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

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

6.0   Procedure

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

details on Statues, Laws, and Rules]: None

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

Quality Assurance Project Plan (QAPP) for the Denver Federal Center Site-Wide RCRA Facility Investigation prepared for the GSA by URS and revised by Summit Technical Resources in June 2004; Vol. 1 RFI Risk Assessment Workplan for the Denver Federal Center and Vol. 2 Standard Operating Procedures (SOP) 6 and 15

9.0   Appendices

Attachment A: GSA Environmental Programs Group Database Management System

Document Control Information:	Approved & Dated:
DBMS "Month-Date-Year".doc	RJM 07/25/2012

Document Revision and Update:		
Revision Date	**Nature of Revision**	**Revision made by:**
07/09/2012	Flowchart created, original database program has been around for nearly 10 years	John Kleinschmidt
07/25/2012	Written summary procedure prepared, emphasize Roles and Responsibilities in section 6, update flowchart	Nick Gutschow, John Kleinschmidt, Robert Melvin

ATTACHMENT A: GSA Environmental Programs Group Database Management System