1.0 Purpose & Scope

This procedure outlines the process to create and upload electronic data into the environmental database. This Database management system is primarily for DFC environmental projects related to the sitewide Consent order but is to be complied with for all projects managed by the DFC EPG.

Project not the responsibility of the DFC EPG, should use this DBMS but are not required to at this time.

2.0 Activities & Departments Affected

This procedure affects all GSA personnel and contractors who collect environmental data at GSA facilities in Region 8 managed by the EPG.

3.0 Exclusions

Exclusions exist when the projects are not managed by the EPG.

4.0 Forms Used & Permits required: (include reporting requirements)

☐ Federal and State Forms and Permits: None

☐ In-house GSA Region 8 and Contractor Forms: None

5.0 Acronyms, Abbreviations, and Definitions

<table>
<thead>
<tr>
<th>Acronyms</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEQ</td>
<td>Council of Environmental Quality</td>
</tr>
<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
</tr>
<tr>
<td>CO</td>
<td>Contracting Officer</td>
</tr>
<tr>
<td>DBMS</td>
<td>Database Management System</td>
</tr>
<tr>
<td>DFC</td>
<td>Denver Federal Center</td>
</tr>
<tr>
<td>COR</td>
<td>Contracting Officers Representative</td>
</tr>
<tr>
<td>EDD</td>
<td>Electronic Data Deliverable</td>
</tr>
<tr>
<td>EO</td>
<td>Executive Order</td>
</tr>
<tr>
<td>EPA</td>
<td>Environmental Protection Agency</td>
</tr>
<tr>
<td>FTP</td>
<td>File Transfer Protocol</td>
</tr>
<tr>
<td>GSA</td>
<td>General Service Administration</td>
</tr>
<tr>
<td>PBS</td>
<td>Public Building Services</td>
</tr>
<tr>
<td>QAPP</td>
<td>Quality Assurance Project Plan</td>
</tr>
<tr>
<td>QC</td>
<td>Quality Control</td>
</tr>
<tr>
<td>REM</td>
<td>Release Evaluation Module</td>
</tr>
<tr>
<td>SFTP</td>
<td>Secure File Transfer Protocol</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
</tr>
<tr>
<td>SQL</td>
<td>Structured Query Language</td>
</tr>
</tbody>
</table>

6.0 Procedure

State Specific Procedures & Requirements [refer to individual State Legal Reviews for
Standardized Procedure:

6.1 When generating data for a project, the Contractor inputs the data into the desktop database management system (DBMS) on their computer.

6.1.1 If data is from samples being analyzed for asbestos, the Contractor will use Asbestos Electronic Data Deliverable (EDD) Entry V111 and the software will create site tables per Standard Operating Procedure (SOP) 15 EDD for use in the site wide DBMS.

6.1.2 If data is from samples being analyzed for chemical suites, no special step is required.

6.1.3 Though usually DBMS use results from samples being analyzed for asbestos or other chemical suites, sometimes a given project has the Contractor generate some other form of data, which may require entry in the DBMS as well.

6.2 The Contractor next will use the DBMS to produce SOP 15 GSA data deliverables, which can include:

- Sampling site
- Field measurement data
- Elevation data
- Chemistry data
- Lab QC data
- Well information

6.3 The Contractor will then upload the data deliverables to either the Network version of the DBMS or the contractor folder on GSA Environmental File Transfer Protocol (FTP) site. Both of these locations requires special access and must be obtained through Mr. John Kleinschmidt, DFC Environmental Program Manager.

6.4 If the project or program will generate only a single set of samples over its life AND that set has less than 5 samples in it, the Contractor will upload the GSA data deliverables to the GSA FTP site or email them to the GSA Contracting Officer’s Representative, Mr. John Kleinschmidt. The Contractor will also notify the GSA of this upload via email (not required of course if the deliverables where emailed in the first place rather than uploaded to the FTP), and this notification (or email submission) is considered to be Contractor confirmation that the data deliverables meet SOP requirements. Be advised if the data deliverables do not meet the SOP requirements, the contractor may be required to refund a portion of their contractor through a contract modification.

6.5 If the project or program will generate more than a single set of samples in its life OR a single set has 5 or more samples in it, the Contractor will upload the data deliverables to their GSA network H: drive. The Contractor will further use the network version of the GSA DBMS (Structured Query Language (SQL) server...
database) to test the data deliverables.

6.6 When uploading data (to the GSA FTP site or the SQL server database), if the upload fails the Contractor will return to 6.1 above and follow the steps again, modifying the data use desktop DBMS as needed.

6.7 When uploading data to the GSA network DBMS SQL database, the Contractor will generate a pass confirmation record. This record will then be uploaded to the SFTP and the GSA Data Manager will be notified. The GSA DBMS Contractor will then upload the validated data to the FTP for upload in the GSA Network DBMS by GSA’s Data Management Contractor and generate desktop .mdb files as needed and provide them to the Contractor for use.

6.8 After any upload, the Contractor will use the DBMS (desktop or network, as appropriate) to generate any relevant data evaluation reports. The Contractor uses or submits these reports as needed. Following are some examples of such reports:
- Release Evaluation Module Reports (REM)
- Chemical/Asbestos Appendix I Reports
- Toxicity Characteristic Leaching Procedure (TCLP) Screen/Exceedence Reports
- Other reports, such as time series graphs, chemical reports, and so on

7.0 Records Management

Documents upload of contractor upload and validation process. Notification to GSA that upload has occurred.

8.0 References


9.0 Appendices

Attachment A: GSA Environmental Programs Group Database Management System

<table>
<thead>
<tr>
<th>Document Control Information:</th>
<th>Approved &amp; Dated:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBMS “Month-Date-Year”.doc</td>
<td>RJM 07/25/2012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document Revision and Update:</th>
<th>Revision made by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision Date</td>
<td>Nature of Revision</td>
</tr>
<tr>
<td>07/09/2012</td>
<td>Flowchart created, original database program has been around for nearly 10 years</td>
</tr>
<tr>
<td>07/25/2012</td>
<td>Written summary procedure prepared, emphasize Roles and Responsibilities in section 6, update flowchart</td>
</tr>
</tbody>
</table>
ATTACHMENT A: GSA Environmental Programs Group Database Management System

**Flowchart Diagram:**

- **START**
- **Are samples being analyzed for Asbestos?**
  - Yes: **Contractor:** Use Computer Program "Asbestos EDD Entry" (Software Creates Sites Table per SOP 15 for use in Sitewide DBMS)
  - No: **NO**
- **Are samples being analyzed for Chemical Suites?**
  - Yes: **Contractor:** Input Data into Desktop DBMS on their computer
  - No: **NO**
- **Has contractor generated other data as part of project?**
  - Yes: **Contractor:** Generate Contractor Upload with GSA Data Deliverables
  - No: **NO**
- **Will the project only collect a single set of samples?**
  - Yes: **Contractor:** Upload GSA Data Deliverables to their GSA IT assigned GSA Network H: Drive
  - No: **NO**
- **Will the project generate less than 5 samples?**
  - Yes: **Data Uploads Correctly**
    - **Contractor:** Uploads GSA Data Deliverables To GSA FTP site and/or email files to GSA
    - **Contractor:** Notify GSA in e-mail of upload. Confirms GSA Data Deliverables meet SOP requirements
  - No: **NO**
  - **Contractor:** Use Either Network or Desktop DBMS
  - **Use/Submit Reports as required**
  - **Return to Step 1**
  - **Modifies Data using Desktop DBMS**
- **Contractor:** Use DBMS to Produce GSA DATA Deliverables
  - **SOP 15: GSA DATA DELIVERABLES**
    - Sampling Sites
    - Field Measurements Data
    - Elevation Data
    - Chemistry Data (Chem/Asb)
    - Lab QC Data
    - Well Information
  - **Contractor:** Use GSA Network DBMS of SQL Server Database Version of Sitewide DBMS to test data deliverables
- **Data Upload Process Fails**
  - **Contractor:** Generate Pass Confirmation Record
  - **Data Deliverable/Confirmation record**
  - **Upload to SFTP**
  - **Notify GSA Data Manager**

**Responsible Parties:**
- Contractor
- Environmental Programs Group (EPG)
- Project Managers

GSA R8 Environmental Procedures [gsa.gov/sems] Page 4 of 4 Rev. 07/25/2012