

## GEMS Comma Delimited Electronic Submittal Format

### Data Elements List

Data Elements are in the following order in a single record. The length of each Data Element must not be greater than the maximum listed. Data Element definitions are the same as with the fixed-width format for electronic data submittals. (Page 3)

<u>Excel Column</u>	<u>Data Element</u>	<u>Maximum Length</u>	<u>Format</u>
A	License/Monitoring ID	5	Numeric
B	DNR's Sample Point ID Number	3	Numeric
C	DNR's Parameter Number	5	Numeric
D	Sample Date	6	Date (yymmdd)*
E	Multiple Sample Identifier	2 (a)	Character
F	Agency	1	Numeric
G	Result Value	12	Numeric
H	Qualifier	1	Character
I	Quality Control Flag 1	1	Character
J	Quality Control Flag 2	1	Character
K	Quality Control Flag 3	1	Character
L	Limit Of Detection	5	Numeric
M	Limit of Quantitation	5	Numeric
N	Reporting Limit	5	Numeric
O	Reporting Period Date	6	Date (yymmdd)*
P	Lab Analysis Date	6	Date (yymmdd)*
Q	Lab Sample Number	9	Character
R	Analysis Method Number/Description	15	Character
S	Lab Certification ID Number	9	Character

(a) First digit should always be zero

\* If you're using the Excel template, you must enter the dates in a standard format, i.e. mm/dd/yyyy. The template will convert the date you enter to the specified format.

### General Rules

A comma must be inserted between each data element. If no data is available for a data element, just place a comma after the last comma from the previous data element. (This is only necessary if there are one or more additional data elements in the record that have data available)

The end of each record must contain a hard carriage return. A record may not start with a comma.  
A record may optionally end with one or more commas.

Data elements that could contain one or more commas, such as Lab Sample Number or Analysis Method Number/Description, in their value must be enclosed in double quotes.  
Any data element may optionally be enclosed in double quotes.

Data elements defined as "Numeric" values do not require leading zeroes and should contain an explicit decimal point when applicable. Commas should not be used to separate thousands. (Enter 12000 not 12,000)

Column headings should not be present in the comma-delimited file.

In the Result Value, Limit of Detection, Limit of Quantitation, and Reporting Limit, trailing zeroes to the right of the decimal point should only be reported if they are significant.

## Using Excel to Create a Comma Delimited File

- Step 1

Create a spreadsheet with 19 columns representing the 19 Electronic TAD data elements, in the order listed above.

- Step 2

Enter data into the spreadsheet for the electronic TAD records to be submitted.

- Step 3

Use “Save Copy As”, under the “File” menu, to save the Excel file as a comma delimited file (a file with a CSV extension). Click on the “Save as type” drop-down box, scroll down to CSV (Comma delimited) (\*.csv). Change the filename to 3-letter month, two-digit year-license number. For example, if the file was for the June 2000 reporting period for license number 123, the filename would be JUN00-123.CSV.

- Step 4 (optional)

After saving, you may change the filename extension to TXT in order to verify that the fields are separated by commas. To verify, view the file in Microsoft Notepad, you will see that commas have been inserted between each column of data and that double quotes have been used to enclose columns of data that contain a comma as a value. If you don’t see the commas, you should repeat steps 3 and 4.

**NOTE:** When submitting the data to the Department please make sure the file extension is CSV.

## Excel Template

The Excel template (provided separately) has the columns defined based on either character length or another validation rule. Before using the template, review the “Electronic Data Format” on page 3 to determine what data should be entered in each column. When you are ready to save the newly created file, follow step 3 above. When saving, remember to use the “Save Copy As” function and not the Save icon.

Columns A, B, C, G, L, M, N, Q, R, and S are all validated by the maximum character length defined in the table on page 1. If the maximum length is exceeded, an error box will appear that states the maximum length that was exceeded, and gives you the option to retry or cancel the entry.

Columns F, H, I, J, and K all have a drop-down list that contains all the permitted values for their respective fields. One of the permitted values for column H is a blank, which is the only value that is not contained in the list for that column. Similarly, columns I, J, and K also have a blank as a permitted value.

The leading zero in column E will be added automatically regardless whether or not you key it in.

Columns D, O, and P will be checked according to the validity of the dates entered. In other words, the Lab Analysis Date should be on or after the Sample Date. Similarly, the Sample Date should be on or after the Reporting Period Date. When you have completed the worksheet, you may check the validity of all the dates using the “Circle Invalid Data” icon on the Auditing toolbar. If the Auditing toolbar is not visible, you can display it by choosing “Auditing” from the “Tools” menu and clicking on “Show Auditing Toolbar”.



## Comma-Delimited Template

## Electronic Data Formats & Definitions

<u>Excel Column</u>	<u>Fixed Width Column</u>	<u>Data Element</u>	<u>Data Element Definition</u>
	COLUMN 1	6	Every record that is submitted using the fixed width format should have the number 6 in the first column.
	COLUMN 2-4	BLANK	
A	COLUMN 5-9	LICENSE #	5 digit number assigned to facility by DNR
B	COLUMN 10-12	DNR'S SAMPLE POINT ID NUMBER	3-digit number assigned to the monitoring point by the DNR, including leading zeroes.
C	COLUMN 13-17	DNR PARAMETER NUMBER	5-digit parameter code, including leading zeroes. Codes may be checked for validity on the DNR website or by contacting John A. Sissons at (608) 267-7567. <a href="http://www.dnr.state.wi.us/org/aw/wm/monitor/">http://www.dnr.state.wi.us/org/aw/wm/monitor/</a>
D	COLUMN 18-23	SAMPLE DATE (YYMMDD)	Date on which sample was collected in the field. This date must be later than the Reporting Period Date. (columns 68-73)
E	COLUMN 24-25	MULTIPLE SAMPLE IDENTIFIER	01 for the first sample, 02 for duplicate, 03 for triplicate, etc., and 09 for laboratory replicates
	COLUMN 26	BLANK	
F	COLUMN 27	AGENCY	Number indicating who took the sample. (1=facility, 2=DNR, 3=EPA)
	COLUMN 28	BLANK	
	COLUMN 29	BLANK	
G	COLUMN 30-41	RESULT VALUE	Result value can be anywhere in this field. If the parameter is not above the Limit of Detection (LOD) this column should be <b>blank</b> and the appropriate qualifier in column 42. If the parameter number refers to a comment indicating field conditions, such as a dry well, value should be zero. There should <b>never</b> be a value in this field and an N in column 42.
H	COLUMN 42	QUALIFIER	N if the parameter was <b>not</b> detected above the LOD, J for results <b>between</b> LOD and LOQ, blank for results <b>above</b> LOQ or RL. If the parameter number refers to a comment indicating field conditions, such as a dry well, enter an N if the comment does not apply or leave blank if the comment applies.
I	COLUMN 43	QUALITY CONTROL FLAG I	<b>F</b> if a detect of the parameter occurred in the Method Blank, Trip Blank, or Equipment (Field) Blank accompanying the sample. <b>M</b> if no detects of parameter occurred in the sample blanks.
J	COLUMN 44	QUALITY CONTROL FLAG II	<b>F</b> if the sample failed the preservation and holding time requirements of EPA SW-846, <b>M</b> if the sample met the SW-846 requirements
K	COLUMN 45	QUALITY CONTROL FLAG III	<b>F</b> if the sample failed the quality control specified by the analytical method or by the requirements of s. NR 149.14, <b>M</b> if the sample met these requirements
	COLUMN 46-52	BLANK	
L	COLUMN 53-57	LIMIT OF DETECTION	LOD for a parameter. It is a 5-character field with a floating decimal point. (i.e. 0.2 0.01)
M	COLUMN 58-62	LIMIT OF QUANTITATION	LOQ for a parameter. It is a 5-character field with floating decimal point.
N	COLUMN 63-67	REPORTING LIMIT	RL for parameters found in NR 140 tables 2 and 3. It is a 5-character field with a floating decimal point. (i.e. 201.0, 5.0)
O	COLUMN 68-73	REPORTING PERIOD (YYMMDD)	First day of the month for the month that corresponds to the required reporting month. October 1998 appears as 981001
P	COLUMN 74-79	LAB ANALYSIS DATE (YYMMDD)	Date of lab analysis
Q	COLUMN 80-88	LAB SAMPLE NUMBER	Unique, lab-assigned number for this sample.
R	COLUMN 89-103	ANALYSIS METHOD NUMBER OR DESCRIPTION	Method used to analyze VOCs, metals, and priority pollutant parameters (can be numbers and/or text)
	COLUMN 104	BLANK	
S	COLUMN 138-146	LAB CERTIFICATION IDENTIFICATION NUMBER	9-digit number for each parameter reported