enter a new script name:

Script Name:
default

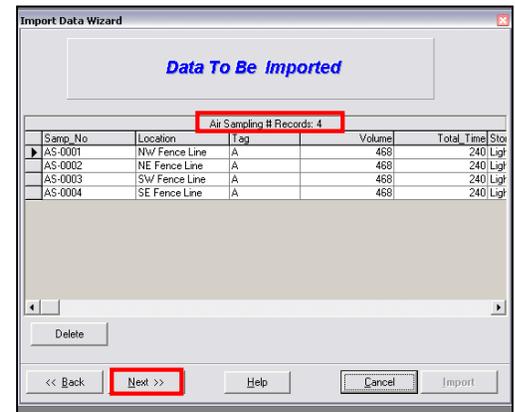
<< Back Next >> Help Cancel Import



10. Click **Next** on the “Map Data to Import” screen. Because the spreadsheet used the same column headings as Scribe, the matching fields mapped automatically. Later in the guide, you will practice mapping in a spreadsheet



11. The “Data To Be Imported” screen is a preview of how the columns were mapped and it shows the number of records to be imported. Make note of the number of records. If you notice that something was mapped incorrectly, hit the back button and fix the mapping. Otherwise, Click **Next** on the “Data To Be Imported” screen.

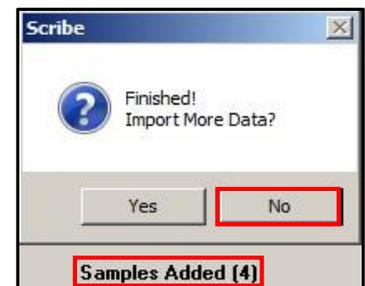


12. Select Add New data records.

13. Click **Import** on the “Ready To Import” screen.



14. When the "Finished" box is displayed, verify that the number of records imported matches the number that was listed on the “Data To Be Imported” screen in step 10 above. Click on **No** to “Import More Data”.





Exercise Two - Section B: Copy Event

Events provide another level of grouping for your sampling effort. The Copy Event feature is particularly useful for repetitive sampling efforts. The example below will demonstrate how the Copy Event feature can be used during fixed air station sampling. You can copy an entire Event and automatically build the samples for the next round (Event) of air sampling.

Set the Sample Number (seed):

Since we imported the air samples in the previous exercise, rather than adding them through the Scribe interface, Scribe does not know the last Sample ID that was used. In order for Scribe to correctly auto-number the new samples, you must set the Last Number (seed) for Air Sampling to "4". This tells Scribe to begin with AS-0005 as the next Sample ID for Air Samples.

1. Click on the **Sampling** heading in the navigation pane.



2. Type a **4** in the "Last Number" field for the Air Sampling task.
3. Click **Close**.

Sampling Task	Visible	Sort	ID # Mask	Last Number	Tag Mask
▶ Air Sampling	Y	1	AS-####	4	
Wipe Sampling	Y	4	08837-####	0	
Biota	Y	5	08837-####	0	
Soil/Sediment	Y	6	SS-####	5	
Soil Gas Sampling	Y	7	08837-####	0	
Water Sampling	Y	9	08837-####	0	

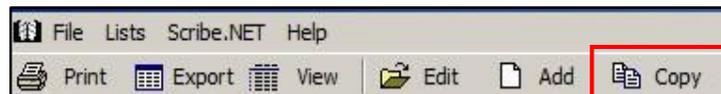
Copy the morning air sampling event to create an afternoon air sampling event:

4. Click on the **Air Sampling** task in the Sampling section of the navigation pane.
5. Make sure the **Summary** tab is the active view.



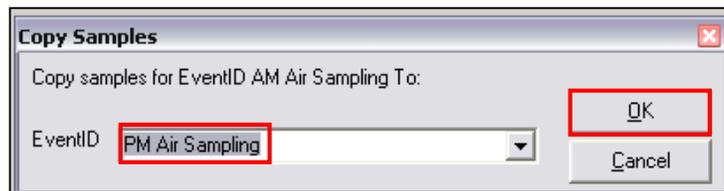
Air Sampling Summary				
EventID	EventDate	No. of	Remarks	
▶ AM Air Sampling		4		

6. Click the **Copy** button in the toolbar at the top of the screen.



7. Name the new event as **PM Air Sampling** in the Event ID field.

8. Click **OK**.





The four (4) newly created samples will be displayed. Switch to the Summary tab to see both sampling events.

Air Sampling		
Summary	Samples	
Sample #	EventID	Location
AS-0005	PM Air Sampling	NW Fence Line
AS-0006	PM Air Sampling	NE Fence Line
AS-0007	PM Air Sampling	SW Fence Line
▶ AS-0008	PM Air Sampling	SE Fence Line

The Air Sampling Summary tab should now have an AM and a PM Air Sampling event with the same sample information. You can now edit the sample specific information for the new samples in the PM Air Sampling Event.

Air Sampling		
Summary	Samples	
EventID	EventDate	No. of
AM Air Sampling		4
▶ PM Air Sampling		4



Exercise Three – Basic Lab Results Importing and Updating Locations

Exercise Objective: Import Lab Data and Create a Custom Import Script

Exercise Three - Section A: Importing Lab Results

It is recommended that Lab Results be imported directly from an electronic data package provided by the Labs. Generally, lab results are voluminous and hand typing the data is not feasible. Lab result templates are available in the Scribe EDD files folder to provide labs with an example of electronic data in a Scribe compatible format.

Open the Student Exercise Site file:

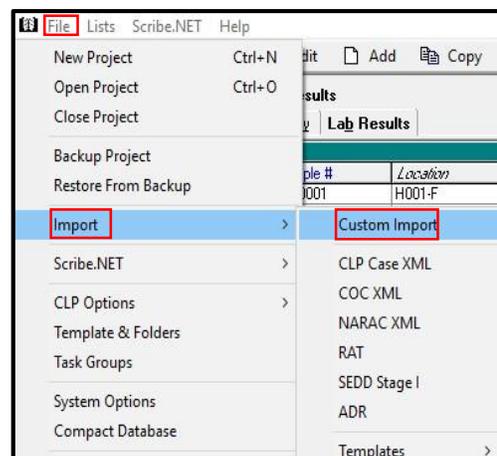
1. Click **File** in the menu at the top of the screen.
2. Select **Open Project**.
3. Select the **Student Exercise Site.mdb** file from the Scribe Student Files folder.
4. Click the **Open** button.
5. Click **Yes** to confirm loading the site.
6. Click on **Lab Results** under the Sample Management section in Scribe
7. Notice the current project contains **1942** lab results.

The screenshot shows the Scribe software interface with the 'Lab Results' table open. A red box highlights the text 'ALL Lab Results: 1942' at the top of the table. The table has columns for Sample #, Location, Lab Matrix, Analysis, Analyte, Result Units, Test Type, Qualifier, Lab Qualifier, MDL, MDL Units, QC Type, and Event. The first few rows are visible, showing sample AS-0001 at location H001-F with various PAHs and Acenaphthene results.

Sample #	Location	Lab Matrix	Analysis	Analyte	Result Units	Test Type	Qualifier	Lab Qualifier	MDL	MDL Units	QC Type	Event
AS-0001	H001-F	Air	PAHs - NIOSH 551	1-METHYLNAPHT	4.9 ppb		<	<	4.9	ppb		AM Air Samplir
AS-0001	H001-F	Air	PAHs - NIOSH 551	2-METHYLNAPHT	5 ppb		<	<	5	ppb		AM Air Samplir
AS-0001	H001-F	Air	PAHs - NIOSH 551	Acenaphthene	4.4 ppb		<	<	4.4	ppb		AM Air Samplir
AS-0001	H001-F	Air	PAHs - NIOSH 551	Acenaphthylene	4.8 ppb		<	<	4.8	ppb		AM Air Samplir

Import additional Lab Results from a spreadsheet:

1. Click **File** in the menu at the top of the screen.
2. Select **Import**.
3. Select **Custom Import**.
4. Click the **No** button when prompted to backup your project.





The Import Data Wizard screen will be displayed.

5. Select **Lab Results** from the Data Category pick list.
6. Click **Browse** and select the **ABC Lab Soil Metals Results.csv** file from the Scribe Student Files folder as the Import Data file.
7. Type **ABC Lab** in the Script Name field (saves mappings for future imports).
8. Click on the **Next** button.



Map the import file's data fields (on the right) to the corresponding Scribe data fields (on the left). Only data that is mapped will be imported. Bolded blue data fields are required.

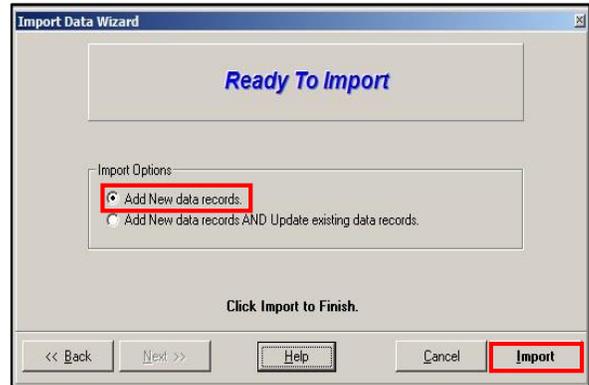
1. Click in the empty field next to **Result_Units**.
2. Select **RUnits** from the drop-down list.
3. Click in the empty field next to **Samp_No** and select **Sample Number** from the drop-down list.
4. Click in the empty field next to **CAS_No** and select **CAS Number** from the drop-down list.
5. Click in the empty field next to **Matrix_ID** and select **Matrix** from the drop-down list.
6. Click the **Next** button.
7. Note the number of records to be imported = **110**. Click **Next** on the Data to be Imported screen and review.

Lab Results Import: Bold = Required	
Scribe Fields (Destination)	Import Fields (Source)
Analysis	Analysis
Analyte	Analyte
Result_Units	RUnits
Samp_No	Sample Number
Analytical_Method	Analytical_Method
Basis	
Cas_no	CAS Number
Comments	
Date_Analyzed	Date_Analyzed
Date_Collected	
Date_Extracted	
Date_Received	
Detected	
Dilution_Factor	
Extraction_Method	
Final_Volume	
Final_Volume_Unit	
Lab_Batch_No	
Lab_Coc_No	
Lab_Location_ID	
Lab_Name	Lab_Name
Lab_Result_Qualifier	Lab_Result_Qualifier
Lab_Samp_No	Lab_Samp_No
Matrix_ID	Matrix
MDL	MDL
MDL_Units	MDL_Units
Percent_Lipids	

Data To Be Imported				
Lab Results # Records: 110				
Samp_No	Result_Units	Analyte	Analysis	Result_Qualifier
SS-0001	mg/Kg	ALUMINUM	Sw6010	
SS-0001	mg/Kg	ANTIMONY	Sw6010	B
SS-0001	mg/Kg	ARSENIC	Sw6010	
SS-0001	mg/Kg	BARIUM	Sw6010	
SS-0001	mg/Kg	BERYLLIUM	Sw6010	
SS-0001	mg/Kg	CADMIUM	Sw6010	
SS-0001	mg/Kg	CALCIUM	Sw6010	
SS-0001	mg/Kg	CHROMIUM	Sw6010	
SS-0001	mg/Kg	COBALT	Sw6010	
SS-0001	mg/Kg	COPPER	Sw6010	
SS-0001	mg/Kg	IRON	Sw6010	H
SS-0001	mg/Kg	LEAD	Sw6010	H



- The records to be imported do not already exist in the project, so select the “**Add New data records**” option.
- Click **Import** on the Ready to Import screen.
- When the “Finished” window is displayed, verify that **110** records were imported. Click **NO** on the “Finished, import more data window”.



- Click on **Lab Results** under the Sample Management section in the navigation pane and review the imported lab results. The total number of Lab Results should now be **2052**.

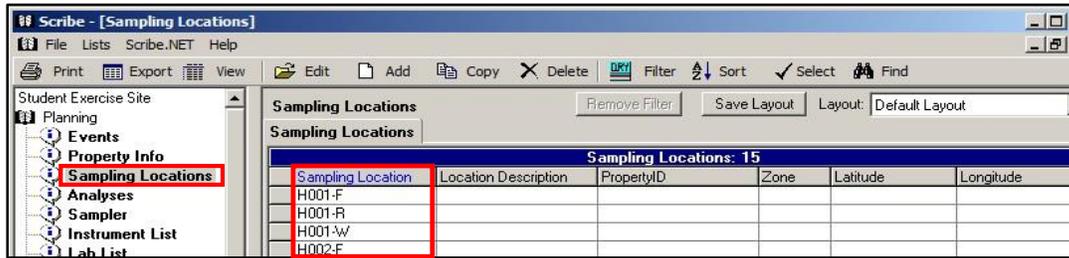
Sample #	Location	Lab Matrix	Analysis	Analyte	Result	Units
AS-0001	H001-F	Air	PAHs - NIOSH 551	1-METHYLNAPHT	4.9	ppb
AS-0001	H001-F	Air	PAHs - NIOSH 551	2-METHYLNAPHT	5	ppb
AS-0001	H001-F	Air	PAHs - NIOSH 551	Acenaphthene	4.4	ppb
AS-0001	H001-F	Air	PAHs - NIOSH 551	Acenaphthylene	4.8	ppb
AS-0001	H001-F	Air	PAHs - NIOSH 551	ANTHRACENE	3.9	ppb
AS-0001	H001-F	Air	PAHs - NIOSH 551	Benzo(a)anthracen	3.1	ppb
AS-0001	H001-F	Air	PAHs - NIOSH 551	Benzo(a)pyrene	3.1	ppb
AS-0001	H001-F	Air	PAHs - NIOSH 551	Benzo(b)fluoranthene	2.8	ppb
AS-0001	H001-F	Air	PAHs - NIOSH 551	BENZO(E)PYRENE	2.8	ppb
AS-0001	H001-F	Air	PAHs - NIOSH 551	BENZO(K)FLUORANTHENE	3.1	ppb
AS-0001	H001-F	Air	PAHs - NIOSH 551	Biphenyl	4.7	ppb
AS-0001	H001-F	Air	PAHs - NIOSH 551	Carbazole	4.6	ppb
AS-0001	H001-F	Air	PAHs - NIOSH 551	CHRYSENE	2.7	ppb
AS-0001	H001-F	Air	PAHs - NIOSH 551	Dibenzofuran	4.2	ppb
AS-0001	H001-F	Air	PAHs - NIOSH 551	FLUORANTHENE	3.6	ppb
AS-0001	H001-F	Air	PAHs - NIOSH 551	Fluorene	4.3	ppb
AS-0001	H001-F	Air	PAHs - NIOSH 551	Naphthalene	5.4	ppb
AS-0001	H001-F	Air	PAHs - NIOSH 551	PHENANTHRENE	3.8	ppb
AS-0001	H001-F	Air	PAHs - NIOSH 551	PYRENE	3.4	ppb
AS-0002	H002-F	Air	PAHs - NIOSH 551	1-METHYLNAPHT	4	ppb



Exercise Three - Section B: Importing Updated Location Information

The previous import brought new data into Scribe. However, the import feature can also be used to update data that already exists in Scribe. In the section below, Locations will be updated with Latitude, Longitude, Property IDs and Descriptions.

1. Open the Sampling Locations table in Scribe and review the existing information. The Locations were added when the samples were entered but no additional Location information has been entered.



2. Open the “**Location Update Import.csv**” file located in your Scribe Student Files folder. In order for records to be updated, the Location name in the import file must exactly match the Location name already in Scribe. For example, if the Location in Scribe is H001-F, the location in the Import file must be H001-F and not H001_F in order for the records to be updated. Upon import, Scribe will add the additional information to the matching locations (LocationDescription, PropertyID, etc).

	A	B	C	D	E
1	Location	LocationDescription	PropertyID	Latitude	Longitude
2	H001-F	Front Yard	H001	37.708945	-122.46108
3	H001-R	Back Yard	H001	37.708803	-122.461257
4	H001-W	Water Well	H001	37.708964	-122.46119
5	H002-F	Front Yard	H002	37.708969	-122.460872

3. Close the “**Location Update Import.csv**”.
4. Switch back to Scribe.
5. Click on **File** in the menu at the top of the screen.
6. Select **Import**.
7. Select **Custom Import**.
8. Click on the **Yes** button when prompted to backup your project.
9. Click **Save** and **Ok** to complete the backup process.



10. Select **Sampling Locations** as the Data Category.
11. Browse to the **Location Update Import.csv** file in the Scribe Student Files folder.
12. Leave the Script Name as **default**.
13. Leave the Template as the default **Scribe3.mdb**.
14. Click **Next**.

15. Since the import spreadsheet uses the same field names as Scribe's field names, the columns are automatically mapped. Click **Next**.

Scribe Fields (Destination)	Import Fields (Source)
Location	Location
PropertyID	PropertyID
Northing	
Longitude	Longitude
LocationZone	
LocationDescription	LocationDescription
LocationComment	
Latitude	Latitude

16. Preview the data to be imported. There are 15 locations in the spreadsheet. Click **Next**.

Location	PropertyID	Longitude	LocationDescription
H001-F	H001	-122.46108	Front Yard
H001-R	H001	-122.461257	Back Yard

17. Since this import will be updating the existing locations, select the option to “**Add New data records AND Update existing data records**”.

18. Click **Import**.



19. When the import is completed, a summary of the import is displayed. It is important to read the summary and make sure the import worked as expected. In this case, 15 records were updated, which was expected.

However, if the import summary showed that some records were Added, that would indicate that the location name in the import file didn't exactly match the locations already in Scribe. Since the import option selected serves the function to "Add New data records AND Update existing data records", any locations that don't exactly match what is in Scribe, will be Added and the ones that match will be updated.



20. Click **No** on the Finished! window.

21. Navigate to the **Sampling Locations** section and preview the information that was updated for each location.

Sampling Location	Location Description	PropertyID	Latitude	Longitude
H001-F	Front Yard	H001	37.708945	-122.46108
H001-R	Back Yard	H001	37.708803	-122.461257
H001-W	Water Well	H001	37.708964	-122.46119
H002-F	Front Yard	H002	37.708969	-122.460872

22. Publish project to Scribe.NET

Since new data was added since the last publish (lab results and location updates), the project should be published for backup and sharing purposes.

- Click on File | Scribe.NET | Publish
- PublisherID: **Scribe Training**
- Password: **training** (case-sensitive)
- Click **Publish**.



Exercise Four – Basic Scribe Tools

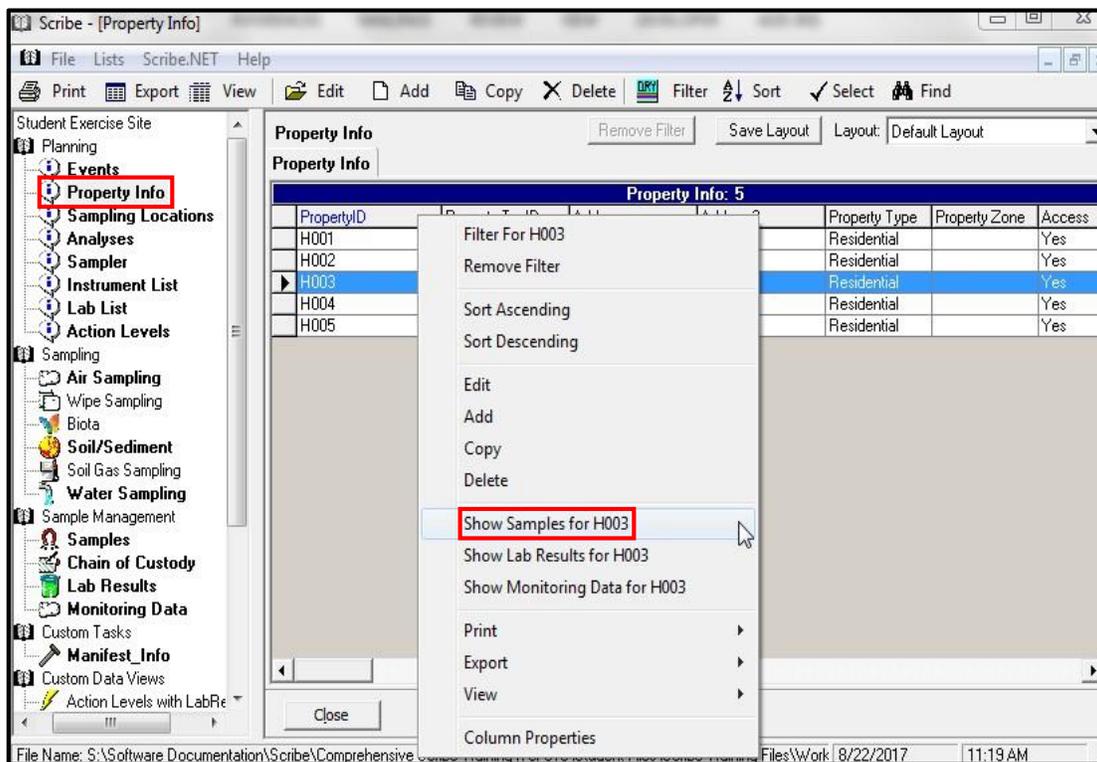
Exercise Objective: Review Scribe Data, Use Advanced Data Management Tools (i.e. Find, Filter, Sort and Export)

Exercise Four - Section A: Quick Sorts and Filters

Quick sorts and filters are features built into Scribe's menu options. To access these menus, use the RT-click button while pointing to a field or column heading.

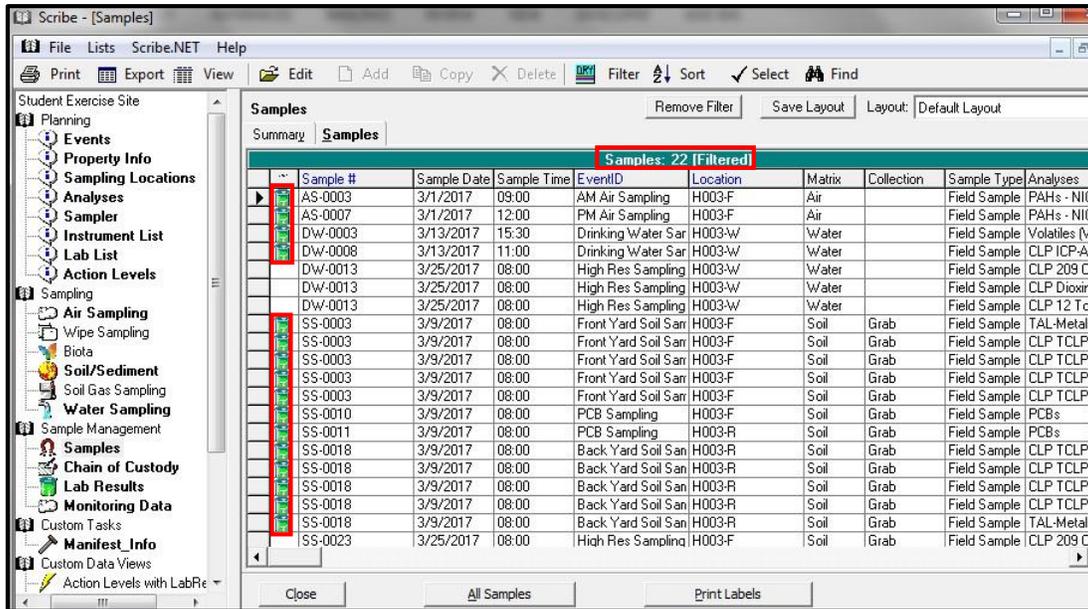
Find samples and lab results that are related to a particular property that was sampled:

1. Click on **Property Info** in the navigation pane.
2. Highlight **H003** under Property ID.
3. **RT-click** H003 and select **Show Samples for H003**.



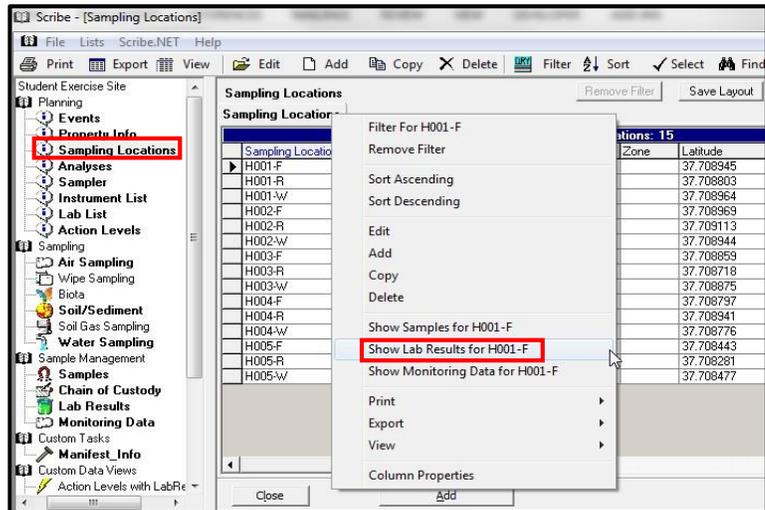


Scribe returns 22 Samples. **Note:** the green beaker next to the sample number indicates that lab results exist for those samples.



Find Lab Results for a particular sampling location:

1. Click on **Sampling Locations** in the navigation pane.
2. Highlight **H001-F** under Sampling Locations
3. **RT-click** on H001-F and select **Show Lab Results for H001-F**.





Scribe returns the **193** lab results for that location.

Sample #	Location	Lab Matrix	Analysis	Analyte	Result	Units	Test Type	Qualifier
AS-0001	H001-F	Air	PAHs - NIOSH 551	1-METHYLNAPHT	4.9	ppb		
AS-0001	H001-F	Air	PAHs - NIOSH 551	2-METHYLNAPHT	5	ppb		
AS-0001	H001-F	Air	PAHs - NIOSH 551	Acenaphthene	4.4	ppb		
AS-0001	H001-F	Air	PAHs - NIOSH 551	Acenaphthylene	4.8	ppb		
AS-0001	H001-F	Air	PAHs - NIOSH 551	ANTHRACENE	3.9	ppb		
AS-0001	H001-F	Air	PAHs - NIOSH 551	Benzo(a)anthracen	3.1	ppb		
AS-0001	H001-F	Air	PAHs - NIOSH 551	Benzo(a)pyrene	3.1	ppb		
AS-0001	H001-F	Air	PAHs - NIOSH 551	Benzo(b)fluoranthene	2.8	ppb		
AS-0001	H001-F	Air	PAHs - NIOSH 551	BENZO(E)PYRENE	2.8	ppb		
AS-0001	H001-F	Air	PAHs - NIOSH 551	BENZO(K)FLUORANTHENE	3.1	ppb		
AS-0001	H001-F	Air	PAHs - NIOSH 551	Biphenyl	4.7	ppb		
AS-0001	H001-F	Air	PAHs - NIOSH 551	Carbazole	4.6	ppb		
AS-0001	H001-F	Air	PAHs - NIOSH 551	CHRYSENE	2.7	ppb		
AS-0001	H001-F	Air	PAHs - NIOSH 551	Dibenzofuran	4.2	ppb		
AS-0001	H001-F	Air	PAHs - NIOSH 551	FLUORANTHENE	3.6	ppb		
AS-0001	H001-F	Air	PAHs - NIOSH 551	Fluorene	4.3	ppb		
AS-0001	H001-F	Air	PAHs - NIOSH 551	Naphthalene	5.4	ppb		
AS-0001	H001-F	Air	PAHs - NIOSH 551	PHENANTHRENE	3.8	ppb		
AS-0001	H001-F	Air	PAHs - NIOSH 551	PYRENE	3.4	ppb		
AS-0005	H001-F	Air	PAHs - NIOSH 551	1-METHYLNAPHT	4	ppb		



Exercise Four - Section B: Advanced Sorts, Filters and Layouts

Advanced Sorts and Filters can be used if you need to sort or filter on more than one criteria. These options are found on the top menu bar. As data is added, if the same Sorts and Filters need to be applied, they can be saved as a Layout and quickly reapplied as needed.

Find all lab result records where Arsenic and Chromium results are greater than 20 mg/kg:

1. Select **Lab Results** in the left navigation pane.
2. Click the **Remove Filter** button at the top of the grid to ensure you are working with all the lab results and not a filtered set.
3. Click on the **Filter** button on the top menu bar.
4. Select **ANALYTE** from the pick list.
5. Select '=' from the Operator pick list.
6. Click on the **Select...** button next to Value field to bring up the pick list.
7. Check the boxes next to **Arsenic** and **Chromium**
8. Select **RESULT** from the pick list
9. Select '>' from the Operator pick list.
10. Type '**20**' into the Value field.
11. Select **UNITS** from the pick list.
12. Select '=' from the Operator pick list.
13. Click the **Select...** button next to the Value field.
14. Check the box next to '**mg/Kg**'.
15. Click **OK** to run the query.

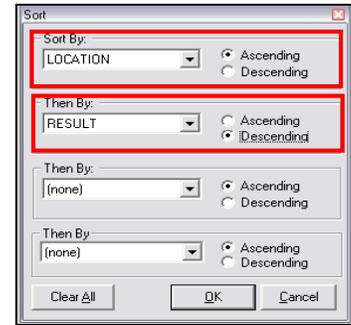
Scribe returns the following results:

Sample #	PropertyID	Location	Analysis	Analyte	Result	Units
SS-0001	H001	H001-F	Sw6010	CHROMIUM	458	mg/Kg
SS-0002	H002	H002-F	Sw6010	ARSENIC	130	mg/Kg
SS-0002	H002	H002-F	Sw6010	CHROMIUM	85	mg/Kg
SS-0003	H003	H003-F	Sw6010	CHROMIUM	80	mg/Kg
SS-0005	H005	H005-F	Sw6010	CHROMIUM	62	mg/Kg
SS-0004	H004	H004-F	Sw6010	CHROMIUM	26	mg/Kg
SS-0003	H003	H003-F	Sw6010	ARSENIC	23	mg/Kg



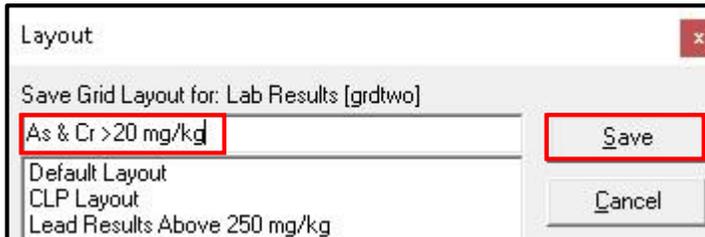
Advanced Sort:

1. Click on the **Sort** button on the top menu bar.
2. Select **LOCATION** from the pick list and choose **Ascending**.
3. Select **RESULT** from the second pick list and choose **Descending**.



Save the Layout:

1. Click on **Save Layout** 
2. Enter a Layout name (i.e., As & Cr >20 mg/kg).
3. Click **Save**.



The layout will save both the Filter and Sort criteria. When new data is added, switching to the custom layout will apply those criteria and run a new query against the full data set.

To demonstrate how saved layouts function, select the “default” layout from the list. Notice the number of records and sort order has changed. Re-select the custom layout created above (As & Cr >20 mg/kg) to reapply the filters and sorts.

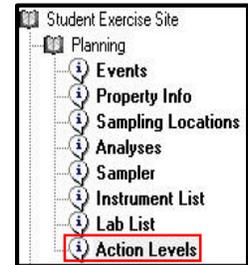


Exercise Four - Section C: Create Reports, Exports and QuickMaps

The Scribe grid screens are ideal for creating custom reports and exports. You can customize the grid to display the data you want to print; export for reporting purposes; or create QuickMaps that will display in Google Earth.

Scribe has an Actions Levels table that can be populated with levels specific to your project.

1. Click on **Action Levels** under Planning in the Navigation Pane.
2. The table includes specific Action Levels that are pertinent to your project.

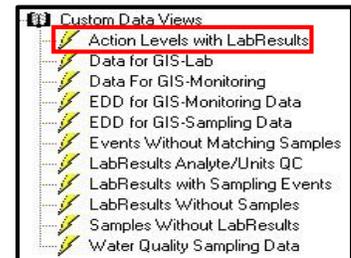


Action Levels						
Source ID	Matrix	Analyte	CAS NO	Value	Unit	Notes
▶ RSL MCL	Water	Arsenic, Inorganic	7440-38-2	10	ug/L	Regional Screening Level (RSL) (TR=1E-06, HQ=1) May 2016
RSL MCL	Water	Lead and Compour	7439-92-1	15	ug/L	Regional Screening Level (RSL) (TR=1E-06, HQ=1) May 2016
RSL TAPWATER	Water	Arsenic, Inorganic	7440-38-2	0.052	ug/L	Regional Screening Level (RSL) (TR=1E-06, HQ=1) May 2016
RSL TAPWATER	Water	Lead and Compour	7439-92-1	15	ug/L	Regional Screening Level (RSL) (TR=1E-06, HQ=1) May 2016

Create a report for all Arsenic results exceeding the RSL MCL for Drinking Water:

There is a query (Custom Data Views) in Scribe that joins the Actions Levels table to the Lab Results table. That query will be used to generate a report.

1. Click on **Action Levels with Lab Results** under Custom Data Views in the Navigation Pane.





2. Click on the **Filter** button on the top menu bar.
3. Select **Analyte** from the pick list.
4. Select **'='** from the Operator pick list.
5. Click on the **Select...** button next to Value field to bring up the pick list.
6. Check the box for **Arsenic**.
7. Select **RESULT AT OR ABOVE** from the pick list.
8. Select **'='** from the Operator pick list.
9. Select **YES** from the Value field.
10. Select **Result Qualifier** from the pick list.
11. Select **'='** from the Operator picklist.

12. Select the **blank**.

13. Click **OK** to run the query.

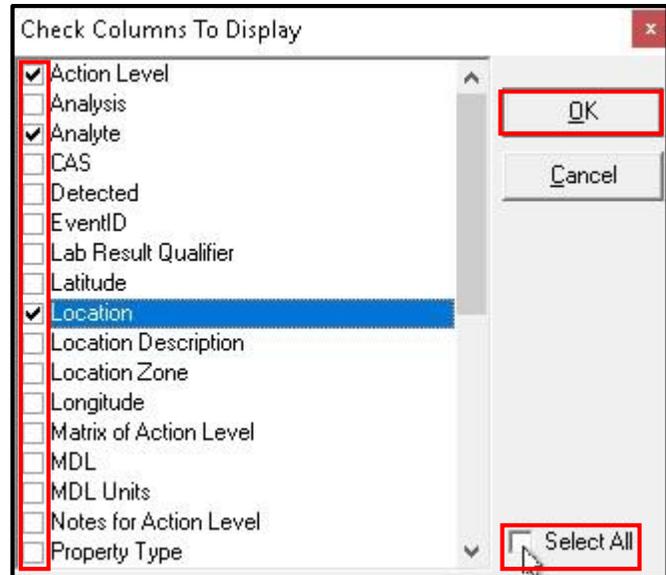
Scribe returns the following results.

Action Levels with LabResults: 3 [Filtered]															
SourceID for Action Level	Sample #	Sample Date	Location	Analysis	Analyte	CAS	Sample Matrix	Detected	Action	Result At or Above	Result	Result Units	Result Qualifier	MDL	MDL Units
RSL TAPWATER	DW-0007	3/13/2017	H002-w/	ICP-AES Metals	Arsenic	7440-38-2	Water	Y	0.052	YES	5	ug/L		0.11	ug/L
RSL TAPWATER	DW-0009	3/13/2017	H004-w/	ICP-AES Metals	Arsenic	7440-38-2	Water	Y	0.052	YES	3	ug/L		0.11	ug/L
RSL TAPWATER	DW-0010	3/13/2017	H005-w/	ICP-AES Metals	Arsenic	7440-38-2	Water	Y	0.052	YES	1.9	ug/L		0.11	ug/L



Customize the display for reports:

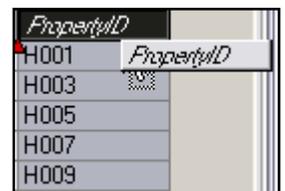
1. Click on the  View button in the toolbar.
2. Choose View | **Select Columns** from the menu.
3. Place a checkmark in the **Select All** box and then remove the checkmark to deselect all of the Columns.
4. Scroll through the list and **place check marks** in the following fields:
 - a. **Action Level**
 - b. **Analyte**
 - c. **Location**
 - d. **PropertyID**
 - e. **Result**
 - f. **Results Units**
 - g. **Sample #**
 - h. **SourceID for Action Level**
5. Click OK to close the field selection window.



Action Levels with LabResults							
SourceID for Action Level	Sample #	Location	Analyte	Action	Result	Result Units	PropertyID
RSL TAPWATER	DW-0007	H002-W	Arsenic	0.052	5	ug/L	H002
RSL TAPWATER	DW-0009	H004-W	Arsenic	0.052	3	ug/L	H004
RSL TAPWATER	DW-0010	H005-W	Arsenic	0.052	1.9	ug/L	H005

Move the Property ID column next to Location column:

1. Click once on the column heading for Property ID. The entire column should be highlighted.
2. Click and hold the mouse button down on the column heading for Property ID. The field name should "float" and two red arrows will appear.
3. Drag the floating field to the left of the Location column and release the mouse button. Property ID will now be next to Location.



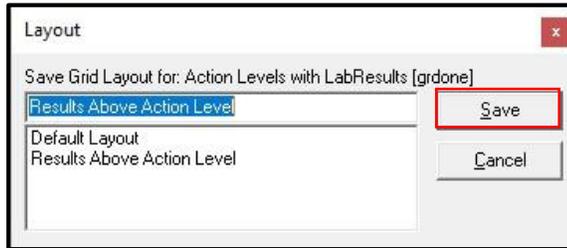
Action Levels with LabResults							
	Sample #	PropertyID	Location	Analyte	Action	Result	Result Units
▶	DW-0007	H002	H002-W	Arsenic	0.052	5	ug/L
	DW-0009	H004	H004-W	Arsenic	0.052	3	ug/L
	DW-0010	H005	H005-W	Arsenic	0.052	1.9	ug/L

4. Click on Save Layout.





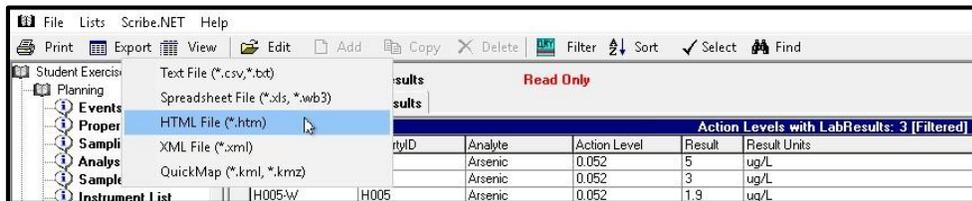
5. Enter new Grid Layout name and click Save.



Export the report to MS Excel or HTML:



1. Click the **Export** button from the top menu bar.
2. Select either Spreadsheet File if you need to do further editing or HTML file if you want to send the report as-is.



3. Enter File name and click Save.



4. The report will be displayed on the screen. The image below is an example of an HTML report produced with the above criteria.

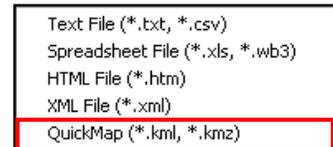
Action Levels with LabResults: 3 [Filtered]						
Sample #	PropertyID	Location	Analyte	Action Level	Result	Result Units
DW-0007	H002	H002-W	Arsenic	0.052	5	ug/L
DW-0009	H004	H004-W	Arsenic	0.052	3	ug/L
DW-0010	H005	H005-W	Arsenic	0.052	1.9	ug/L



Export the report to a QuickMap:

If your data contains latitude and longitude values, you can generate a "QuickMap" to display the data in Google Earth.

1. Click the **Export** button from the top menu bar (or right-click and select Export)
2. Select **QuickMap** from the list.



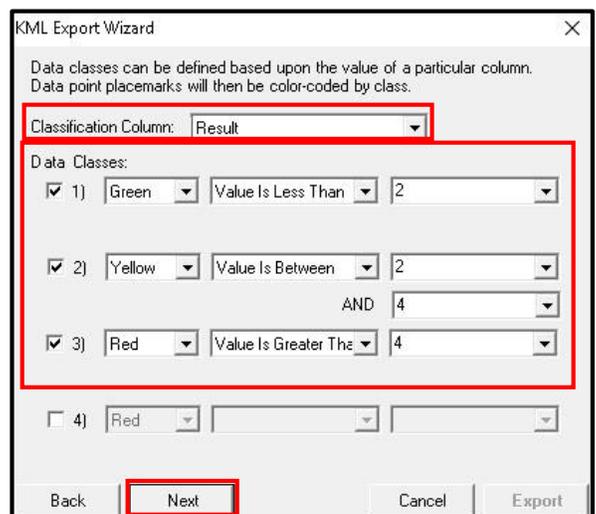
The Scribe KML Export Wizard will be displayed. By default, Scribe's Latitude and Longitude fields will be selected for spatial coordinate information. *These choices can be modified using the drop-down list if you used different fields (i.e., Property_X and Property_Y) for your location coordinate info.*

3. Select **Property ID** in the Caption Column drop-down.
4. Click Next.



5. Select Result in the Classification Column.
6. Complete the next screen using the values shown here. When the map is displayed, the property colors will be based on the result value.

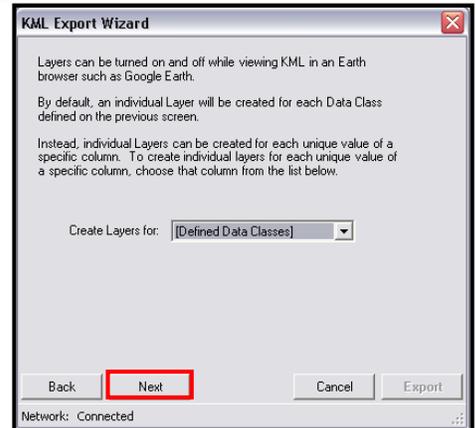
7. Click **Next** when the fields are complete





8. Click **Next**

This screen allows you to create additional layers to turn on and off in Google Earth. For example, if you used Sublocation to define front yards and back yards, you could define a layer for Sublocation and turn the yard info on and off in Google Earth.



9. Click **Export**

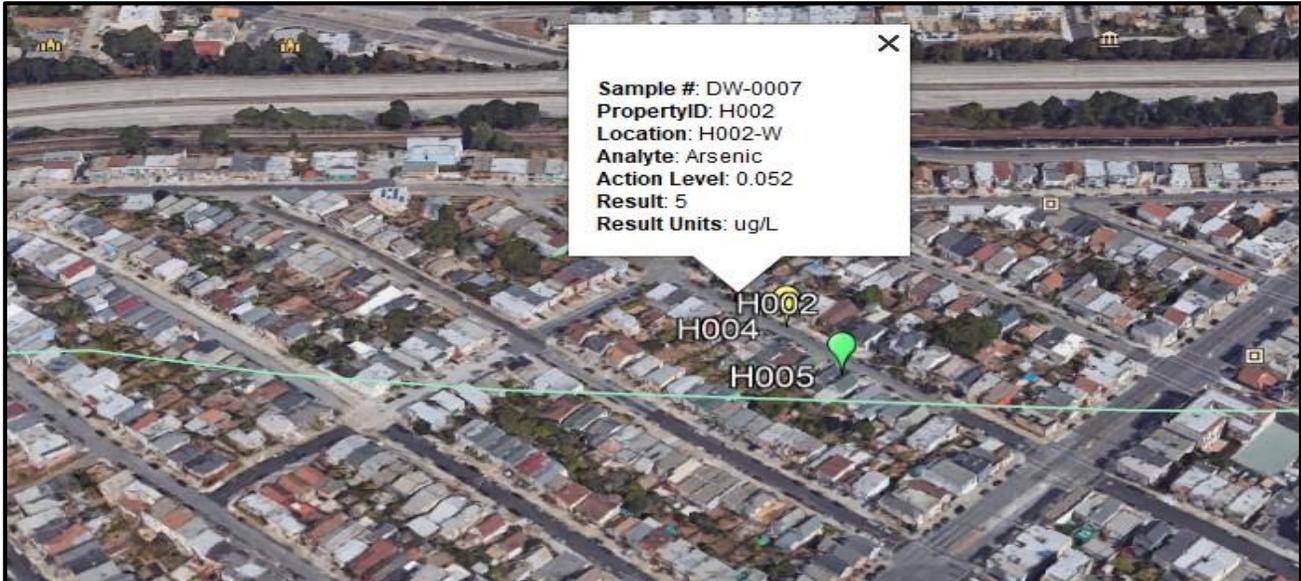
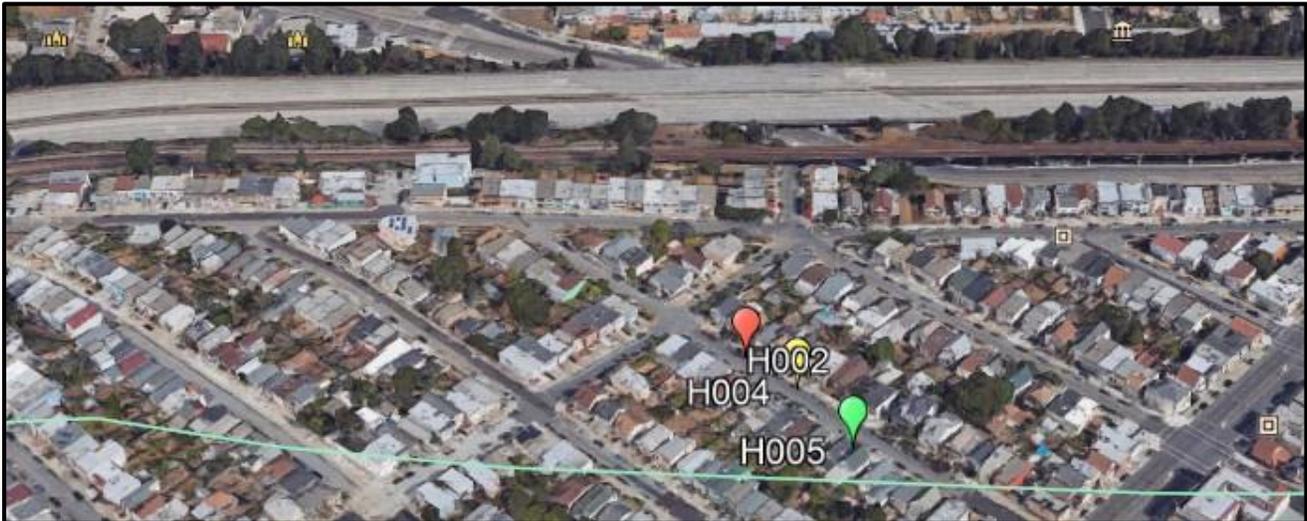
This screen allows you to display data in Google Earth based on altitude.



10. Name the KML File "**Arsenic Action Level Exceedance**" and click **Save**. If Google Earth does not automatically launch and display the lab results, run Google Earth and open the KML file.



An image similar to the one depicted below should display in Google Earth. Notice the Property IDs are displayed by color using the value ranges specified in the Wizard. Also notice the additional information displayed when a pin is selected. Additional pin information could be displayed by turning those columns on in Scribe before creating the QuickMap export.





Exercise Five – Using Scribe.NET Auditor Basics

Data accuracy, consistency and completeness are important. One way to check data entered in Scribe is to use the Scribe.NET Auditor. The Auditor provides a central point for posting rules that run against the data in a Scribe project and check for data consistency and completeness. These rules can be broad and cover Regional requirements or they can be specific and cover individual site requirements.

Several Regions have developed Data Management Plans that specify which Scribe fields are required to be populated, as well as the valid values that should be contained in those fields. Those rules are then translated to Scribe auditor queries and loaded to Scribe.NET. Once loaded to Scribe.NET, any Scribe user can audit their project against those rules. Auditor queries are discussed later in this guide.

Below is an example of what a data management plan may contain pertaining to which fields are required in Scribe (Data Elements) and which fields have valid values.

Scribe Data Elements						
Category (Database Table)	Data Element (Database Field)	Field Type	Field Size	Required	Valid Values	Notes
Location	Longitude	Numeric	N/A	Y	No	
	Latitude	Numeric	N/A	Y	No	
LabResults	Cas_No	Text	50	Y	Yes	Where Analyte = Lead
Samples	Matrix	Text	40	Y	Yes	
	SampleType	Text	30	Y	Yes	

Valid Values			
Category (Database Table)	Data Element (Database Field)	Valid Value	Notes
LabResults	Cas_No	7439-92-1	Where Analyte = Lead
Samples	Matrix	Air	
		Dust	
		Product	
		Soil	
		Soil Gas	
		Surface Water	
		Wipe	
		Tissue	
		Solid Waste	
		Bulk	
		Sludge	
		Sediment	
		Blank	
		Wast Water	
	Ground Water		
	Potable Water		
	Water		
	Liquid Waste		
	SampleType	Field Duplicate	
		Field Blank	
		Lab QC	
		QC Blank - Filter	
		Preservative Blank	
Rinsate Blank			
Field Sample			
Spike			
Split			
Trip Blank			
Composite			



Exercise Objective: Subscribe to a Scribe project and audit the data using Scribe.NET Auditor and correct identified deficiencies. **An Internet connection is required for this exercise.**

Exercise Five – Section A: Subscribe to a Scribe Project

When projects are published to Scribe.NET, other users can acquire a copy of the project by using the Scribe.NET Subscription feature. Scribe subscriptions are created by ERT Support at the request of Scribe project owners who have published their projects. The Scribe project owners are responsible for distributing the subscription information.

When someone subscribes to a Scribe project, they receive a “copy” of the project. Their copy of the project will function as a full Scribe project but will be completely independent of the official published project. If there is need to transition a project from one owner to another, do not use the Subscription process. Instead, contact ERT Support for instructions on transitioning a published scribe project from one owner to another.

Subscribe to a Scribe project:

1. Click on **File** in the menu at the top of the screen.
2. Select **Scribe.NET**.
3. Select **Subscribe**.
4. Click on the **Next** button on the Subscriber Wizard screen.

Note: If internet access is unavailable, open **the ABC LANDFILL.bac** located in your Scribe Student Files.



Enter the subscription information:

Subscription information is provided by the publisher of the Scribe project

1. Subscription ID: **ABC Landfill**.
2. Enter the subscription password: **proj3384**
3. Click the **Subscribe** button.
4. **Browse** to your Scribe Student Files folder (where you want to save the downloaded project).
5. Name the file: **ABC Landfill**.
6. Select **Save**.





7. Wait for the file to download.
8. When the download is complete, select **OK**.



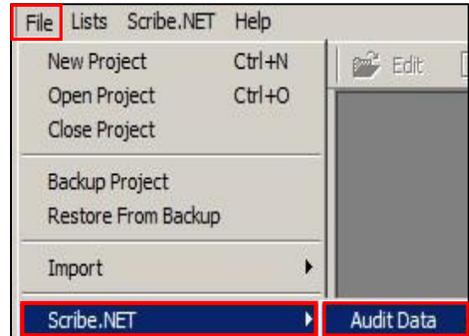


Exercise Five – Section B: Audit the ABC Landfill

Before beginning, verify that the ABC Landfill Site is open in Scribe and that the computer has internet access.

Run Scribe.NET Auditor

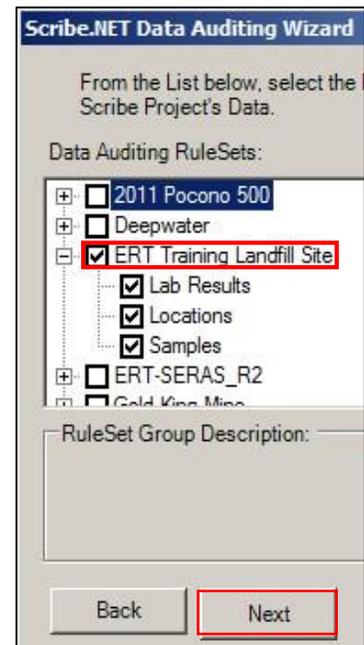
1. In Scribe, click on **File | Scribe.NET | Audit Data**
2. Click **Next** when the Scribe.NET Data Auditing Wizard is displayed. A window will briefly be displayed showing that rulesets are being downloaded from Scribe.NET



3. Scroll the list of rules and place a **checkmark** in the box next to “**ERT Training Landfill Site**” and click **Next**

Notice that the rules have been grouped into three categories. Rules that apply to Lab Results, rules that apply to Locations and rules that apply to Samples. For this example, we will audit the project using all of the selected rules.

However, when auditing a real Scribe project, auditing by category might be helpful if the project contains a large amount of data. Working through corrections one category at a time may make managing corrections easier.

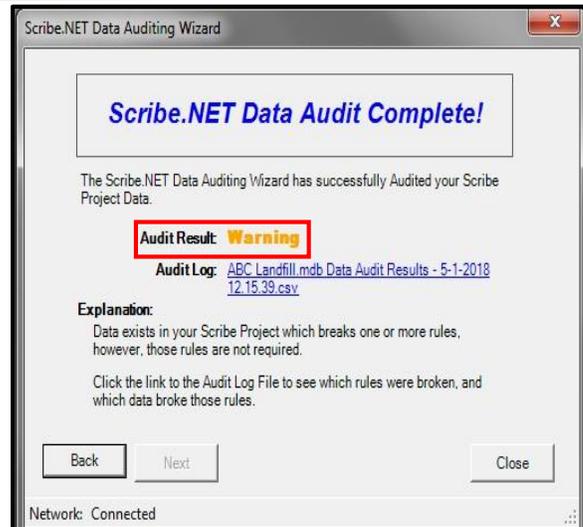


4. After selecting the rules and clicking next, an auditing window will briefly be displayed





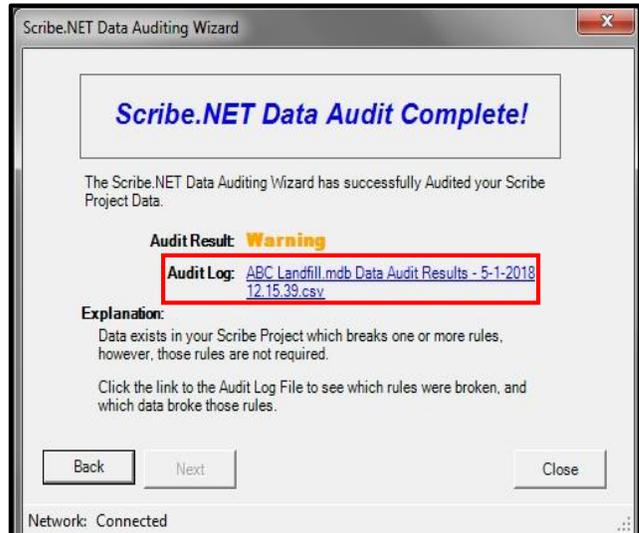
- When the Auditor is finished, the **Data Audit Complete** window will be displayed. In this exercise, the Audit Result is a **Warning** indicating that some values that exist in the Scribe project *do not* meet the ERT Training Landfill list of valid values and/or required fields are missing data.



Exercise Five – Section C: Interpreting the Audit Log File

An Audit Log file is produced each time the Scribe.NET Auditor runs. This log file can be accessed by clicking on the blue link that is displayed when Auditor finishes. The Audit Log will open in MS Excel. In addition, the Audit Log Files are stored in the same directory as the Scribe Project file. The audit logs can be accessed at any time from this location.

- Click on the **blue** Audit Log link to get a more detailed explanation of the audit results and determine which records may need to be corrected.





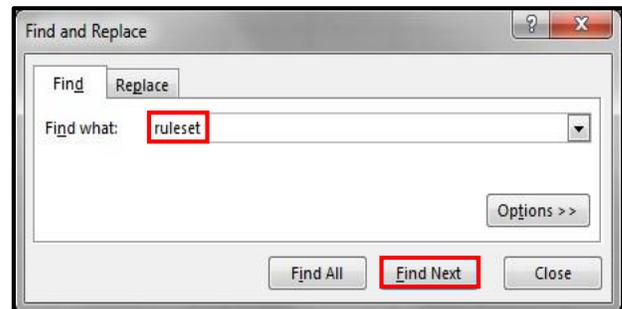
- The Audit Log will open in Excel and will list each rule that was checked and display the outcome of each checked rule (e.g. Data OK or Warning:)

7	Auditing Data Against RULESET "[3871]Lab Results" - RULE "[31094]Lead Results with Incorrect CAS Number":					
8	Warning: The following Lead results have an incorrect or blank CAS Number. (CAS Should Be 7439-92-1)					
9						
10	Samp_No	CAS_NO	Analysis	Analyte	Result	Result_Units
11	16040002		Metals	Lead	7.09	mg/kg
12	16040009	7439-92-0	Metals	Lead	5.01	mg/kg
13						
14						
15	Auditing Data Against RULESET "[3871]Lab Results" - RULE "[31095]Lab Results with Lab_Name":					
16	Warning: The following Lab Results have an incorrect Lab Name or is blank					
17						
18	Samp_No	Analysis	Analyte	Result	Result_Un	Lab_Name
19	16100001	GC SEMI V	Motor Oil	1.4	mg/L	
20	16070015	NWTPH-D	Motor Oil	45	mg/Kg	
21	16070011	NWTPH-D	Motor Oil	31	mg/Kg	
22	16070011	NWTPH-G	Gasoline	2.2	mg/Kg	
23	16100001	GC VOA	Gasoline	0.05	mg/L	

The example above depicts what is displayed in the audit log when an audit rule runs but does not meet the Valid Values. In this example, Line 8 indicates **Warning: The following Lead results have an incorrect or blank CAS Number. (CAS Should Be 7439-92-1).**

- Continue working from RULESET to RULESET until all of the audit log results have been reviewed/addressed.

Hint: The audit log file can be lengthy depending on the number of rules checked. One method to move between rules is to use the MS Excel 'Find' feature. In the example audit log above, notice that the word RULESET appears in each rule. Using the MS Excel 'Find' feature and entering the word RULESET in the Find what: box can speed the process of moving from one rule to the next.



IMPORTANT: If a large number of records do not meet the audit requirements, more than one audit log might be produced. Scribe will create an additional audit log if the number of records exceed 50,000. Check the end of the audit log (Control + End in MS Excel) to see if an additional audit log file was created. If so, navigate to the directory where the Scribe Project is saved and open the additional audit log file(s).

49992 | LOG CONTINUED IN FILE "BlackButteMine Republished.mdb Data Audit Results - 3-28-2016 11.06.09 (2) csv"...

Example of additional audit log



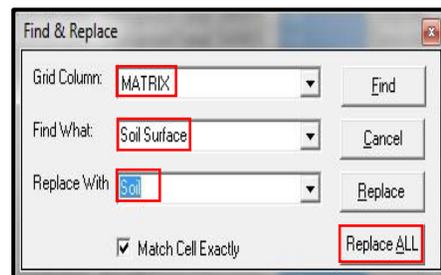
Exercise Five – Section D: Updating and Correcting Data in Scribe

This section will discuss the various ways of correcting the results of the Audit Log in your Scribe project. Depending on where the correction needs to be made (Scribe project or Import source), the corrections can be made by using the 'Filter', 'Find and Replace' feature in Scribe or 'Correcting the Import Source' and reimporting.

Scenario: Use Find and Replace to Update Records

A Warning was received that some of the Samples have an incorrect Matrix. This error indicates that there is a list of Valid Values for the Matrix (*refer to the LANDFILL_Scribe_DataElementDictionary_and_Valid_Values_June2018.xlsx documentation in the Scribe Student Files*).

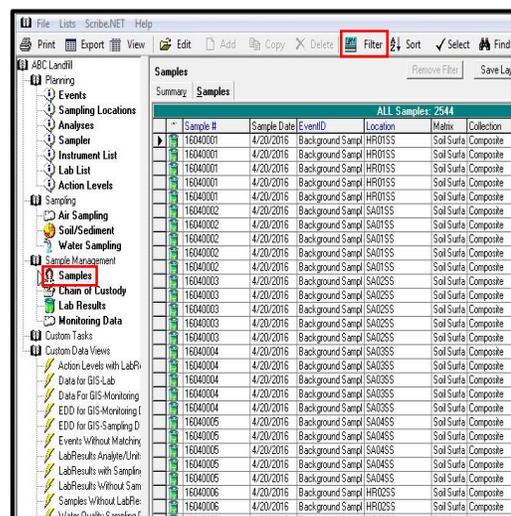
1. Click on **Samples** under **Sample Management**.
2. Click on **Find** on the top menu bar.
3. Select **MATRIX**.
4. Find What: **Soil Surface**.
5. Replace With: **Soil**.
6. Click **Replace All**.
7. Click **OK**.



Scenario: Use the Filter, Find and Replace to Update Records

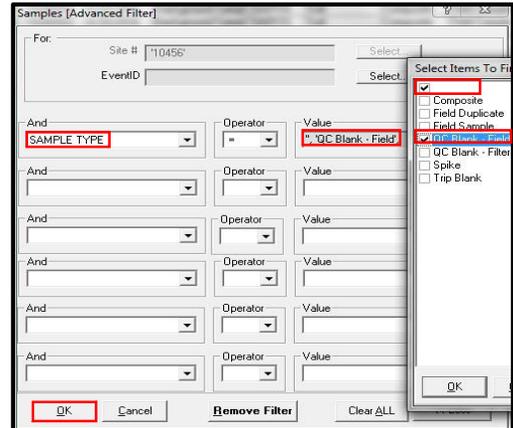
A Warning was received that some of the Samples have an incorrect or an Empty (missing) Sample Type. This error indicates that there is a list of Valid Values for the Sample Type (*refer to the Valid Values documentation in the Scribe Student Files*).

1. Click on **Samples** under **Sample Management**.
2. Click on **Filter** on the top menu bar.

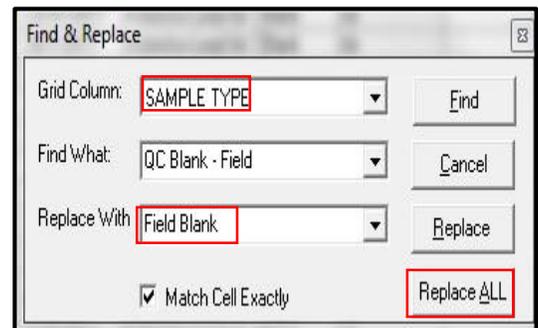




3. Select **SAMPLE TYPE**.
4. Click on **Value** and put a checkmark in the box without a value and in the QC Blank – Field.
5. Put a checkmark in the box without a value and in the QC Blank - Field **Note:** *By placing a checkmark in the option without a value, Scribe will return any blank or missing records in the project.*
6. Click **OK**.
7. Click **OK**.



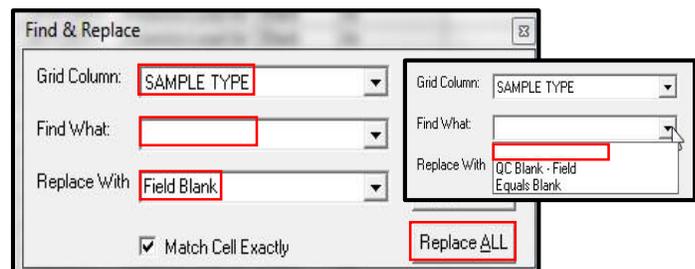
8. Click **Find** on the menu bar.
9. Select **SAMPLE TYPE** as the Grid Column.
10. In the Find What dropdown, select **QC Blank – Field**.
11. In the Replace With field, type **Field Blank..**



12. Click **Replace ALL**.

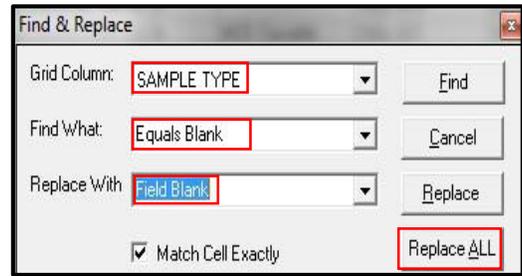
Samples: 151 [Filtered]							
Sample #	Sample Date	EventID	Location	Matrix	Collection	Sample Type	
16040300	5/31/2016	Asbestos-Lead Air	Blank	Air		Field Blank	
16040748	9/19/2016	Compost Sampling	CM01	Soil	Grab		
16040748	9/19/2016	Compost Sampling	CM01	Soil	Grab		
16040749	9/19/2016	Compost Sampling	CM02	Soil	Grab		
16040749	9/19/2016	Compost Sampling	CM02	Soil	Grab		
16061170	7/15/2016	Asbestos-Lead Air	PS02	Air			
16061365	8/3/2016	Asbestos-Lead Air	Blank	Blank			
16061369	8/4/2016	Asbestos-Lead Air	AS04	Air			
16061934	10/1/2016	Asbestos-Lead Air	Blank	Air		Field Blank	
16061935		Asbestos-Lead Air	Blank	Air		Field Blank	

13. In the Find What dropdown, select the **blank space**.
14. Click **Replace ALL**.





NOTE: In some instances, using the Blank Space will not replace all of the Blank records. If this is the case, in the Find What: select the 'Equals Blank'.

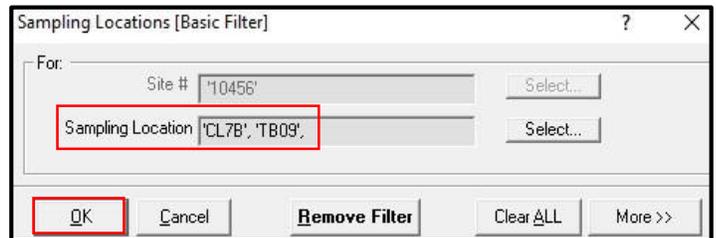


Scenario: Manually Entering Missing or Incorrect Data

A Warning was received that some of the Locations have blank or missing Latitude and/or Longitude(s). This error indicates that Latitude and Longitude are required (refer to the Valid Values documentation in the Scribe Student Files).

Navigate to the Sampling Locations table and manually enter the correct coordinates. Find the Blank Values and enter the following coordinates:

1. Click on **Sampling Locations** under **Planning**.
2. Click **Filter** on the menu bar.
3. Filter for the **Sampling Locations** reported in the Audit Log.
4. Click **OK**.
5. Manually, enter the following Coordinates:



Sampling Location	Location Description	PropertyID	Zone	Latitude	Longitude	Altitude
CL7B						
TB09						

Location	Latitude	Longitude
CL7B	40.4140418	-74.357217
TB09	39.936281	-74.194886



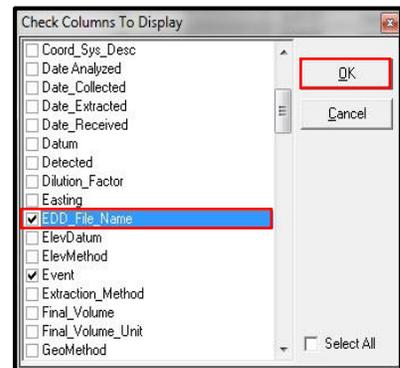
Correcting the LabEDD file and Reimporting:

Scenario: Lab Name wasn't mapped on Initial Import and there are CAS_NO's blank or incorrect.

A Warning was received that the Lab Results have an Incorrect or Empty (Missing) Lab Name and some CAS_NO's were Blank (missing) or incorrect. This error indicates that these fields are either required or have incorrect valid values (see *Valid Values documentation in the Scribe Student Files*). In this example, we will use the technique of making correctins to the EDD File and re-importing the corrected file.

Determine which EDD Field to update

1. Click on **Lab Results**
2. Click on **View | Select Columns**
3. Place a checkmark in the **EDD_File Name** and **Lab_Name**
4. Click OK



5. Scroll over to the Lab_Name and rt-click in the Empty (Missing) Lab_Name and filter for all the blanks or Sort by Lab_Name Ascending. Note the EDD_File_Name: **ABC Lab Analytical Results OU2.csv**



Sample #	Location	Matrix	Analysis	Analyte	Result Units	Qualifier	Lab Qualifier	MDL	MDL Units	QC Type	Event	Lab_Name	EDD_File Name
16040001	HR01SS	Soil Surface	Herbicides	2,4,5-T	2 ug/kg	U	U	0.98	ug/kg	Field_Sample	Background Sampling		ABC Lab Analytical Results OU2.csv
16040001	HR01SS	Soil Surface	Herbicides	2,4,5-TP	2 ug/kg	U	U	0.89	ug/kg	Field_Sample	Background Sampling		ABC Lab Analytical Results OU2.csv

Review the EDD:

1. Open the EDD and save it to a new name to maintain the integrity of the original EDD (e.g., add **modified** ABC Lab Analytical Results OU2 to the new name)
2. Review the EDD to determine if it contains the Lab Name. If not, add a new column. In this scenario, the field "**Laboratory Name**" already exists. Most likely it was not mapped on the initial import. When re-importing, map the '**Laboratory Name**' field to '**Lab_Name**'.
3. Review the **CAS_NO** field and correct as needed. Since the Valid Value list only lists a valid value for Lead, filter your EDD for the analyte **Lead** and correct the wrong CAS_NO and blank CAS_NO and save the file.



Site_No	Samp_No	Sample	Laboratory Name	Lab_Sa	Analysi	Analyti	CAS_NO	Analyte
10456	16040009		ABC Laboratories		Metals		7439-92-01	Lead
10456	16040001		ABC Laboratories		Metals		7439-92-1	Lead
10456	16040523		ABC Laboratories		TCLP Metals		7439-92-1	Lead
10456	16040525		ABC Laboratories		Metals		7439-92-1	Lead
10456	16040525		ABC Laboratories		TCLP Metals		7439-92-1	Lead
10456	16040523		ABC Laboratories		Metals		7439-92-1	Lead
10456	16040008		ABC Laboratories		Metals		7439-92-1	Lead
10456	16100001		ABC Laboratories		Metals		7439-92-1	Lead
10456	16040002		ABC Laboratories		Metals			Lead

Re-import the corrected EDD

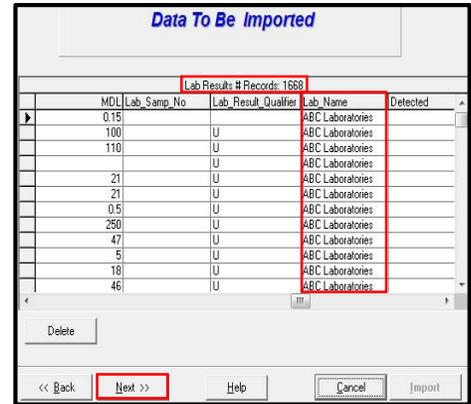
1. Open Scribe
2. Click **File | Import | Custom Import**
3. Click 'Yes' to Backup Now and name your backup (e.g., ABC Landfill prior to Lab Result Reimport)
4. Data Category select **Lab Results**
5. Browse to the modified EDD file
6. Select the UniversalEDD Script Name

7. Map **Lab_Name** to **Laboratory Name**
8. Click Next

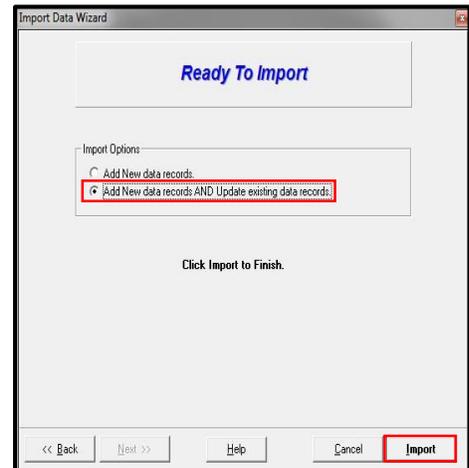
Scribe Fields (Destination)	Import Fields (Source)	Description	Data Type
QA Comment	QA Comment	QA Comment	Text
MDL_Units	MDL_UNITS	MDL Units	Text
MDL	MDL	Method Detection Limit	Numeric
Lab_ID	Lab_ID	Lab ID reported by Lab	Text
Lab_Name	Laboratory Name	Laboratory that performed the	Text
Lab_Samp_No	Lab_Samp_No	Lab Sample Number	Text
Lab_Result_Qualifier	Lab_Result_Qualifier	Result Qualifier as Reported	Text
Lab_Coc_No	Lab_Coc_No	Chain of Custody Number as	Text
Detected	Detected	Detected or Not Detected	Text
Comments	Comments	Result Comments	Text
CAS_NO	CAS_NO	Chemical Abstract Number	Text
Analytical_Method	Analytical_Method	Lab Analytical Method (i.e.	Text
Basis	Basis	"Wet" for wet_weight basis	Text
TCLP_Sample_No	TCLP_Sample_No	TCLP Sample Number for	Text



9. Scroll through and review the 'Data To Be Imported'
10. Click Next

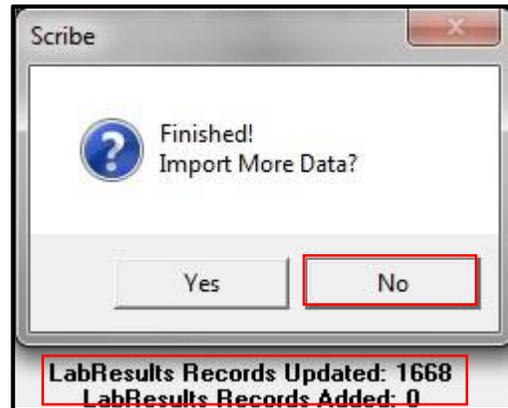


11. Click **Add New data records AND Update existing data records**
12. Click Import

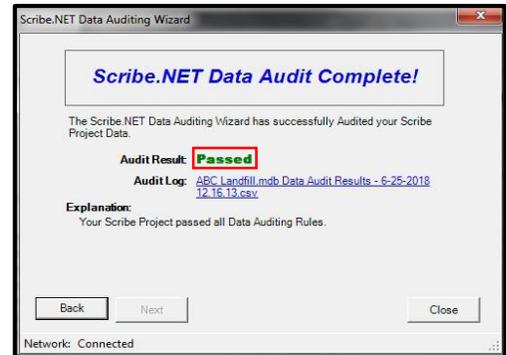




13. Click **No** to 'Import More Data'
14. Note the LabResults Records Updated. The LabResults should not indicate any new records were added
15. Click **No** to Import More Data



16. Run Auditor. If all of the Warnings are addressed, you will get a '**Passed**' Audit Result





Exercise Six – Additional Practice with Scribe Tools

Exercise Objective: Run complex queries on a large data set.

Exercise Six – Section A: Using the Filtering and Advanced Query Tools

Use Custom Data Views, Filtering and the advanced query tool to answer the following questions:

- A. How many Samples are still awaiting analysis?

- B. What is the oldest sample date still awaiting analysis?

- C. What is the highest Lead result in Soil?

- D. How many Lab Results exceed the Action Levels?

- E. How many Lab Results don't have a matching sample number in the Samples section?

- F. How many Soil samples were collected at the Stockpile Area sub-location?

- G. How many Locations do not have a longitude coordinate properly filled out? Remember Longitude should be a negative number!



Exercise Seven – Advanced Importing and Troubleshooting

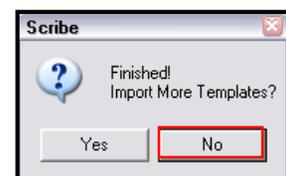
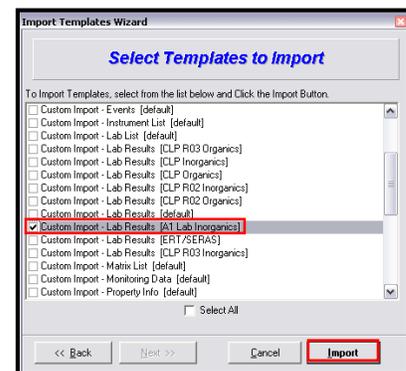
Exercise Seven – Section A: Import an existing custom import script (mapping)

Custom import scripts created in one Scribe project can be brought into other projects to eliminate the need to re-create custom import mappings if the import file is the same. For example, a laboratory provides an EDD similar to one that they would provide in another project. You have already created the mappings for that EDD in one project. To save time, you can bring that mapping into your other Scribe projects.

Before importing custom Import Scripts, **start a new Scribe project**. Refer to Exercise One for instructions on creating a new Scribe Project.

Import a Custom Mapping:

1. Click **File**.
2. Select **Import**.
3. Select **Templates**.
4. Select **Import Scripts**.
5. Click on the **No** button when prompted to backup your project.
6. Click **Browse** and select the **Student Import Project.MDB** file from the Scribe Student Files folder.
7. Click the **Next** button.
8. Scroll through the list of Templates and put a **check-mark** in the box next to **Custom Imports – Lab Results [A1 Lab Inorganics]**.
9. Click the **Import** button.
10. Click the **No** button when Finished.





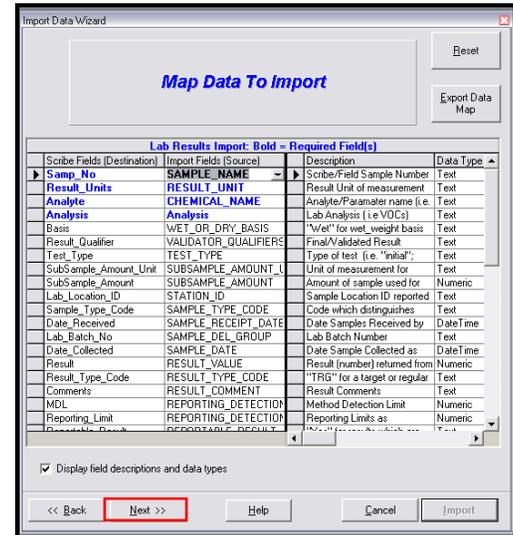
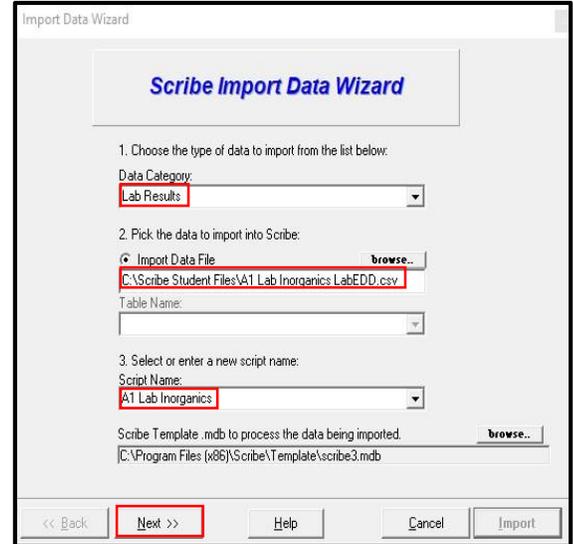
Exercise Seven – Section B: Import data using the A1 Lab Inorganics mapping script; Interpret and fix import errors

Import Lab Result Data:

1. Click **File** in the menu at the top of the screen.
2. Select **Import**.
3. Select **Custom Import**.
4. Click on the **No** button when prompted to backup your project.
5. Select **Lab Results** from the Data Category pick list.
6. Click **Browse** and select the **A1 Lab Inorganics LabEDD.csv** file from the Scribe Student Files folder as the Import Data File.
7. Select **A1 Lab Inorganics** from the Script Name drop-down list.
8. Click **Next**.

9. Notice that all of the fields are already mapped as a result of using the imported A1 Lab Inorganics mapping script.

10. Click **Next**.

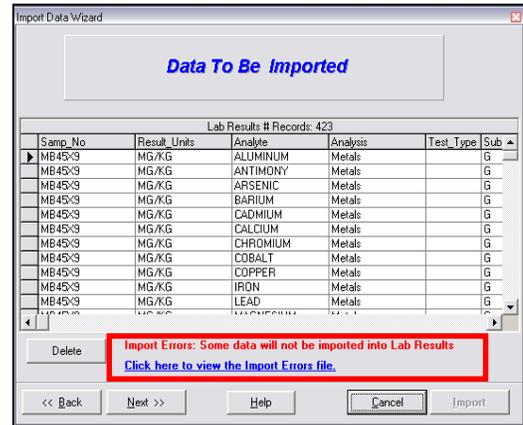




11. Scribe reports some **Import Errors**.
12. Click **OK**.



13. Click the blue text labeled **Click here to view the Import Errors file**.
14. Scribe launches an MS Excel file showing the records that produced the error.



15. Scroll to the far right of the error file until you see a column titled **Import Errors**. The text should look similar to the information below.

The error can be interpreted in four steps – reading left to right:

Import Errors			
Invalid Data Type	Scribe Field: Result;	Source Field: RESULT_VALUE	Source data: --
Invalid Data Type	Scribe Field: Result;	Source Field: RESULT_VALUE	Source data: --
Invalid Data Type	Scribe Field: Result;	Source Field: RESULT_VALUE	Source data: --

- a. **Invalid Data Type** – i.e., trying to put text in a numeric field, trying to put text in a date field, etc.
- b. **Scribe Field** – Identifies the field in Scribe that won't accept the data. You can review the mapping screen to see what type of data that field expects (i.e., numeric, date, text, etc).
- c. **Source Field** – The column in the import spreadsheet that contains the invalid data.
- d. **Source data** – The actual data that is causing the error. In this case, there are dashes - (text) where scribe expects numbers.

Since the A1 Lab Inorganics LabEDD contains dashes (text) in the column that is mapped to Scribe's result field (which is a numeric field), the EDD file (source file) needs to be modified to remove the dashes, and then re-imported into Scribe. The result field can contain either numeric values or blank records, therefore, removing the dashes and leaving blanks is acceptable to Scribe.



16. Switch back to Scribe.
17. **Cancel** the current Scribe import.
18. **Close** the Lab Results Error File.
19. **Open the A1 Lab Inorganics LabEDD file** in MS Excel, and **remove the dashes from the Result_Value column**. (hint – sort the Result_Value column descending and the dashes will sort to the top).
20. **Repeat the import steps above** (Step 1) to import the A1 Lab Inorganics LabEDD file into Scribe.



Exercise Eight – Additional Advanced Importing and Troubleshooting

Exercise Objective: In this Exercise, we will discuss more Advanced Custom Imports (e.g., how to import Total and Dissolved Metals, importing Action Levels, deleting Lab Results without samples, etc.) and what to look for to make sure that you are bringing in all of the data.

Exercise Eight – Section A: Primary Key Issues

When importing Lab Results, Scribe keys on four (4) primary key (blue) fields: **Samp_No**, **Result_Units**, **Analytes** and **Analysis** to determine a unique record. When importing Total and Dissolved (Filtered) Metal lab results, there is a potential issue with overwriting the previous import and bringing in the additional set of data if these key fields are the same for both analyses. In this Section, we will import Total Metals for a set of samples which is a partial set of results. The remaining Dissolved Metals Results will be imported later.

Import an EDD of Total Metals Analysis:

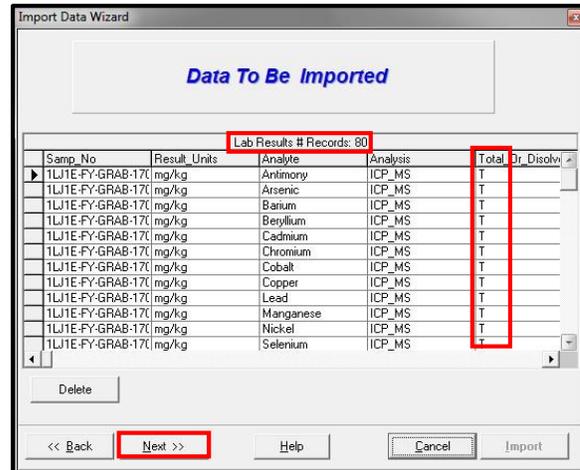
1. Open the Exercise 8 Advanced Custom Imports.mdb located in the Scribe Student Files
2. Click on **File | Import | Custom Import**
3. Select **'No'** to Backup
4. From the Data Category dropdown menu, select **Lab Results**.
5. Browse to the **ABC Lab Total Metals.csv**.
6. Select the **UniversalEDD** Script Name.
7. Click **Next**.
8. Click Next on the *'Map Data to Import'* screen.
9. Click **Next**.

Scribe Fields (Destination)	Import Fields (Source)	Description	Data Type
Samp_No	Samp_No	Scribe/Field Sample Number	Text
Result_Units	Result_Units	Result Unit of measurement	Text
Analyte	Analyte	Analyte/Parameter name (i.e.	Text
Analysis	Analysis	Lab Analysis (i.e. VOCs)	Text
Total_Or_Dissolved	Total_Or_Dissolved	"D" for dissolved or filtered	Text
Test_Type	Test_Type	Type of test (i.e. "initial")	Text
SubSample_Amount_Unit	SubSample_Amount_Unit	Unit of measurement for	Text
SubSample_Amount	SubSample_Amount	Amount of sample used for	Numeric
Sample_Type_Code	Sample_Type_Code	Code which distinguishes	Text
Result_Type_Code	Result_Type_Code	"TRIG" for a target or regular	Text
Result_Qualifier	Result_Qualifier	Final/Validated Result	Text
Result	Result	Result (number) returned from	Numeric
Reporting_Limit_Units	Reporting_Limit_Units	Reporting Limit Units	Text
Reporting_Limit	Reporting_Limit	Reporting Limit as	Numeric



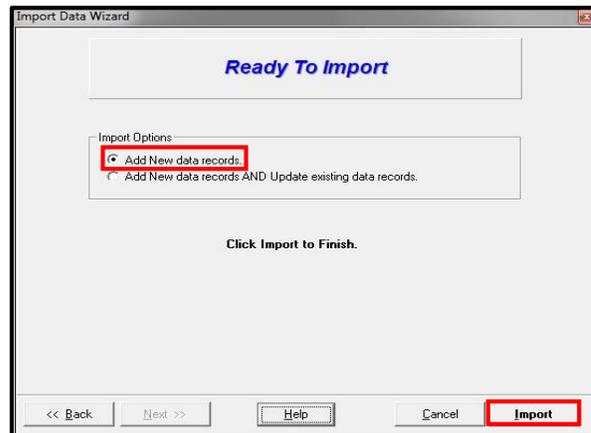
10. Review to make sure your data is mapped properly and make note the number of **Lab Results** to be imported.

11. Click **Next**.



12. Click **Add New Data Records**.

13. Click **Import**.



14. Click **No** to Import More Data. Note that the correct number of Lab Results were added. .





15. Click on **Lab Results** under the Sample Management section in the navigation pane.
16. Click on **View | Select Columns.**
17. Put a checkmark in **Total** or **Dissolved.**
18. Move the Column to the right of 'Units'.
19. Click on **Save Layout.**
20. Enter a Layout name (e.g. **Total and Dissolved Metals**).
21. Verify that **80 Total Metals** lab results were imported.

Lab Results										
Summary										Lab Results
Sample #	Analysis	Analyte	Result	Units	Total or Dissolved	Qualifier	Lab Qualifier	MDL	MDL Units	Event
16Z18-FY-GRAB-1	ICP_MS	Antimony	0.71	mg/kg	T		J	0.016	mg/kg	Metals Sampling
16Z18-FY-GRAB-1	ICP_MS	Arsenic	8.6	mg/kg	T			0.021	mg/kg	Metals Sampling
16Z18-FY-GRAB-1	ICP_MS	Barium	108	mg/kg	T			0.078	mg/kg	Metals Sampling
16Z18-FY-GRAB-1	ICP_MS	Beryllium	0.55	mg/kg	T			0.026	mg/kg	Metals Sampling
16Z18-FY-GRAB-1	ICP_MS	Cadmium	0.59	mg/kg	T			0.032	mg/kg	Metals Sampling
16Z18-FY-GRAB-1	ICP_MS	Chromium	19	mg/kg	T			0.033	mg/kg	Metals Sampling
16Z18-FY-GRAB-1	ICP_MS	Cobalt	7.5	mg/kg	T			0.017	mg/kg	Metals Sampling
16Z18-FY-GRAB-1	ICP_MS	Copper	26.1	mg/kg	T			0.025	mg/kg	Metals Sampling
16Z18-FY-GRAB-1	ICP_MS	Lead	272	mg/kg	T			0.014	mg/kg	Metals Sampling
16Z18-FY-GRAB-1	ICP_MS	Manganese	438	mg/kg	T			0.041	mg/kg	Metals Sampling
16Z18-FY-GRAB-1	ICP_MS	Nickel	15	mg/kg	T			0.016	mg/kg	Metals Sampling
16Z18-FY-GRAB-1	ICP_MS	Selenium	1.8	mg/kg	T	U	J	0.28	mg/kg	Metals Sampling
16Z18-FY-GRAB-1	ICP_MS	Silver	0.13	mg/kg	T	J	J	0.016	mg/kg	Metals Sampling
16Z18-FY-GRAB-1	ICP_MS	Thallium	0.22	mg/kg	T	J	J	0.011	mg/kg	Metals Sampling
16Z18-FY-GRAB-1	ICP_MS	Vanadium	23.2	mg/kg	T			0.021	mg/kg	Metals Sampling
16Z18-FY-GRAB-1	ICP_MS	Zinc	134	mg/kg	T			0.1	mg/kg	Metals Sampling
1HNEQ-LOT-GRAB	ICP_MS	Antimony	2.1	mg/kg	T	J+		0.017	mg/kg	Metals Sampling



Exercise Eight – Section A walked us through importing the Total Metals EDD we received from ABC Labs. In this exercise, we received a second EDD from the lab for the same set of samples and want to import our **Dissolved Metals** lab results.

Import an EDD of Dissolved Metals using the Lab Results Import Data Category:

1. Click on **File | Import | Custom Import**.
2. Select **'Yes'** to **Backup** and give it a name (e.g. **Backup Prior to Dissolved Metals Import**).
3. From the Data Category dropdown menu, select **Lab Results**.
4. Browse to the **ABC Lab Dissolved Metals.csv**.
5. Select **UniversalEDD** in the Script Name
6. Click **Next**.
7. Click **Next** on the *"Map Data to Import"* screen.

Import Data Wizard

Scribe Import Data Wizard

1. Choose the type of data to import from the list below:

Data Category:
Lab Results

2. Pick the data to import into Scribe:

Import Data File
C:\Scribe Student Files\ABC Lab Dissolved Metals.csv

Table Name:

3. Select or enter a new script name:

Script Name:
UniversalEDD

Scribe Template .mdb to process the data being imported.
C:\Program Files (x86)\Scribe\T emplate\scribe3.mdb

<< Back **Next >>** Help Cancel Import

Import Data Wizard

Map Data To Import

Reset
Export Data Map

Lab Results Import: Bold = Required Field(s)

Scribe Fields (Destination)	Import Fields (Source)	Description	Data Type
Samp_No	Samp_No	Scribe/Field Sample Number	Text
Result_Units	Result_Units	Result Unit of measurement	Text
Analyte	Analyte	Analyte/Parameter name (i.e.	Text
Analysis	Analysis	Lab Analysis (i.e.VOCs)	Text
Total_Or_Dissolved	Total_Or_Dissolved	"D" for dissolved or filtered	Text
Test_Type	Test_Type	Type of test (i.e. "initial";	Text
SubSample_Amount_Unit	SubSample_Amount_Unit	Unit of measurement for	Text
SubSample_Amount	SubSample_Amount	Amount of sample used for	Numeric
Sample_Type_Code	Sample_Type_Code	Code which distinguishes	Text
Result_Type_Code	Result_Type_Code	"TRG" for a target or regular	Text
Result_Qualifier	Result_Qualifier	Final/Validated Result	Text
Result	Result	Result (number) returned from	Numeric
Reporting_Limit_Units	Reporting_Limit_Units	Reporting Limit Units	Text
Reporting_Limit	Reporting_Limit	Reporting limits as	Numeric

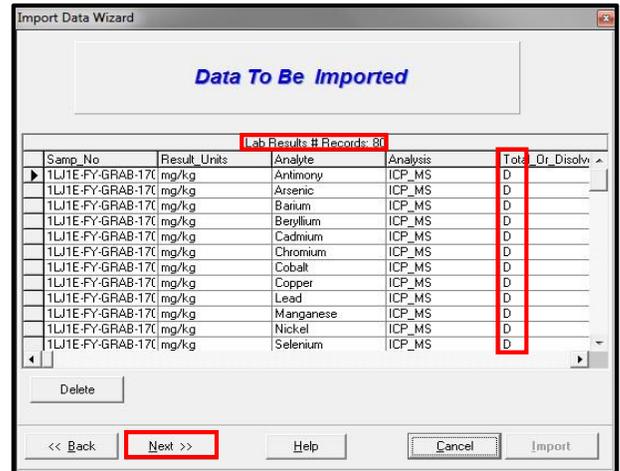
Display field descriptions and data types

<< Back **Next >>** Help Cancel Import



8. Review to make sure your data is mapped properly and make note the number of Lab Results to be imported.

9. Click **Next**.

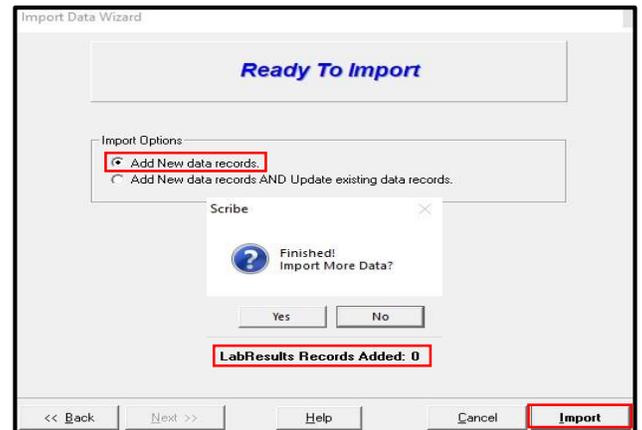


10. Click **Add New Data records**. We don't want to select 'Update Records' because we want both sets of results in the database. The Update option would replace the first import of the 'Total' results.

11. Click **Import**.

12. Note that **no new** LabResult records were added.

13. Click **No** to Import More Data.**



14. Click on **Lab Results** under the Sample Management in the navigation pane.

15. Select the Total and Dissolved Layout.

****Note:** The 80 **Dissolved Metal** results were not imported. In the Lab Results import, Scribe keys on four (4) Primary Key fields: Sample Number; Analysis, Analyte and Units. By using the Lab Results import for the Dissolved Metals, there was nothing unique to what was already in Scribe. Therefore, no new records were added.

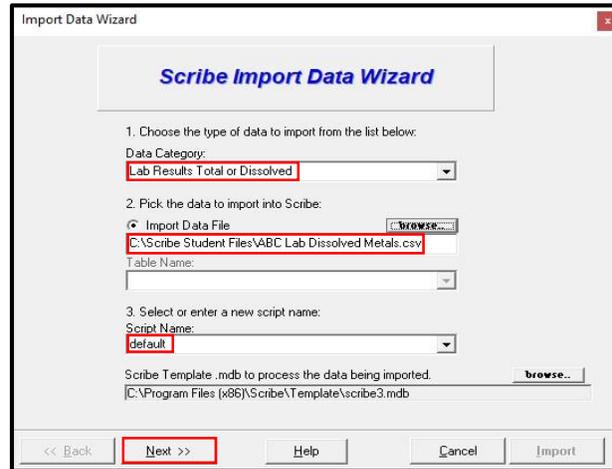
Sample #	Analysis	Analyte	Result Units	Qualifier	Lab Qualifier	MDL	MDL Units	Total or Dissolved
162Y8-FY-GRAB-1	ICP_MS	Antimony	0.71 mg/kg	U	J	0.016	mg/kg	T
162Y8-FY-GRAB-1	ICP_MS	Arsenic	8.6 mg/kg			0.021	mg/kg	T
162Y8-FY-GRAB-1	ICP_MS	Barium	108 mg/kg			0.078	mg/kg	T
162Y8-FY-GRAB-1	ICP_MS	Beryllium	0.95 mg/kg			0.035	mg/kg	T
162Y8-FY-GRAB-1	ICP_MS	Cadmium	0.53 mg/kg			0.032	mg/kg	T
162Y8-FY-GRAB-1	ICP_MS	Chromium	19 mg/kg			0.033	mg/kg	T
162Y8-FY-GRAB-1	ICP_MS	Cobalt	7.5 mg/kg			0.017	mg/kg	T
162Y8-FY-GRAB-1	ICP_MS	Copper	26.1 mg/kg			0.025	mg/kg	T
162Y8-FY-GRAB-1	ICP_MS	Lead	272 mg/kg			0.014	mg/kg	T
162Y8-FY-GRAB-1	ICP_MS	Manganese	438 mg/kg			0.041	mg/kg	T
162Y8-FY-GRAB-1	ICP_MS	Nickel	15 mg/kg			0.016	mg/kg	T
162Y8-FY-GRAB-1	ICP_MS	Selenium	1.8 mg/kg	U	J	0.28	mg/kg	T
162Y8-FY-GRAB-1	ICP_MS	Silver	0.13 mg/kg	J	J	0.016	mg/kg	T
162Y8-FY-GRAB-1	ICP_MS	Thallium	0.22 mg/kg	J	J	0.011	mg/kg	T
162Y8-FY-GRAB-1	ICP_MS	Vanadium	23.2 mg/kg			0.021	mg/kg	T
162Y8-FY-GRAB-1	ICP_MS	Zinc	134 mg/kg			0.1	mg/kg	T
1HNEQ-L0T-GRAE	ICP_MS	Antimony	2.1 mg/kg	J*		0.017	mg/kg	T
1HNEQ-L0T-GRAE	ICP_MS	Arsenic	10.1 mg/kg	J	*	0.023	mg/kg	T
1HNEQ-L0T-GRAE	ICP_MS	Barium	347 mg/kg			0.083	mg/kg	T
1HNEQ-L0T-GRAE	ICP_MS	Beryllium	1.2 mg/kg			0.028	mg/kg	T
1HNEQ-L0T-GRAE	ICP_MS	Cadmium	3.3 mg/kg			0.034	mg/kg	T
1HNEQ-L0T-GRAE	ICP_MS	Chromium	27.4 mg/kg			0.035	mg/kg	T
1HNEQ-L0T-GRAE	ICP_MS	Cobalt	8.1 mg/kg			0.018	mg/kg	T
1HNEQ-L0T-GRAE	ICP_MS	Copper	58.5 mg/kg			0.026	mg/kg	T
1HNEQ-L0T-GRAE	ICP_MS	Lead	2830 mg/kg		D	0.3	mg/kg	T



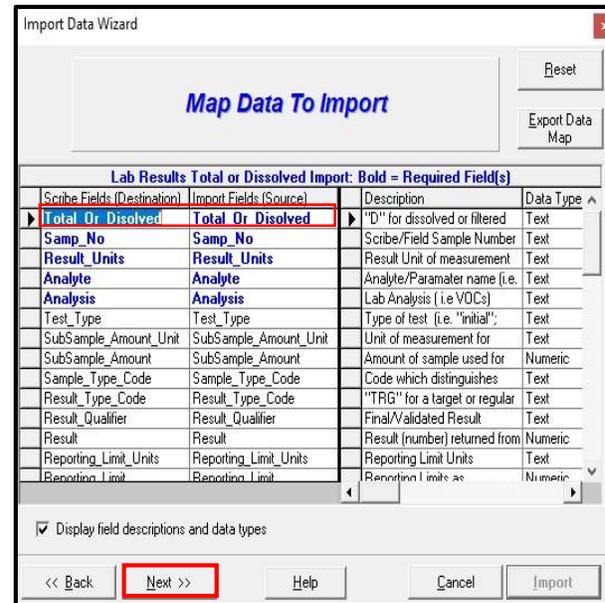
The above import walked us through importing the Dissolved Metals EDD we received from ABC Labs using the Lab Results Import and Add New Data Records. That import resulted in **no** new records being added. In this exercise, we will walk through using the 'Lab Results Total or Dissolved' Data Category and Add New Data Records.

Import an EDD of Dissolved Metals Using the Lab Results Total or Dissolved Data Category:

1. Click on **File | Import | Custom Import**.
2. Select '**No**' to Backup.
3. From the Data Category dropdown menu, select **Lab Results Total or Dissolved**.
4. Click browse and select the **ABC Lab Dissolved Metals.csv** file from the Scribe Student Files folder.
5. Click **Next**.



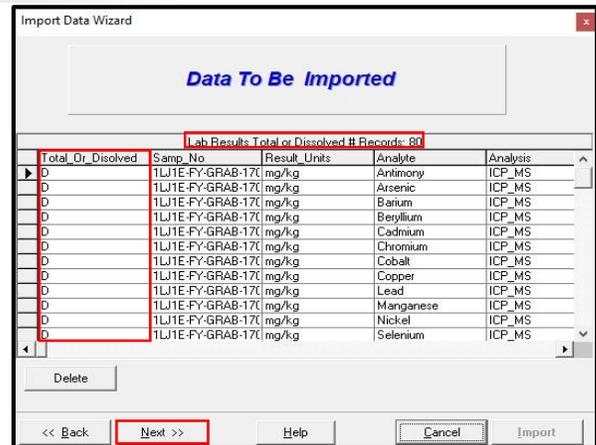
6. Click **Next** on the "Map Data to Import" screen.





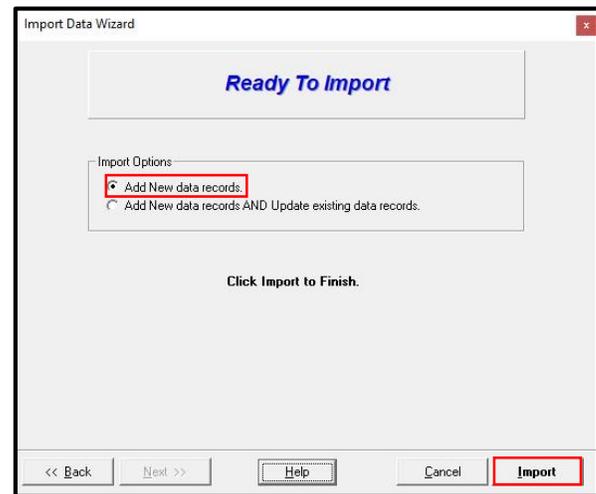
7. Review to make sure your data is mapped properly and make note of the number of Lab Results to be imported.

8. Click **Next**.



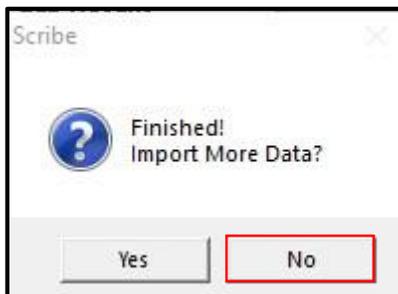
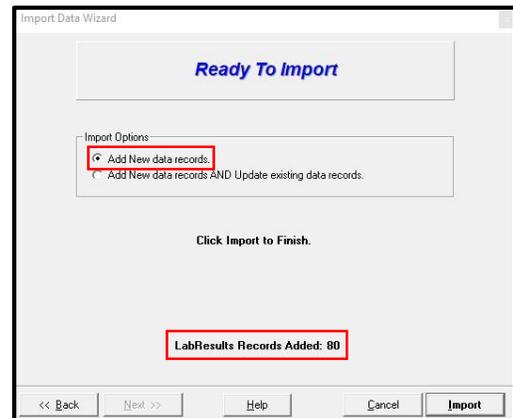
9. Click **Add New Data records**

10. Click **Import**.



11. Note that the correct number of Lab Results were added.

12. Click **No** to Import More Data.





13. Click on **Lab Results** in the navigation pane.
14. Select the **Total and Dissolved Metals** layout.
15. Verify that there are **Total and Dissolved Metals** lab results.

Summary		Lab Results		ALL Lab Results: 160							
Sample #	Analysis	Analyte	Result	Units	Total or Dissolved	Qualifier	Lab Qualifier	MDL	MDL Units	Event	
16Z18-FY-GRAB-1	ICP_MS	Antimony	0.71	mg/kg	T	U	J	0.016	mg/kg	Metals Sampling	
16Z18-FY-GRAB-1	ICP_MS	Antimony	0.71	mg/kg	D	U	J	0.016	mg/kg	Metals Sampling	
16Z18-FY-GRAB-1	ICP_MS	Arsenic	8.6	mg/kg	T			0.021	mg/kg	Metals Sampling	
16Z18-FY-GRAB-1	ICP_MS	Arsenic	8.6	mg/kg	D			0.021	mg/kg	Metals Sampling	
16Z18-FY-GRAB-1	ICP_MS	Barium	108	mg/kg	T			0.078	mg/kg	Metals Sampling	
16Z18-FY-GRAB-1	ICP_MS	Barium	108	mg/kg	D			0.078	mg/kg	Metals Sampling	
16Z18-FY-GRAB-1	ICP_MS	Beryllium	0.55	mg/kg	T			0.026	mg/kg	Metals Sampling	
16Z18-FY-GRAB-1	ICP_MS	Beryllium	0.55	mg/kg	D			0.026	mg/kg	Metals Sampling	
16Z18-FY-GRAB-1	ICP_MS	Cadmium	0.59	mg/kg	T			0.032	mg/kg	Metals Sampling	
16Z18-FY-GRAB-1	ICP_MS	Cadmium	0.59	mg/kg	D			0.032	mg/kg	Metals Sampling	



Exercise Eight – Section B: Unmatched Lab Results

In this exercise, you will import additional Lab Results and run the **Lab Results without Samples** query (Custom Data Views). This query should be used after each Lab Results import to verify if the Lab Results imported have a matching sample in the project. There are valid reasons why an EDD may contain results for samples that are not in the project. For example lab generated QC samples.

1. Click on **File | Import | Custom Import**.
2. Select **'No'** to Backup.
3. Select **Lab Results** from the Data Category dropdown menu.
4. Browse to the Scribe Student Files and select **ABC Lab PCB Soil Results**.
5. Select the **UniversalEDD** Script Name.
6. Click **Next**.
7. Map the **Result_Units** and **Samp_No** Import Fields.
8. Click **Next** on the "Map Data to Import" Screen.

Import Data Wizard

Scribe Import Data Wizard

1. Choose the type of data to import from the list below:
Data Category: **Lab Results**

2. Pick the data to import into Scribe:
Import Data File: **C:\ABC Lab PCB Soil Results.csv**
Table Name:

3. Select or enter a new script name:
Script Name: **UniversalEDD**

Scribe Template .mdb to process the data being imported.
|C:\Program Files (x86)\Scribe\TTemplate\scribe3.mdb

<< Back **Next >>** Help Cancel Import

Import Data Wizard

Map Data To Import

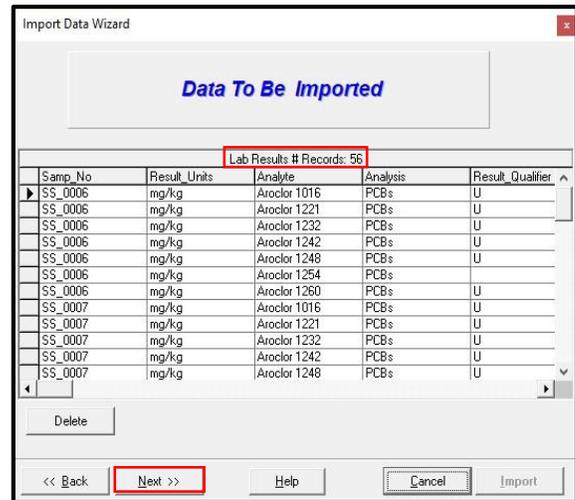
Scribe Fields (Destination)	Import Fields (Source)	Description	Data Type
Analyte	ANALYTE	Analyte/Parameter name (i.e.	Text
Analysis	Analysis	Lab Analysis (i.e VOCs)	Text
Result_Units	Runits	Result Unit of measurement	Text
Samp_No	Sample Number	Scribe/Field Sample Number	Text
Result_Qualifier	Result_Qualifier	Final/Validated Result	Text
Result	Result	Result (number) returned from	Numeric
Reportable_Result	REPORTABLE_RESULT	"Yes" for results which are	Text
MDL_Units	MDL_UNITS	MDL Units	Text
MDL	MDL	Method Detection Limit	Numeric
Lab_Result_Qualifier	Lab_Result_Qualifier	Result Qualifier as Reported	Text
Lab_Name	LAB_NAME	Laboratory that performed the	Text
Lab_Batch_No	Lab_Batch_No	Lab Batch Number	Text
Date_Analyzed	Date_Analyzed	Date Analysis was performed	DateTime
Analytical_Method	Analytical_Method	Lab Analytical Method (i.e.	Text

Display field descriptions and data types

<< Back **Next >>** Help Cancel Import



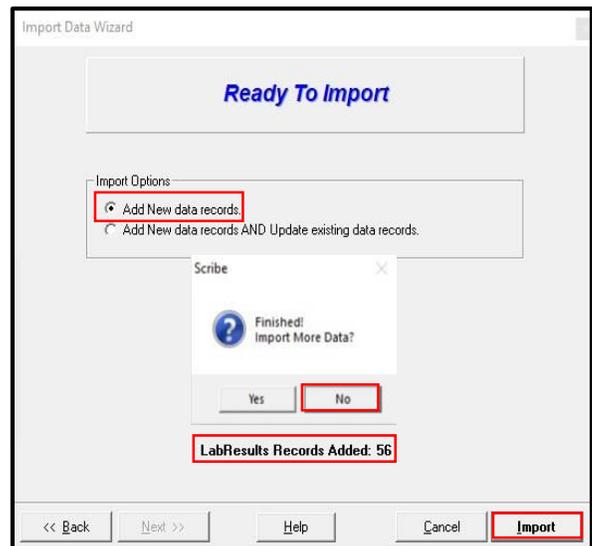
- Review to make sure your data is mapped properly and make note of the number of **Lab Results** to be imported.



- Click **Add New data records**.

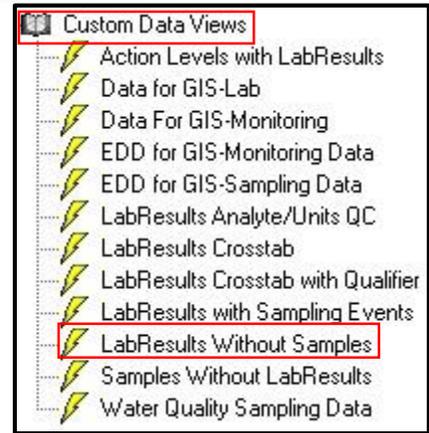
- Click **Import**.

- Note that the correct number of Lab Results were added. Click **No** to Import More Data.





13. Click on **LabResults Without Samples** under Custom Data Views in the navigation pane. Note that all 56 Lab Results appear in the query, indicating that they do not have a matching sample in this project.



The Sample Number in the PCB Lab Results import did not match the Scribe Sample Number. The Lab Reported the Sample Number with an underscore '_'. The Scribe Sample Number has a dash '-'.

LabResults Without Samples							
LabResults Without Samples: 56 [Filtered]							
	Samp_No	Date_Anal	Matrix_ID	Analysis	Analyte	Result	Result_Units
▶	SS_0006	10/19/200		PCBs	Aroclor 1016		mg/kg
	SS_0006	10/19/200		PCBs	Aroclor 1221		mg/kg
	SS_0006	10/19/200		PCBs	Aroclor 1232		mg/kg
	SS_0006	10/19/200		PCBs	Aroclor 1242		mg/kg
	SS_0006	10/19/200		PCBs	Aroclor 1248		mg/kg
	SS_0006	10/19/200		PCBs	Aroclor 1254	0.81	mg/kg

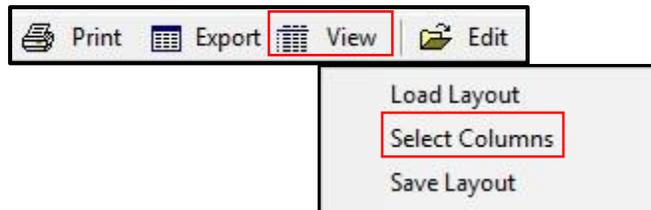


In this exercise, we will determine which EDD File had the incorrect Sample Number(s), delete those records from the Scribe project, correct the Lab EDD and reimport the lab results into Scribe.

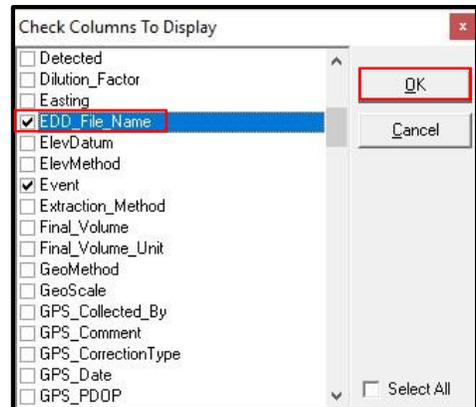
As discussed in Section A, Scribe keys on four primary fields: **Sample Number; Analysis, Analyte and Units**. Since Sample # is part of the primary key, if we do not delete the incorrect records from the project, Scribe will bring in the new records and we will have both sets of data in the project.

Find and Remove Lab Results with the Incorrect Sample Numbers:

1. Click on **Lab Results** under Sample Management in the navigation pane.
2. On the Tool Bar, click on **View | Select Columns**.



3. Scroll down and put a checkmark in the **EDD_File_Name**.
4. Click **OK**.





5. Scroll over and look through the EDD Filename column until you see ABC Lab PCB Soil Results.csv. Right-click and select 'Filter For ABC Lab PCB Soil Results.csv'.

ALL Lab Results:				
Qualifier	Lab Qualifier	MDL	MDL Units	EDD_File_Name
U	U	0.0311	mg/kg	ABC Lab PCB Soil Results.csv
U	U	0.0311	mg/kg	
U	U	0.0311	mg/kg	
U	U	0.0311	mg/kg	
		0.0171	mg/kg	
U	U	0.0171	mg/kg	
U	U	0.0302	mg/kg	

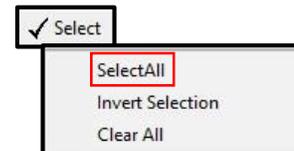
Filter For ABC Lab PCB Soil Results.csv

Remove Filter

Sort Ascending

Sort Descending

6. On the Tool Bar, click on **Select | Select All**



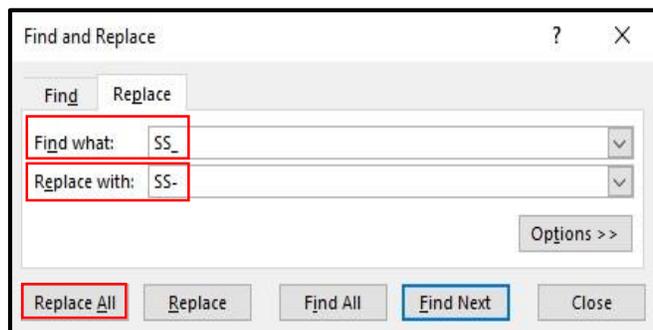
7. Click the **Delete** key. Answer **Yes**.

Correct Samples #'s in the EDD

1. Open the Scribe Student Files and browse to the **ABC Lab PCB Soil Results EDD**. Highlight the Sample Number column
2. Rename the EDD indicating it was corrected, therefore leaving the integrity of the original EDD.

Sample Number	Location	Matrix	Analysis	Analyte	Result	Runits
SS_0006	R1	Solid	PCBs	Aroclor 1016		mg/kg
SS_0006	R1	Solid	PCBs	Aroclor 1221		mg/kg
SS_0006	R1	Solid	PCBs	Aroclor 1232		mg/kg
SS_0006	R1	Solid	PCBs	Aroclor 1242		mg/kg
SS_0006	R1	Solid	PCBs	Aroclor 1248		mg/kg
SS_0006	R1	Solid	PCBs	Aroclor 1254	0.81	mg/kg

3. Click on **Find | Replace**
4. Enter Find What with **SS_**.
5. Enter Replace with **SS-**.
6. Click **Replace All**.
7. Save the File.





Import Corrected EDD

1. Open up Scribe.
2. Click on **Import | Custom Import**.
3. Click **No** to backup.
4. Select **Lab Results** from the Data Category.
5. Open the Scribe Student Files and browse to the **ABC Lab PCB Soil Results EDD**.
6. Select **UniversalEDD**.
7. Map the Data.
8. Verify the correct data is being imported with the correct number of samples.
9. Click **Import**.
10. Click **Add New data records**.
11. Verify that 56 records were imported.
12. Under **Custom Data Views**, click the **Lab Results without Samples** query.
13. Verify that there are no longer any Lab Results Without Samples.



Exercise Eight – Section C: Incorrect Data Types

In this exercise, we will be importing Latitude and Longitude to the Sampling Locations in Scribe. This exercise will include interpreting the import errors, correcting the Location Import EDD and reimporting the correctly formatted latitude and longitude.

1. Click on **File | Import | Custom Import**.
2. Select **Sampling Locations** as the Data Category.
3. Open the Scribe Student Files and browse to the **Location Update Import deg min sec** EDD file.
4. ScriptName of **default**.
5. Click **Next**.
6. Map the Import Fields. *Note: Since the Import Field names matched exactly to the Scribe Field names, Scribe automatically maps them in.*
7. Click **Next**.
8. Click **OK** when the Import Errors window appears.

Import Data Wizard

Scribe Import Data Wizard

1. Choose the type of data to import from the list below.
Data Category:
Sampling Locations

2. Pick the data to import into Scribe:
Import Data File: C:\Scribe Student Files\Location Update Import deg min sec
Table Name:

3. Select or enter a new script name:
Script Name: default
Scribe Template .mdb to process the data being imported: C:\Program Files (x86)\Scribe\template\scribe3.mdb

<< Back Next >> Help Cancel Import

Import Data Wizard

Map Data To Import

Reset Export Data Map

Sampling Locations Import: Bold = Required Field(s)

Scribe Fields (Destination)	Import Fields (Source)	Description	Data Type
Location	Location	Sampling Location	Text
PropertyID	PropertyID	Property ID (FK)	Text
Longitude	Longitude	Longitude	Numeric
LocationDescription	LocationDescription	Location Description further	Text
Latitude	Latitude	Latitude	Numeric
Altitude		Altitude	Numeric
Coord_Sys_Desc		Coordinate system	Text
Datum		Geopositioning datum	Text
Easting		Easting	Numeric
ElevDatum		Datum used to determine the	Text
ElevMethod		Method used to determine	Text
GeoMethod		Geopositioning method used	Text
GeoScale		Scale of the map or photo	Text
GPS_Collected_By		Collector of GPS Data	Text

Display field descriptions and data types

<< Back Next >> Help Cancel Import

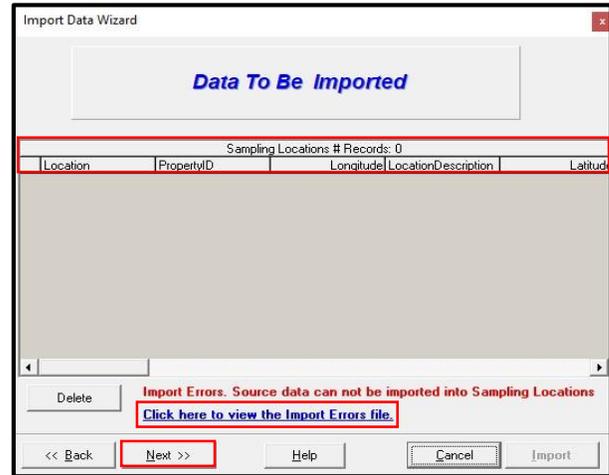
Scribe

Import Errors. Source data can not be imported into Sampling Locations

OK



- 9. Note that no Sampling Locations are displayed.
- 10. Click on [“Click here to view the Import Errors file”](#).



Scroll to the right to interpret the Import Error: **Invalid Data Type indicates that text is mapped to a numeric field in Scribe.**

The following data will not be imported for Sampling Locations:						
site_no	Location	Property	Longitude	Location	Latitude	Import Errors
ABCD	H001-F	H001	122° 27' 3	Front Yard	37° 42' 32	"Invalid Data Type" Scribe Field: Longitude; Source Field: Longitude; Source data: 122° 27' 39.8874" W "Invalid Data Type" Scribe Field: Latitude; Source Field: Latitude; Source data: 37° 42' 32.2014" N
ABCD	H001-R	H001	122° 27' 4	Back Yard	37° 42' 31	"Invalid Data Type" Scribe Field: Longitude; Source Field: Longitude; Source data: 122° 27' 40.5252" W "Invalid Data Type" Scribe Field: Latitude; Source Field: Latitude; Source data: 37° 42' 31.6908" N

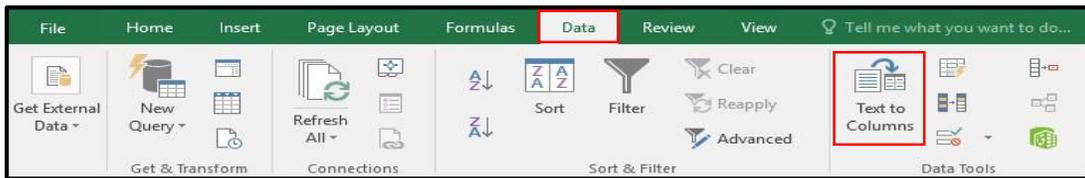
Note that the Degree Symbol (°) and Quote Symbol (") exist in the data from the import spreadsheet. These are text characters and cannot be imported to Scribe's Latitude/Longitude fields.



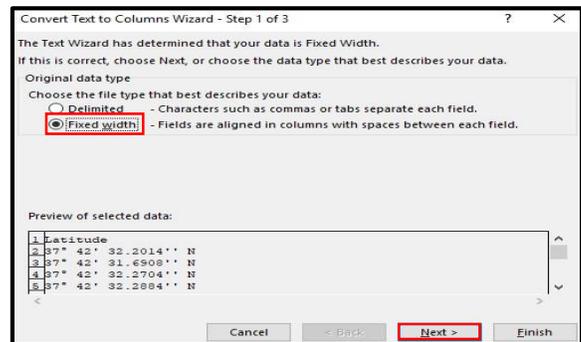
In this Exercise, we will open up the Sampling Locations Update EDD and convert the Degrees, Minutes and Seconds to Decimal Degree using a formula in Excel.

Converting Latitude:

1. Browse to the Scribe Student Files and open the **Location Update Import deg min sec.csv**.
2. Add six (6) blank columns after Latitude.
3. Highlight the Latitude column.
4. On the Ribbon, click on **Data | Text to Columns**.

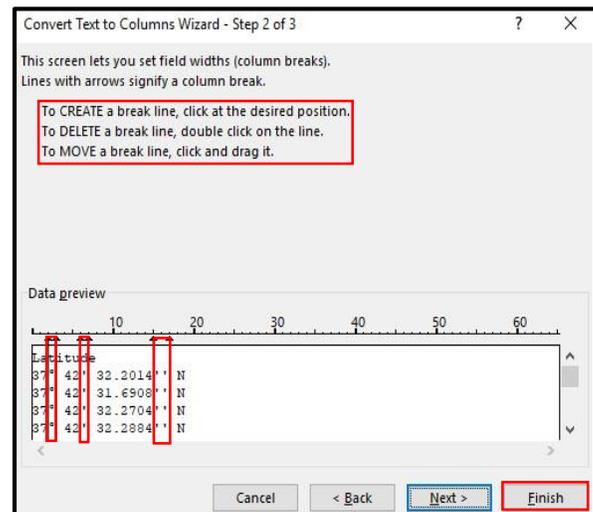


5. Select **Fixed width** and **Next**.



6. **Create a break line** to separate the text from the #'s. Text includes: °, ', " or N.

7. Click **Finish**.





Notice that the text and numbers are now in their own column.

A	B	C	D	E	F	G	H	I	J
Location	LocationD	PropertyII	Latitude						
H001-F	Front Yard	H001	37°		42'		32.2014"		N
H001-R	Back Yard	H001	37°		42'		31.6908"		N

The spreadsheet will now look like this

8. Delete columns **E, G, I** and **J** which contain the text that needs to be removed.

Convert Latitude from Degrees, Minutes Seconds to Decimal:

1. Insert a column **before** Longitude and in **column G**, type the following formula:

$$=+D2+E2/60+F2/3600$$

	A	B	C	D	E	F	G	H	I
1	Location	LocationD	PropertyII	Latitude					Longitude
2	H001-F	Front Yarc	H001	37	42	32.2014	=+D2+E2/60+F2/3600	122° 27' 39.8874" W	
3	H001-R	Back Yard	H001	37	42	31.6908		122° 27' 40.5252" W	

2. Hit the Enter key to apply the formula.

	A	B	C	D	E	F	G	H	I
1	Location	LocationD	PropertyII	Latitude					Longitude
2	H001-F	Front Yarc	H001	37	42	32.2014	37.70894483	122° 27' 39.8874" W	
3	H001-R	Back Yard	H001	37	42	31.6908		122° 27' 40.5252" W	
4	H001-W	Water We	H001	37	42	32.2704		122° 27' 40.284 " W	

3. To copy the formula to the other cells in the column, highlight cell G2 and hover in the lower right side of the cell until a 'solid' black + (plus) sign appears. Double-click it.

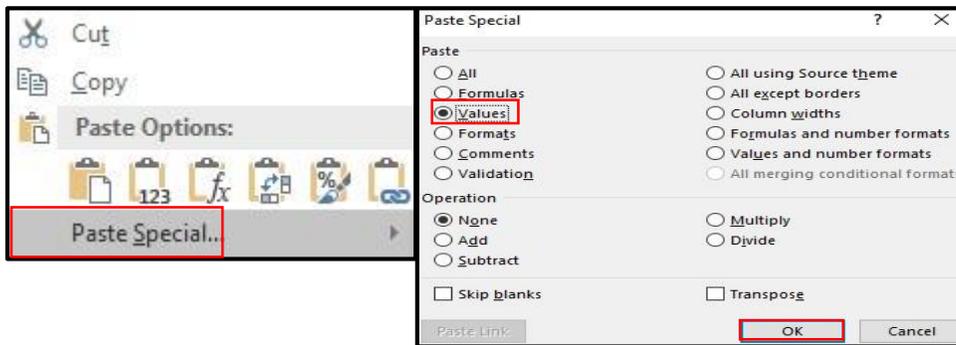
	A	B	C	D	E	F	G	H	I
1	Location	LocationD	PropertyII	Latitude					Longitude
2	H001-F	Front Yarc	H001	37	42	32.2014	37.70894483	122° 27' 39.8874" W	
3	H001-R	Back Yard	H001	37	42	31.6908	37.708803	122° 27' 40.5252" W	
4	H001-W	Water We	H001	37	42	32.2704	37.708964	122° 27' 40.284 " W	
5	H002-F	Front Yarc	H002	37	42	32.2884	37.708969	122° 27' 39.1386" W	
6	H002-R	Back Yard	H002	37	42	32.8068	37.709113	122° 27' 38.487 " W	
7	H002-W	Water We	H002	37	42	32.1984	37.708944	122° 27' 39.0306" W	
8	H003-F	Front Yarc	H003	37	42	31.8918	37.70885883	122° 27' 39.4014" W	
9	H003-R	Back Yard	H003	37	42	31.3842	37.70871783	122° 27' 40.0212" W	
10	H003-W	Water We	H003	37	42	31.9494	37.70887483	122° 27' 39.5022" W	
11	H004-F	Front Yarc	H004	37	42	31.6686	37.70879683	122° 27' 38.1996" W	
12	H004-R	Back Yard	H004	37	42	32.1876	37.708941	122° 27' 37.5084" W	
13	H004-W	Water We	H004	37	42	31.5936	37.708776	122° 27' 38.1924" W	
14	H005-F	Front Yarc	H005	37	42	30.3948	37.708443	122° 27' 37.26 " W	
15	H005-R	Back Yard	H005	37	42	29.811	37.70828083	122° 27' 37.9434" W	
16	H005-W	Water We	H005	37	42	30.5172	37.708477	122° 27' 37.3098" W	



- Highlight the values in **Column G** and click **Copy**.

	A	B	C	D	E	F	G	H	I
1	Location	LocationD	PropertyID	Latitude					Longitude
2	H001-F	Front Yard	H001	37	42	32.2014	37.70894483	122° 27' 39.8874" W	
3	H001-R	Back Yard	H001	37	42	31.6908	37.708803	122° 27' 40.5252" W	
4	H001-W	Water We	H001	37	42	32.2704	37.708964	122° 27' 40.284 " W	
5	H002-F	Front Yard	H002	37	42	32.2884	37.708969	122° 27' 39.1386" W	
6	H002-R	Back Yard	H002	37	42	32.8068	37.709113	122° 27' 38.487 " W	
7	H002-W	Water We	H002	37	42	32.1984	37.708944	122° 27' 39.0306" W	
8	H003-F	Front Yard	H003	37	42	31.8918	37.70885883	122° 27' 39.4014" W	
9	H003-R	Back Yard	H003	37	42	31.3842	37.70871783	122° 27' 40.0212" W	
10	H003-W	Water We	H003	37	42	31.9494	37.70887483	122° 27' 39.5022" W	
11	H004-F	Front Yard	H004	37	42	31.6686	37.70879683	122° 27' 38.1996" W	
12	H004-R	Back Yard	H004	37	42	32.1876	37.708941	122° 27' 37.5084" W	
13	H004-W	Water We	H004	37	42	31.5936	37.708776	122° 27' 38.1924" W	
14	H005-F	Front Yard	H005	37	42	30.3948	37.708443	122° 27' 37.26 " W	
15	H005-R	Back Yard	H005	37	42	29.811	37.70828083	122° 27' 37.9434" W	
16	H005-W	Water We	H005	37	42	30.5172	37.708477	122° 27' 37.3098" W	

- Click in Cell D2, right-click, select **Paste Special** and select **Values**.



- Click **OK**. Make sure the Column D heading is Latitude.

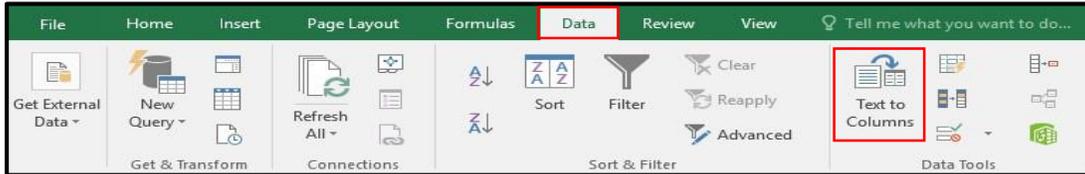
- Delete columns **E, F** and **G**.

	A	B	C	D	E	F
1	Location	LocationD	PropertyID	Latitude		Longitude
2	H001-F	Front Yard	H001	37.70894483	122° 27' 39.8874" W	
3	H001-R	Back Yard	H001	37.708803	122° 27' 40.5252" W	
4	H001-W	Water We	H001	37.708964	122° 27' 40.284 " W	
5	H002-F	Front Yard	H002	37.708969	122° 27' 39.1386" W	
6	H002-R	Back Yard	H002	37.709113	122° 27' 38.487 " W	
7	H002-W	Water We	H002	37.708944	122° 27' 39.0306" W	
8	H003-F	Front Yard	H003	37.70885883	122° 27' 39.4014" W	
9	H003-R	Back Yard	H003	37.70871783	122° 27' 40.0212" W	
10	H003-W	Water We	H003	37.70887483	122° 27' 39.5022" W	
11	H004-F	Front Yard	H004	37.70879683	122° 27' 38.1996" W	
12	H004-R	Back Yard	H004	37.708941	122° 27' 37.5084" W	
13	H004-W	Water We	H004	37.708776	122° 27' 38.1924" W	
14	H005-F	Front Yard	H005	37.708443	122° 27' 37.26 " W	
15	H005-R	Back Yard	H005	37.70828083	122° 27' 37.9434" W	
16	H005-W	Water We	H005	37.708477	122° 27' 37.3098" W	

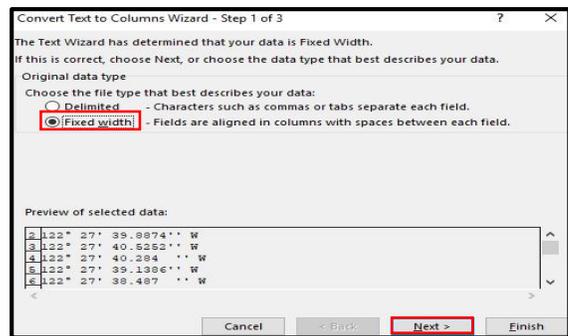


Convert Longitude:

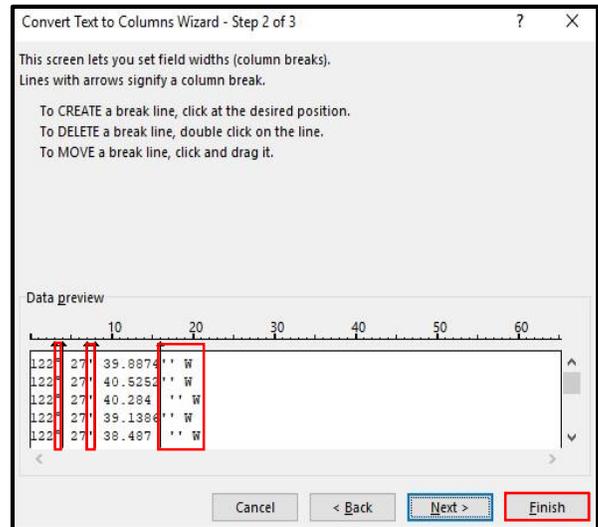
1. Highlight the column with the **Longitude**.
2. On the Ribbon, click on **Data | Text to Columns**.



3. Select **Fixed width** and click **Next**.



4. **Create a break line** to separate text from numbers.



5. Click **Finish**.

	A	B	C	D	E	F	G	H	I	J
1	Location	LocationDes	PropertyID	Latitude	Longitude					
2	H001-F	Front Yard	H001	37.7089448	122 °		27 '		39.8874 "	W
3	H001-R	Back Yard	H001	37.708803	122 °		27 '		40.5252 "	W

The spreadsheet will now look like this



6. Delete columns **F**, **H** and **J** which contains the text that needs to be removed.

	A	B	C	D	E	F	G	H	I	J
1	Location	LocationDes	PropertyID	Latitude	Longitude					
2	H001-F	Front Yard	H001	37.7089448	122°		27'		39.8874	" W
3	H001-R	Back Yard	H001	37.708803	122°		27'		40.5252	" W

Convert Degrees, Minutes, Seconds to Decimal:

1. In column **H**, type the following formula:

=-E2-F2/60-G2/3600

	A	B	C	D	E	F	G	H
1	Location	LocationDes	PropertyID	Latitude	Longitude			
2	H001-F	Front Yard	H001	37.7089448	122	27	39.8874	=-E2-F2/60-G2/3600
3	H001-R	Back Yard	H001	37.708803	122	27	40.5252	

2. Hit the **Enter Key**.

	A	B	C	D	E	F	G	H
1	Location	LocationDes	PropertyID	Latitude	Longitude			
2	H001-F	Front Yard	H001	37.7089448	122	27	39.8874	-122.4610798
3	H001-R	Back Yard	H001	37.708803	122	27	40.5252	

3. Copy the formula to the other cells in the column. Highlight cell **H2** and hover in the lower right side of the cell until a 'solid' black + (plus) sign appears. Double-click it.

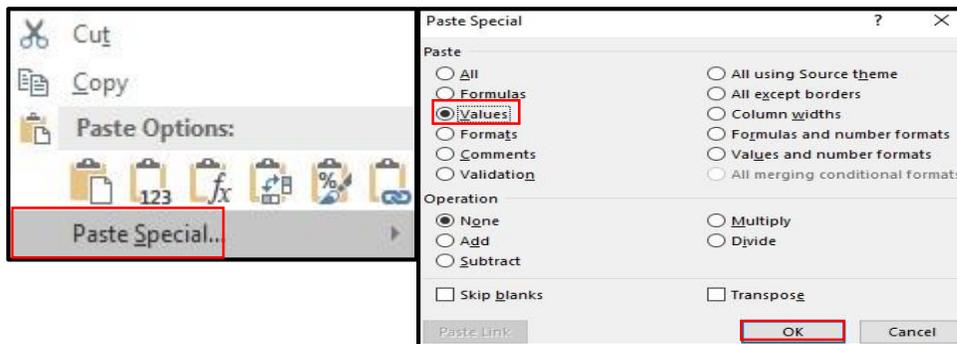
	A	B	C	D	E	F	G	H
1	Location	LocationDes	PropertyID	Latitude	Longitude			
2	H001-F	Front Yard	H001	37.7089448	122	27	39.8874	-122.4610798
3	H001-R	Back Yard	H001	37.708803	122	27	40.5252	-122.461257
4	H001-W	Water Well	H001	37.708964	122	27	40.284	-122.46119
5	H002-F	Front Yard	H002	37.708969	122	27	39.1386	-122.4608718
6	H002-R	Back Yard	H002	37.709113	122	27	38.487	-122.4606908
7	H002-W	Water Well	H002	37.708944	122	27	39.0306	-122.4608418
8	H003-F	Front Yard	H003	37.7088588	122	27	39.4014	-122.4609448
9	H003-R	Back Yard	H003	37.7087178	122	27	40.0212	-122.461117
10	H003-W	Water Well	H003	37.7088748	122	27	39.5022	-122.4609728
11	H004-F	Front Yard	H004	37.7087968	122	27	38.1996	-122.460611
12	H004-R	Back Yard	H004	37.708941	122	27	37.5084	-122.460419
13	H004-W	Water Well	H004	37.708776	122	27	38.1924	-122.460609
14	H005-F	Front Yard	H005	37.708443	122	27	37.26	-122.46035
15	H005-R	Back Yard	H005	37.7082808	122	27	37.9434	-122.4605398
16	H005-W	Water Well	H005	37.708477	122	27	37.3098	-122.4603638



4. Highlight the values in Column H and click 'Copy'.

	A	B	C	D	E	F	G	H
1	Location	LocationDes	PropertyID	Latitude	Longitude			
2	H001-F	Front Yard	H001	37.7089448	122	27	39.8874	-122.4610798
3	H001-R	Back Yard	H001	37.708803	122	27	40.5252	-122.461257
4	H001-W	Water Well	H001	37.708964	122	27	40.284	-122.46119
5	H002-F	Front Yard	H002	37.708969	122	27	39.1386	-122.4608718
6	H002-R	Back Yard	H002	37.709113	122	27	38.487	-122.4606908
7	H002-W	Water Well	H002	37.708944	122	27	39.0306	-122.4608418
8	H003-F	Front Yard	H003	37.7088588	122	27	39.4014	-122.4609448
9	H003-R	Back Yard	H003	37.7087178	122	27	40.0212	-122.461117
10	H003-W	Water Well	H003	37.7088748	122	27	39.5022	-122.4609728
11	H004-F	Front Yard	H004	37.7087968	122	27	38.1996	-122.460611
12	H004-R	Back Yard	H004	37.708941	122	27	37.5084	-122.460419
13	H004-W	Water Well	H004	37.708776	122	27	38.1924	-122.460609
14	H005-F	Front Yard	H005	37.708443	122	27	37.26	-122.46035
15	H005-R	Back Yard	H005	37.7082808	122	27	37.9434	-122.4605398
16	H005-W	Water Well	H005	37.708477	122	27	37.3098	-122.4603638

5. Click in Cell E2, right-click, select **Paste Special | Paste Values**.



6. Click **OK**. Make sure Column E Heading is Longitude.
7. Make sure the Column E heading is Longitude. Delete columns F, G and H.
8. Save the file.

	A	B	C	D	E
1	Location	LocationDes	PropertyID	Latitude	Longitude
2	H001-F	Front Yard	H001	37.7089448	-122.4610798
3	H001-R	Back Yard	H001	37.708803	-122.461257
4	H001-W	Water Well	H001	37.708964	-122.46119
5	H002-F	Front Yard	H002	37.708969	-122.4608718
6	H002-R	Back Yard	H002	37.709113	-122.4606908
7	H002-W	Water Well	H002	37.708944	-122.4608418
8	H003-F	Front Yard	H003	37.7088588	-122.4609448
9	H003-R	Back Yard	H003	37.7087178	-122.461117
10	H003-W	Water Well	H003	37.7088748	-122.4609728
11	H004-F	Front Yard	H004	37.7087968	-122.460611
12	H004-R	Back Yard	H004	37.708941	-122.460419
13	H004-W	Water Well	H004	37.708776	-122.460609
14	H005-F	Front Yard	H005	37.708443	-122.46035
15	H005-R	Back Yard	H005	37.7082808	-122.4605398
16	H005-W	Water Well	H005	37.708477	-122.4603638



Import and Update your Sampling Locations:

1. Click on **File | Import | Custom Import**.
2. Select **Sampling Locations** as the Data Category.
3. Open the Scribe Student Files and browse to the **Location Update Import deg min sec EDD** file.
4. ScriptName of **default**.
5. Click **Next**.
6. Map the Import Fields. *Note: Since the Import Field names matched exactly to the Scribe Field names, Scribe automatically maps them in.*
7. Click **Next**.
8. The 'Data To Be Import' screen is a preview of how the columns were mapped and shows the number of records to be imported. Make note of the number of records.

Scribe Import Data Wizard

1. Choose the type of data to import from the list below.
Data Category: **Sampling Locations**

2. Pick the data to import into Scribe:
 Import Data File **C:\Scribe Student Files\Location Update Import deg min sec**
 Table Name:

3. Select or enter a new script name:
Script Name: **default**
 Scribe Template: .mdb to process the data being imported. **C:\Program Files (x86)\Scribe\Template\scribe3.mdb**

<< Back **Next >>** Help Cancel Import

Map Data To Import

Reset
Export Data Map

Scribe Fields (Destination)	Import Fields (Source)	Description	Data Type
Location	Location	Sampling Location	Text
PropertyID	PropertyID	Property ID (FK)	Text
Longitude	Longitude	Longitude	Numeric
LocationDescription	LocationDescription	Location Description further	Text
Latitude	Latitude	Latitude	Numeric
Altitude		Altitude	Numeric
Coord_Sys_Desc		Coordinate system	Text
Datum		Geopositioning datum	Text
Easting		Easting	Numeric
ElevDatum		Datum used to determine the	Text
ElevMethod		Method used to determine	Text
GeoMethod		Geopositioning method used	Text
GeoScale		Scale of the map or photo	Text
GPS_Collected_By		Collector of GPS Data	Text

Display field descriptions and data types

<< Back **Next >>** Help Cancel Import

Data To Be Imported

Sampling Locations # Records: 15

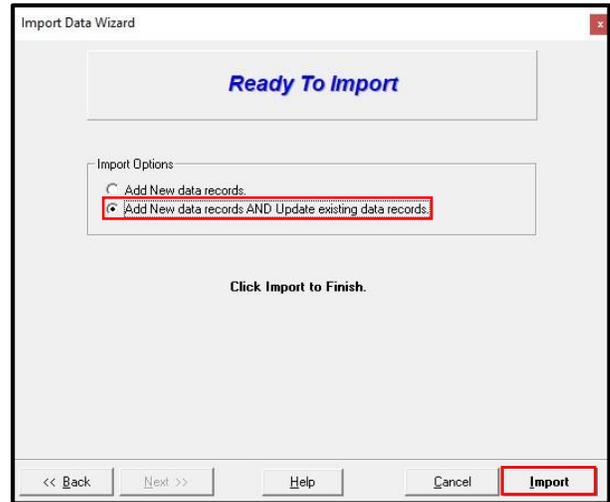
Location	PropertyID	Longitude	LocationDescription	Lat
H001-F	H001	-122.4610798	Front Yard	37.70892
H001-R	H001	-122.4612571	Back Yard	37.708
H001-W	H001	-122.46119	Water Well	37.708
H002-F	H002	-122.4608718	Front Yard	37.708
H002-R	H002	-122.4606308	Back Yard	37.708
H002-W	H002	-122.4608418	Water Well	37.708
H003-F	H003	-122.4609448	Front Yard	37.7088
H003-R	H003	-122.461117	Back Yard	37.70871
H003-W	H003	-122.4609728	Water Well	37.7088
H004-F	H004	-122.460611	Front Yard	37.7087
H004-R	H004	-122.460419	Back Yard	37.708
H004-W	H004	-122.460609	Water Well	37.708

Delete

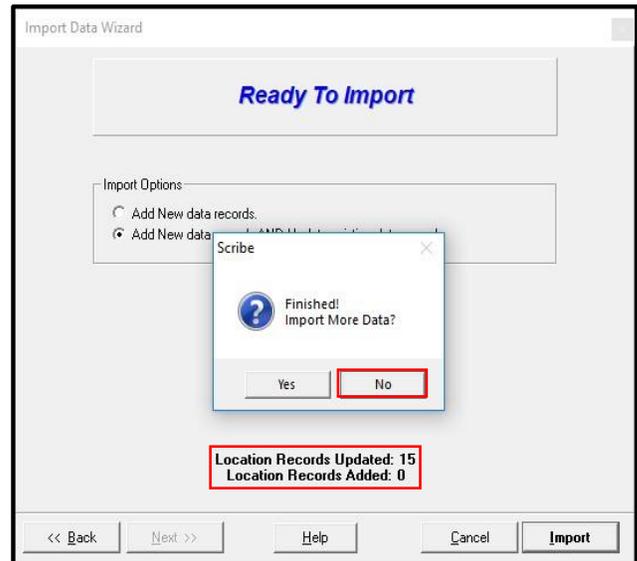
<< Back **Next >>** Help Cancel Import



9. Since this import will be updating the existing locations, select the option to '**Add New data records AND Update existing data records**'.
10. Click **Import**.



11. Note the number of **Location Records Updated**. It should not indicate any new records were added.
12. Click **No** to Import More Data.





Exercise Eight – Section D: Inconsistent Data

In this exercise, we will be importing Action Levels and running the Action Levels with LabResults query. We will be troubleshooting why the expected results do not appear.

Importing Action Levels:

1. Click on **File | Import | Custom Import**.
2. Click **No** to Backup Now.
3. Select **Action Levels** as the Data Category.
4. Browse to Scribe Student Files and select the **Action Levels for Exercise 8.csv**.
5. Click **Next**.

6. On the “*Map Data To Import*” screen, map the fields as shown here.
7. Click **Next**.

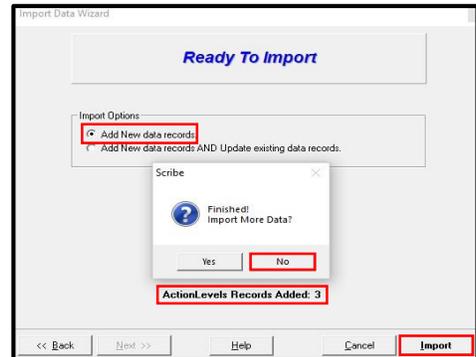
Scribe Fields (Destination)	Import Fields (Source)	Description	Data Type
Unit	Unit	Unit of measurement	Text
SourceID	Source ID	Source of the Action Level	Text
Matrix	Matrix		Text
CAS_NO	CAS NO	Chemical Abstract Number	Text
Analyte	Analyte	Analyte/Parameter name	Text
Value	Value	Action Level Value	Numeric
Notes	Notes		Text

8. Review the “*Data To Be Imported*”.
9. Click **Next**.

Unit	SourceID	Matrix	CAS_NO	Analyte
ug/L	RSL MCL	Soil	7440-36-0	Antimony
ug/L	RSL MCL	Soil	11097-69-1	Ascorbic 1254
ug/L	RSL MCL	Water	7440-36-0	Antimony

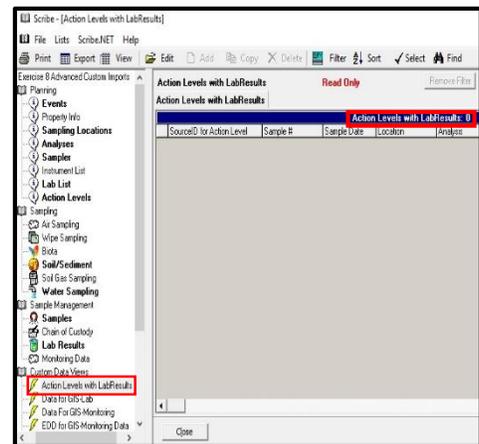


10. Select **Add New data records**.
11. Click **Import**.
12. Verify that the number of ActionLevels Records added correct.
13. Click **No** to Import More Data.



is

14. Run the **Action Levels with LabResults** query. Note that **No** Lab Results were flagged with Action Levels.





In this exercise, we will verify that the Lab Results do include results for Antimony and Aroclor 1254, and determine why there are no records being returned in the **Action Levels with LabResults** query.

Review LabResult Data:

Our current Action Levels table shows that there are Action Levels established for Antimony in Water and Soil and Aroclor 1254 in Soil.

Action Levels							
Action Levels: 3							
Source ID	Matrix	Analyte	CAS NO	Value	Unit	Notes	
▶ RSL MCL	Water	Antimony	7440-36-0	10	ug/L	Regional Screening Level (RSL)	
RSL MCL	Soil	Antimony	7440-36-0	15	ug/L	Regional Screening Level (RSL)	
RSL MCL	Soil	Aroclor 1254	11097-69-1	0.052	ug/L	Regional Screening Level (RSL)	

Verify that there are Lab Results for Antimony and Aroclor 1254:

- Under the **Sample Management** section in the navigation pane, click on **Lab Results**.

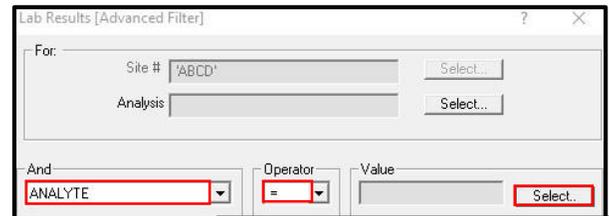


- On the Tool Bar, click on **Filter**.



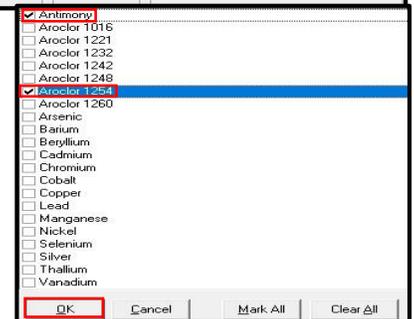
- In the first dropdown box, select **ANALYTE**.

- Select equal (=) as the Operator.



- Click on Select and put a checkmark in **Antimony** and **Aroclor 1254**.

- Click **OK**.





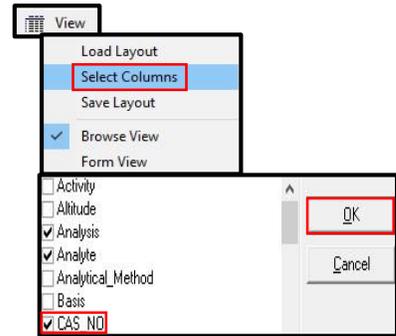
- Scribe returns a filtered view of the Antimony and Aroclor 1254 results

Lab Results: 18 [Filtered]						
Sample #	CLP Sample #	Location	Lab Matrix	Analysis	Analyte	Result Units
16ZY8-FY-GRAB-1		H002-F		ICP_MS	Antimony	0.71 mg/kg
16ZY8-FY-GRAB-1		H002-F		ICP_MS	Antimony	0.71 mg/kg
1HNEQ-LOT-GRAB-1		H001-R		ICP_MS	Antimony	2.1 mg/kg
1HNEQ-LOT-GRAB-1		H001-R		ICP_MS	Antimony	2.1 mg/kg
1LJ1E-BY-GRAB-1		H001-F		ICP_MS	Antimony	4.4 mg/kg
1LJ1E-BY-GRAB-1		H001-F		ICP_MS	Antimony	4.4 mg/kg
1LJ1E-FY-GRAB-1		H001-W		ICP_MS	Antimony	11.9 mg/kg
1LJ1E-FY-GRAB-1		H001-W		ICP_MS	Antimony	11.9 mg/kg
2NVED-BY-GRAB-1		H002-W		ICP_MS	Antimony	2.1 mg/kg
2NVED-BY-GRAB-1		H002-W		ICP_MS	Antimony	2.1 mg/kg
SS-0006		H003-F		PCBs	Aroclor 1254	0.81 mg/kg
SS-0007		H003-F		PCBs	Aroclor 1254	0.245 mg/kg
SS-0008		H003-R		PCBs	Aroclor 1254	2.4 mg/kg
SS-0009		H003-R		PCBs	Aroclor 1254	1.48 mg/kg
SS-0010		H004-F		PCBs	Aroclor 1254	0.218 mg/kg
SS-0011		H004-F		PCBs	Aroclor 1254	2.74 mg/kg
SS-0012		H004-R		PCBs	Aroclor 1254	0.494 mg/kg
SS-0013		H004-R		PCBs	Aroclor 1254	0.246 mg/kg

- On the Tool Bar, click on **View | Select Columns**.

- Put a checkmark in **CAS_NO**.

- Click **OK**.



- Verify that the **CAS_NO**, **Analyte** and **Units** match what is in the Action Levels table.

Lab Results: 18 [Filtered]							
Sample #	Location	CAS_NO	Analysis	Analyte	Result	Units	Total or Dissolved
16ZY8-FY-GRAB-161213	H002-F	7440-36-0	ICP_MS	Antimony	0.71	mg/kg	T
16ZY8-FY-GRAB-161213	H002-F	7440-36-0	ICP_MS	Antimony	0.71	mg/kg	D
1HNEQ-LOT-GRAB-161214	H001-R	7440-36-0	ICP_MS	Antimony	2.1	mg/kg	D
1HNEQ-LOT-GRAB-161214	H001-R	7440-36-0	ICP_MS	Antimony	2.1	mg/kg	T
1LJ1E-BY-GRAB-170118	H001-F	7440-36-0	ICP_MS	Antimony	4.4	mg/kg	D
1LJ1E-BY-GRAB-170118	H001-F	7440-36-0	ICP_MS	Antimony	4.4	mg/kg	T
1LJ1E-FY-GRAB-170118	H001-W	7440-36-0	ICP_MS	Antimony	11.9	mg/kg	D
1LJ1E-FY-GRAB-170118	H001-W	7440-36-0	ICP_MS	Antimony	11.9	mg/kg	T
2NVED-BY-GRAB-161209	H002-W	7440-36-0	ICP_MS	Antimony	2.1	mg/kg	D
2NVED-BY-GRAB-161209	H002-W	7440-36-0	ICP_MS	Antimony	2.1	mg/kg	T
SS-0006	H003-F	11097-69-1	PCBs	Aroclor 1254	0.81	mg/kg	
SS-0007	H003-F	11097-69-1	PCBs	Aroclor 1254	0.245	mg/kg	
SS-0008	H003-R	11097-69-1	PCBs	Aroclor 1254	2.4	mg/kg	
SS-0009	H003-R	11097-69-1	PCBs	Aroclor 1254	1.48	mg/kg	
SS-0010	H004-F	11097-69-1	PCBs	Aroclor 1254	0.218	mg/kg	
SS-0011	H004-F	11097-69-1	PCBs	Aroclor 1254	2.74	mg/kg	
SS-0012	H004-R	11097-69-1	PCBs	Aroclor 1254	0.494	mg/kg	
SS-0013	H004-R	11097-69-1	PCBs	Aroclor 1254	0.246	mg/kg	

Lab Results Table



Action Levels							
Action Levels: 3							
Source ID	Matrix	Analyte	CAS NO	Value	Unit	Notes	
RSL MCL	Water	Antimony	7440-36-0	10	ug/L	Regional Screening Level (RSL)	
RSL MCL	Soil	Antimony	7440-36-0	15	ug/L	Regional Screening Level (RSL)	
RSL MCL	Soil	Aroclor 1254	11097-69-1	0.052	ug/L	Regional Screening Level (RSL)	

Action Levels Table

Convert Action Levels Unit(s):

The Action Levels with LabResults query keys on two (2) unique fields in Scribe: **Unit** and **CAS_NO**. By looking at the Lab Results Table versus the Action Levels Table, you will note that the lab reported the units as **‘mg/kg’** and the Action Levels Table is looking for **‘ug/L’**. In order for the Action Levels with Lab Results query to run properly, the Action Levels table will need to include the action levels for the units in **mg/kg**.

To convert ug/L to mg/kg, you must divide the **value** by 1000. For example:

$$10 \text{ ug/L divided by } 1000 = 0.01 \text{ mg/kg}$$

$$15 \text{ ug/L divided by } 1000 = 0.015 \text{ mg/kg}$$

$$0.052 \text{ ug/l divided by } 1000 = 0.000052 \text{ mg/kg}$$

Update Action Levels Table:

The Action Levels Table can be updated two (2) ways: (1) modify the Action Level import file; or (2) adding the new levels in the Action Levels table in Scribe. In this exercise, we will add the new action levels to the import file and import them into Scribe.

1. In Excel, browse to the **Action Levels for Exercise 8.csv** located in your Scribe Student Files.
2. Copy and paste the three (3) existing Action Levels.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Source ID	Matrix	Analyte	CAS NO	Value	Unit	Notes								
RSL MCL	Soil	Antimony	7440-36-0	15	ug/L	Regional Screening Level (RSL) for Chemical Contaminants in Residential Soil at Superfund Site								
RSL MCL	Water	Antimony	7440-36-0	10	ug/L	Regional Screening Level (RSL) for Chemical Contaminants in Residential Soil at Superfund Site								
RSL MCL	Soil	Aroclor 1211097-69-		0.052	ug/L	Regional Screening Level (RSL) for Chemical Contaminants in Residential Soil at Superfund Site								

3. Change the values and units on the pasted rows.
4. Your import file should look like this.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Source ID	Matrix	Analyte	CAS NO	Value	Unit	Notes								
RSL MCL	Soil	Antimony	7440-36-0	15	ug/L	Regional Screening Level (RSL) for Chemical Contaminants in Residential Soil at Superfund Site								
RSL MCL	Water	Antimony	7440-36-0	10	ug/L	Regional Screening Level (RSL) for Chemical Contaminants in Residential Soil at Superfund Site								
RSL MCL	Soil	Aroclor 1211097-69-		0.052	ug/L	Regional Screening Level (RSL) for Chemical Contaminants in Residential Soil at Superfund Site								
RSL MCL	Soil	Antimony	7440-36-0	0.015	mg/kg	Regional Screening Level (RSL) for Chemical Contaminants in Residential Soil at Superfund Site								
RSL MCL	Water	Antimony	7440-36-0	0.01	mg/kg	Regional Screening Level (RSL) for Chemical Contaminants in Residential Soil at Superfund Site								
RSL MCL	Soil	Aroclor 1211097-69-		0.000052	mg/kg	Regional Screening Level (RSL) for Chemical Contaminants in Residential Soil at Superfund Site								

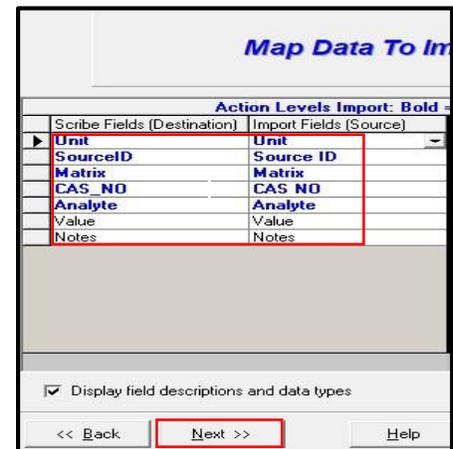


5. Save and close Excel.
6. In Scribe, click on **File | Custom Import**.
7. Say No to Backup Now.

8. Select **Action Levels** from the Data Category.
9. Browse to the Scribe Student Files and select the **Action Levels for Exercise 8.csv**.
10. Click **Next**.

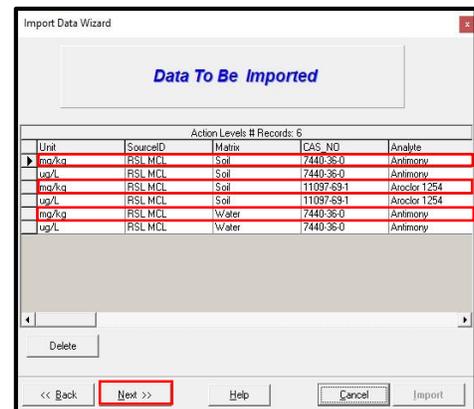


11. On the “Map Data to Import” screen, verify that the fields are mapped properly.
12. Click **Next**.



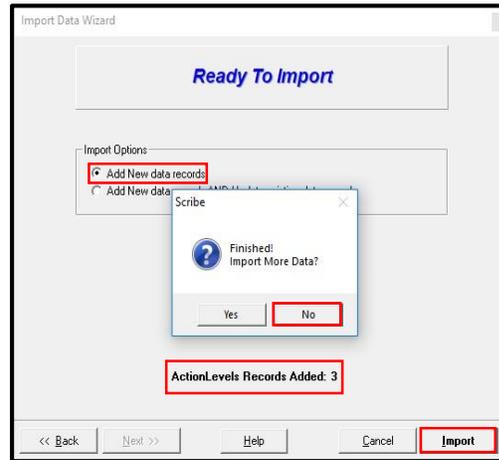
are

13. Review the “Data To Be Imported”.
14. Click **Next**.





15. Click **Add New data records**.
16. Click **Import**.
17. Note the number of records added.
18. Click **No** Import More Data.



19. Review the Action Levels Table

Action Levels: 6						
Source ID	Matrix	Analyte	CAS NO	Value	Unit	Notes
RSL MCL	Water	Antimony	7440-36-0	0.01	mg/kg	Regional Screening Level (RSL)
RSL MCL	Soil	Antimony	7440-36-0	0.015	mg/kg	Regional Screening Level (RSL)
RSL MCL	Soil	Antimony	7440-36-0	15	ug/L	Regional Screening Level (RSL)
RSL MCL	Water	Antimony	7440-36-0	10	ug/L	Regional Screening Level (RSL)
RSL MCL	Soil	Aroclor 1254	11097-69-1	0.000052	mg/kg	Regional Screening Level (RSL)
RSL MCL	Soil	Aroclor 1254	11097-69-1	0.052	ug/L	Regional Screening Level (RSL)

20. Close the Action Levels table

21. Run the **Action Levels with LabResults** query. 28 Records are returned

Action Levels with LabResults: 28							
SourceID for Action Level	Sample #	Sample Date	Location	Analysis	Analyte	CAS	Sample I
RSL MCL	16Z\8-FY-GRAB-1		H002-F	ICP_MS	Antimony	7440-36-0	Water
RSL MCL	16Z\8-FY-GRAB-1		H002-F	ICP_MS	Antimony	7440-36-0	Water
RSL MCL	16Z\8-FY-GRAB-1		H002-F	ICP_MS	Antimony	7440-36-0	Water
RSL MCL	16Z\8-FY-GRAB-1		H002-F	ICP_MS	Antimony	7440-36-0	Water
RSL MCL	1HNEQ-LOT-GRAB		H001-R	ICP_MS	Antimony	7440-36-0	Water
RSL MCL	1HNEQ-LOT-GRAB		H001-R	ICP_MS	Antimony	7440-36-0	Water
RSL MCL	1HNEQ-LOT-GRAB		H001-R	ICP_MS	Antimony	7440-36-0	Water
RSL MCL	1HNEQ-LOT-GRAB		H001-R	ICP_MS	Antimony	7440-36-0	Water
RSL MCL	1LJ1E-BY-GRAB-1		H001-F	ICP_MS	Antimony	7440-36-0	Water
RSL MCL	1LJ1E-BY-GRAB-1		H001-F	ICP_MS	Antimony	7440-36-0	Water
RSL MCL	1LJ1E-BY-GRAB-1		H001-F	ICP_MS	Antimony	7440-36-0	Water
RSL MCL	1LJ1E-FY-GRAB-1		H001-W	ICP_MS	Antimony	7440-36-0	Water
RSL MCL	1LJ1E-FY-GRAB-1		H001-W	ICP_MS	Antimony	7440-36-0	Water
RSL MCL	1LJ1E-FY-GRAB-1		H001-W	ICP_MS	Antimony	7440-36-0	Water
RSL MCL	1LJ1E-FY-GRAB-1		H001-W	ICP_MS	Antimony	7440-36-0	Water
RSL MCL	2NVED-BY-GRAB-		H002-W	ICP_MS	Antimony	7440-36-0	Water
RSL MCL	2NVED-BY-GRAB-		H002-W	ICP_MS	Antimony	7440-36-0	Water
RSL MCL	2NVED-BY-GRAB-		H002-W	ICP_MS	Antimony	7440-36-0	Water
RSL MCL	2NVED-BY-GRAB-		H002-W	ICP_MS	Antimony	7440-36-0	Water
RSL MCL	SS-0006		H003-F	PCBs	Aroclor 1254	11097-69-1	Solid
RSL MCL	SS-0007		H003-F	PCBs	Aroclor 1254	11097-69-1	Solid
RSL MCL	SS-0008		H003-R	PCBs	Aroclor 1254	11097-69-1	Solid
RSL MCL	SS-0009		H003-R	PCBs	Aroclor 1254	11097-69-1	Solid
RSL MCL	SS-0010		H004-F	PCBs	Aroclor 1254	11097-69-1	Solid
RSL MCL	SS-0011		H004-F	PCBs	Aroclor 1254	11097-69-1	Solid
RSL MCL	SS-0012		H004-R	PCBs	Aroclor 1254	11097-69-1	Solid
RSL MCL	SS-0013		H004-R	PCBs	Aroclor 1254	11097-69-1	Solid



Exercise Nine – CLP Sampling

Exercise Objective: Collect CLP samples in Scribe

Exercise Scenario: Sediment sampling at two locations in a small creek in Brooklyn, NY. Each location will have two samples drawn – one at 0 to 6 inches and another at 6 to 12 inches. It is likely that a return visit will be necessary to sample two additional locations.

Project Name: CLP Training Site Number: ABC123 CLP Case Number 10001 Region: 2 Starting CLP Sample Number: B8X01		Lab Info: Mr. John J. Chemist XYZ CLP Lab 112 Main Street Anytown, NJ 00000 Phone: 555-111-2222 Fax: 555-111-2220		4 Sediment Samples 1 QC Sample Analysis Info: - CLP 12 Toxic Congeners (PR) - CLP Volatiles (organics) - CLP VOA by M.A. 1301.0 (organics) - Total Sulfides (non CLP)	
Analysis	Abbrev.	Turn-Around	Container	Quantity	Preservative
CLP 12 Toxic Congeners – <i>Preliminary Results</i>	12 Toxic CBCs	35 Day	32oz Amber Jar	1 – filled to capacity	None but store in Ice
CLP Volatiles	CLP VOA	14 Day	40mL Amber Vial	3 – 5g per vial	None but store in Ice
Total Sulfides (Non CLP)		21 Day	4oz Glass Jar	1 – filled to capacity	Zn Acetate
CLP Volatiles – QC Sample	CLP VOA	14 Day	40mL Amber Vial	9 – 5g per vial	None but store in Ice
CLP VOA by M.A. 1301.0	VOA M.A.	14 Day	40mL Amber Vial	3 – 5g per vial	None but store in Ice
Location Codes	Sub-Locations		EventID		
A001	A = 0-6 inches B = 6-12 inches		Initial Investigation		
A002	A = 0-6 inches B = 6-12 inches		Initial Investigation		



Exercise Nine – Section A: Create a CLP Scribe Project

Scribe supports the Contract Lab Program (CLP) Sampling projects by incorporating CLP sampling requirements including CLP sampling fields, analyses and chain of custody XML exports.

In addition, with the CLPSS Release 11.2, a user can request a Case XML file as part of the Access Assignment Information task. This XML file can be imported in to Scribe to automatically customize the Site Information, Analyses, and Lab List information.

Create a New Scribe CLP Project:

If you are starting Scribe for the first time, the dialog box shown below will be displayed. If you have already created projects in Scribe, follow the directions below to create a new project.

1. From the Scribe Menu, click **File**.
2. Select **New Project**.

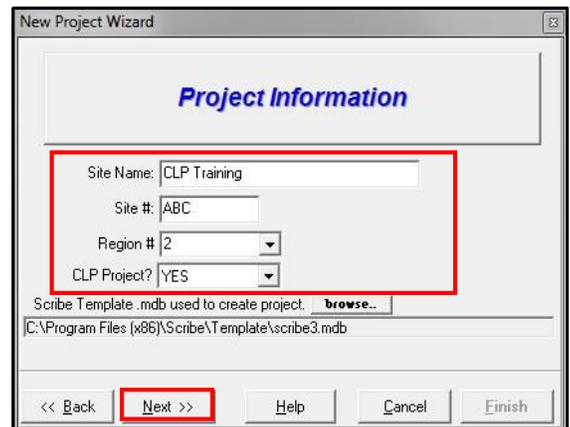
The New Project Wizard dialog box will be displayed.

3. Click the **Next** button.



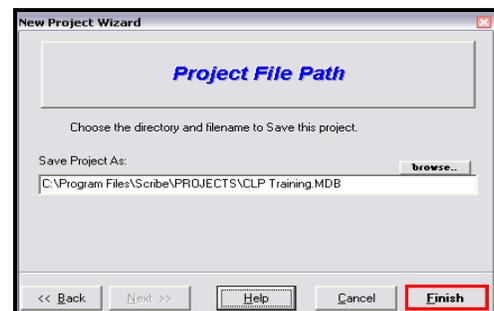
4. Complete the Project Information
Site Name: CLP Training
Site #: ABC123
Region #: 2
CLP Project? YES

Click **Next** to continue.



5. Click **Finish**.

The New Project Wizard closes and the Site Info screen is displayed. Fields in **blue** are required.



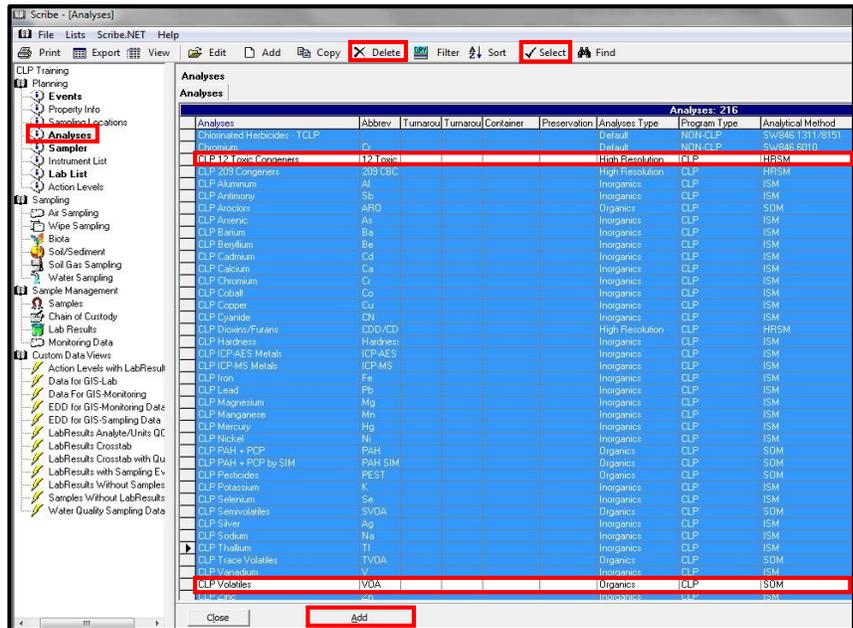


Exercise Nine – Section B: Customize CLP Analyses and Lab Lists

Scribe Version 3.10.1, includes the default CLP Analyses listed in Appendix G of the CLP Sampler's Guide. This list can be modified, as needed, to customize the pick list selections when entering sampling information. Although it is not required, if there is time to pre-plan the sampling effort, customizing large pick lists will speed data entry. The following section describes how to remove analyses that will not be used for this sampling effort and how to add a new CLP analysis and non-CLP analysis to the list.

Modify Scribe's default analysis list:

- Under the Planning section in the left navigation pane, click on 'Analyses'.
- Delete all default analyses except CLP 12 Toxic Congeners and CLP Volatiles:
 - Click the 'Select' button
 - Click 'Select All'
 - Deselect the analysis listed above by holding the CTRL (control) key and clicking on each analysis.
- Click the 'Delete' button to remove the selected analysis.
- Click 'Yes' when prompted to delete the selected records.



- Click the 'Add' button and replace '#New01' with **CLP VOA by M.A. 1301.0**. Add the Abbreviation 'VOA M.A.', include the turnaround time of 21 days and change the Analyses Type to Organics and the Program Type to CLP. (See *Analyses Note* below).

Analyses						
Analyses	Abbrev	Turnarou	Turnarou	Container	Preservation	Analytical Method
#New01#					Generic	NON-CLP
CLP 12 Toxic Congeners	12 Toxic				High Resolution	CLP HRSM
CLP Volatiles	VOA				Organics	CLP SOM



Analyses									
Analyses									
Analyses: 3									
Analyses	Abbrev	Turnarou	Turnarou	Container	Preservation	Analyses Type	Program Type	Analytical Method	
CLP VOA by M.A. 1301.0	VOA M.A.	21	Days	40mL Amber	Wet ice	Organics	CLP		
CLP 12 Toxic Congeners	12 Toxic CB	21	Days	32 oz Amber	Wet ice	High Resolution	CLP	HRSM	
CLP Volatiles	VOA					Organics	CLP	SOM	

Analyses Note: If you add or modify a new CLP Analysis, you MUST provide the analysis name, abbreviation and turnaround time, **Program Type of CLP** and an analysis type of either **Organics, Inorganics or High Resolution**, in order to correctly assign a CLP sample number and produce a CLP COC layout.

6. Click the 'Add' button and replace '#New01#' with 'Total Sulfides'.

Analyses									
Analyses									
Analyses: 4									
Analyses	Abbrev	Turnarou	Turnarou	Container	Preservation	Analyses Type	Program Type	Analytical Method	
Total Sulfides	TS	21	Days	1 liter amber		Generic	NON-CLP		
CLP 12 Toxic Congeners	12 Toxic	35	Days	32 oz Amber	Wet ice	High Resolution	CLP	HRSM	
CLP VOA by M.A. 1301.0	VOA M.A.	21	Days	40mL Amber	Wet ice	Organics	CLP		
CLP Volatiles	VOA					Organics	CLP	SOM	

7. Add the following turnaround times:
- 21 days for Total Sulfides
 - 35 days for Toxic Congeners
 - 21 days for CLP VOA by M.A. 1301.0



Customize the Laboratory list for this project:

1. Under the **Planning** section in the left navigation pane, click on **'Lab List'**.
2. Click the **'Add'** button and a new line will be added.
3. Customize the **'#New01#'** line with the following information:

Mr. John J. Chemist
XYZ CLP Lab
112 Main Street
Anytown, NJ 00000
Phone: 555-111-2222
Fax: 555-111-2220

The screenshot shows the 'Lab List' window in a software application. The left navigation pane has 'Lab List' selected. The main window displays a table with the following data:

Lab	Lab Contact	Lab Phone	Lab Fax	Lab Address	Lab Address2	Lab City	Lab State
▶ XYZ CLP Lab	Mr. John J. Chemist	555-111-2222	555-111-2220	112 Main Street		Anytown	NJ
A4 Scientific		281-292-5277	281-292-2481	1544 Sawdust Ho	Suite 505	The Woodlands	TX
ALS Laboratory Group		801-266-7700	801-268-9992	960 West LeVoy D		Salt Lake City	UT
Bonner Analytical Tes		601-264-2854	601-268-7084	2703 Oak Grove R		Hattiesburg	MS
ChemTech Consulting		908-789-8900	908-789-8922	284 Sheffield Stree		Mountainside	NJ
ERT/SERAS		732-321-4200	732-494-4021	2890 Woodbridge /		Edison	NJ
KAP Technologies Inc		281-367-0065	281-367-6772	9391 Grogans Mill H	Suite A2	The Woodlands	TX
Liberty Analytical Corp		919-379-4100	919-379-4040	501 Madison Aven		Cary	NC
Shealy Environmental		803-791-9700	803-791-9111	106 Vantage Point		West Columbia	SC
Spectrum Analytical		401-732-3400	401-732-3499	Inc.	175 Metro Center B	Warwick	RI
SVL Analytical Inc.		208-784-1258	208-783-0891	One Government G		Kellogg	ID
TestAmerica Laborato		802-660-1990	802-660-1919	30 Community Drive	Suite 11	South Burlington	VT

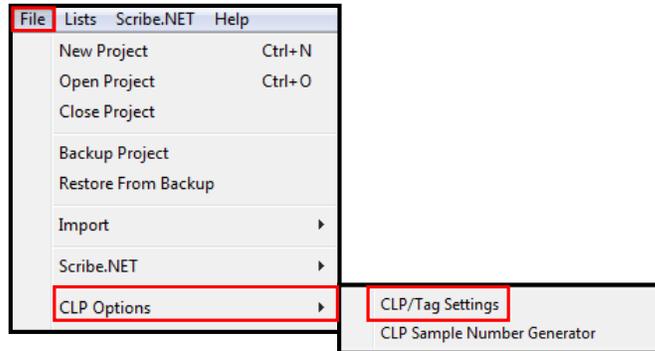


Exercise Nine - Section C: Configure CLP/Tag Settings

If CLP Sample #'s are supplied by SMO, the following covers how to enter the starting CLP Sample #'s and Tags. By default if it is a CLP Project, Scribe assigns numeric tags starting with 1000. **NOTE: If CLP Samples #'s are not supplied, Scribe has the functionality to automatically generate a starting CLP Sample # based on the analyses type (CLP), Program type (CLP) and Region.**

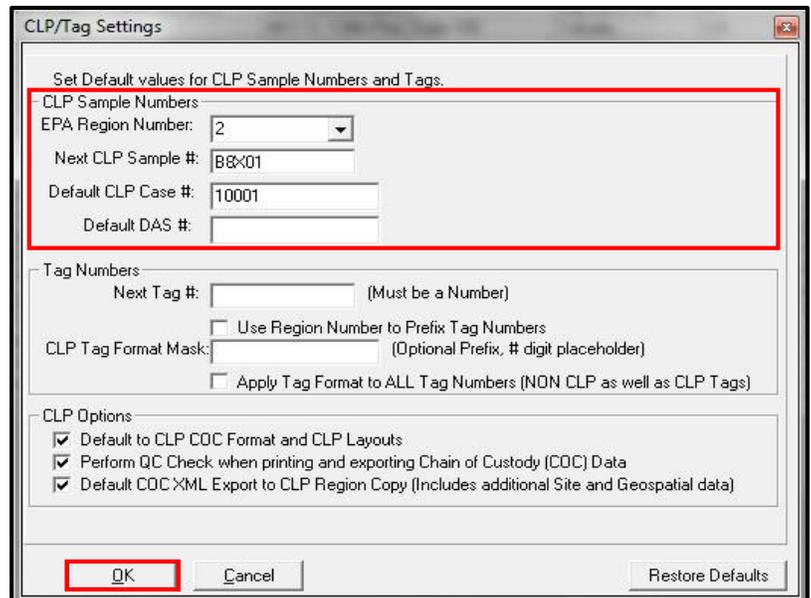
Configure the CLP/Tag Settings:

1. Click on 'File'
2. Select 'CLP Options'
3. Select 'CLP/Tag Settings'



4. Using the information shown in the graphic, complete the CLP Sample Numbers Section. Click 'OK' when done.

Note: This can also be configured when adding analysis to a sample.





Exercise Nine – Section D: Input a CLP Sediment Sample and Analyses

Add Sediment Samples:

1. Click on 'Soil/Sediment' under the Sampling section in the left navigation pane.
2. Click the 'Add a Sample' button at the bottom of the screen
3. Using the graphic below, **complete the Sample Details** for the first sample at Location A001. (Info also on Page 8 of this guide)
Note: The Scribe Sample # is auto-generated using the site# entered when the project was started. The CLP Sample Number will be assigned later.

Soil/Sediment: Sample # ABC-0001

Sample Details | Analysis

EventID: Initial Investigation | Sample Date: 12/04/2018
Sample #: ABC-0001 | Sample Time: 08:00 (hh:mm)
Location: A001 | Sampler: J. Sampler
Sub Location: A | Activity:

Matrix: Sediment | **Sampling Depth**
Collection: Grab | Depth From: 0
Sample Type: Field Sample | Depth To: 6
Concentration: | Depth Units: inches
Description: | **Munsel Color Code**
Color: | Hue:
Value/Chroma:
Remarks:

4. When the sample details are complete, click the 'Analysis' tab and input the analysis information for the sample.



Soil/Sediment: Sample # ABC123-0001 Save Layout Layout: Default Layout

Sample Details: **Analysis**

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

Add Analysis Copy Analyses Assign From... Delete Analysis CLP/Tag Settings Next CLP #: B8X01

NOTE: If any changes need to be made to the CLP/Tag Settings previously configured, click the CLP/Tag Settings button at the bottom of the analysis window to reset the number.

- Using the information in the graphic below, **complete the Analyses for CLP 12 Toxic Congeners and CLP Volatiles**. Note: the Next CLP # now shows at the bottom of the analysis window.

Soil/Sediment: Sample # ABC123-0001 Save Layout Layout: Default Layout

Sample Details: **Analysis**

Analyses/TAT	CLP Sample #	TAG	TAT	TAT Units	Container	No	Storage	Preservation	Lab QC	Preliminary	Description
CLP 12 Toxic Congeners (TAT 35 Days)	PB8X01	1000	35	Days	32 oz Amber	1	Wet Ice	Wet ice		Yes	
CLP Volatiles	B8X01	1001				1				No	

Add Analysis Copy Analyses Assign From... Delete Analysis CLP/Tag Settings Next CLP #: PB8X02



6. **Copy CLP Volatiles two times** to create unique tag numbers for each sample vial.
7. Click in the space to the left of CLP Volatiles (this will highlight the analysis line)
8. Click the **'Copy Analysis'** button two (2) times.
9. Designate one CLP Volatile for Lab QC.

Soil/Sediment: Sample # ABC123-0001

Sample Details | **Analysis**

Analyses/TAT	CLP Sample #	TAG	TAT	TAT Units	Container	No	Storage	Preservation	Lab QC	Preliminary	Description
CLP 12 Toxic Congeners (TAT 35 Days)	PB8X01	1000	35	Days	32 oz Amber Jar	1	Wet Ice	Wet ice		Yes	
CLP Volatiles	B8X01	1001				1				No	
CLP Volatiles	B8X01	1002				1				No	
CLP Volatiles	B8X01	1003				1			Y	No	

Close Help Save Cancel < Previous Next >

10. Add the **'Total Sulfides'** analysis.
11. Add the **'CLP VOA by M.A.'**.
12. Click **'Close'** to save and return to the sample summary screen.

Soil/Sediment: Sample # ABC-0001

Sample Details | **Analysis**

Analyses/TAT	CLP Sample #	TAG	TAT	TAT Units	Container	No	Storage	Preservation	Lab QC	Preliminary	Description
CLP 12 Toxic Congeners (TAT 35 Days)	PB8X01	1000	35	Days	32 oz Amber Jar	1				No	
CLP Volatiles	B8X01	1001				1				No	
CLP Volatiles	B8X01	1002				1				No	
CLP Volatiles	B8X01	1003				1				No	
CLP VOA by M.A. 1301.0 (TAT 21 Days)	B8X01	1004	21	Days	40mL Amber Vial	1		Wet ice		No	
Total Sulfides (TAT 21 Days)		A	21	Days	1 liter amber	1				No	

Close Help Save Cancel < Previous Next >



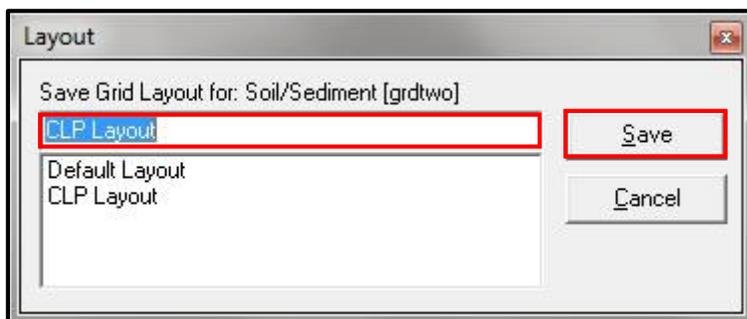
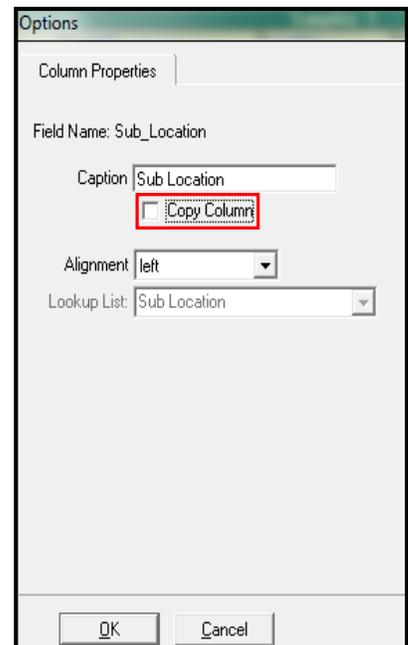
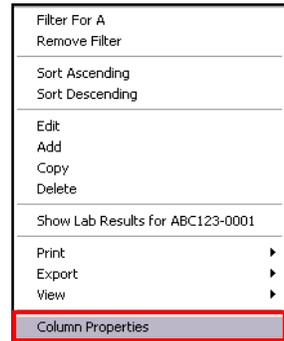
Exercise Nine – Section E: Create/Add Additional CLP Samples Using Copy

Scribe's Copy feature helps facilitate inputting repetitive information including sample details and sampling events. The Copy feature can be customized so you only copy the information that is consistent from sample to sample.

In the following example, we don't want to copy the Location, Sub-location, and Depth From/To data of the sample we want to copy.

Configure Copy Column options:

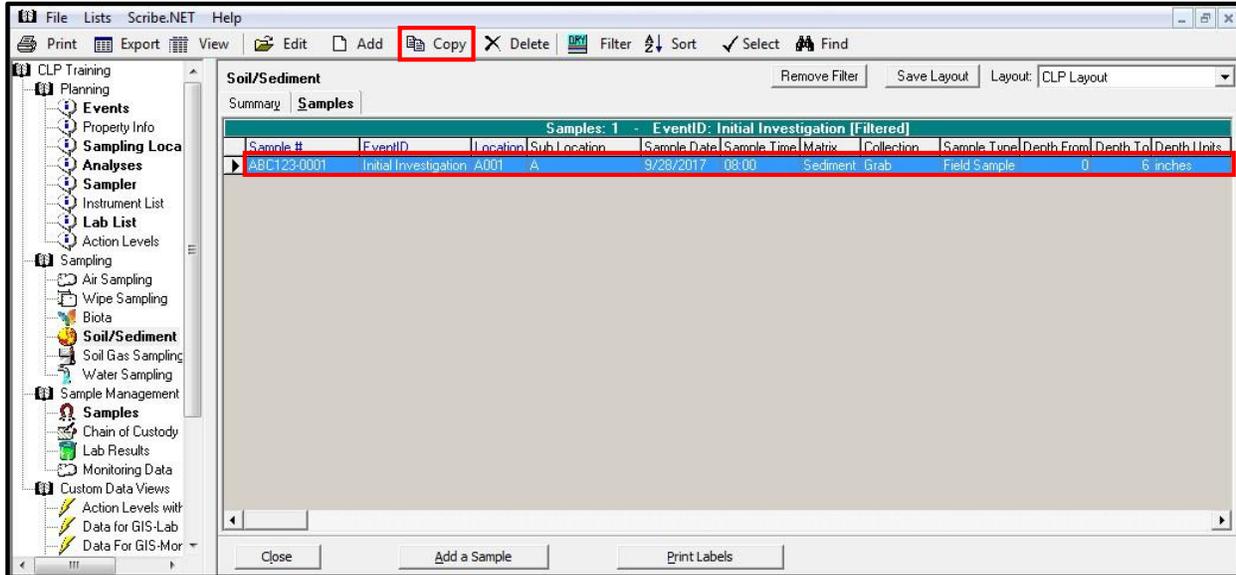
1. **RT-Click** on the column heading for '**Location**' and select '**Column Properties**'.
2. **UNcheck 'Copy Column'** and click '**OK**'.
3. Click the '**OK**' button and Save to save the changes to your current layout (CLP Layout).
4. Repeat the steps above for the following fields:
 - **Sub Location**
 - **Depth From**
 - **Depth To**





Create/add three (3) more Soil/Sediment Samples using the Copy button:

1. Highlight sediment sample **ABC123-0001**.



2. Click the **'Copy'** button **three (3)** times.
3. **Update** the **Location**, **Sub Location**, **Depth From** and **DepthTo** fields for the new samples using the graphic below (Info also on page **XX**).

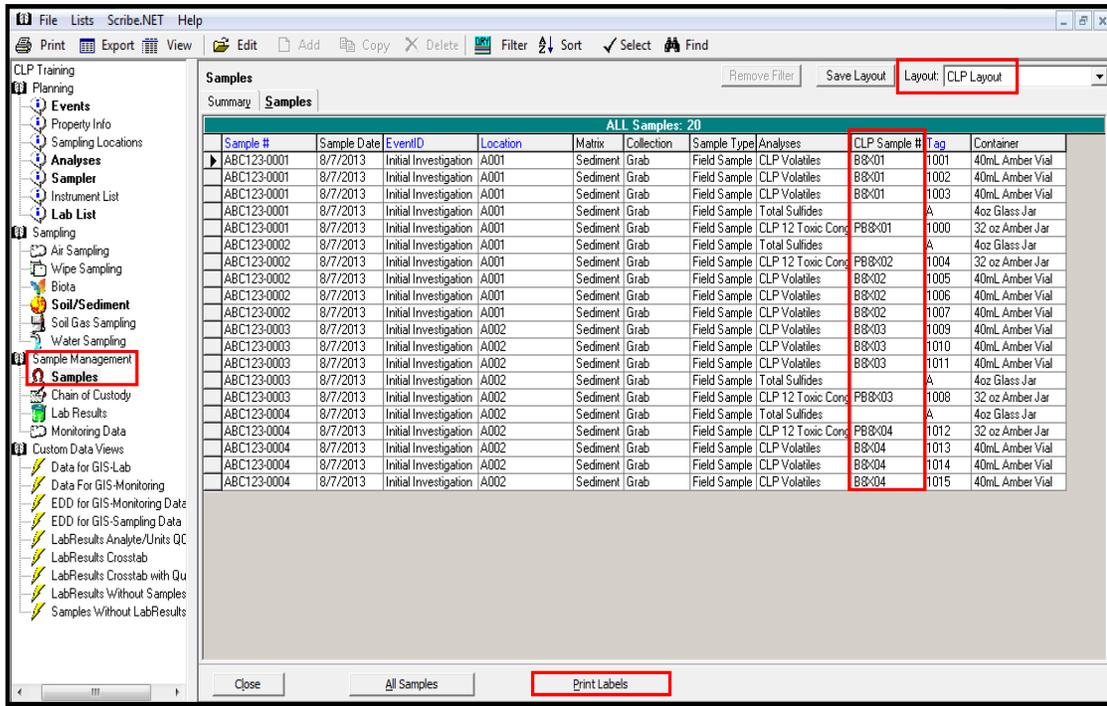
Samples: 4 [Filtered]											
Sample #	EventID	Location	Sub Location	Sample Date	Matrix	Collection	Sample Type	Depth From	Depth To	Depth Units	
ABC123-0001	Initial Investigation	A001	A	8/7/2013	Sediment	Grab	Field Sample	0	6	inches	
ABC123-0002	Initial Investigation	A001	B	8/7/2013	Sediment	Grab	Field Sample	6	12	inches	
ABC123-0003	Initial Investigation	A002	A	8/7/2013	Sediment	Grab	Field Sample	0	6	inches	
ABC123-0004	Initial Investigation	A002	B	8/7/2013	Sediment	Grab	Field Sample	6	12	inches	

4. Click the **'Close'** button when all sample analyses have been updated.

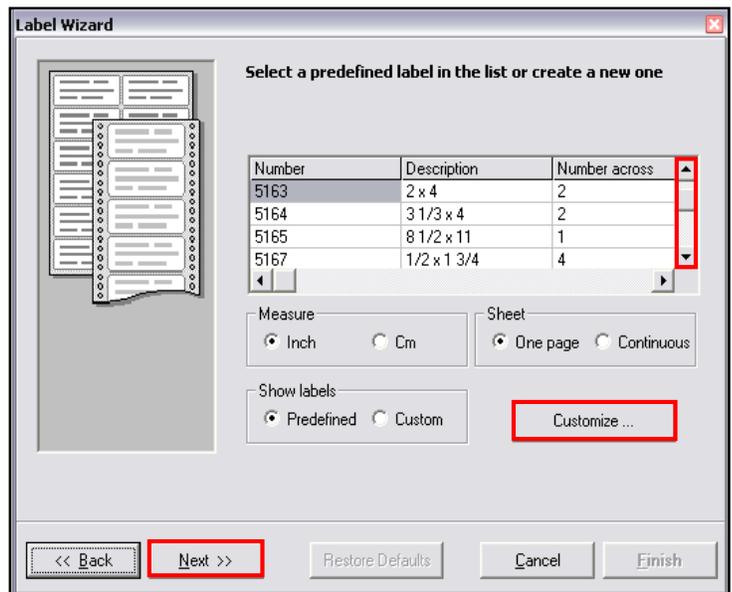


Exercise Nine – Section F: Customize and Print CLP Sample Labels

1. Click on **'Samples'** under the Sample Management section in the Navigation Pane.

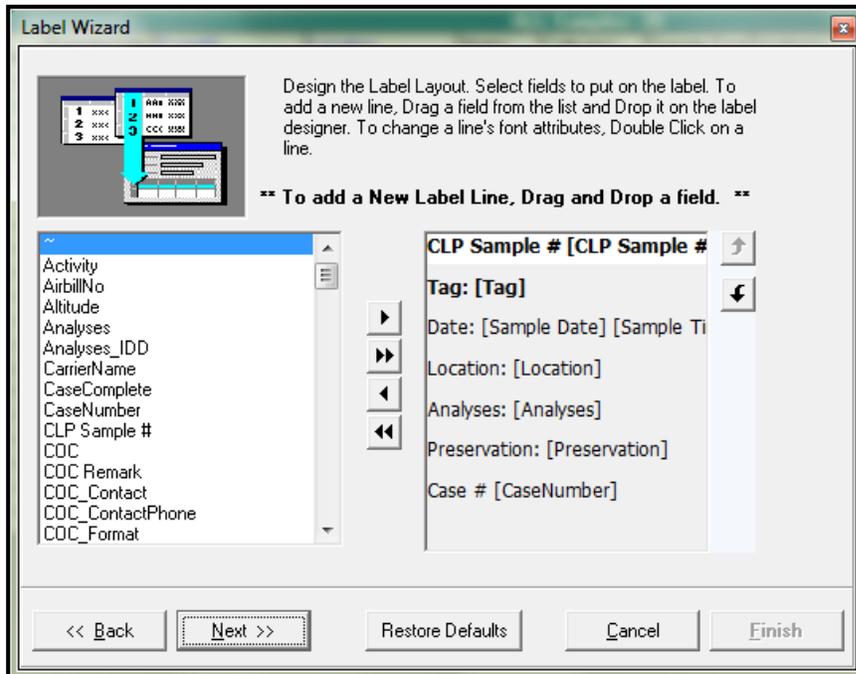


2. Verify that you are in the **CLP Layout** (the CLP Layout will print the CLP sample number on the labels instead of the Scribe sample number)
3. Click the **'Print Labels'** button at the bottom of the screen.
4. Select **'Label Setup'**.
5. Click **'Next'** on the label definition screen to select label number 5163. (If the label type you need is not one of the predefined labels in Scribe, you can click on the 'Customize' button and create a new label design)





The default Label Setup for CLP Sample Labels is displayed. To modify the label, you will need to drag and drop from the available fields on the left onto the label layout on the right. You will also need to type in a name for the new field.



6. When you are done customizing the label, click '**Next**' to continue.
7. Click '**Finish**' to preview the sample labels on a full sheet.

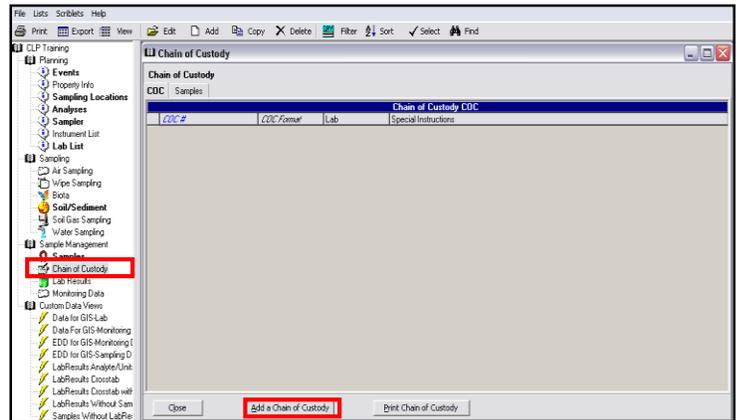


Exercise Nine – Section G: Generate CLP & Non-CLP Chains of Custody

Scribe provides the ability to customize a Chain of Custody that may include CLP and non-CLP samples. The following exercise will illustrate how to customize your COC.

Generate a CLP Chain of Custody:

1. Click on 'Chain of Custody' under the Sample Management section in the left Navigation Pane.
2. Click the 'Add a Chain of Custody' button at the bottom of the screen.
3. Select 'CLP Organics' from the COC Format drop-down box.
4. Select 'XYZ CLP Lab' from the Lab drop-down box.
5. Type the following information in the Special Instructions box: "***Please return sample cooler using prepaid fedex label included with this shipment***".
6. Click the 'Assign Samples to COC' button.



COC #: 2-080713-145558-0002

COC Details

COC #	2-080713-145558-0002	COC Format	CLP Organics
Cooler #	START-02	Contact Name	Ms. EPA Sampler
Project Code		Contact Phone	555-555-1234
Case #	10001	<input type="checkbox"/> Case Complete	
DAS #			
Lab	XYZ CLP Lab		
Lab Contact	Mr. John J. Chemist	Lab Phone	555-111-2222
Lab Address	112 Main Street	Lab_Fax	555-111-2220
Lab_Address2			
Lab_City	Anytown	DateShipped	08/07/2013
Lab_State	NJ	CarrierName	FedEx
Lab_Zip	00000	AirbillNo	123456789
Lab_Remark			
Special Instructions	Please return sample cooler using prepaid fedex label included with this shipment		

Assign Samples to COC

Close Help Save Cancel < Previous Next >



7. Click the **'Select'** button and choose **'Select All'**.

8. Click **Assign to 2-080713-145558-0002** on

9. Click **'Yes'** to confirm that you want the selected samples assigned to the chain.

CDC #	EventID	Sample #	Location	CLP Sample #	Tag	Paragases	Matrix	Collected	Numb	Container	Lab QC
	Initial Investigation	ABC123-0002	A001	B8-02	1005	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	
	Initial Investigation	ABC123-0002	A001	B8-02	1006	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	
	Initial Investigation	ABC123-0002	A001	B8-02	1007	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	Y
	Initial Investigation	ABC123-0003	A002	B8-03	1009	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	
	Initial Investigation	ABC123-0003	A002	B8-03	1010	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	
	Initial Investigation	ABC123-0003	A002	B8-03	1011	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	Y
	Initial Investigation	ABC123-0004	A002	B8-04	1013	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	
	Initial Investigation	ABC123-0004	A002	B8-04	1014	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	
	Initial Investigation	ABC123-0004	A002	B8-04	1015	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	Y
	Initial Investigation	ABC123-0001	A001	B8-01	1001	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	
	Initial Investigation	ABC123-0001	A001	B8-01	1002	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	
	Initial Investigation	ABC123-0001	A001	B8-01	1003	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	Y

10. Follow the directions above to **create a second chain of custody for the CLP 12 Toxic Congeners** and a **third chain of custody for the Non-CLP samples**. Use XYZ Lab for all chains of custody and **use the Scribe Layout for the Non-CLP samples**.



Exercise Nine – Section H: Print a Lab Copy Chain of Custody (COC)

Print a Chain of Custody:

1. Verify that the CLP Layout is selected on the top right corner.

CDC #	EventID	Sample #	Location	CLP Sample #	Tag	Analyses	Matrix	Collected	Numl	Container	Lab QC
2-080713-145558-0002	Initial Investigation	ABC123-0002	A001	B8-02	1005	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	
2-080713-145558-0002	Initial Investigation	ABC123-0002	A001	B8-02	1006	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	Y
2-080713-145558-0002	Initial Investigation	ABC123-0002	A001	B8-02	1007	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	
2-080713-145558-0002	Initial Investigation	ABC123-0003	A002	B8-03	1009	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	
2-080713-145558-0002	Initial Investigation	ABC123-0003	A002	B8-03	1010	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	
2-080713-145558-0002	Initial Investigation	ABC123-0003	A002	B8-03	1011	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	Y
2-080713-145558-0002	Initial Investigation	ABC123-0004	A002	B8-04	1013	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	
2-080713-145558-0002	Initial Investigation	ABC123-0004	A002	B8-04	1014	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	
2-080713-145558-0002	Initial Investigation	ABC123-0004	A002	B8-04	1015	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	Y
2-080713-145558-0002	Initial Investigation	ABC123-0001	A001	B8-01	1001	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	
2-080713-145558-0002	Initial Investigation	ABC123-0001	A001	B8-01	1002	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	
2-080713-145558-0002	Initial Investigation	ABC123-0001	A001	B8-01	1003	CLP Volatiles	Sediment	8/7/2013	1	40mL Amber Vial	Y

2. Click the 'Print Chain of Custody' button on the bottom.

3. Select 'Report Setup' to customize the COC header information.

Report Setup

COC Report Header Settings

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

DateShipped Site # Lab

CarrierName Case # Lab Address

AirbillNo Cooler # Lab CSZ

Page Orientation Landscape

Font Name: Arial

Font Size: 8

**** COC Report Type ****

Lab Copy Region Copy

OK Cancel Restore Defaults

4. Select 'Lab Address' format and 'Lab_CSZ' (City/State/Zip) format from the dropdown lists.

5. Select 'Lab Copy' which will not include Site information.

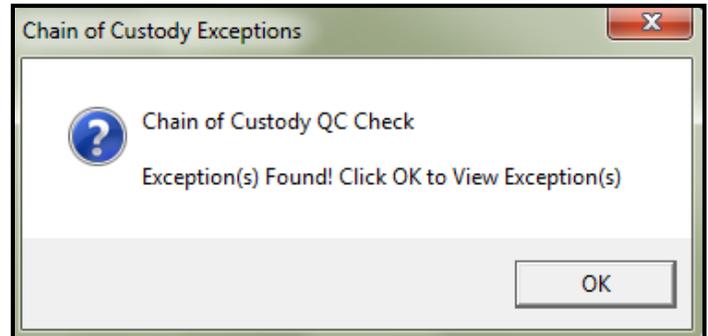
6. Click 'OK' to preview and print the Chain of Custody.



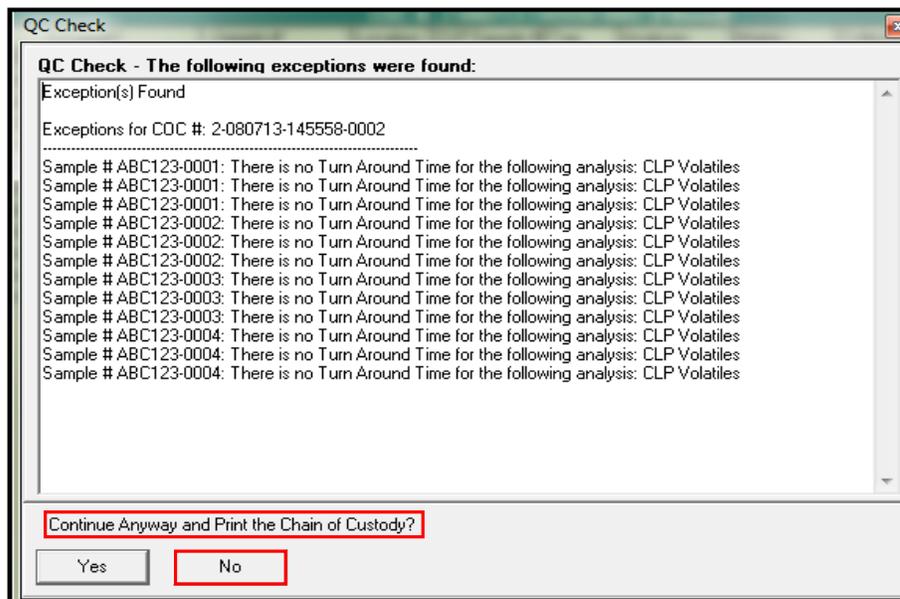
Scribe performs a QC check to make sure that all of the required information is listed on the COC. A Chain of Custody Exceptions window will appear if there are any data entry errors detailing the errors.

7. Click **'OK'** to view the QC Exceptions.

Note: The Turnaround Time was not entered for the CLP Volatiles analysis.



8. Click **'No'** to Continue Anyway and Print the Chain of Custody to cancel printing.



Return to the Analyses List and correct the omission.

9. Click on **'Analyses'**, under the Planning Section on the navigation pane, and enter the turnaround time of **'14 days'** for the **CLP Volatiles**.

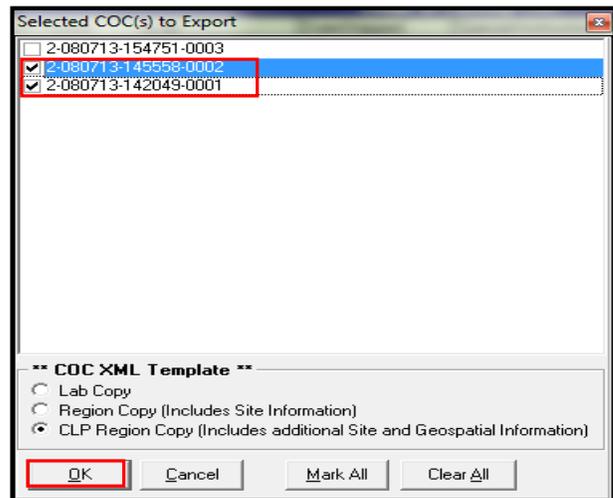
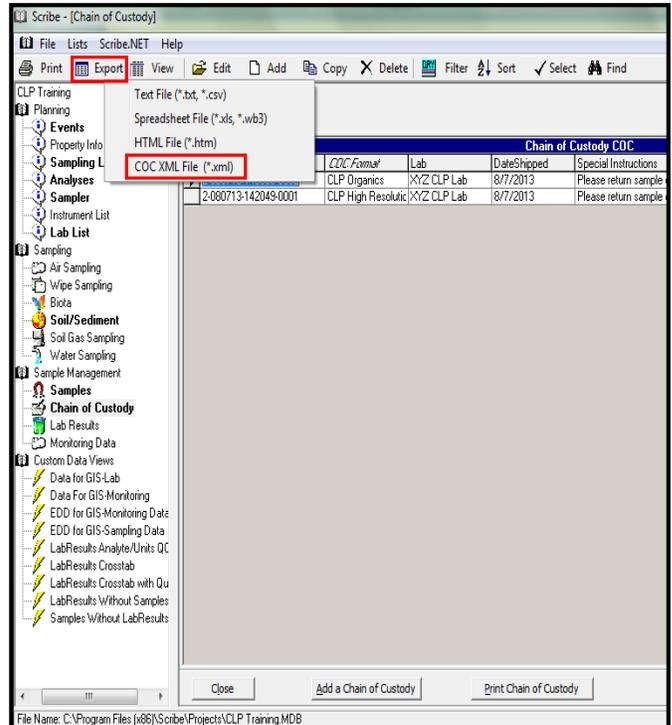


Exercise Nine – Section I: Export the CLP COC XML File

The Sample Management Office (SMO) requires electronic copies of CLP Chains of Custody. Scribe provides an export feature that will generate the required XML file to be delivered to SMO.

Export the CLP COC XML file:

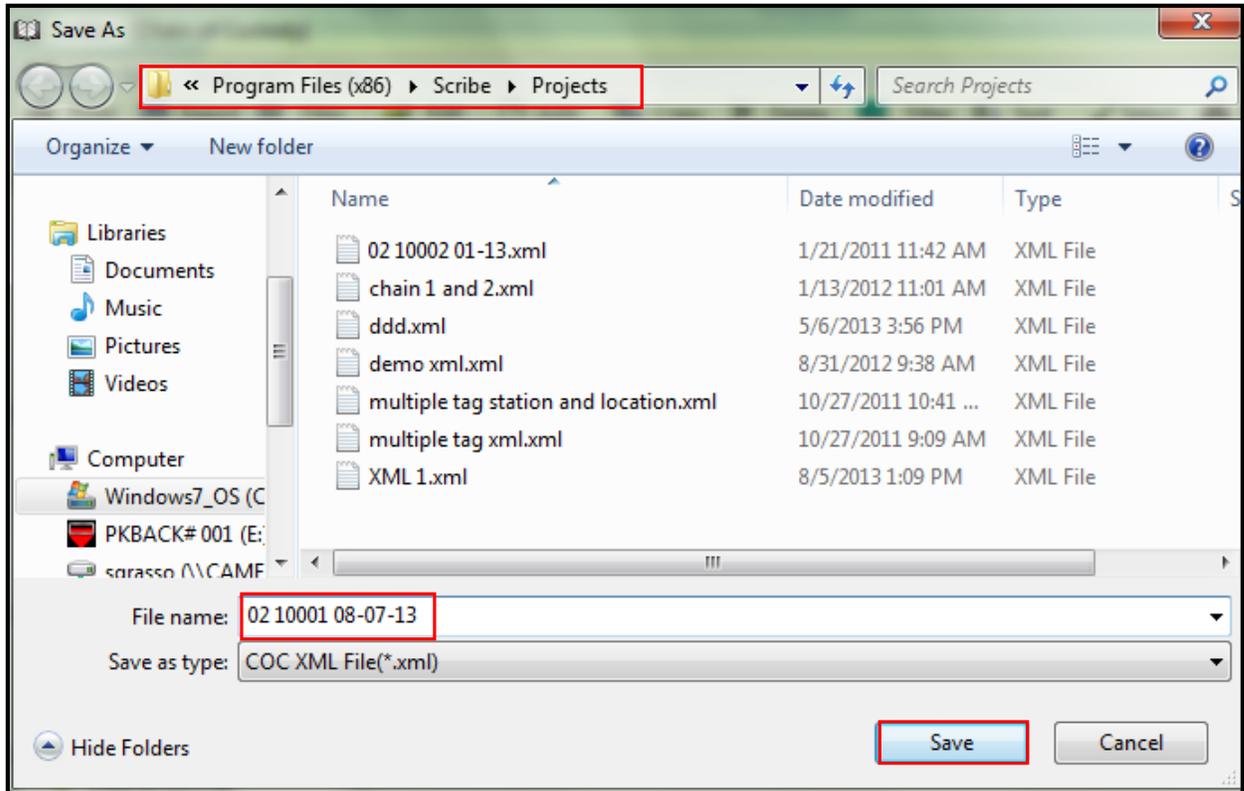
1. Click on **'Chain of Custody'** under the Sample Management section in the left navigation pane.
2. Click the **'Export'** button on the top menu bar.
3. Select the **'COC XML File (*.xml)'** option.
4. Select the COC(s) to export.
5. Select the type of report template to use.
6. Click **'OK'** to create the export file.





7. Provide a filename for the exported XML file. In this example, Name the file with the region number, case number and today's date (i.e. **02 10001 08-07-13**).

Note: the default location where the XML file will be saved.



8. Click the '**Save**' button to save the file.

For additional information on submitting an electronic COC to SMO, please reference the following document:
<http://www.epa.gov/superfund/programs/clp/download/esdsprocedures.pdf>



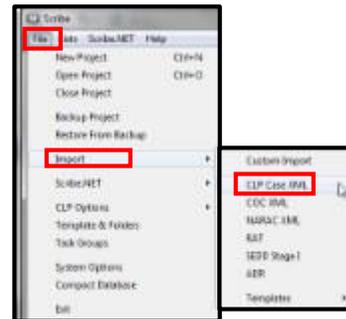
Exercise Nine – Section J: Create a Scribe CLP Project from an .xml File

As mentioned earlier in this exercise, the user can request from SMO a case XML file that can be imported into your project. This XML file will customize your Site Info, Analyses, Case Number and Lab List in your Scribe project. The Import is a one-click import.

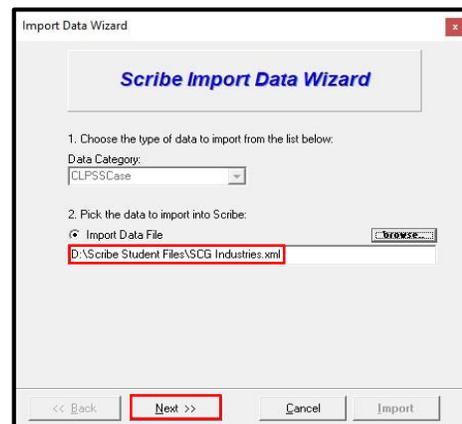
1. From the Scribe Menu, click on **File**.
2. Select **New Project**.
3. Input the following **Site Name**, **Site #** and **Region**.
 - a. SCG Industries
 - b. 20036
 - c. 2
4. Select **YES** to CLP Project.
5. Use the default Template (scribe3.mdb).
6. Click **Next**.

After you've created a new Scribe Project, import the Case XML File:

1. Click on File | Import | CLP Case XML.
2. Clickt **No** to backup your project.



3. Browse to the Scribe Student files and select the **SCG Industries.xml** file.
4. Click **Next**.





- By default, Scribe will **Replace Analyses and Laboratory information with contents of CLP Case File**. Your Scribe project will only contain the information contained in the XML file. If you remove the checkmark, Scribe will append the Analyses and Lab List with the information contained in the XML file.

Site Name: SCG Industries

Site Info

Site Name	SCG Industries	Contractor Contact	
Site #	20036	Contractor Phone	
Site Location		W/A Number	
Site State	NJ	EPA Contract Number	
Site Action		Contract Name	
Response Authority		Contractor	MLB Consulting
NPL Status		Address1	
Site Description		Address2	
Site Phone		City	
EPA Organization		State	
EPA Region	2	Zip	
EPA Contact	Sue Bryant		
EPA Phone			
Account Code			
CERCLIS	NJ000410532		
Remarks			

Scribe.NET Info

Project ID: N/A

Subscription: N/A

Import Data Wizard

Ready To Import

Replace Analyses and Laboratory information with contents of CLP Case File.

Click Import to Finish.

<< Back Next >> Cancel **Import**

Additional Site information contained in the XML File

Analyses									
Analyses: 7									
Analyses	Abbrev	Turnarou	Turnarou	Container	Preservation	Analyses Type	Program Type	Analytical Method	
▶ Cyanide	CN	14	Days			Inorganics	CLP	ILM05.4	
▶ ICP-AES 5-10 Metals	ICP-AES	14	Days			Inorganics	CLP	ILM05.4	
▶ Mercury	Hg	14	Days			Inorganics	CLP	ILM05.4	
▶ Semivolatiles	SVQA	14	Days			Organics	CLP	SOM01.2	
▶ Semivolatiles by SIM	SVSIM	14	Days			Organics	CLP	SOM01.2	
▶ Trace Volatiles	TVQA	14	Days			Organics	CLP	SOM01.2	
▶ Volatiles	VQA	14	Days			Organics	CLP	SOM01.2	

List of analyses contained in the XML File

Lab List								
Lab List: 2								
Lab	Lab_Contact	Lab_Phone	Lab_Fax	Lab_Address	Lab_Address2	Lab_City	Lab_State	
▶ ALS Laboratory Group	Roxy Olson	801-266-7700		960 West LeVoy D		Salt Lake City	UT	
▶ Liberty Analytical Corp	Kenneth Grzybowski	919-379-4100		501 Madison Aveni		Cary	NC	

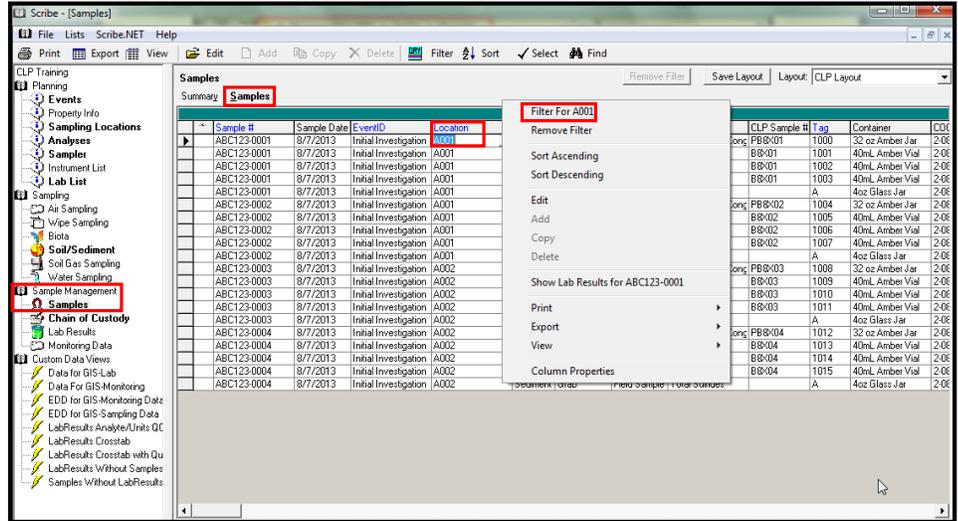
List of Laboratories contained in the XML File



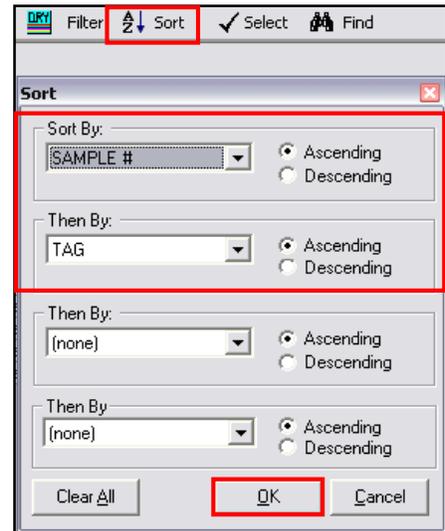
Exercise Nine – Section K: Generate Sample Receipt Report

Create a "Receipt for Samples" report for samples taken at location A001:

1. Click on **'Samples'** under the Sample Management section in the left navigation pane.
2. **RT-Click** on **'Location A001'**.
3. Select **'Filter for A001'**.

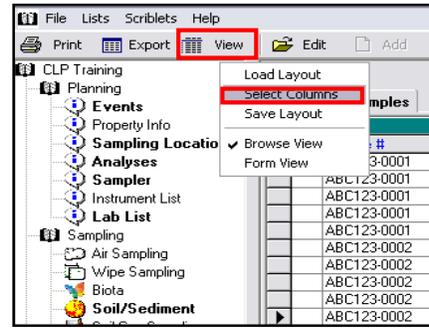


4. Click the **'Sort'** button on the top menu bar.
5. Under **Sort By**, select **'Sample #' Ascending** and **'Tag Ascending**
6. Click **'OK'** to sort.

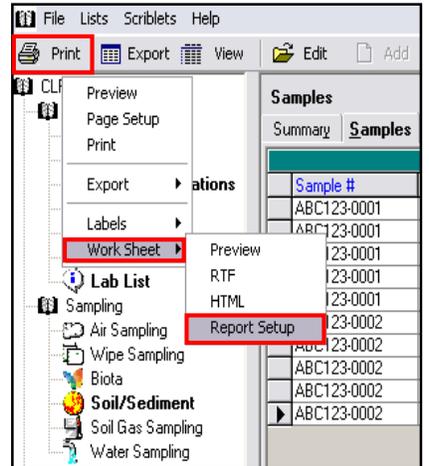




7. Click on **'View'** and **'Select Columns'**.
8. **Remove check-marks** from
 - ~
 - **EventID**
 - **Remarks**
9. Click **'OK'**.



10. Click the **'Print'** button on the top menu bar.
11. Select **'Worksheet'**
12. Select **'Report Setup'**.



13. Use the information in the graphic below to **customize the Report Header** and click **'OK'** to continue.

Report Setup

Report Header

Receipt for Samples
Task Description: EPA Sample

Project No: 10001 Project Name: CLP Training Location: A001
Split Samples Transferred Date Transferred: _____ Brooklyn, NY
Split Samples Received B Date Received: _____ Sampler Signature: _____

Report Analysis on Sampling Work Sheets

Font size: 8 Page Orientation: Portrait
Font name: Arial Columns Per Page: 6
Alignment: center Repeat Worksheet: Yes

OK Cancel Restore Defaults



Exercise Nine – Section L: Inputting Sample Weights & Generating a Sample Weight Log

Since CLP Volatiles analysis may require sample weights to be recorded, a Sample Weight layout is available under the Chain of Custody section.

Input VOA Sample Weights:

1. Click on 'Chain of Custody' under the Sampling Management section in the navigation bar.

The screenshot shows the Scribe.NET application interface. The 'Chain of Custody' window is open, displaying a table of samples. A filter is applied to the table, showing only 'CLP Volatiles (TAT 14 Days)' records. The table has columns for CLP Sample #, Matrix, Analyses, Preservative, Tag, Tared Weight (g), Final Weight (g), Sample Weight (g), and COC #. A context menu is open over the table, with 'Filter For CLP Volatiles (TAT 14 Days)' selected. The navigation bar on the left shows 'Chain of Custody' selected under 'Sample Management'.

CLP Sample #	Matrix	Analyses	Preservative	Tag	Tared Weight (g)	Final Weight (g)	Sample Weight (g)	COC #
B88:01	Sediment	CLP Volatiles (TAT 14 Days)	Zn Acetate	A				2-080713-154751-0003
B88:01	Sediment	CLP Volatiles (TAT 14 Days)						2-080713-154751-0003
B88:02	Sediment	CLP Volatiles (TAT 14 Days)						2-080713-154751-0003
B88:02	Sediment	CLP Volatiles (TAT 14 Days)						2-080713-154751-0003
B88:03	Sediment	CLP Volatiles (TAT 14 Days)						2-080713-154751-0003
B88:03	Sediment	CLP Volatiles (TAT 14 Days)						2-080713-154751-0003
B88:04	Sediment	CLP Volatiles (TAT 14 Days)						2-080713-154751-0003
B88:04	Sediment	CLP Volatiles (TAT 14 Days)						2-080713-154751-0003

2. Select the 'Samples' tab and click the 'Remove Filter' button on the top.
3. Change the layout 'Sample Weight Log Layout'.
4. RT-Click on a 'CLP TCL Volatiles' Analyses record in the grid.
5. Select 'Filter for CLP Volatiles (TAT 14 Days)'.



6. Use the table below to **input sample weight information**:

Tag Number	Tared Weight (g)	Final Weight (g)	Sample Weight (g)
1001	32.00	37.18	5.18
1002	31.85	37.10	5.25
1003	32.20	37.25	5.05
1005	32.10	37.18	5.05
1006	32.80	39	6.20
1007	31.50	36.85	5.35
1009	31.20	36.20	5.00
1010	32.00	37.15	5.15
1011	32.40	37.48	5.08
1013	31.90	37.01	5.11
1014	31.45	36.57	5.12
1015	32.15	37.21	5.06

Chain of Custody									
Remove Filter Save Layout Layout: Sample Weight Log									
COC Samples									
Samples: 12 [Filtered]									
CLP Sample #	Matrix	Analyses	Preservative	Tag	Tared Weight (g)	Final Weight (g)	Sample Weight (g)	COC #	
B8X01	Sediment	CLP Volatiles (TAT 14 Days)		1001	32	37.18	5.18	2-080713-145558-0002	
B8X01	Sediment	CLP Volatiles (TAT 14 Days)		1002	31.85	37.1	5.25	2-080713-145558-0002	
B8X01	Sediment	CLP Volatiles (TAT 14 Days)		1003	32.2	37.25	5.05	2-080713-145558-0002	
B8X02	Sediment	CLP Volatiles (TAT 14 Days)		1005	32.1	37.18	5.05	2-080713-145558-0002	
B8X02	Sediment	CLP Volatiles (TAT 14 Days)		1007	32.8	39	6.2	2-080713-145558-0002	
B8X03	Sediment	CLP Volatiles (TAT 14 Days)		1009	31.5	36.85	5.35	2-080713-145558-0002	
B8X03	Sediment	CLP Volatiles (TAT 14 Days)		1010	31.2	36.2	5	2-080713-145558-0002	
B8X03	Sediment	CLP Volatiles (TAT 14 Days)		1011	32	37.15	5.15	2-080713-145558-0002	
B8X04	Sediment	CLP Volatiles (TAT 14 Days)		1013	32.4	37.48	5.08	2-080713-145558-0002	
B8X04	Sediment	CLP Volatiles (TAT 14 Days)		1014	31.9	37.01	5.11	2-080713-145558-0002	
B8X04	Sediment	CLP Volatiles (TAT 14 Days)		1015	31.45	36.57	5.12	2-080713-145558-0002	
B8X02	Sediment	CLP Volatiles (TAT 14 Days)		1006	32.15	37.21	5.06	2-080713-145558-0002	



Create a "Sample Weight Report":

1. Click the 'Print' button from the top menu bar.
2. Select 'Worksheet'.
3. Select 'Report Setup'.
4. Use the information in the graphic below to **customize the Report Header**.
5. Click 'OK' to continue.

Report Header

Sample Weight Log

Task Description	- Additional Info -
------------------	---------------------

Shipped to: XYZ CLP Lab	Completed by: _____	Case Number: 10001
112 Main Street		DAS Number: 123456
Anytown, NJ 00000	Date: _____	Date Shipped: _____

Report Analysis on Sampling Work Sheets

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Alignment: center
Repeat Worksheet: Yes

OK Cancel Restore Defaults



The Sample Weight Log will be displayed:

Page 1 of 2

Sample Weight Log
Chain of Custody - Additional Info -

Shipped to: XYZ CLP Lab
112 Main Street
Anytown, NJ 00000

Completed by: _____
Date: _____

Case Number: 10001
DAS Number: 123456
Date Shipped: _____

CLP Sample #	B8X01	B8X01	B8X01	B8X02	B8X02
Matrix	Sediment	Sediment	Sediment	Sediment	Sediment
Analyses	CLP Volatiles				
Preservative					
Tag	1001	1002	1003	1005	1006
Tared Weight (g)	32	31.85	32.2	32.1	32.15
Final Weight (g)	37.18	37.1	37.25	37.18	37.21
Sample Weight (g)	5.18	5.25	5.05	5.05	5.06
COC #	2-080713-145558-0002	2-080713-145558-0002	2-080713-145558-0002	2-080713-145558-0002	2-080713-145558-0002

CLP Sample #	B8X02	B8X03	B8X03	B8X03	B8X04
Matrix	Sediment	Sediment	Sediment	Sediment	Sediment
Analyses	CLP Volatiles				
Preservative					
Tag	1007	1009	1010	1011	1013
Tared Weight (g)	32.8	31.5	31.2	32	32.4
Final Weight (g)	39	36.85	36.2	37.15	37.48
Sample Weight (g)	6.2	5.35	5	5.15	5.08
COC #	2-080713-145558-0002	2-080713-145558-0002	2-080713-145558-0002	2-080713-145558-0002	2-080713-145558-0002



Exercise Nine – Section M: Total and Dissolved Metals Analyses for the Same Sample

The Sample Management Office (SMO) requires that two (2) separate CLP Sample numbers be assigned to the CLP Total and Dissolved (Filtered) analysis. An easy way to accomplish this is to add both the Total and Dissolved Metals analysis to the sample with the same CLP Sample Number, and once all of the samples and analyses have been added, update the CLP sample # for one of the analyses.

It is important to note that if CLP Sample Numbers are being supplied to you by SMO, they must supply you with additional numbers to accommodate the Total and Dissolved (Filtered) metals. For example, if you will be taking 5 samples for metals, you will need an additional 5 CLP Sample numbers in order to include both Total and Dissolved (filtered) Metals with different CLP Sample numbers.

If SMO is not supplying you with the starting CLP Sample Number and you will be creating your own set of CLP Sample Numbers, this exercise will include how to generate your own set of CLP Sample Numbers.

Add Samples with Both Total and Dissolved Analyses:

Create a New Scribe CLP Project:

1. From the Scribe Menu, click **File**.
2. Select **New Project**.
3. Click **Next**.
4. Complete the **Project Information**.

Site Name: Total and Dissolved Metals Project

Site #: 123

Region: 2

CLP Project: YES

5. Click **Next**.
6. Click **Finish**.

New Project Wizard

Project Information

Site Name: Total and Dissolved Metals Project

Site #: 123

Region #: 2

CLP Project? YES

Scribe Template .mdb used to create project. **browse..**

C:\Program Files (x86)\Scribe\Ttemplate\scribe3.mdb

<< Back **Next >>** Help Cancel Finish

New Project Wizard

Project File Path

Choose the directory and filename to Save this project.

Save Project As: **browse..**

C:\Program Files (x86)\Scribe\Projects\Total and Dissolved Metals Project.MDB

<< Back Next >> Help Cancel **Finish**



Modify Scribe's default Analysis List:

- Under the Planning section in the left navigation pane, click on **Analyses**.
- Delete all of the analyses (we will only be using Total and Dissolved (filtered) Metals for this exercise).
 - Click the **'Select'** button on the Toolbar
 - Click on **'Select All'**.
- Click the **'Delete'** button.
- Click **'YES'** when prompted to delete.
- Add Total and Dissolved (Filtered) Metals analysis by clicking on the **'Add'** button at the top or bottom of the Analyses list window and enter the information below.

Analyses								
Analyses	Abbrev	Turnarou	Turnarou	Container	Preservation	Analyses Type	Program Type	
▶ CLP-DMTL-ICP-MS	DMTLICP-MS	21	Days	1 liter amber	HNO3	Inorganics	CLP	
▶ CLP-TMTL-ICP-MS	TMTLICP-MS	21	Days	1 liter amber	HNO3	Inorganics	CLP	

ANALYSES Note: If you add a new CLP Analysis, you MUST provide the **analysis name**, **abbreviation**, **turnaround time**, **Program Type of CLP** and an **analysis type** of either **Organic**, **Inorganic** or **High Resolution** in order to correctly assign a CLP sample number and COC Layout.

Configure the CLP/Tag Settings:

- Click on **File | CLP Options | CLP Tag Settings**.
- Select **Region 2** from the EPA Region Number dropdown.
- Enter **B8X01** as the Next CLP Sample Number.
- Enter **9158** as the Default CLP Case #.
- Click OK.

Note: Never enter a leading 'M' (Inorganics) or 'P' (High Resolution) for the Next CLP Sample #. Scribe will automatically append the letter based on how the analysis was setup in the Analyses section under Planning.



Add Water Samples:

1. Click on 'Water Sampling' under Sampling section in the left navigation pane.
2. Click the 'Add a Sample' button.
3. Using the graphic below, complete the **Sample Details** for the first sample at Location MW01. Note: The Scribe Sample # is auto-generated using the site # entered when the project was started. The CLP Sample Number will be assigned later.

Water Sampling: Sample # 123-0001

Sample Details | Water Quality | Measurements | Analysis

EventID: 3rd Quarter 2018 | Date Collected: 11/14/2018

Sample #: 123-0001 | Time Collected: 10:00 (hh:mm)

Location: MW01 | Sampler: J. Sampler

Sub Location: | Activity: |

Matrix: Ground Water | Source: Monitoring Well | Collection: Grab | Sample Type: Field Sample

Concentration: | Odor: | Color: |

Remarks:

Sampling Depth

Depth From: | Depth To: | Depth Units: |

4. When the sample details are complete, click the 'Analysis' tab and input the analysis information for the sample.
5. In the Analyses/TAT tab, click the dropdown and select the Total Metals (CLP-TMTL-ICP-MS). Click in the CLP Sample # field to add the record. Note: Since you added the Turnaround Time, Container and Preservation when you added the analyses, Scribe will populate those fields.

Water Sampling: Sample # 123-0001

Sample Details | Water Quality | Measurements | **Analysis**

Analyses/TAT	CLP Sample #	TAG	TAT	TAT Units	Container	No	Storage	Preservation	Lab QC	Preliminary	Description
CLP-TMTL-ICP-MS (TAT 21 Days)	MB&X01	1000	21	Days	1 liter amber	1		HN03		No	



- Click on 'Add Analysis', click the dropdown and select the Dissolved Metals (CLP-DMTL-ICP-MS). Click on CLP Sample # to add the record and click 'Close' at the bottom of the screen.

Water Sampling: Sample # 123-0001

Sample Details | Water Quality | Measurements | **Analysis**

Analyses/TAT	CLP Sample #	TAG	TAT	TAT Units	Container	No.	Storage	Preservation	Lab QC	Preliminary	Description
CLP-TMTL-ICP-MS (TAT 21 Days)	MB8X01	1000	21	Days	1 liter amber	1		HN03		No	
CLP-DMTL-ICP-MS (TAT 21 Days)	MB8X01	1001	21	Days	1 liter amber	1		HN03		No	

- Using the copy feature, 'copy' the sample four (4) times and change the locations and sample time as depicted in the graphic below.

Water Sampling

Summary | **Samples**

Sample #	EventID	Location	Sample Date	Sample	Matrix	Source	Collection	Sample Type
123-0001	3rd Quarter 2018	Mw01	11/14/2018	08:00	Ground w	Monitoring w	Grab	Field Sample
123-0002	3rd Quarter 2018	Mw02	11/14/2018	10:00	Ground w	Monitoring w	Grab	Field Sample
123-0003	3rd Quarter 2018	Mw03	11/14/2018	11:00	Ground w	Monitoring w	Grab	Field Sample
123-0004	3rd Quarter 2018	Mw04	11/14/2018	14:00	Ground w	Monitoring w	Grab	Field Sample
123-0005	3rd Quarter 2018	Mw05	11/14/2018	15:00	Ground w	Monitoring w	Grab	Field Sample

- Under the File Menu, click on CLP Options | CLP/Tag Settings. Note the next starting CLP Sample #.

CLP/Tag Settings

Set Default values for CLP Sample Numbers and Tags.

CLP Sample Numbers

EPA Region Number: 2

Next CLP Sample #: MB8X06

Default CLP Case #: 9158

Default DAS #:

Tag Numbers

Next Tag #: 1010 (Must be a Number)

Use Region Number to Prefix Tag Numbers

CLP Tag Format Mask: (Optional Prefix, # digit placeholder)

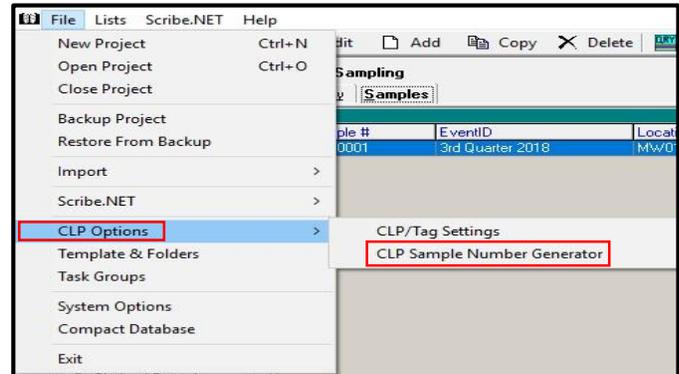
Apply Tag Format to ALL Tag Numbers (NON CLP as well as CLP Tags)



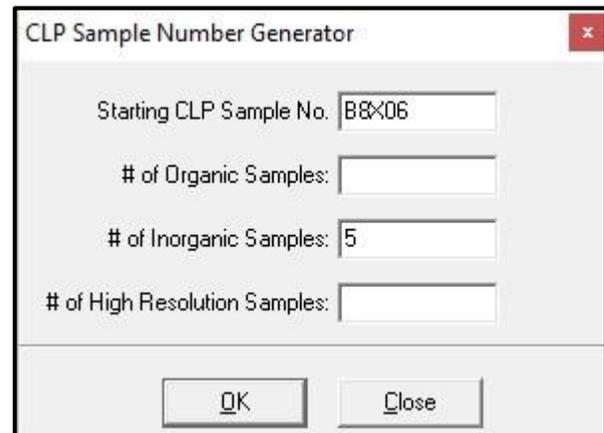
Generating CLP Sample #s

Scribe has the functionality to generate CLP Sample #'s based on the number of Organic, Inorganic and High Resolutions samples that are going to be collected. The next steps will illustrate how to generate a list of the next available CLP sample numbers to be assigned. These numbers will replace the existing CLP Samples #'s for the Dissolved analysis. **NOTE: DO NOT enter a leading 'M' (Inorganics) or 'P' (High Resolution) for the Next CLP Sample. Scribe will automatically append the letter based on the type of sample.**

1. From the Scribe Menu, click on **File**.
2. Select **CLP Options | CLP Sample Number Generator**.

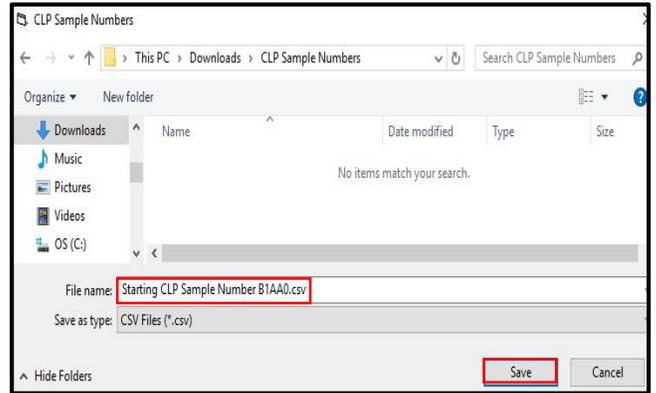


3. Enter the starting CLP Sample Number from above. (**B8X06**).
4. Enter the # of additional Inorganic Samples. In the above exercise, we entered five (5) samples so we will need five (5) additional CLP Sample Numbers.
5. Click **OK**.





- You will be prompted to name and save the file with the list of the next available five (5) CLP sample #'s.



- Once you've saved your file, you will be prompted to Open it. Click Yes. The file will launch in MS Excel. These will be the sample #'s that will be assigned to the Dissolved Metals analysis.

A
CLP Sample No
MB8X06
MB8X07
MB8X08
MB8X09
MB8X10

Changing the Dissolved Metals CLP Sample #'s:

- Under Sample Management, click on 'Samples'.



Sample #	Sample Date	Sample Time	EventID	Location	Matrix	Collection	Sample Type	Analyses	CLP Sample #	T ag	Container
123-0001	11/14/2018	08:00	3rd Quarter 2018	MW01	Ground W	Grab	Field Sample	CLP-DMTL-ICP-MS	MB8X01	1001	1 liter amber
123-0001	11/14/2018	08:00	3rd Quarter 2018	MW01	Ground W	Grab	Field Sample	CLP-TMTL-ICP-MS	MB8X01	1000	1 liter amber
123-0002	11/14/2018	10:00	3rd Quarter 2018	MW02	Ground W	Grab	Field Sample	CLP-DMTL-ICP-MS	MB8X02	1003	1 liter amber
123-0002	11/14/2018	10:00	3rd Quarter 2018	MW02	Ground W	Grab	Field Sample	CLP-TMTL-ICP-MS	MB8X02	1002	1 liter amber
123-0003	11/14/2018	11:00	3rd Quarter 2018	MW03	Ground W	Grab	Field Sample	CLP-DMTL-ICP-MS	MB8X03	1005	1 liter amber
123-0003	11/14/2018	11:00	3rd Quarter 2018	MW03	Ground W	Grab	Field Sample	CLP-TMTL-ICP-MS	MB8X03	1004	1 liter amber
123-0004	11/14/2018	14:00	3rd Quarter 2018	MW04	Ground W	Grab	Field Sample	CLP-DMTL-ICP-MS	MB8X04	1007	1 liter amber
123-0004	11/14/2018	14:00	3rd Quarter 2018	MW04	Ground W	Grab	Field Sample	CLP-TMTL-ICP-MS	MB8X04	1006	1 liter amber
123-0005	11/14/2018	15:00	3rd Quarter 2018	MW05	Ground W	Grab	Field Sample	CLP-DMTL-ICP-MS	MB8X05	1009	1 liter amber
123-0005	11/14/2018	15:00	3rd Quarter 2018	MW05	Ground W	Grab	Field Sample	CLP-TMTL-ICP-MS	MB8X05	1008	1 liter amber

- Using the Filter feature, right-click on the Dissolved analysis and select Filter for **CLP-DMTL-ICP-MS**.





Samples													
Summary													Samples
													Samples: 5 (Filtered)
Sample #	Sample Date	Sample Time	EventID	Location	Matrix	Collection	Sample Type	Analyses	CLP Sample #	Tag	Container	COC	
123-0001	12/12/2018	08:00	3rd Quarter 2018	MW01	Ground W	Grab	Field Sample	CLP-DMTL-ICP-MS	MB8X01	1001	1 liter amber		
123-0002	12/12/2018	10:00	3rd Quarter 2018	MW02	Ground W	Grab	Field Sample	CLP-DMTL-ICP-MS	MB8X02	1003	1 liter amber		
123-0003	12/12/2018	11:00	3rd Quarter 2018	MW03	Ground W	Grab	Field Sample	CLP-DMTL-ICP-MS	MB8X03	1005	1 liter amber		
123-0004	12/12/2018	14:00	3rd Quarter 2018	MW04	Ground W	Grab	Field Sample	CLP-DMTL-ICP-MS	MB8X04	1007	1 liter amber		
123-0005	12/12/2018	15:00	3rd Quarter 2018	MW05	Ground W	Grab	Field Sample	CLP-DMTL-ICP-MS	MB8X05	1009	1 liter amber		

The five (5) Dissolved analyses will be displayed.

- Manually change the CLP Sample #using the numbers in the file generated in the previous section.

Samples													
Summary													Samples
													Samples: 5
Sample #	Sample Date	Sample Time	EventID	Location	Matrix	Collection	Sample Type	Analyses	CLP Sample #	Tag	Container	COC	
123-0001	11/14/2018	08:00	3rd Quarter 2018	MW01	Ground W	Grab	Field Sample	CLP-DMTL-ICP-MS	MB8X06	1001	1 liter amber		
123-0002	11/14/2018	10:00	3rd Quarter 2018	MW02	Ground W	Grab	Field Sample	CLP-DMTL-ICP-MS	MB8X07	1003	1 liter amber		
123-0003	11/14/2018	11:00	3rd Quarter 2018	MW03	Ground W	Grab	Field Sample	CLP-DMTL-ICP-MS	MB8X08	1005	1 liter amber		
123-0004	11/14/2018	14:00	3rd Quarter 2018	MW04	Ground W	Grab	Field Sample	CLP-DMTL-ICP-MS	MB8X09	1007	1 liter amber		
123-0005	11/14/2018	15:00	3rd Quarter 2018	MW05	Ground W	Grab	Field Sample	CLP-DMTL-ICP-MS	MB8X10	1009	1 liter amber		

Viewing Total and Dissolved Metals on the Chain of Custody:

- Click on 'Chain of Custody' under the Sample Management section in the left Navigation Pane.
- Click the 'Add a Chain of Custody' button at the bottom of the screen.





3. Select 'CLP Inorganics' from the COC Format drop-down box.
4. Select 'A4 Scientific' from the Lab drop-down box.
5. Select the **Date Shipped**.
6. Enter the **CarrierName** and **Airbill No.**
7. Type the following information in the Special Instructions box: **"Please return cooler using enclosed airbill. Please provide a Scribe compatible Lab Results EDD"**.
8. Click the **'Assign Samples to COC'** button.
9. Sort by CLP Sample # and notice that the Total and Dissolved analysis have unique CLP #'s for each sample.

10. Click the **'Select'** button and choose **'Select All'**.
11. Click the **'Assign To'** button.
12. Click **'Yes'** to confirm that you want the selected samples assigned to the chain.

COC #	EventID	Sample #	Location	CLP Sample #	Tag	Analyses	Matrix	Sample Date	Sample Time	NumB	Container	Preservative
2-111518-101205-0001	3rd Quarter Sample	456-0001	Mw01	MB1A40	1000	CLP-TMTL-ICPMS	Ground Water	11/14/2018	14:30	1	1 liter amber	HN03
2-111518-101205-0001	3rd Quarter Sample	456-0007	Mw02	MB1A41	1003	CLP-TMTL-ICPMS	Ground Water	11/14/2018	14:30	1	1 liter amber	HN03
2-111518-101205-0001	3rd Quarter Sample	456-0008	Mw03	MB1A42	1005	CLP-TMTL-ICPMS	Ground Water	11/14/2018	14:30	1	1 liter amber	HN03
2-111518-101205-0001	3rd Quarter Sample	456-0009	Mw04	MB1A43	1007	CLP-TMTL-ICPMS	Ground Water	11/14/2018	14:30	1	1 liter amber	HN03
2-111518-101205-0001	3rd Quarter Sample	456-0010	Mw05	MB1A44	1009	CLP-TMTL-ICPMS	Ground Water	11/14/2018	14:30	1	1 liter amber	HN03
2-111518-101205-0001	3rd Quarter Sample	456-0001	Mw01	MB1A45	1001	CLP-DMTL-ICPMS	Ground Water	11/14/2018	14:30	1	1 liter amber	HN03
2-111518-101205-0001	3rd Quarter Sample	456-0007	Mw02	MB1A46	1004	CLP-DMTL-ICPMS	Ground Water	11/14/2018	14:30	1	1 liter amber	HN03
2-111518-101205-0001	3rd Quarter Sample	456-0008	Mw03	MB1A46	1006	CLP-DMTL-ICPMS	Ground Water	11/14/2018	14:30	1	1 liter amber	HN03
2-111518-101205-0001	3rd Quarter Sample	456-0009	Mw04	MB1A48	1008	CLP-DMTL-ICPMS	Ground Water	11/14/2018	14:30	1	1 liter amber	HN03
2-111518-101205-0001	3rd Quarter Sample	456-0010	Mw05	MB1A49	1010	CLP-DMTL-ICPMS	Ground Water	11/14/2018	14:30	1	1 liter amber	HN03

13. Click on **'Print Chain of Custody'**.
14. Select **'Report Setup'**.

COC #	EventID	Sample #	Location	CLP Sample #	Tag	Analyses	Matrix	Sample Date	Sample Time	NumB	Container	Preservative
2-111518-101205-0001	3rd Quarter Sample	456-0001	Mw01	MB1A40	1000	CLP-TMTL-ICPMS	Ground Water	11/14/2018	14:30	1	1 liter amber	HN03
2-111518-101205-0001	3rd Quarter Sample	456-0001	Mw01	MB1A45	1001	CLP-DMTL-ICPMS	Ground Water	11/14/2018	14:30	1	1 liter amber	HN03
2-111518-101205-0001	3rd Quarter Sample	456-0002	Mw02	MB1A41	1002	CLP-TMTL-ICPMS	Ground Water	11/14/2018	14:30	1	1 liter amber	HN03
2-111518-101205-0001	3rd Quarter Sample	456-0002	Mw02	MB1A46	1003	CLP-DMTL-ICPMS	Ground Water	11/14/2018	14:30	1	1 liter amber	HN03
2-111518-101205-0001	3rd Quarter Sample	456-0003	Mw03	MB1A42	1104	CP-TMTL-ICPMS	Ground Water	11/14/2018	14:30	1	1 liter amber	HN03
2-111518-101205-0001	3rd Quarter Sample	456-0003	Mw03	MB1	Preview	CPMS	Ground Water	11/14/2018	14:30	1	1 liter amber	HN03
2-111518-101205-0001	3rd Quarter Sample	456-0004	Mw04	MB1	RTF File	CPMS	Ground Water	11/14/2018	14:30	1	1 liter amber	HN03
2-111518-101205-0001	3rd Quarter Sample	456-0004	Mw04	MB1	HTML File	CPMS	Ground Water	11/14/2018	14:30	1	1 liter amber	HN03
2-111518-101205-0001	3rd Quarter Sample	456-0005	Mw05	MB1	Report Setup	CPMS	Ground Water	11/14/2018	14:30	1	1 liter amber	HN03
2-111518-101205-0001	3rd Quarter Sample	456-0005	Mw05	MB1	Print Chain of Custody	CPMS	Ground Water	11/14/2018	14:30	1	1 liter amber	HN03



15. Select 'Lab Copy'.

16. Click 'OK'.

Report Setup

COC Report Header Settings

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

DateShipped: Site #: Lab:

CarrierName: Case #: Lab Contact:

AirbillNo: Cooler #: Lab_CSZ:

Page Orientation: Landscape

Font Name: Arial

Font Size: 8

**** COC Report Type ****

Lab Copy Region Copy

OK Cancel Restore Defaults

USEPA CLP COC (LAB COPY)		CHAIN OF CUSTODY RECORD				No: 2-111518-101205-0001		
DateShipped: 11/15/2018		Case #: 10002				Lab: A4 Scientific, Inc		
CarrierName: UPS		Cooler #:				Lab Contact: Reddy Pakanati		
AirbillNo: AP8385650NNZ						The Woodlands, TX 77380		
Sample Identifier	CLP Sample No.	Matrix/ Sampler	Coll. Method	Analysis/Turnaround (Days)	Tag/Preservative/Bottles	Location	Collection Date/Time	For Lab Use Only
456-0001	MB1AA0	Ground Water/ J. Sampler	Grab	TMTLICP-MS(21)	1000 (HN03) (1)	MW01	11/14/2018 14:30	
456-0002	MB1AA1	Ground Water/ J. Sampler	Grab	TMTLICP-MS(21)	1002 (HN03) (1)	MW02	11/14/2018 14:30	
456-0003	MB1AA2	Ground Water/ J. Sampler	Grab	TMTLICP-MS(21)	1004 (HN03) (1)	MW03	11/14/2018 14:30	
456-0004	MB1AA3	Ground Water/ J. Sampler	Grab	TMTLICP-MS(21)	1006 (HN03) (1)	MW04	11/14/2018 14:30	
456-0005	MB1AA4	Ground Water/ J. Sampler	Grab	TMTLICP-MS(21)	1008 (HN03) (1)	MW05	11/14/2018 14:30	
456-0001	MB1AA5	Ground Water/ J. Sampler	Grab	DMTLICP-MS(21)	1001 (HN03) (1)	MW01	11/14/2018 14:30	
456-0002	MB1AA6	Ground Water/ J. Sampler	Grab	DMTLICP-MS(21)	1003 (HN03) (1)	MW02	11/14/2018 14:30	
456-0003	MB1AA7	Ground Water/ J. Sampler	Grab	DMTLICP-MS(21)	1005 (HN03) (1)	MW03	11/14/2018 14:30	
456-0004	MB1AA8	Ground Water/ J. Sampler	Grab	DMTLICP-MS(21)	1007 (HN03) (1)	MW04	11/14/2018 14:30	
456-0005	MB1AA9	Ground Water/ J. Sampler	Grab	DMTLICP-MS(21)	1009 (HN03) (1)	MW05	11/14/2018 14:30	
Special Instructions: Please return cooler using enclosed airbill. Please provide a Scribe compatible Lab Results EDD						Shipment for Case Complete? N		
						Samples Transferred From Chain of Custody #		
Analysis Key: TMTLICP-MS=CLP-TMTLICP-MS, DMTLICP-MS=CLP-DMTLICP-MS								
Items/Reason	Relinquished by (Signature and Organization)	Date/Time	Received by (Signature and Organization)	Date/Time	Sample Condition Upon Receipt			

The COC is sorted by CLP Sample Number separating the Total Metals and the Dissolved Metals



Exercise Ten – Advanced Customizations using MS Access

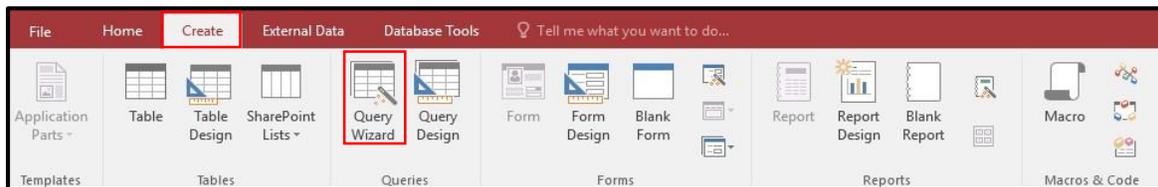
Exercise Objective: This exercise follows the steps necessary to create a custom table and custom query in a Scribe project. MS Access will be used along with Scribe. In addition, the front-end of Scribe will be used to import Custom Data Views and Custom Tasks from other Scribe databases.

Exercise Ten – Section A: Create a Query in MS Access

This exercise follows the steps necessary to modify a Scribe database using Microsoft Access version **2016**. The steps and screen captures may vary depending on the version of Microsoft Access installed on your computer.

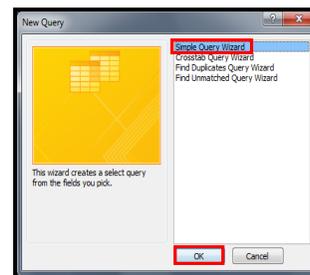
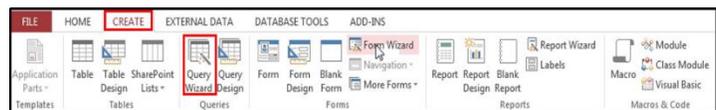
Open the Scribe Student Exercise site in MS Access and open up the **Query Wizard**.

1. Close Scribe
2. Browse to the **Scribe Student Files** folder
3. Double-click on the **Student Exercise Site.MDB** to open it in MS Access
4. On the ribbon, click on the **Create** tab, then **Query Wizard**.



Create a query to find all of the Properties that have Arsenic values greater than 0.5 ug/l or Lead values greater than 2 ug/l:

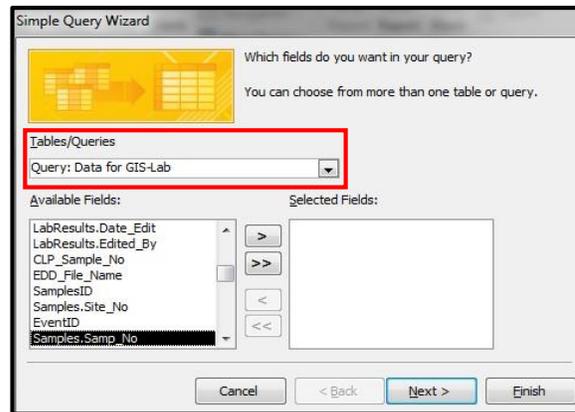
1. On the ribbon in Access, select **Query Wizard, Simple Query Wizard**
2. Click OK.





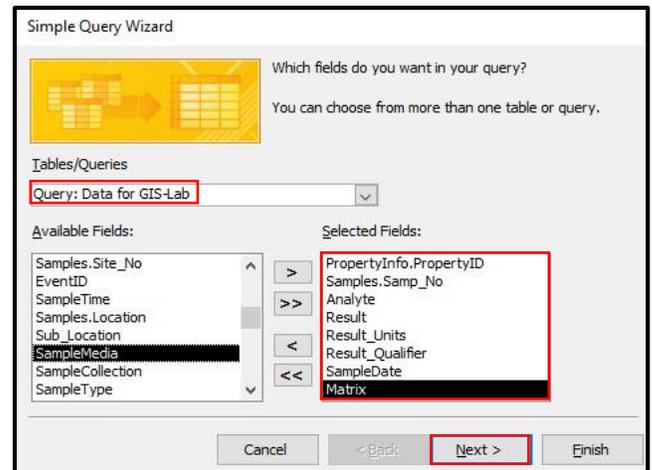
3. Select **Query: Data for GIS-Lab** from the **Tables/Queries** drop-down list.

Scribe data is stored in several tables within the database. Often, a query will require information from more than one table – i.e., result info and property info. The Data for GIS-Lab query joins the Sample, Results, Location and Property table. Starting a new query from that query gives us access to all the fields in all those tables.

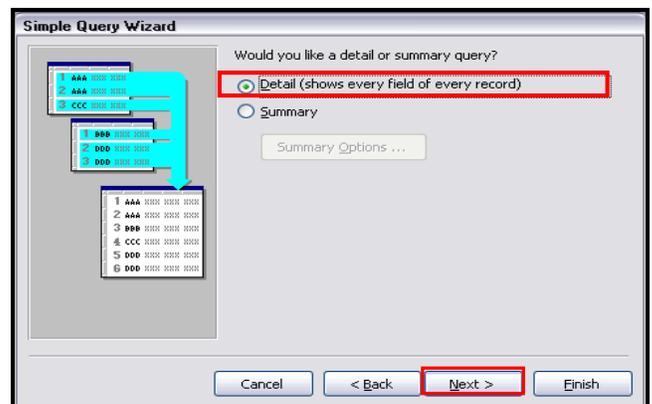


4. Use the single arrow button to **move the following fields** from the Available Fields list to the **Selected Fields** list:

- a. PropertyInfo.PropertyID
- b. Samples.Samp_No
- c. Analyte
- d. Result
- e. Result_Units
- f. Result_Qualifier
- g. SampleDate
- h. Matrix



5. Click **Next**.



6. Choose **Detail**.

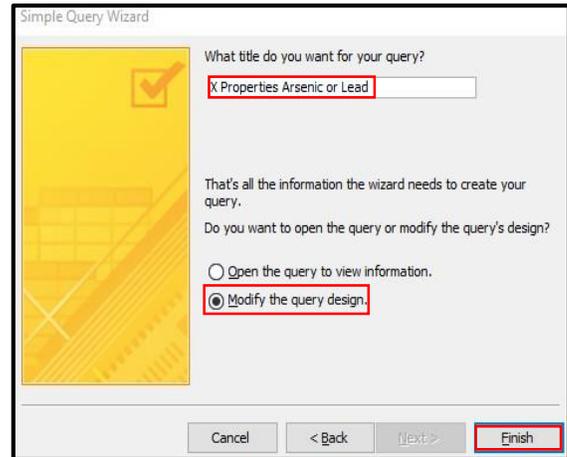
7. Click **Next**.



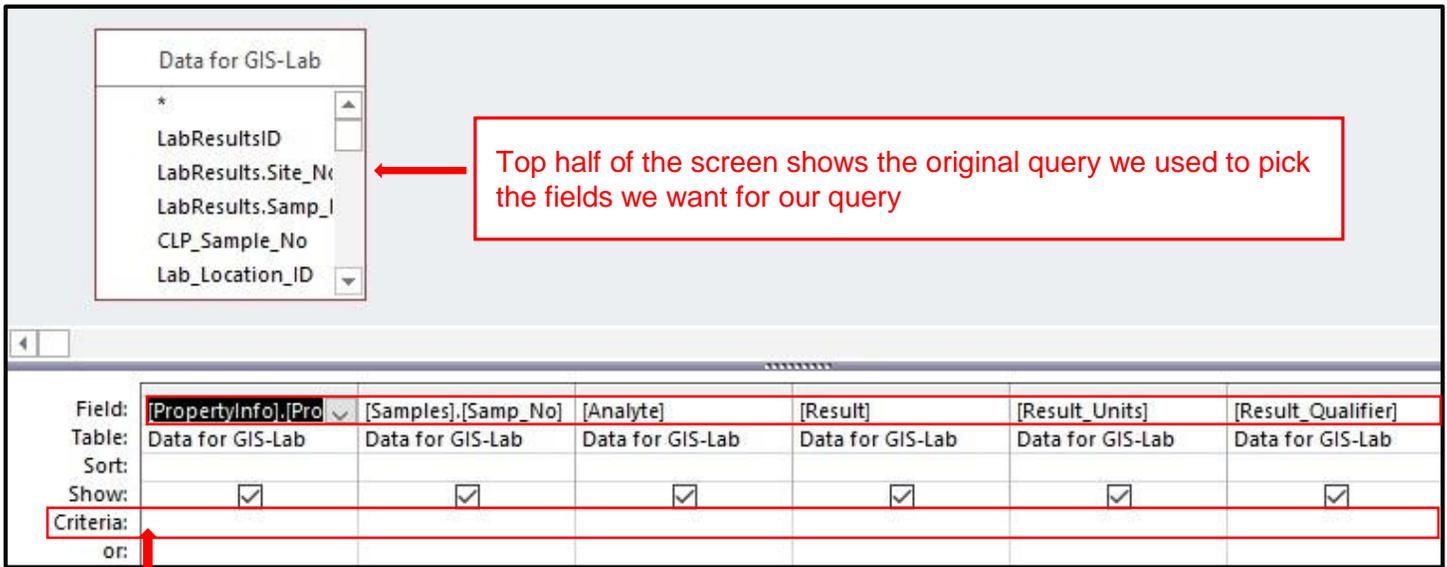
8. Name the query
X Properties Arsenic or Lead.

The usefulness of starting the query with an X will become apparent a few steps later in the exercise.

9. Choose the option to **Modify the query design.**
10. Click **Finish.**



11. The query will open in "design mode".



Top half of the screen shows the original query we used to pick the fields we want for our query

Bottom half of the screen shows the fields we picked for our custom query and allows us to type in "Criteria" for each of those fields



12. In the Analyte column, input **Arsenic** or **Lead** as a Criteria.

Field:	[PropertyInfo].[Proper	[Samples].[Samp_No]	[Analyte]
Table:	Data for GIS-Lab	Data for GIS-Lab	Data for GIS-Lab
Sort:	Ascending		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:			"Arsenic"
or:			"Lead"

13. In the Result column, input **>0.5 for Arsenic** and **>2 for Lead** as the Criteria.

Field:	[PropertyInfo].[Proper	[Samples].[Samp_No]	[Analyte]	[Result]
Table:	Data for GIS-Lab	Data for GIS-Lab	Data for GIS-Lab	Data for GIS-Lab
Sort:	Ascending			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:			"Arsenic"	>0.5
or:			"Lead"	>2

14. In the Units column, input **ug/l** as the Criteria.

Field:	[PropertyInfo].[Proper	[Samples].[Samp_No]	[Analyte]	[Result]	[Result_Units]
Table:	Data for GIS-Lab				
Sort:	Ascending				
Show:	<input checked="" type="checkbox"/>				
Criteria:			"Arsenic"	>0.5	"ug/l"
or:			"Lead"	>2	"ug/l"

15. Test your query by clicking the "Run" Icon in the toolbar.



16. Your results should be similar to the display below

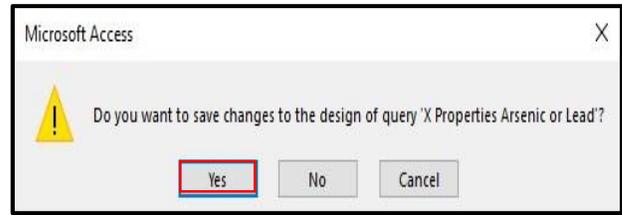
PropertyID	Samp_No	Analyte	Result	Result_Unit	Result_Qual	SampleDate	Matrix
H002	DW-0007	Lead	25.5 ug/L			3/13/2017	Water
H002	DW-0007	Arsenic	5 ug/L			3/13/2017	Water
H003	DW-0008	Arsenic	0.97 ug/L		J	3/13/2017	Water
H004	DW-0009	Arsenic	3 ug/L			3/13/2017	Water
H005	DW-0010	Lead	2.3 ug/L			3/13/2017	Water
H005	DW-0010	Arsenic	1.9 ug/L			3/13/2017	Water

Note: This display of results is based on completing all the previous Exercises in this training guide. Your results may vary.



17. Click the X in the upper right corner of the query window to close the window.

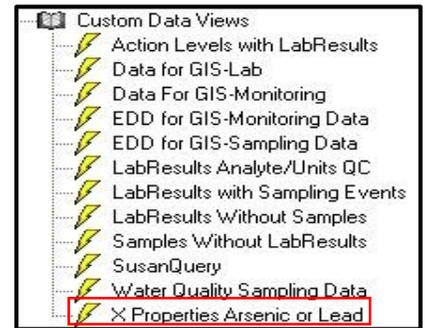
18. Click **Yes** when prompted to save the changes to the query.



19. Close Microsoft Access and Run Scribe.

20. Open the Student Exercise Site.

The query you just created will be displayed at the bottom of the Custom Data Views section in your Scribe project.



21. Click the **X Properties Arsenic or Lead** query under Custom Data Views. The following results should be displayed.

X Properties Arsenic or Lead: 6 [Filtered]								
PropertyID	Samp_No	Analyte	Result	Result_Units	Result_Qualifier	SampleDa	Matrix	
H002	DW-0007	Lead	25.5	ug/L		3/13/2017	Water	
H002	DW-0007	Arsenic	5	ug/L		3/13/2017	Water	
H003	DW-0008	Arsenic	0.97	ug/L	J	3/13/2017	Water	
H004	DW-0009	Arsenic	3	ug/L		3/13/2017	Water	
H005	DW-0010	Lead	2.3	ug/L		3/13/2017	Water	
H005	DW-0010	Arsenic	1.9	ug/L		3/13/2017	Water	



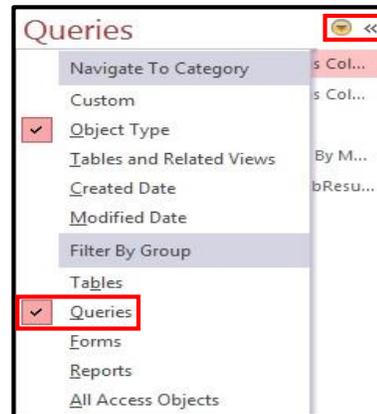
In the previous exercise, we created a custom query in MS Access and displayed the results in Scribe. Although the results display correctly for this query, in order to ensure that all of Scribe's functionality works with all new queries you develop (i.e, find, sort, filter, etc), it is necessary to create a second query that serves as a "display" query in Scribe. Essentially, for every query you write, you will write a second query that Scribe will display.

Create a "display" query for the Scribe Custom Data View:

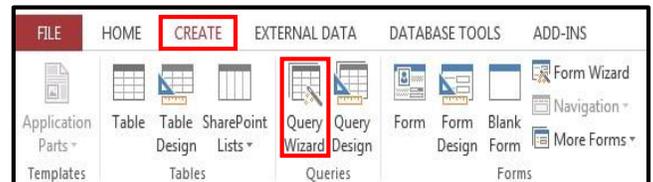
Create a second query to display the one from the previous exercise. Hide the original query in the Scribe interface. Refer to the previous exercise for detailed instructions if necessary.

1. **Close Scribe** and **open the Student Exercise Site.MDB** in MS Access.

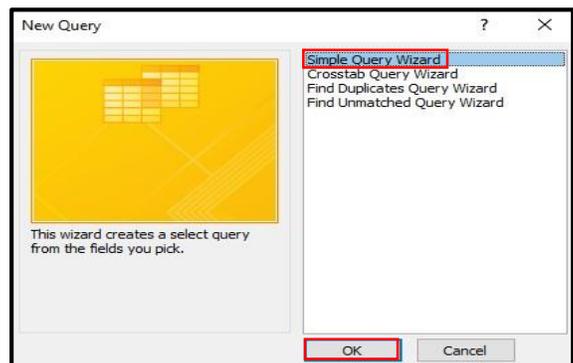
2. Click on the **Queries** object.



3. Start the Query by selecting the **Create** tab on the ribbon and selecting **Query Wizard**.

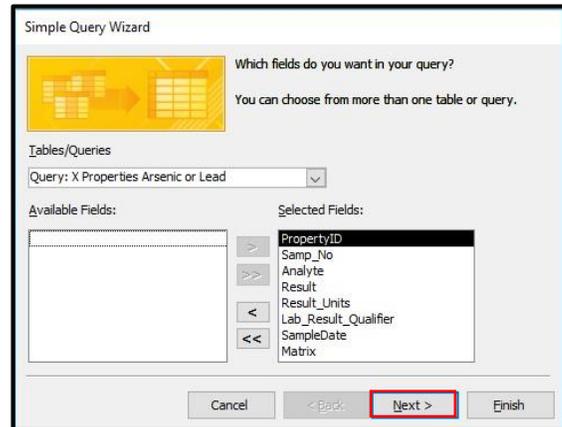


4. Select **Simple Query Wizard**.
5. Click **OK**.

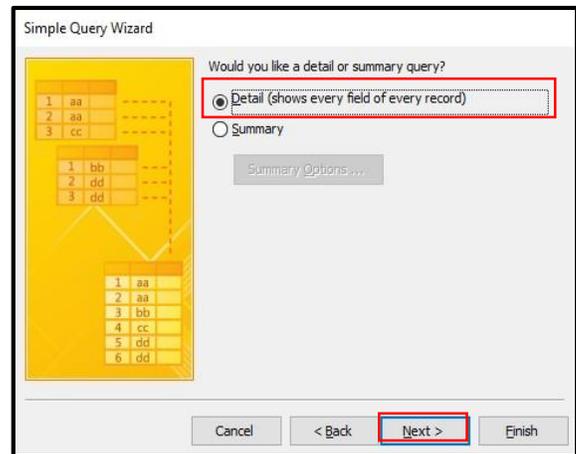




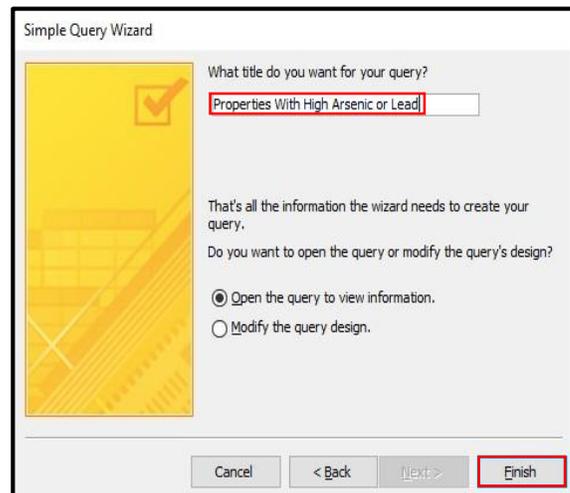
6. **Select** the Query we wrote in the previous exercise (**X Properties Arsenic or Lead**).
7. **Move all available fields** to the selected fields list. Hint – you can do this in one step by clicking this button  .
8. Click **Next**.



9. Choose **Detail**.
10. Click **Next**.



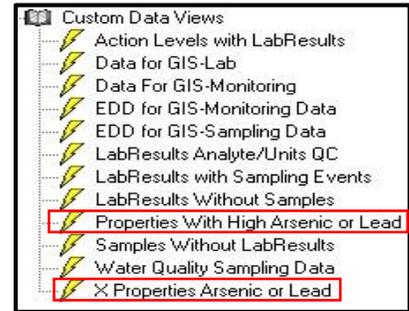
11. Overwrite the name of the query. Name this query **Properties With High Arsenic or Lead**.
12. Click **Finish**.
13. **Close** the Query.
14. **Close Microsoft Access** and **Run Scribe**.





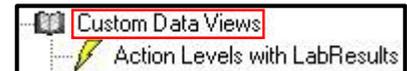
Notice that both queries are displayed in Scribe under Custom Data Views.

The query that starts with an X is the original query that contains the criteria we used. The query without an X simply selects all the fields from the original query for display purposes.



Hide the original query from displaying in Scribe:

1. Click the **Custom Data Views** heading.

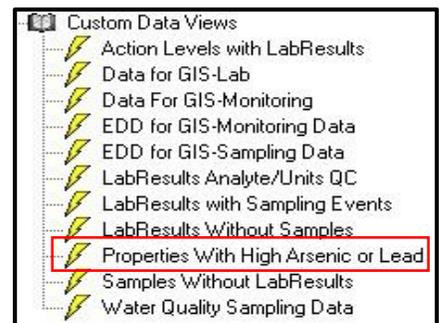


2. Change the **Visible** property for the original query (*X Properties Arsenic or Lead*) to No by clicking in the Visible field and selecting **N** from the drop down box.

DataViewName	Visible	Sort	CanAdd	CanEdit	CanDelete	CanCopy
Action Levels with LabRes	Y	0	N	N	N	N
Action Levels with LabRes	N	0	N	N	N	N
Data for Action Levels with	N	0	N	N	N	N
Data for GIS-Lab	Y	0	N	N	N	N
Data For GIS-Monitoring	Y	0	N	N	N	N
EDD for GIS-Monitoring Da	Y	0	N	N	N	N
EDD for GIS-Sampling Da	Y	0	N	N	N	N
EDD for SERAS	N	0	N	N	N	N
LabResults Analyte/Units C	Y	0	N	N	N	N
LabResults with Sampling E	Y	0	N	N	N	N
LabResults Without Sample	Y	0	N	N	N	N
Properties With High Arsen	Y	0	N	N	N	N
Samples Without LabResul	Y	0	N	N	N	N
Water Quality Sampling Da	Y	0	N	N	N	N
X Properties Arsenic or Lea	N	0	N	N	N	N

3. Click **Close** at the bottom of the screen
4. Notice that the original query no longer shows in the Scribe interface.

Users will work with the display query.





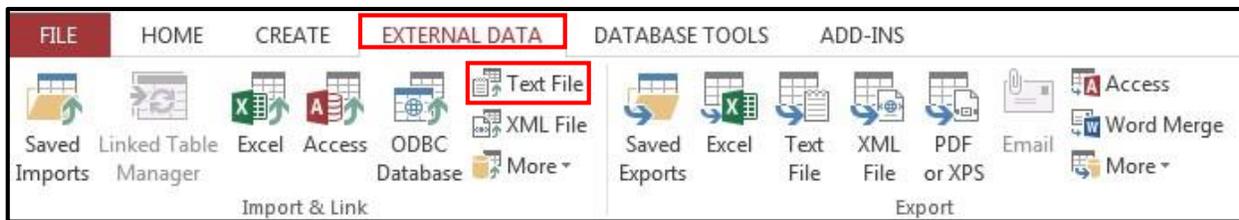
Exercise Ten – Section B: Create a Custom Table (Custom Task)

When users have identified data that needs to be captured in their Scribe Project that is not native to the Scribe database, it may be necessary to add a new table to the database using MS Access

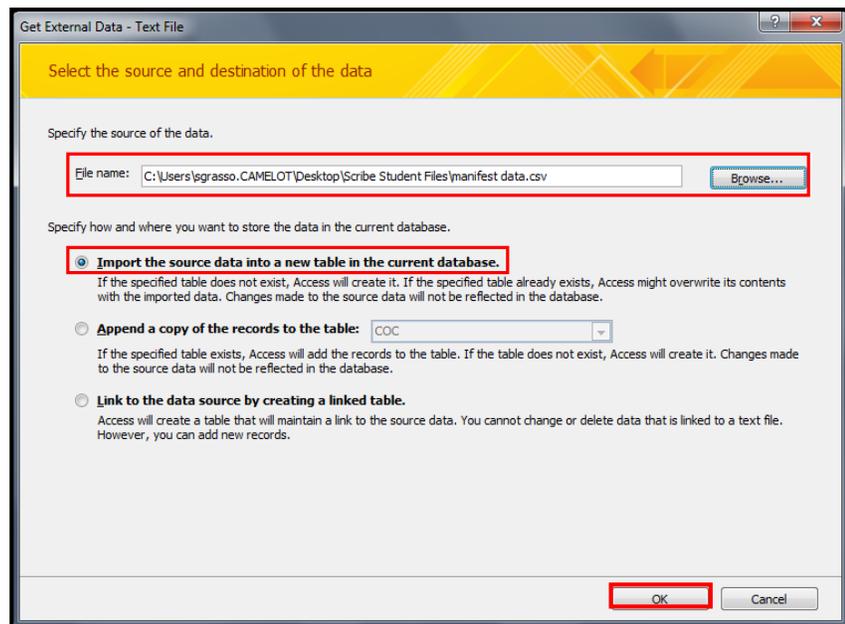
The following exercise illustrates creating a table from an existing .csv file. Other supported file types include .xls, .mdb, etc.

Create an MS Access table using a .csv file:

1. **Close Scribe** and **open the Student Exercise Site.MDB** in MS Access.
2. On the Ribbon, click on the **External Data Tab** and select **Text File**



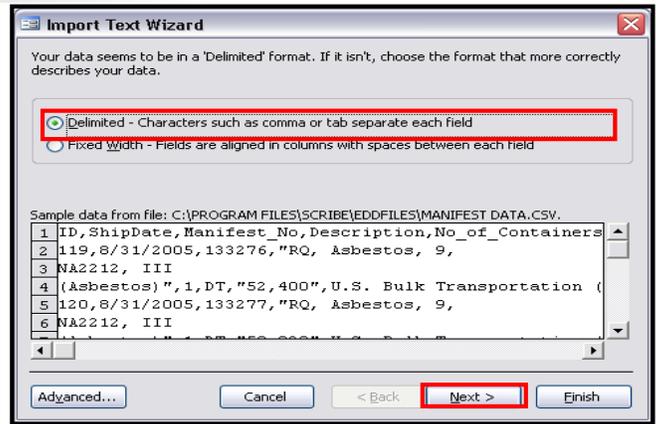
3. Browse to the **Scribe Student Files** folder and **select the manifest data.csv**. Choose **Import the source data into a new table in the current database**.
4. Click **OK**.



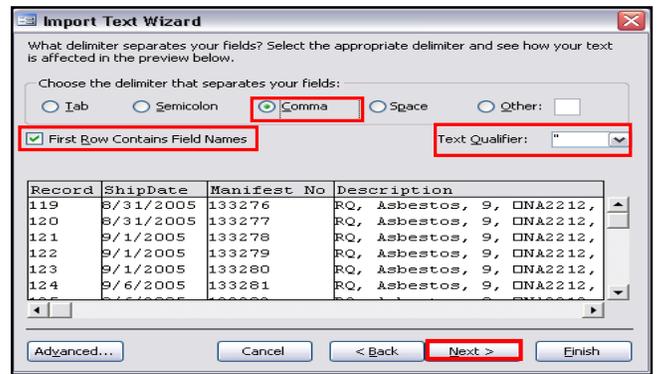


The "Import Text Wizard" begins.

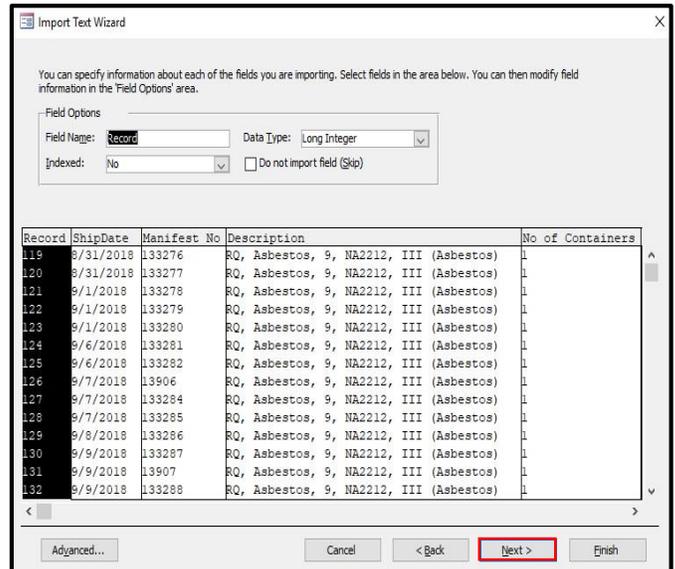
5. Select **Delimited** and click **Next**.



6. Check **First Row Contains Field Names, Comma** and **Text Qualifier "**. Click the 'Next' button to continue.

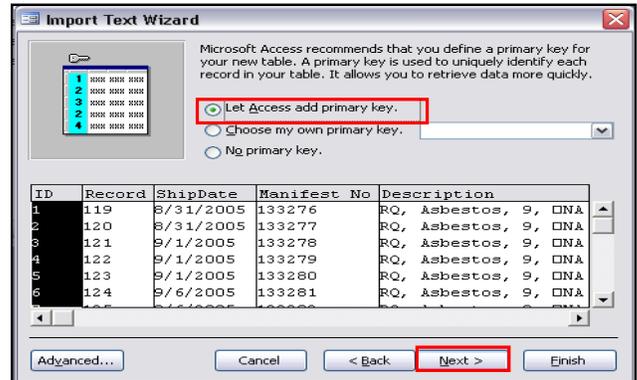


7. This screen allows for changes to data types and indexes. Click **Next** to continue.

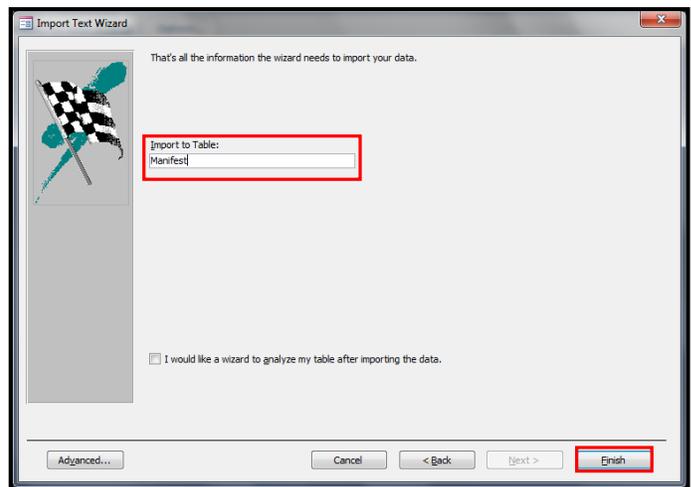




8. Select **Let Access add primary key**. Click **Next** to continue.



9. Name the table **Manifest** and click **Finish**.
Note: DO NOT use any special characters or spaces when naming the table.

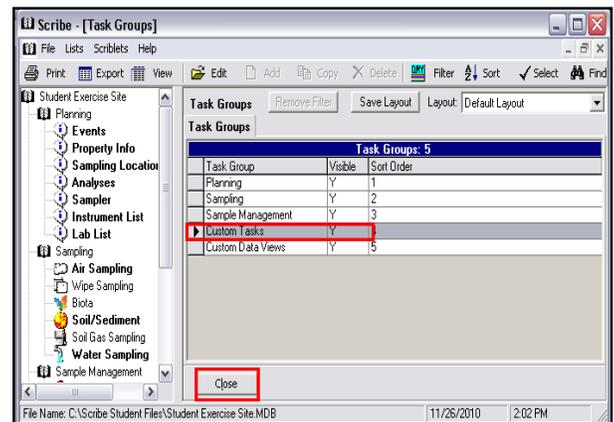
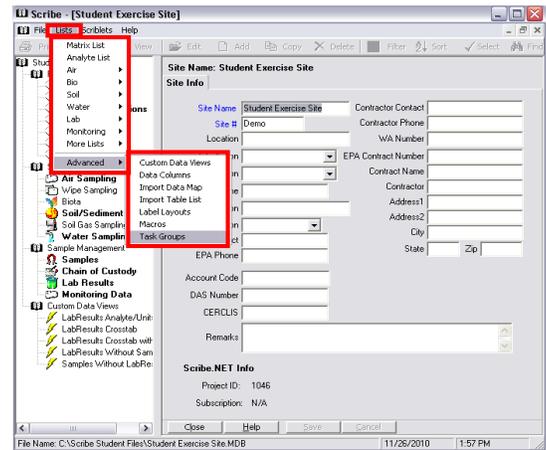


10. Click **Finish**.
11. When the Wizard is finished, click Close
12. Close MS Access.
13. Open Scribe to the Student Exercise Site.

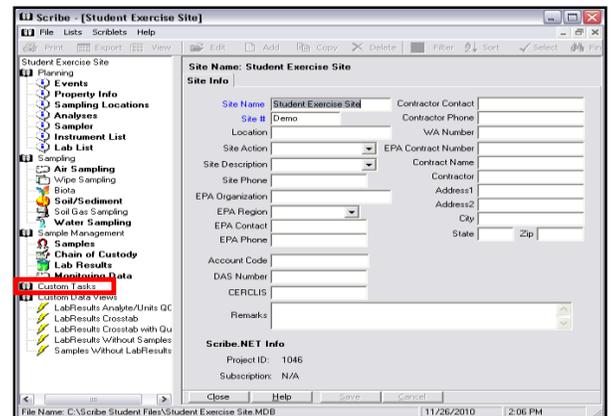


Reveal the Custom Tasks option:

1. Click on **Lists** from the top menu bar.
2. Select **Advanced**.
3. Select **Task Groups**.
4. Modify the Visible column of Custom Tasks to 'Y'. Click **Close**.



The **Custom Tasks** option will now be available in the Navigation Pane.



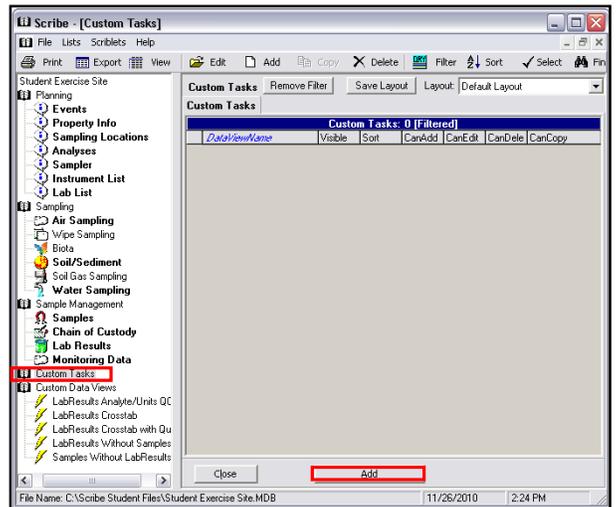


Run the Custom Task Wizard to add the Manifest Table to Scribe's Interface:

Now that the Custom Task Section is available, the Manifest table needs to be added to the Custom Task list.

Run the Custom Tasks Wizard:

1. Select the 'Custom Tasks' option on the left Navigation Pane.
2. Click **Add**.

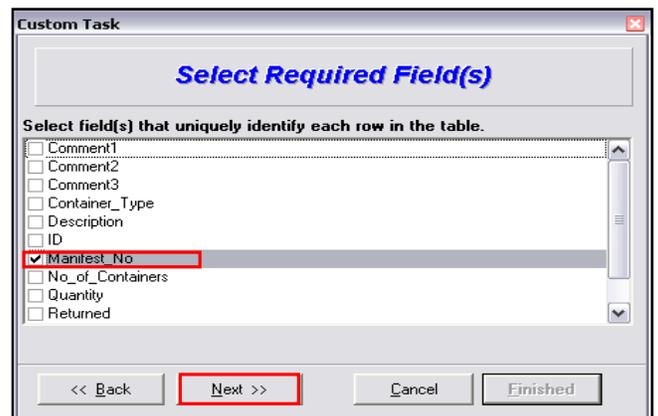


The Scribe Custom Task Wizard is displayed:

3. Select the **Manifest** table and click the **Next** button to continue.



4. Check the **Manifest_No** field to uniquely identify each row in the table.
5. Click **Next**.

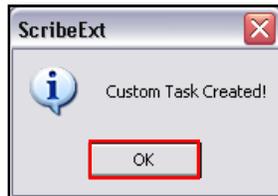




6. Name the Custom Task **Manifest Tracking** and click **Finished**.



7. Click **OK**.



The Manifest Tracking table is now available through the Scribe interface:

ID1	ID	ShipDate	Manifest	Description	No. of Co	Container Type	Quantity	Transporter	Returned	Comr
1	119	8/31/2005	133276	RQ, Asbestos, 9,	1	DT	52,400	U.S. Bulk Transport	TRUE	Miner
2	120	8/31/2005	133277	RQ, Asbestos, 9,	1	DT	50,920	U.S. Bulk Transport	TRUE	Miner
3	121	9/1/2005	133278	RQ, Asbestos, 9,	1	DT	42,740	U.S. Bulk Transport	TRUE	Miner
4	122	9/1/2005	133279	RQ, Asbestos, 9,	1	DT	33,760	U.S. Bulk Transport	TRUE	Miner
5	123	9/1/2005	133280	RQ, Asbestos, 9,	1	DT	41,640	U.S. Bulk Transport	TRUE	Miner
6	124	9/6/2005	133281	RQ, Asbestos, 9,	1	DT	41,960	Page Transport (An	TRUE	Miner
7	125	9/6/2005	133282	RQ, Asbestos, 9,	1	DT	46,220	Lepley Trucking, In	TRUE	Miner
8	126	9/7/2005	13906	RQ, Asbestos, 9,	1	DT	46,060	Trans Waste Inc.	TRUE	Miner
9	127	9/7/2005	133284	RQ, Asbestos, 9,	1	DT	56,260	U.S. Bulk Transport	TRUE	Miner
10	128	9/7/2005	133285	RQ, Asbestos, 9,	1	DT	43,340	Page Transport (An	TRUE	Miner
11	129	9/8/2005	133286	RQ, Asbestos, 9,	1	DT	44,940	Page Transport (An	TRUE	Miner
12	130	9/9/2005	133287	RQ, Asbestos, 9,	1	DT	45,820	Page Transport (An	TRUE	Miner
13	131	9/9/2005	13907	RQ, Asbestos, 9,	1	DT	44,120	Trans Waste Inc.	TRUE	Miner
14	132	9/9/2005	133288	RQ, Asbestos, 9,	1	DT	45,540	Page Transport (An	TRUE	Miner
15	133	9/9/2005	133289	RQ, Asbestos, 9,	1	DT	46,580	Page Transport (An	TRUE	Miner
16	134	9/12/2005	133291	RQ, Asbestos, 9,	1	DT	46,100	Page Transport (An	TRUE	Miner
17	135	9/12/2005	133292	RQ, Asbestos, 9,	1	DT	46,000	Page Transport (An	TRUE	Miner
18	136	9/13/2005	3080	RQ, Asbestos, 9,	1	DT	40,800	Sam's Transportatic	TRUE	Waste
19	137	9/13/2005	3081	RQ, Asbestos, 9,	1	DT	47,160	Sam's Transportatic	TRUE	Waste
20	138	9/13/2005	133293	RQ, Asbestos, 9,	1	DT	49,460	U.S. Bulk Transport	TRUE	Miner
21	139	9/13/2005	3082	RQ, Asbestos, 9,	1	DT	39,740	Sam's Transportatic	TRUE	Waste
22	140	9/13/2005	3083	RQ, Asbestos, 9,	1	DT	40,160	Sam's Transportatic	TRUE	Waste
23	141	9/13/2005	3084	RQ, Asbestos, 9,	1	DT	43,620	Sam's Transportatic	TRUE	Waste
24	142	9/13/2005	133294	RQ, Asbestos, 9,	1	DT	46,020	Page Transport (An	TRUE	Miner
25	143	9/13/2005	133295	RQ, Asbestos, 9,	1	DT	46,760	Page Transport (An	TRUE	Miner
26	144	9/13/2005	133296	RQ, Asbestos, 9,	1	DT	44,560	Page Transport (An	TRUE	Miner
27	145	9/13/2005	3085	RQ, Asbestos, 9,	1	DT	35,960	Sam's Transportatic	TRUE	Waste
28	146	9/13/2005	3088	RQ, Asbestos, 9,	1	DT	34,620	Sam's Transportatic	TRUE	Waste
29	147	9/14/2005	3086	RQ, Asbestos, 9,	1	DT	40,640	Sam's Transportatic	TRUE	Waste
30	148	9/14/2005	3087	RQ, Asbestos, 9,	1	DT	46,500	Sam's Transportatic	TRUE	Waste
31	149	9/14/2005	3089	RQ, Asbestos, 9,	1	DT	49,020	Sam's Transportatic	TRUE	Waste
32	150	9/14/2005	3090	RQ, Asbestos, 9,	1	DT	52,520	Sam's Transportatic	TRUE	Waste
33	151	9/14/2005	3091	RQ, Asbestos, 9,	1	DT	51,120	Sam's Transportatic	TRUE	Waste
34	152	9/14/2005	3093	RQ, Asbestos, 9,	1	DT	50,400	Sam's Transportatic	TRUE	Waste

After adding a new database element to a Scribe project .mdb, the associated Scribe template file must also be updated with the new database element if additional data will be added using Scribe's Import wizard. If new data will not be added to the custom table, this step can be skipped. If the default Scribe3.mdb template is updated, the new database element will appear in every subsequent new Scribe project created with that template. For this exercise, we will use a custom template and leave the Scribe3.mdb intact.

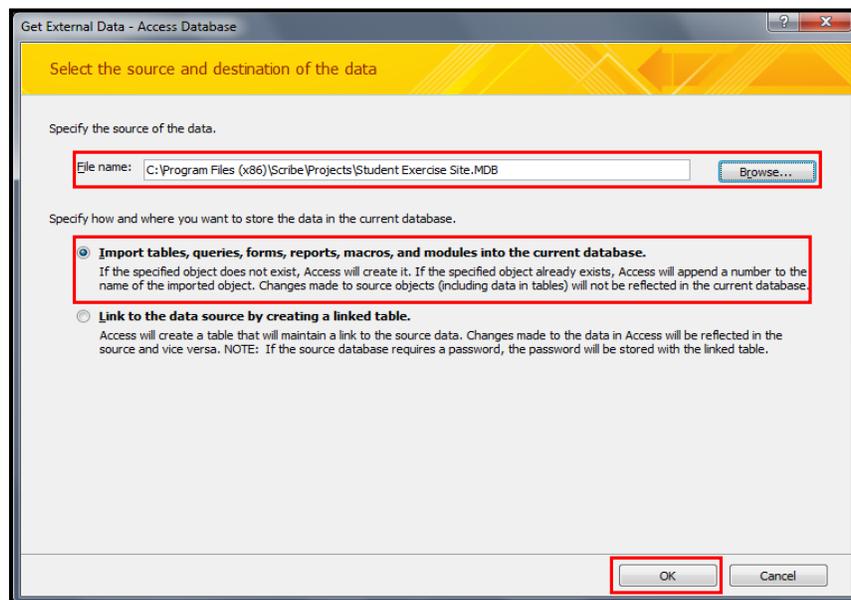


Add the manifest table to the Scribe template using MS Access:

1. Navigate to the **ScribeStudent Files**
2. Open the **Template Manifest.MDB** in MS Access
3. On the ribbon, click on the **External Data** Tab, and select **Access**

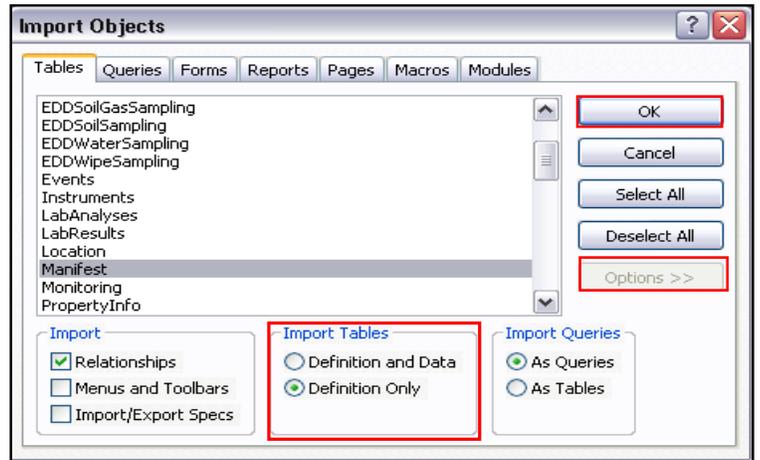


4. Browse to the **Student Exercise Site.MDB** and click **Import Tables, queries, etc.** (We will import the table from our Scribe project into our Scribe Template). Click on **OK**.



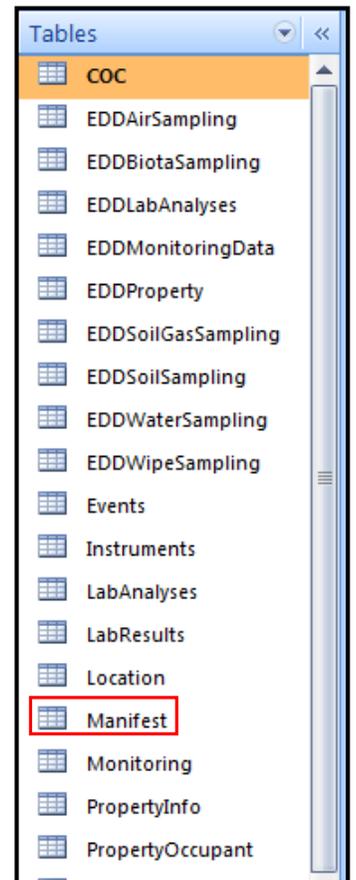


5. **Scroll** to select the **Manifest** table.
6. Make sure The "**Definition Only**" option is selected under the Import Tables section. If you don't see the '**Definition Only**' option, click on '**Options >>**' on the right side of the screen.
7. Click **OK** to continue.
8. Click **Close**.



The Manifest table has been added to the Template Manifest Database.

9. **Close** MS Access.





Import Additional Manifest Data:

In the previous steps, a custom table (Manifest Tracking) was added to the Scribe project and template. Additional data can now be imported into the Manifest Tracking Table using Scribe's Import Wizard.

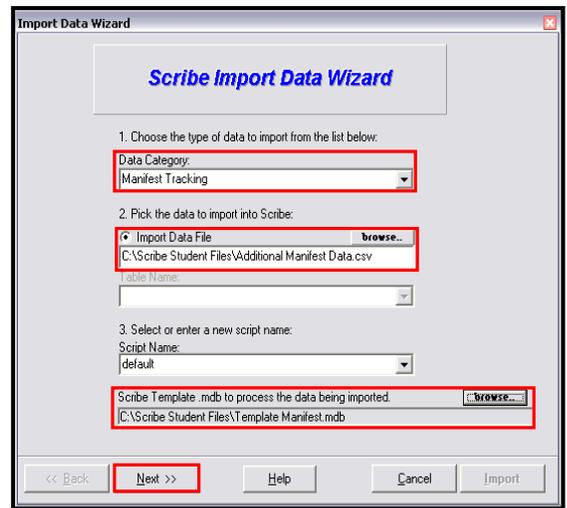
Import Additional Manifest Data:

Currently 130 Manifest Records are in the Manifest Tracking Table.

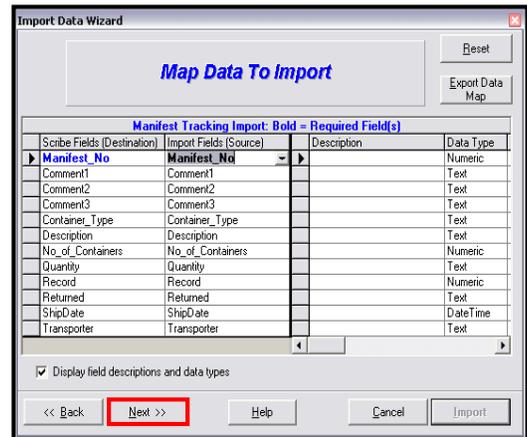
1. Open the **Student Exercise Site** in Scribe.
2. Click **File** in the menu at the top of the screen.
3. Select **Import**.
4. Select **Custom Import**.
5. Click the **No** button when prompted to backup your project.

The Import Data Wizard screen will be displayed.

6. Select **Manifest Tracking** from the Data Category pick list.
7. **Browse** to the Scribe Student Files folder and select the **Additional Manifest Data.csv** as the Import Data File.
8. **Browse** to the Scribe Student Files folder and select the **Template Manifest.mdb** as the Scribe Template .mdb to process the data being imported.
9. Click on the **Next** button.



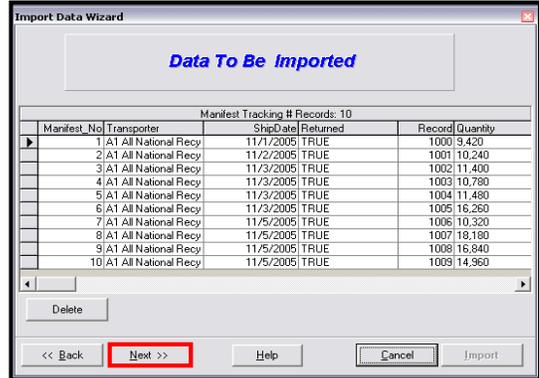
10. Click **Next** on the Map Data To Import screen.





11. Review the Data To Be Imported. **Note the number of records to be imported.**

12. Click **Next** on the Data To Be Imported screen.



13. Click Add New data records.

14. Click **Import**.



15. Click '**No**' to Import More Data.

16. Open the Manifest Tracking table. Verify that there are now 140 records.



Scribe imported 10 new Manifest records

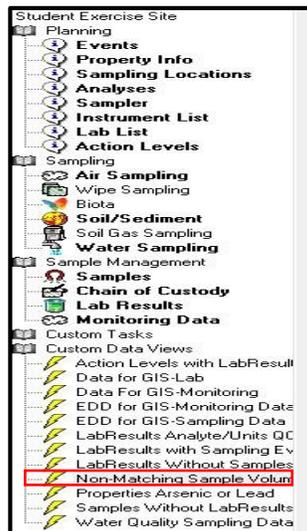
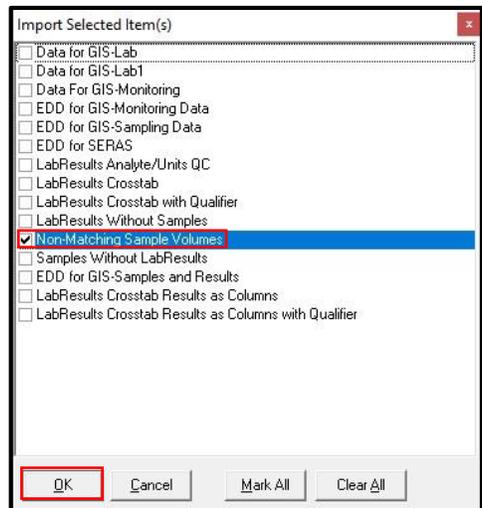
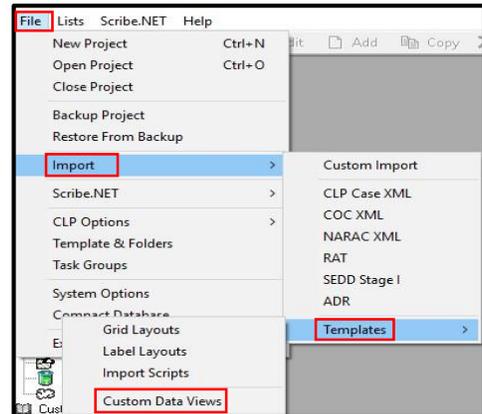
ID	Manifest	Record	ShipDate	Container_Type	Description	No_of_Co	Quantity	Transporter	Returned	Comment1	Comment2
	133276	119	8/31/2016	DT	RQ, Asbestos, 9,	1	152,400	U.S. Bulk Transpor	TRUE	Minerva Enterprise	Y



Exercise Ten – Section C: Import a Custom Data View from Another Scribe Project

If a Custom Data View has been created in another Scribe project, Scribe has the ability to import that custom data view into any of your Scribe projects.

1. Open the **Student Exercise Site** in Scribe.
2. Click on **File | Import | Templates | Custom Data Views**.
3. Click **No** to Backup.
4. Browse to the Scribe Student Files and select the **Student Import Project**.
5. Select the **Non-Matching Sample Volumes** query.
6. Click **OK**.



The Custom Data View is now available



7. Run the Query.

Non-Matching Sample Volumes		Read Only			
Non-Matching Sample Volumes					
	Samp_No	Sample_Volume	Sample_Volume_Units	Lab_Final_Volume	Final_Volume_Unit
▶	AS-0001	468	Liters	226	liters
	AS-0008	468	Liters	420	liters



Exercise Eleven – Create an Auditor Ruleset Project

Exercise Objective: Building Auditor Queries

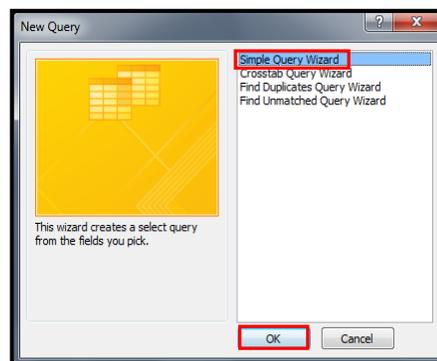
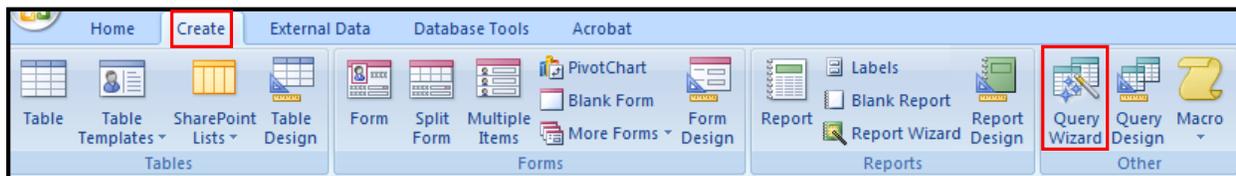
Data Auditor is a tool that allows you to audit the data in a Scribe project against a set of valid values. Valid Values can be site specific, regional or national. Auditing is done by comparing the data in a Scribe project to one or many “rules”. A Scribe project can be audited against any set of rules uploaded to Scribe.NET. Rules are generated by creating queries in MS Access and saving them to a ‘Ruleset’ database. The Ruleset database is then sent to ERT Support to be uploaded to Scribe.NET

Exercise Eleven – Section A: Build Auditor Queries

Exercise Objective: Build three (3) Auditor queries in your Scribe project. The queries will check for missing Latitude & Longitude; blank Sample Matrix; and samples not meeting the valid values required for Sample Type. **WARNING: User(s) must have a working knowledge of creating queries in MS Access, as well as knowledge of the table names and field names in their Scribe Projects.** Documentation of the table and field names can be found in the Start Menu|Programs|Scribe|User Guides|Tech Documentation.

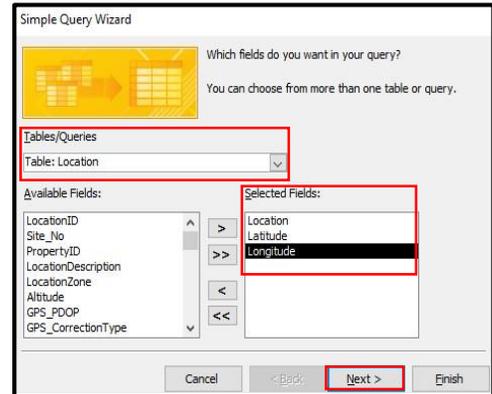
Query 1: Build a query that will check for missing Latitude and Longitude. Latitude and Longitude are captured in the Location table in the Scribe project.

1. Open MS Access.
2. Browse to your Scribe Student Files folder and open the **Scribe Audit Exercise.mdb**.
3. Click on the ‘**Create**’ tab
4. Select ‘**Query Wizard**’.
5. Then select ‘**Simple Query Wizard**’.



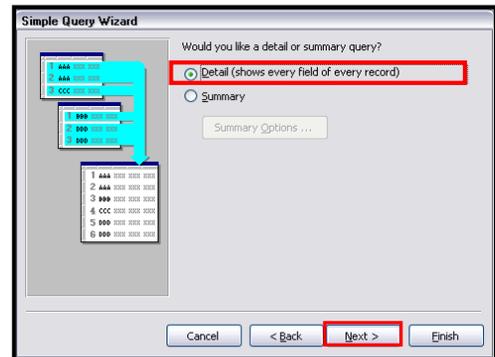


6. Select the **Table: Location** for the Tables/Queries field.
7. Use the single arrow button to **move the following fields** from the **Available Fields** list to the **Selected Fields** list:
 - Location
 - Latitude
 - Longitude

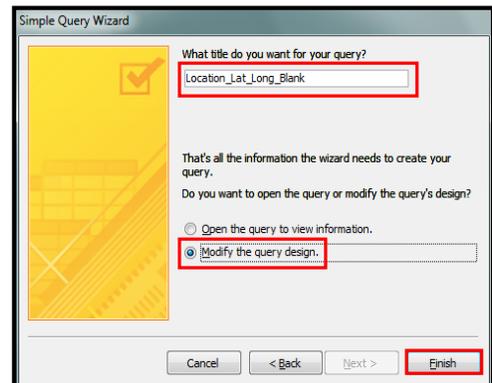


8. Click **Next**.

9. Choose Detail.
10. Click **Next**.



11. Name the query **Location_Lat_Long_Blank**.
12. Choose the option to **Modify the query design**.
13. Click '**Finish**'.

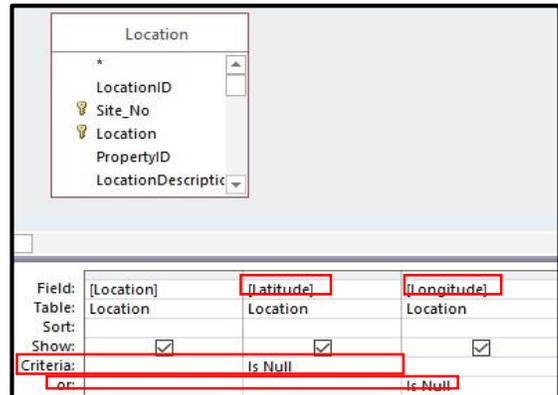


The query will open in “design mode”. The top half of the screen shows the Table we used to pick the fields we want for our query. The bottom half of the screen shows the fields we picked and allows us to type in “Criteria” for each of those fields.



14. In the Latitude Column, in the 'Criteria' row, input "Is Null".

15. Notice the word 'or' below criteria. Since we want to identify blank Latitude values OR blank Longitude values, we enter 'Is Null' on the 'or' row. If both "is Nulls" were on the criteria row, the query would only return records where the latitude AND Longitude were both blank. In the Longitude Column, in the "or" row, input "Is Null".



Note: Because Latitude and Longitude are numeric fields, we can use "Is Null" to find blank records. Finding blank records for text fields will be discussed later in this exercise.

The query returns any blank Latitudes or blank Longitudes.

16. Test your query by clicking the "Run" Icon in the toolbar

17. Your results should be similar to the display below.

18. Close the query by clicking the '

19. ' at the top of the query window and Save your Query.

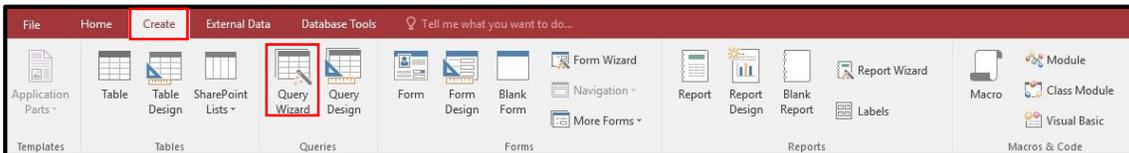


Location	Latitude	Longitude
NW Fence Line		
NE Fence Line		
SW Fence Line		
SE Fence Line		
*		

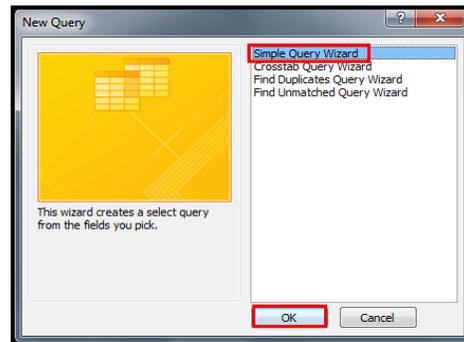


Query 2: Build a query that will check for blank Sample Matrix. Sample Matrix is captured in the Samples table in the Scribe project. **NOTE: In a database, Null and Blank (“empty string”) text values are different. In this Query, we will need to open the query in SQL and modify the WHERE statement to include searching for Null and Blank records.**

1. Open MS Access.
2. Browse to your Scribe Student Files folder and open the **Scribe Audit Exercise.mdb**.
3. Click on the **‘Create’ tab and then select ‘Query Wizard’**.



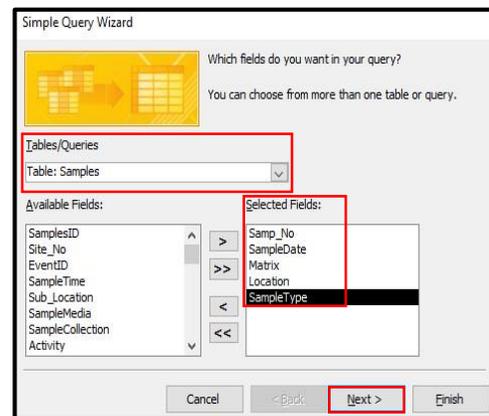
4. Select **‘Simple Query Wizard’**.



5. Select **Table: Samples**.
6. Use the single arrow button to **move the following fields** from the **Available Fields list** to the **Selected Fields list**:

- Samp_No
- Sample Date
- Matrix
- Location
- SampleType

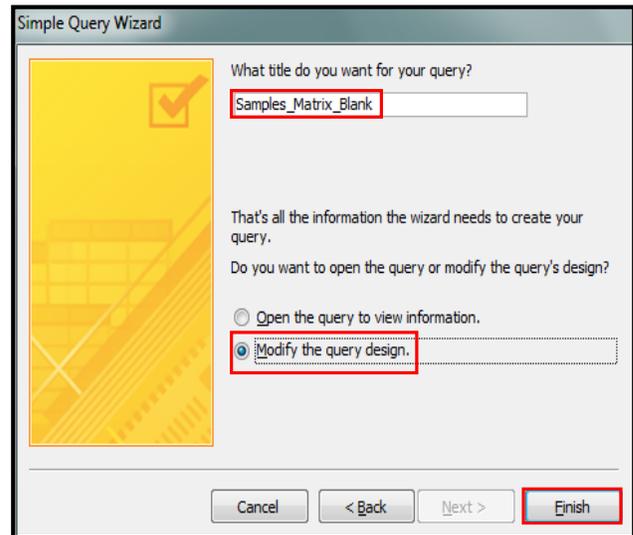
Note: Extra fields are selected to help identify which samples need to be corrected.



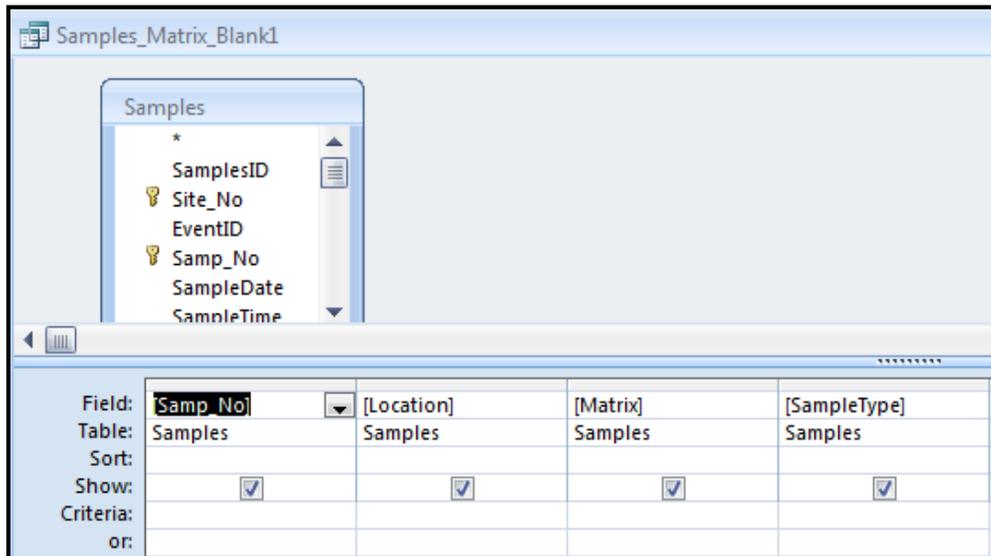
7. Click **Next**.



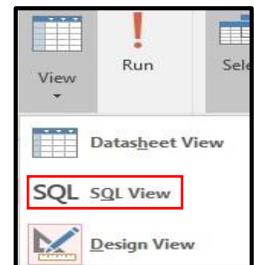
8. Name the query **Samples_Matrix_Blank**.
9. Choose the option to **Modify the query design**.
10. Click **'Finish'**.



The query will open in “design mode”. The top half of the screen shows the Table we used to pick the fields we want for our query. The bottom half of the screen shows the fields we picked and allows us to type in “Criteria” for each of those fields.



11. Click **View, SQL View**. The criteria for this query needs to be modified to search for both null and blank records.





12. In SQL View, add a WHERE statement to include both Null and Blank records using the statement highlighted below. This step is necessary when searching for blanks in any TEXT field.

```
SELECT Samples.[Samp_No], Samples.[SampleDate], Samples.[Matrix], Samples.[Location], Samples.[SampleType]
FROM Samples
WHERE (((Matrix &"")="");
```



Type the WHERE statement here – remember to remove the ‘;’ after Samples
The WHERE statement should look like this:

WHERE (((Matrix &"")="");

13. Test your query by clicking the “Run” Icon in the toolbar.
14. The results should be similar to the display below.

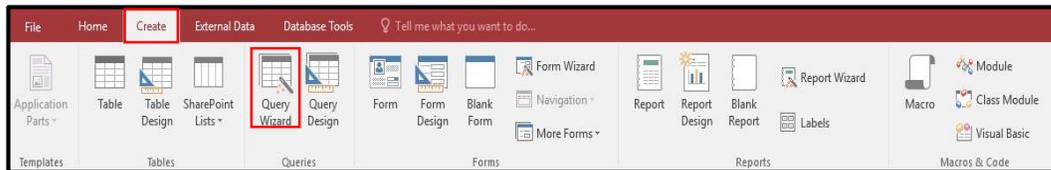


Samp_No	SampleDate	Matrix	Location	SampleType
SS-0001	6/1/2004		R1	Field Sample
DW-0001	6/1/2004		Well 1	
SS-0006	10/19/2004		R1	

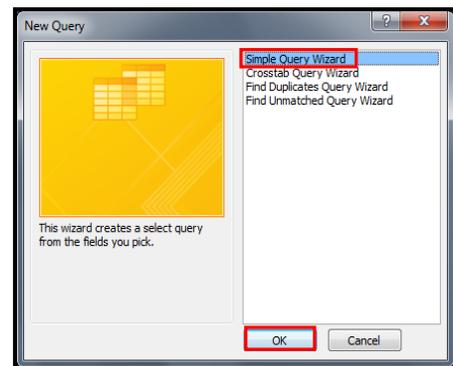


Query 3: Build a query that will check for a specific list of Valid Values in the Sample Type Field. Sample Type is captured in the Samples table in the Scribe project. **NOTE: In this type of query, the SQL statement will check the database against a list of valid values and should identify any exceptions in the database. We will need to add a “Not In” statement to search for any records that DO NOT equal our list of Valid Values (i.e., Field Sample, Field Duplicate, etc.).** For this exercise, Field Duplicate and Field Sample are the only valid values for the Sample Type field. The query will identify any samples types other than those two valid values.

1. Click on the ‘Create’ tab and then select ‘Query Wizard’.



2. Select ‘Simple Query Wizard’.

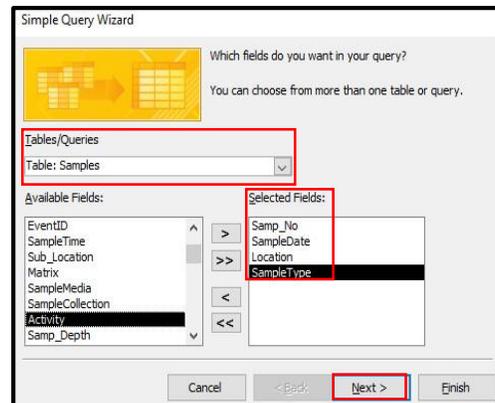


3. Select the **Table: Samples**

4. Use the single arrow button to **move the following fields** from the **Available Fields** list to the **Selected Fields** list:

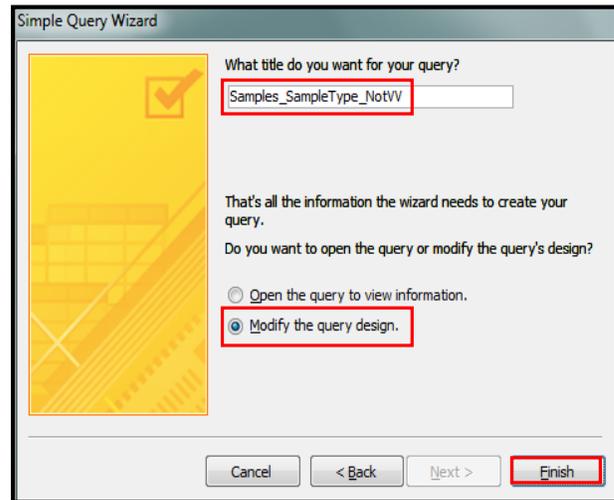
- Samp_No
- Sample Date
- Location
- SampleType

5. **Click Next.**

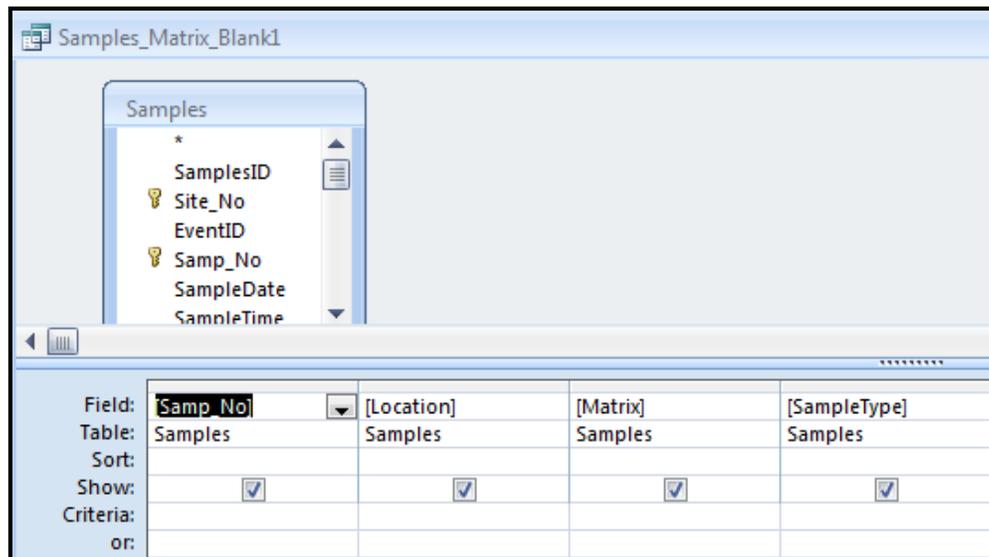




6. Name the query
Samples__SampleType_NotVV.
7. Choose the option to **Modify the query design.**
8. Click **'Finish.'**

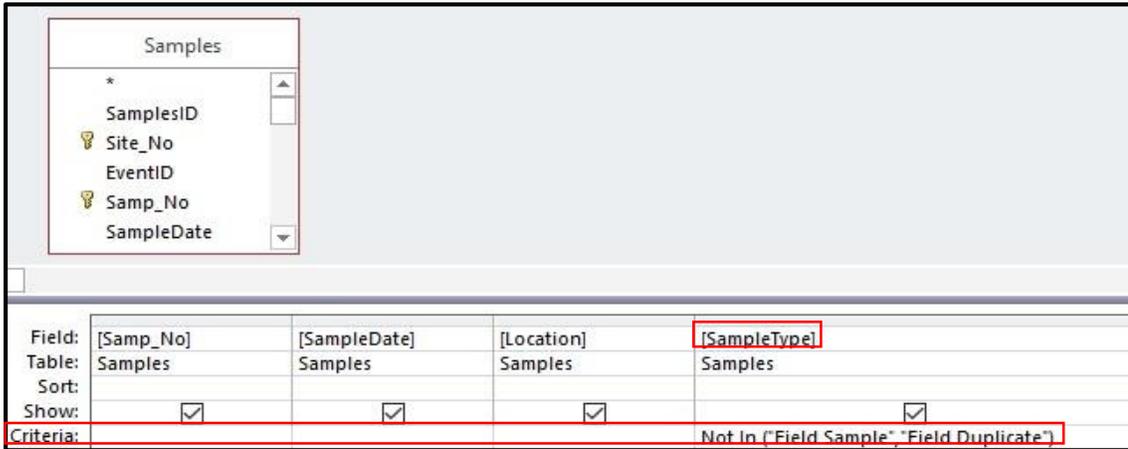


9. The query will open in “design mode”. *The top half of the screen shows the Table we used to pick the fields we want for our query. The bottom half of the screen shows the fields we picked and allows us to type in “Criteria” for each of those fields.*



The criteria for this query needs to be modified to search for values that do not equal our list of valid values.

10. In Design View, add a “Not In” statement to the ‘Sample Type’ criteria field that includes the valid values. The query will identify any sample types that are “Not” Valid Values. in Criteria to check for a specific field (SampleType) by using the “**Not In**” parameter and adding the Valid Values (e.g. Field Sample, Field Duplicate).



The "Not In" statement should look like this:

Not In ("Field Sample", "Field Duplicate")

11. Test your query by clicking the "Run" icon in the toolbar.



12. Your query should return 26 results. The query is returning all samples where the sample type is not a Field Duplicate or Field Sample.



Samp_No	SampleDate	Location	SampleType
AS-0001	6/1/2004	NW Fence Line	Field Samp.
AS-0002	6/1/2004	NE Fence Line	Field Samp.
AS-0003	6/1/2004	SW Fence Line	Field Samp.
AS-0004	6/1/2004	SE Fence Line	Duplicate
DW-0001	6/1/2004	Well 1	
DW-0002	6/1/2004	Well 2	
DW-0003	6/1/2004	Well 3	
DW-0004	6/1/2004	Well 4	
DW-0005	6/1/2004	Well 5	
DW-0006	6/1/2004	Well 6	
DW-0007	6/1/2004	Well 1	
DW-0008	6/1/2004	Well 2	
DW-0009	6/1/2004	Well 3	
DW-0010	6/1/2004	Well 4	
DW-0011	6/1/2004	Well 5	
DW-0012	6/1/2004	Well 6	
SS-0006	10/19/2004	R1	
SS-0007	10/19/2004	R1	
SS-0008	10/19/2004	R2	
SS-0009	10/19/2004	R2	
SS-0010	10/19/2004	R3	
SS-0011	10/19/2004	R3	
SS-0012	10/19/2004	R4	
SS-0013	10/19/2004	R4	
SS-0014	10/19/2004	R5	
SS-0015	10/19/2004	R5	



Exercise Eleven – Section B: Move Queries to Auditor Rule Set Project

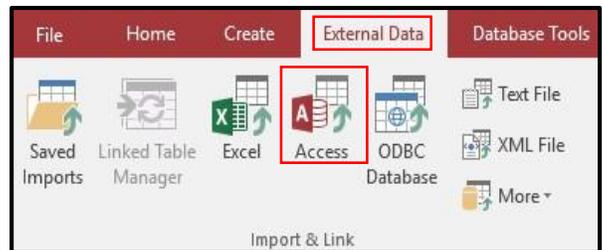
After you have created and tested your SQL Queries (Rules), they are ready to be moved to a “RuleSet Database”. **NOTE: For Scribe.NET to successfully import the RuleSets from the Auditor Database, it needs to be able to run them in that .mdb. If you are auditing any custom tables or fields, those customizations must also be added to the RuleSet Project created below.**

Exercise Objective: Move the queries created in Section A above to a RuleSet Database; complete the Rule Information Table; and email the project to ERT Software Support to upload to Scribe.NET.

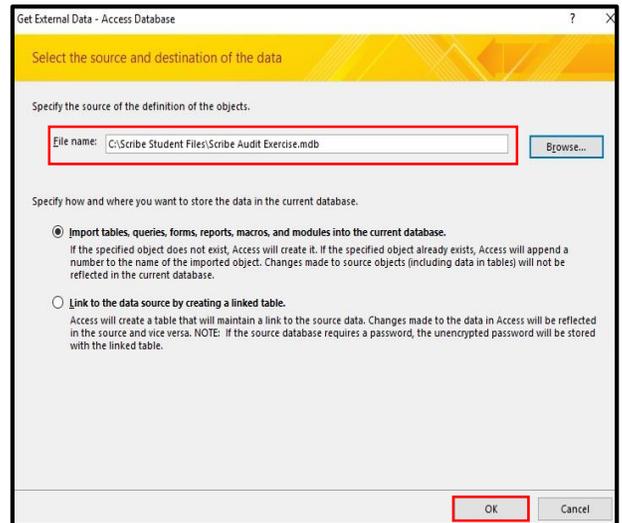
1. For this exercise, we have included a blank ruleset database in the Student Exercise files. It can also be downloaded from www.epaosc.org/scribe. Once on the website, navigate to the “Documents” section and select the Auditor folder. Once downloaded and unzipped, please copy and rename it to a unique name.

All Documents	File Name	Description	Category	Uploaded	Size	Download
Auditor	New Scribe.NET RuleSet Project 2.zip	Blank MDB for writing Scribe Auditor Queries	Auditor	5/11/2017	385 KB	Download

2. Browse to the Scribe Student Files and open the **Training Auditor Rules.mdb** in MS Access.
3. The rules (SQL Queries) that were created and tested in the **Scribe Audit Exercise.mdb** will need to be imported into the **Training Auditor Rules.mdb** (RuleSet Project). On the ribbon, click on **External Data** and select **Access**.

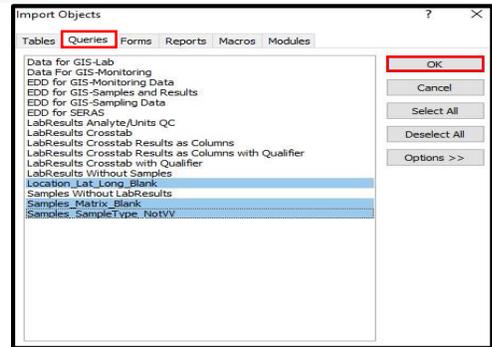


4. Browse to the Scribe Student Files folder and select the **Scribe Audit Exercise.mdb** and select Import tables, queries, forms, etc. Click **OK**.





- Switch to the Queries tab and select the three (3) queries that were written in the previous exercise (**Location_Lat_Long_Blank; Samples_Matrix_Blank; and Samples_SampleType_NotVV**).
- Click 'OK'.
- Click 'Close'. The Queries will now be in your Auditor Training Auditor Rules.mdb.



Exercise Objective: Complete the Rule Information Table and email the Auditor Database to ERT Support for upload to Scribe.NET.

Once the queries have been successfully imported into your project, the Rule Information Table must be completed. The Rule Information table contains the following fields:

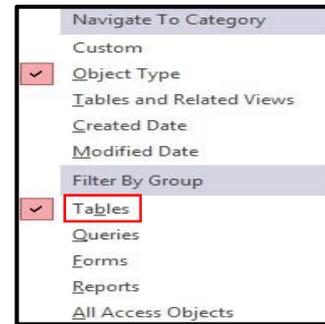
Query Name	Error/Warning Message	Error or W:	RuleSetName	RuleSetDescription
Samples Without LabResults	The following Samples do not have corresponding Lab Results.	<input type="checkbox"/>	Orphaned Records	EXAMPLE: Identifies commonly orphaned records.
LabResults Without Samples	The following LabResults do not have corresponding Samples.	<input type="checkbox"/>	Orphaned Records	
Locations Without Lat/Long	The following Locations do not have a Latitude and/or Longitude.	<input type="checkbox"/>	Locations	EXAMPLE: Identifies Location records which do not have a
Sites Without an EPA Contact	The following Sites do not have an EPA Contact	<input type="checkbox"/>	All	

Example RuleInformation Table

- Query Name** – 50 Characters – Each rule (SQL Query) is added using the exact query name in the database.
- Error/Warning Message** – 150 Characters – This message identifies the issue found when running the rule. For example, “The following records contain blank information”.
- Error or Warning Checkbox:**
 - Warning** – No checkmark present in the box. Scribe.NET will display the records that don't meet the data requirements, but the project can still be published to Scribe.NET.
 - Error** – Checkmark present in the box. Scribe.NET will display the records that don't meet the data requirements and the project **cannot** be published to Scribe.NET until the issues are corrected in the project.
- Rule Set Name** – 100 Characters – Rule sets are “groups” of rules. Grouping rules allows for flexibility when auditing by allowing audits to be done on some or all of the data. For example, rules can be grouped by functional area – Samples, Locations, etc. or any other way that makes sense to the operation.
- Rule Set Description** – optional. Describes how the rules were grouped.



1. Click on the **Tables** object.
2. Scroll to the '**RuleInformation**' table and double-click to open the table.
3. Four (4) examples exist in the Table.



Query Name	Error/Warning Message	Error or Warni	RuleSetName	RuleSetDescription
Samples Without LabResult	The following Samples do not have corresponding Lab Results.	<input type="checkbox"/>	Orphaned Records	EXAMPLE: Identifies commonly orphaned records.
LabResults Without Sample	The following LabResults do not have corresponding Samples.	<input type="checkbox"/>	Orphaned Records	
Locations Without Lat/Long	The following Locations do not have a Latitude and/or Longitude.	<input type="checkbox"/>	Locations	EXAMPLE: Identifies Location records which do not have
Sites Without an EPA Conta	The following Sites do not have an EPA Contact	<input type="checkbox"/>	All	

4. Add a new record for each of the query rules written in the previous steps.

Query Name	Error/Warning Message	Error or Warni	RuleSetName	RuleSetDescription
		<input type="checkbox"/>		

5. Enter the Query Name.

NOTE: The Query Name must be entered exactly the way it is named in the Query. If it is not, an error will be generated when the Rule Set database is uploaded to Scribe.NET

TIP: To avoid inadvertently typing the query name incorrectly, you can copy (rt. click on the query name, select rename, hold down the control key and hit the "C" key) and then paste (hold down the control key and hit the "V" key) in the RuleInformation Table. (Using the right-click copy and paste function in MS Access will not enter the correct query name)

6. Enter the Error/Warning Message to be displayed when a project is audited and issues are identified.
7. Indicate whether or not it should be an Error or Warning (see explanation above).
8. Enter a RuleSetName. In this example the RuleSetName indicates that this Rule is checking data in the Samples and Location Table.

Samples_Matrix_Blank	The following records contain a blank matrix	<input type="checkbox"/>	Samples Table	
Samples_SampleType_Not	The following records do not meet the list of valid values	<input type="checkbox"/>	Samples Table	
Location_Lat_Long_Blank	The following records do not contain Latitude and/or Longitude	<input type="checkbox"/>	Location Table	

9. Close the Table, close MS Access.
10. Zip up the file (.mdb files are stripped), rename the file extension (e.g. .piz) and email it to: ertsupport@epa.gov.

NOTE: If changes/additions need to be made to a RuleSet Database that has *already* been uploaded to Scribe.NET, the **entire data set (database) needs to be uploaded again to Scribe.NET.**