

Solid Waste Permitting Sampling and Analysis Plan Guidance

Appendix C: Environmental Quality Information System (EQuIS)

Purpose and objectives

This document defines the process and required information to successfully compile and submit environmental quality data to the Minnesota Pollution Control Agency (MPCA), per their solid waste permit, as required by Minn. R. 7035.2815, subp. 14(P). While the processes linked may reference the MPCA's Remediation Program most of the processes are the same for Solid Waste Permitting unless noted within Appendix A and/or B.

The majority of information for EQuIS data submittal to the MPCA can be found on the [MPCA's EQuIS webpage](#).

MPCA online services portal

Data submitted to the MPCA should be submitted through the [MPCA online services portal](#). Entities other than the permittee may submit data on behalf of the permittee by delegation through becoming a responsible party. Examples of other entities who can sign on your behalf include your environmental consulting firm, another employee at your company, or a different personal contact.

Laboratory data submittals

The MPCA uses EarthSoft's Environmental Quality Information System (EQuIS) database to store and manage monitoring data and associated laboratory results collected through MPCA programs and partnerships from streams, lakes, groundwater, ambient air, soil, sediment, and gas.

- The MPCA collaborated with EarthSoft to develop Lab_MN, an EDD format that allows labs to submit EQuIS-compatible analytical data to the MPCA.
- Laboratories that are licensed to submit analytical data to the MPCA are required to be able to export an EDD in Lab_MN format.
- When delivering or sending samples to a laboratory, sampling contractors should specify that the data be sent to the MPCA in Lab_MN format using the [MPCA environmental data submittal portal](#).
- Contractors and laboratories submitting amended Lab_MN EDDs should email them to wqdata.mPCA@state.mn.us with an explanation regarding why the EDD has been amended.
 - Laboratories can download the [MPCA's custom Lab_MN EDD format and supporting files](#) from the EarthSoft website.

Field data submittals

Anyone using EDGE_MN will have an authorization code of: **Field42MinnEq**.

The Remediation Division created a [series of videos to familiarize users with EDGE](#). At this time, the videos cover version 6.1 but are helpful in using the new version (ver. 7.2).

Chain-of-Custody

Chain of custody (COC) procedures must be followed to maintain and document sample possession. The EDGE application contains functionality to create and export a COC; the MPCA has also developed a stand-alone COC that can be used independent of EDGE. The COCs provide labs with the information necessary to work in the Lab_MN format.

- [EDGE_MN file for MPCA](#)
- [COC files for standalone use](#)

Location unique identifiers

A location unique identifier (LUI) connects a sample location to specific GIS coordinates; no two LUIs occupy the same location, and LUIs are required for all sample locations. LUIs are specific to a location, not a sample type, so you can collect multiple soil, soil gas, and groundwater samples from a single borehole represented by one LUI. The LUI is called sys_loc_code in the EQulS database. Please do not generate new LUIs for locations that already have LUIs assigned.

Location type	
Permanent groundwater wells	Use the MN unique well number assigned by the Minnesota Department of Health
Well – temporary	Self-service LUI generator
Well – soil vapor monitoring	
Borehole (soil sampling, test trench, and sump)	
Gas – subslab	
Building – interior (indoor air)	
Building – exterior (outdoor air)	
Surface soil sample	
Lake or stream sediment	Assigned by the MPCA – contact the relevant data coordinator
Surface water	

Using the LUI generator

Enter your name, email address, location type, and the number of LUIs needed for each location type in the LUI generator. Create a new entry for each location type. You don't need to enter a site ID. You can generate extra LUIs if you need flexibility depending on field conditions. Unused LUIs don't need to be saved for future sample events.