

# Environmental Data Gathering Engine (EDGE) Standard Operating Procedures Minnesota Pollution Control Agency Remediation Division November 2023

The Minnesota Pollution Control Agency (MPCA) uses an enterprise database called Environmental Quality Information System (EQuIS) by EarthSoft, Inc. to store and manage laboratory analytical data and related field sampling information. EQUIS stores analytical data from all MPCA programs.

The Environmental Data Gathering Engine or "EDGE" is an EQuIS-complimentary application for recording and submitting field sampling observations in an EQuIS-friendly format. Using EDGE is an efficient way to add important sampling "metadata" to laboratory analytical data while limiting data entry errors.

This guidance document provides directions for sampling contractors when using EDGE to collect field sampling data, generate chains of custody, and send the data to the MPCA Remediation Division.

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# 1. Downloading and Setting Up EDGE

*EarthSoft maintains webpages for their clients with links to download the EDGE application, reference files and custom formats.* 

a. Download the EDGE application from the EarthSoft website, unzip it and save it to a convenient location on your computer: <u>http://earthsoft.com/products/edp/edge-format-for-mnpca/.</u>

Minnesota PCA EDGE Format								
Minnesota Pollution Control Agency								
Name	Size	Туре	Modified					
EDGE Version 6.1 for MNPCA EDGE_v61.zip	17.5 MB	.zip	2015.01.07					
Click here	NET Framework 4.0 Re	equired						

- b. Open EDGE
  - i. Start EDGE by navigating to the unzipped EDGE folder on your computer and double-clicking on Start\_EDGE.exe (shown below).

C S Libraries Documents	► EDGE_6.1.0_MN_06_03_14 ►	
Organize 👻 Share with 👻 Burn	New folder	III • 🔟 🥹
★ Favorites ■ Desktop	Documents library EDGE_6.1.0_MN_06_03_14	Arrange by: Folder -
Downloads	≅ Name	Date modified Type
Recent Places	EDGE	6/4/2014 8:38 AM File
ing cibrailes	o Autorun.inf	6/4/2014 8:38 AM Setu
💢 Libraries	Start_EDGE.exe	6/4/2014 8:38 AM App
Documents		
🕹 Music		
Se Pictures		
Julie Videos	▼ ( III)	•
3 items		

ii. When the program opens for the first time, it prompts you to manually open a format (shown below).



- iii. Click on the "Yes" button.
- iv. Double click on the "MN\_06\_03\_14" folder.

			, j bea	
rganize 🔻 New folder				•
Favorites	A Name	Date modified	Туре	Size
E Desktop	📕 MN_06_03_14	6/4/2014 8:38 AM	File folder	
Downloads	H			
Recent Places				
Librarian				
LIDIAILES				
Documents				
Documents Music				
Documents Music Pictures				
Documents  Music  Pictures Videos				
Documents  Music  Pictures Videos	Ŧ			

v. Double click on the "EDGE\_MN.xse" file to load the Minnesota format.

Open Format File (XSD,XSE, ZIP)		Landson (Dig		X
G 🕞 🗸 « My Documents 🕨	EDGE_6.1.0_MN_06_03_14 ► EDGE ► For	mats + MN_06_03_14 +	👻 🍫 Search N	1N_06_03_14 🔎
Organize   New folder				· ] ()
💢 Libraries	Name	Date modified	Туре	Size
1 Librarias	👢 Plugins	6/4/2014 8:38 AM	File folder	
Documents	EDGE_MN.xse	6/4/2014 8:38 AM	EDP Document	781 KB
Jusic	=			
lictures				
Julieos				
K Computer				
local Disk (C:)				
🛹 KINGSTON (D:)				
🛫 apps (\\x1600\gdrive) (G:)	Ŧ			
File <u>n</u> ame:			▼ Format file (*	.xsd, *.xse, *.zip ▼
			<u>O</u> pen	Cancel

#### c. Register the EDGE\_MN Format

*i.* EDGE prompts you for registration keys when opened for the first time.



- ii. Click the "Register" button.
- iii. The program will prompt you to register for new keys (shown below).

1		Software Registration	x
EarthSoft S Review r	oftwa egistra	ire Registration tion status of currently installed products	
Workstation Lic	enses	Network Licenses SPLA	
BDGE_M	IN	Local License	$\supset$
	The	nctalled maintenance key bac expired	Diasca
Computer ID:	cont	act EarthSoft for a new maintenance ke	y.
computer ID:	2/91	802404	
New Key			
New Key		S	ave Key(
New Key	Click	here to request registration key for this com nere to request maintenance extensio	ave Key(

- iv. Click on the "Click <u>here</u> request registration key for this computer" link. (Maintenance keys are required annually, which lets EarthSoft know the MPCA's subscription is up-to-date.) A request form will pop up.
- v. Note: Do NOT change the value in the Computer ID box. This is automatically generated, and your license keys will work only with this ID. The Computer ID value in the figure below is an example only.
- vi. Fill out the required fields (in red) on the Format Registration form (shown below). You will use this form to request registration keys from EarthSoft. Use the authorization code: Field42MinnEq
- vii. Click the "Submit" button in the lower left-hand corner of the screen.

http://community.earthsoft.com/regis	tration/edp_MNPCA.asp?computer_id=2791862404&app=368	Q- ≥ 0 x 1 x 2
EQUIS EDGE and ED		
File Edit View Enverites Tools Help		
🙀 📓 MPCA Intranet Blogs 🧕 Suggested Sites 🥭	Web Slice Gallery 🔮 httpwww.pca.state.mn.u 👔 🔻 🔊 🦷	$r \square \square \square \bullet Page \bullet Safety \bullet Iools \bullet \bullet \bullet$
	earths@ft	
	ome About Earth Bott Products EQuil & Online Newsroom Support Follow Earth Bott	
E	QuIS EDGE and EDP Format for MPCA - Registration Quiokinks	
	Register Software Minnesota Pollution Mathematica Resear Guote Control Agency Community Center	
To	request cothere registration keys, please provide the following information do in red are required;	
	Choose EDGE_MN Format - Impor	
	Name: Sharon Kroening	
	Bite	
	Name Polet	
	Project Manager:	E
	EPA IDe:	
	Code: Field42MinnEq	
	Email Address:	
P	hone Number:	
	Appress: City: St. Paul	
	tata/Province:	
	Postal Code:	
	Country:	
	Note that this request form is for local workstation Computer IDs only. To purchase the	
	tormet for network idensing, presse consist supportigeerinson.com. Comment: Please indicate if you are registering a new license, re-registering an	
	existing license, moving a license from an old machine to a new machine, etc.	
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viii. You will receive a pop-up message and an email that EarthSoft is processing the registration or maintenance key request (shown below).

Landah 198	
http://community.earthsoft.com/registration/edp_MNPCA.asp	P+BC× ∩ ×
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earths	T
Cartino	<b>L</b>
Home About Earth Soft Products EQuIS Online Newsroom Supp	ort Follow Earth Soft
EQuIS EDGE and EDP Format for MPCA - Registration	Quicklinks
	Register Software
Minnesota Pollution	Maintenance Renewal Quote
Control Agency	Community Center
Sharon Kroening (sharon kroening@state mn.us).	
Thank you for registering EDGE_MN Format - Import EQuIS Data Processor (EDP) Format, We are proc	cessing
your request. The registration keys will be sent to.	
sharon.kroening@state.mn.us	
If you do not receive your registration keys within 2 business days, please contact support@earthsoft.com	m
© 2014. EarthSoft Inc.	Community Center

ix. You will receive another email from EarthSoft with the registration keys. The keys are circled in red, in the graphic below. NOTE: unique registration keys are required for each format registration. If the format is registered to a USB drive, you can run the Minnesota format from that USB drive using any computer. You cannot copy the files from the USB drive to a computer and run the Minnesota format directly from that computer.

	FW: Reg	gistration Reques	t: EDGE_MN Format - Impo	ort Sharon Kroening (	keys) - Message (	Plain Text)		_ 🗆 🗙
File Messag	ge McAfee E-mail Scan							۵ 🕻
F H A Ignore X A Junk → Delete	Reply Reply Forward All	leeting 4 * lore *	Image: Ambient GW Moni       ▲         Image: Ambient GW Moni       ▼         Image: Ambient GW Moni       ▼	Rules * Move * Actions *	<ul> <li>Mark Unread</li> <li>Categorize ▼</li> <li>Follow Up ▼</li> </ul>	Translate ↓ Select →	Zoom	
Delete	Respond	OnBase	Quick Steps 5	Move	Tags 🖬	Editing	Zoom	
To: Rro Cc: Subject: FW: R Sharon Kroenin	ening, Sharon (MPCA) egistration Request: EDGE_MIN Fo	ormat - Import Sha	ron Kroening (keys)				Sent. weu	0/4/2014 9.25 AN
Thank you for DLPFB-JTBQF-L D2P9E-OK2NF- NOTE: If you ha	Thank you for registering EDGE_MN Format - Import Format Files for EDP. Please paste the following registration string into the application's Register screen:  DLPFB-JTBQF-LJQQ1-TICS7 D2P9E-OK2NF-LGFH6-OCC97 NOTE: If you have problems or questions, please email support@earthsoft.com.							
Thank you.	Thank you. Confirmation details							
FORMAT NAME NAME: Sharon COMPANY: MP SITE NAME/PRO	FORMAT NAME: EDGE_MN Format - Import NAME: Sharon Kroening COMPANY: MPCA SITE NAME/PROJECT NAME:							
Click on a photo Connect to socia	Click on a photo to see social network updates and email messages from this person.							
Kroaning Share	an (MPCA)							

- x. Copy and paste the new registration keys into the EarthSoft Software Registration window. (It's best to copy and paste vs. entering in the numbers manually, as the return key doesn't always function in the New Key window.)
- xi. (If you closed the window, the Software Registration window can be opened by clicking on the EDGE logo in the upper left-hand corner of the computer screen and then clicking on the "Register" button.)

<b>11</b>		Software Reg	istratio	n	x		
EarthSoft Software Registration Review registration status of currently installed products							
Workstation Licenses Network Licenses SPLA							
BDGE_W	ιQX	Loca	l Licen	ise			
🔤 🔐 EDGE_M	N	Loca	l Licen	se			
Computer ID:	The i conta 2791	installed mainten act EarthSoft for 862404	ance k a new	ey has expired. maintenance ke	Please y.		
New Key	DLPF D2P9	:B-JTBQF-LJOQ1-TI 9E-OK2NF-LGFH6-0	CS7 CC97	<u></u>	ave Key(		
	Click Click	<u>here</u> to request reg : <u>here</u> to request m	istratio naintena	n key for this com ance extensio	puter		
				<u>o</u> k	Canc <u>e</u> l		

- xii. Click on the "Save Key" button.
- xiii. Click on the "OK" button.
- xiv. From now on, EDGE will open automatically with the EDGE\_MN format, and the steps in this section generally will not need to be repeated.
- d. **Replace the standard MPCA configuration files with the Remediation Division configuration files.** The Remediation Division has made some customizations to the standard MPCA EDGE configuration, which are applied by replacing a folder and a file in the EDGE folder. You can request them from the Remediation EQuIS team at <u>RemEQuIS.MPCA@state.mn.us</u>.
  - i. Close EDGE if you have it open.
  - ii. Navigate back to and open the EDGE\_6.1 folder and then the EDGE subfolder. Locate the Formats subfolder and rename it to Formats-Old. Now change the Settings.xml file to Settings.xml.old. You can delete both of these once you have loaded the Remediation configuration files and know that EDGE is working properly.

Name	Date modified	Туре	Size	Owner
LOC Template	7/18/2018 10:20 AM	File folder		MPCA\dmoo
Configuration Formats	7/18/2018 10:20 AM	File folder		MPCA\dmoo
Labels	7/18/2018 10:20 AM	File folder		MPCA\dmoo
\mu db	7/18/2018 10:20 AM	File folder		MPCA\dmoo
🕌 de	7/18/2018 10:20 AM	File folder		MPCA\dmoo
🐌 es	7/18/2018 10:20 AM	File folder		MPCA\dmoo
🐌 Formats	7/18/2018 10:20 AM	File folder		MPCA\dmoo
퉬 fr	7/18/2018 10:20 AM	File folder		MPCA\dmoo
퉬 Help	7/18/2018 10:20 AM	File folder		MPCA\dmoo
퉬 Image Template	7/18/2018 10:20 AM	File folder		MPCA\dmoo
퉬 Images	7/18/2018 10:20 AM	File folder		MPCA\dmoo
Digins 2010	7/18/2018 10:20 AM	File folder		MPCA\dmoo
🎉 Previous Versions	7/18/2018 10:20 AM	File folder		MPCA\dmoo
鷆 Reports	7/18/2018 10:20 AM	File folder		MPCA\dmoo
🗼 Resources	7/18/2018 10:20 AM	File folder		MPCA\dmoo
January Sensors	7/18/2018 10:20 AM	File folder		MPCA\dmoo
🐌 Tutor	7/18/2018 10:20 AM	File folder		MPCA\dmoo
🔛 BaseMap.jpg	6/4/2014 7:38 AM	JPEG image	592 KB	MPCA\dmoo
E Blank.jpg	6/4/2014 7:38 AM	JPEG image	16 KB	MPCA\dmoo
CodeProject.dll	6/4/2014 7:38 AM	Application extens	12 KB	MPCA\dmoo
🚳 dao.dll	6/4/2014 7:38 AM	Application extens	64 KB	MPCA\dmoo
Dart.PowerTCP.Mail.dll	6/4/2014 7:38 AM	Application extens	360 KB	MPCA\dmoo
018 EQuIS Submittals Training	▶ EDGE_v61	▶ EDGE ▶		
folder				
Name		Date	modified	
e cattings yml		11/3	0/201/ 10-	0
= settings.xmi		11/2	0/2014 10:	

iii. If you requested the Formats folder and the settings.xml from the MPCA, you will likely receive a ShareBase link to a folder that looks like the image below. Copy the **Formats** folder and the **settings.xml** file and paste them into (EDGE\_6.1\EDGE).



Name	Date modified	Туре	Size	Owner
🔰 EDGE < Save here	1/7/2015 1:28 PM	File folder		Everyone
Autorun.inf	6/4/2014 7:38 AM	Setup Information	1 KB	Everyone
⊗ Start_EDGE.exe	6/4/2014 7:38 AM	Application	107 KB	Everyone

iv. EDGE now has the most up-to-date configuration.

# 2. Starting EDGE

## Navigate to the EDGE\_v61 folder

- Open EDGE by double clicking on the Start\_EDGE application file, located in the EDGE\_v61 folder
   Start\_EDGE
- b. If you are starting from scratch, then continue to Step 3.
- c. If you have an existing EDGE EDD you want to load, click on the "Home" tab of the toolbar ribbon

拾 Home

d. Click on the "Open EDD" button



- e. Navigate to the EDGE EDD
- f. Double-click on the file, or highlight the file and click on the "Open" button

# 3. Creating a Project Task

Project tasks identify which MPCA program requested or paid for the sampling. A Project Task needs to be created (or exist already in the EDD) before locations, sample information and field measurements can be entered. To add a new task:

a. Navigate to the "Task Chooser" in the upper left hand part of the screen (shown below).

)*					1	EarthSoft EDGE		
Home Devices	Plugins							
Add Show All	Location Field Sam	ples Water Leve	ols Well We	ellConstruct	ion	A. A. B. M. A. A.		
Code / Start Date Pricely	ad one of manager in	with the year d't o	opy - Z iveno	of I Excel .	ower . D wron un	Paulies . The Asia we . Mit		
and an and a state of the state	Alerts <sup>3</sup> sys loc code	kc_name	x_courd	* y_coord	* coord_type_code	horz_collect_method_co	xle + horz_detum_co+ location t	type
on Channel Black								
ion (0 of 0) Filter								
ter By Selection 🛛 🖓 🛄 🗰 🚇								
sys_loc_code loc_name location type								
	¥							
	Intelligent Per		-					
	32 - Created new EDD: C/Users	dmoore/Documents/My	EQuIS Work/EDGE	EDDs EDGE_M	i-blankEDD stise			
	30 - Tab Equipment Calibration p	rocessed 0 rows in 0.00	5					

- b. Click on the "Add" button in the Task Chooser (shown above).
- c. Enter the appropriate value in the "Task Code" line and then click the Add Task button.

Task Code:	PRJ0795	5			-
Task Desc:					
Start Date:					
End Date:					
Delivery Or					
Client					
Task Type:					
Monitoring					
Monitoring					
Authority:					
Authority T					
Task Priorit					

Task Codes for Remediation programs.

PROGRAM	TASK CODE
Closed Landfill	PRJ07786
RCRA Remediation	PRJ08104
Site Assessment	PRJ08103
Brownfields – VIC and PBP	PRJ08105
Petroleum Remediation	PRJ07884
Superfund	PRJ07955
East Metro PFAS - Project 1007	PRJ08141
PFAS sampling for Lakeland	PRJ08165
3M Cottage Grove	PRJ07238
Integrated Remediation	PRJ08500
Emergency Management	PRJ08196

# 4. Creating Location Records

Follow these instructions to create new location records. Location records need be established before creating sample records.

*Note:* You can reuse an EDD that had been submitted in the past, to preserve location records (recommended). **However, you must delete all records from the other tabs, including COCs.** 

a. Highlight the task you created, click on the Location tab and then click on Add (record).

<b>2</b> .	select the location tab			E	arthSoft EDGE		
🍄 拾 Home 🛛 Devices 📮 I	Plugins 🗸						
Task Chooser	Location Field Samples Wat	er Levels Well We	llConstruction	n			
Filter (1 of 1) Show All	🛃 Save 📝 Max/Rest Row(s): 🛱 ↔ Ac	d 📳 Copy 🔻 📿 Remov	e 📓 Excel 🔹	Select 🔹 🔲 Auto Fill 🚺	Refresh 🔹 🎹 View As 🔹 🎧		
PRJ08103	Alerts <sup>a</sup> s <u>ys loc code</u> a loc_na	me +¤ x_coord	py_coord	* coord_type_code	horz_collect_method_code	⇔ horz_datum_co⇔	location type
1. highlight the task		3. click the add	d button				
Location Chooser/Filter							
Location (0 of 0) Filter							
🖳 Filter By Selection 🛛 🍸 🏢 🔮							
0							
Alerts sys_loc_code loc_name location type							

- b. Populate all required (red) fields; loc\_name is the common name of a location, such as MW-1 or SB-1.
- c. For sys\_loc\_codes, use:
  - the LUIs you created using the LUI Generator (See <u>Appendix A: Obtaining Location Unique</u> <u>Identifiers</u>)
  - the LUIs sent to you by the MPCA, or
  - the MN Unique Well numbers for permanent wells, 15 feet or greater.

Table of most common Location Types

		LUI Generator
Location Type	LUI Source	Туре
Borehole	Use LUI Generator	Borehole
Sump	Use LUI Generator	Borehole
Test Pit	Use LUI Generator	Borehole
Building-Exterior	Use LUI Generator	Building-Exterior
Building-Interior	Use LUI Generator	Building-Interior
Gas-Subslab	Use LUI Generator	Gas-Subslab
Lake	Request LUI from MPCA	N/A
Pond	Request LUI from MPCA	N/A
PubWtrSup-POU	Request LUI from MPCA	N/A
River/Stream	Request LUI from MPCA	N/A
Sanitary Sewer	Request LUI from MPCA	N/A
Well-Domestic	Use MN Unique Well ID	N/A
Well-Monitoring	Use MN Unique Well ID	N/A
Well-PubWtrSup	Use MN Unique Well ID	N/A

d. For coord\_type\_code, use UTM-Z15N.

Location Field Samples Soil Screen	ng Well WellConstruction Wa	ater Levels										
🛃 Save 🛃 Max/Rest 🛛 Row(s): 🚰 Add 🚉 Co	by • 🧟 Remove 📓 Excel • Select •	🛄 Auto Fill [ R	efresh 🔹 📗 View	As - 🖨								
Alerts # Sys Loc Code + Location Type	+ Location Name	+ X Coord	· Y Coord	• Coordinate Type	4 Horizontal Collection Method	Horizontal Datum * loc_county_code	+ loc_state_code + Su					
All required												

- e. Leaving mandatory fields unpopulated results in "Alerts"
- f. Populate remaining optional fields if information is readily available.
- g. Where a drop-down exists, use it to select a value do not type in a value that doesn't exist in the dropdown.

You will need to request some LUIs from the MPCA. Send LUI requests to <u>remequis.mpca@state.mn.us</u> and include the information in this table, when applicable. A list of common LUI types requested is below.

Site ID

Location Type	Location Name	UTM 15N Easting (X)	UTM 15N Northing (Y)	Property Address	Waterbody Name	MN DNR Waterbody ID	Comments – description
					St. Louis		
River/Stream	e.g., RIV-01				River	69129100	

LUI/Location Type
Gas-Condensate
Gas-Extraction
Gas-Flare
Gas-Monitoring Probe
Lake
Leachate-Extraction
Leachate-Head Well
Leachate-Lysimeter
Leachate-Sample Point
Pond
Pond-Stormwater
Pond-Wastewater
Permeation testing (PWS-POU)
River/Stream
Sanitary Sewer
Seep
Spring
Storm Sewer
Wetland
Gas-Passive Vent

## 5. Creating Field Samples

Field samples are associated with a sample location.

For typical well sampling, in which a groundwater sample is collected, two Field Records will likely need to be created: one with sample\_type\_code = FMO for field parameters and one with sample\_type\_code = sample for samples submitted to a laboratory. If multiple, discreet groundwater samples are collected from the same well or borehole, then multiple Field Records need to be created with sample\_type\_code = sample.

Note: Because the "FMO" and "sample" contain similar information, you may want to consider copying the first record to make a new record, and then changing the sample\_type\_code on the second record, as discussed in Section 6.

a. Select a sample location from the Location Chooser/Filter window by clicking on the row of the location you intend to sample.

Task C	hooser											
	Filter (	1 of 1)			5	Shov	v All					
Task C PRJ010	ode ⊽ 01010	Start Da	te Pr	riority								
	0											
Locatio	n Choo	ser/Filter										
Locati	on (3 of	3) Fil	ter									
🔳 Filt	ter By S	election	7	7 🎚	Щ	۲	0					
Alerts	Sys_L	oc_Code	- L	ocation	Nam	e	Location Type					
14	12345	6	Jo	ohnson	Well	١	Nell-Domestic					
	GS123	345	S	S-1		(	Gas-Subslab					
	QC-BL	ANK S	elec	:t a r	ow	$\uparrow$	<u>↑</u>					

- b. Click on the "Field Samples" tab in the toolbar ribbon.
- c. Click on the "Add" button to add a new field sample for the location selected.

Task Chooser     Filter (1 d1)      Task Cooser   Filter (1 d1)   Task Cooser   Task Cooser      Task Code / Start Date Priority   PRU070391   Cocation Chooser/Filter   Location Chooser/Filter   Location (14 d1 14)   Filter By Selection   Alert * * sys_sample_code * sys_loc_code * Location Nam * sampling_company_code * sart   Task Code / Start Date   Alert * * * sys_sample_code * sys_loc_code * Location Nam * sampling_company_code * sart   Location (14 d1 14)   Filter By Selection   Cocation (14 d1 14)   Filter By Selection   Task Code / Start Date   PRU070391   Alert * * * sys_sample_code * sys_loc_code * Location Nam * sampling_company_code * sart   Intel Water Level & Pringe Data   Filter By Selection   Task Code / Start Date   Intel Water Level & Pringe Data   Filter By Selection   Task Code / Start Date   Maxier Level & Pringe Data   Filter By Selection   Task Code / Start Date   Maxier Level & Pringe Data   Filter By Selection   Task Code / Start Date   Task Code / Start Date   Filter By Selection   Task Code / Start Date   Filter By Selection   Task Code / Start Date
Insk Choose       Location       File (1 of 1)       Show All         Task Code / Stat Date Priority       Save / Max/Rest       Row(s): * Add :: Copy * 2 Remove / Remove
Filter (1 of 1) Show All   Task Code / Start Date Priority   PRJ07884 Presult   Cocation Chooser/Filter   Location (14 of 14)   Filter By Selection   V III   Priority
Task Code / Stat Date Priority   PRIO7884 Priority   PRIO7884 Priority   Incation Chooses(/Filter   Location (14 of 14)   Filter By Selection   Image: Sys_loc_code   Incation Chooses(/Filter   Location (14 of 14)   Filter By Selection   Image: Sys_loc_code
Protovesi     Location Chooser/Filter   Location (14 of 14)   Filter By Selection view   Protovesi   Reft * sys_loc_code   Icotation Chooser/Filter   Location (14 of 14)   Filter By Selection view   Rowigs: sys_loc_code
Location Chooser/Filer Location (14 of 14) Filter Filter By Selection V III III Collon type Loca 757947 MW1 Weil Moni 757948 MW2 Weil Moni 757950 MW4 Weil Moni 757951 MW5 Weil Moni 757955 MW9 Weil Moni 757956 MW9 Weil Moni 757973 MW12 Weil Moni 757973 MW12 Weil Moni 757974 MW13 Weil Moni 757974 WW13 Weil Moni 757974 WW14 Weil Moni 757974 WW14 Weil Moni 757974 WW1
Location (14 of 14)       Filter         Image: Filter By Selection       Image: Filter By Selection         Alerts V sys_loc.code       loc.name         757947       MW1         Well       Moni         757945       MW2         WW1       Well         757946       MW2         WW1       Well         757950       MW4         Well       Moni         757950       MW6         Well       Moni         757950       MW6         Well       Moni         757950       MW6         MW6       Well         Moni       Tritlal Water Level & Purge Data         757955       MW9         Well       Moni         757956       MW10         MV10       Well         Moni       Field Results       COC Containers         Row(s): 3** Add       2 Remove       Excel + Image: Secol + Ima
Filter By Selection       Image: Code       Image: Co
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757955     MW9     Well     Moni 757956     Row(s): 3 Add 2 Remove I Excel • Send To • Show • Parameters: 3 Lock Individual • Group • View As • 757957     View As • Parameters: 3 Lock Individual • Group • View As • 757973     View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group • View As • Parameters: 3 Lock Individual • Group •
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757972     MW11     Well     Moni     result_date     Time     Temperature, water (Total)     Specific conductance (Total)     pH (Total)       757974     MW12     Well     Moni     /*     Time     /*     Temperature, water (Total)     Specific conductance (Total)     pH (Total)       757974     MW13     Well     Moni     /*     Equipment     /*     Image: Conductance (Total)     /*     Moni       H311095     Well     Moni     /*     Image: Conductance (Total)     /*     Moni     /*
757973         MW12         Well         Moni         Addition         Addition<
757974         MW13         Well         Moni         # Equipment           H311095         H311095         Well         Moni         # Unit         deg C         uS/cm         None
H311095 H311095 Well Moni F Unit deg C uS/cm None
Intelligent Bar
132 - Column: sys_sample_code. Text(40): Unique sample identifier is auto-generated by EDGE from other required fields.
NOTE: This is a key (unique) column. 131 - Column: result_date, DateTime: Result date/time (mm/dd/yr hh.mm.ss).
NOTE: This is a key (unique) column. 130 - Column: sys_sample_code. Text(40): Unique sample identifier is auto-generated by EDGE from other required fields.

d. Enter the required and known optional information.

Enter values for fields shown in the **RED** font (EDGE will autopopulate some of the fields – do not edit the sys\_loc\_code).

#### i. Sys\_sample\_code (Populated by EDGE)

The sys\_sample\_code is a unique identifier generated by EDGE. This code will populate automatically after the values for the sample collection date and time and the sample\_type\_code have been entered. **Do not change the sys\_sample\_code or add characters to it.** 

**Note:** the current EDGE format contains a bug that inserts extra language into and highlights yellow some sys\_sample\_codes. Please remove the words between the capital "S" and the last letter, usually a capital "A" or a capital "L." The image below shows a sys\_sample\_code before and after removing the words.

```
GS12345.2211091100.105Ssys_sample_code suffix=A
GS12345.2211091315.005SA
```

## ii. Sys\_loc\_code (Populated by EDGE)

This field will automatically be populated by EDGE.

#### iii. Location Name (Required)

*This field will populate automatically when Location Name is populated on the Location record. Location Name is the common name for the sample location - MW-1, SB-3, etc.* 

#### iv. Project Id (Required).

**The project id is the same as the Task Code** and identifies the MPCA Program collecting the data

1. Enter the appropriate "ProjectID" or "Task Code" (listed below) in the "projectid" box.

PROGRAM	TASK CODE
Closed Landfill	PRJ07786
RCRA Remediation	PRJ08104
Site Assessment	PRJ08103
Brownfields – VIC and PBP	PRJ08105
Petroleum Remediation	PRJ07884
Superfund	PRJ07955
East Metro PFAS - Project 1007	PRJ08141
PFAS sampling for Lakeland	PRJ08165
3M Cottage Grove	PRJ07238
Integrated Remediation	PRJ08500
Emergency Management	PRJ08196

#### v. Sampler (Required)

This field stores the name of the field staff who collected the data.

1. Enter the name of the lead field staff

#### vi. Sampling\_company\_code (Required)

The sampling\_company\_code is the company employing the field staff who collected the data.

- 1. Click the drop-down and select your company.
- 2. Contact <u>remequis.mpca@state.mn.us</u> if a code for your company or organization is not listed.

#### vii. Set the Sample Date and Time (Required).

Sample date and time should populate automatically. You can add or change the values as necessary.

- 1. Click on the drop-down arrow in the "sample\_date" box
- 2. Select the date on the calendar using the date picker. EDGE will automatically set the "sample\_time" to the current time, which can be changed.

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#### viii. Set the Sample Type Code (Required)

"SAMPLE\_TYPE\_CODE" distinguishes between different types of samples, such as field measurements, routine environmental samples, and quality control samples that are collected from the same location.

1. Click on the drop-down arrow and select the sample type code.

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1	FMO	_	•	Water
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1	QC-SB	Quality Control Sampl		Water
1	QC-SRM	Quality Control Sampl		Water
N.	QC-TR	Quality Control Sampl		Water
	Sample	Sample-Routine	1	
-	S-CHOP	Sample-Composite vvi	2	
	S-CWP	Sample-Composite Wi	1	
	S-FP	Sample-Field Split		
	S-ICSP	Sample-Integrated Cr	-	

The codes listed below are common sample types.

SAMPLE_TYPE_CODE	SAMPLE_TYPE_DESCRIPTION
Sample	Routine Environmental Sample
FMO	Field Measurement/Observation
QC-FR	Replicate Sample
QC-FB	Field Blank Sample
QC-EB	Equipment Blank
QC-TB	Trip Blank

Treated-Mid	Mid treatment samples
Treated-Post	Post treatment samples
Treatment-Pre	Use for water that is blended, prior to
	treatment
S-IDW	Investigation-derived waste
	If the waste is from a single location,
	use that location's sys_loc_code. If the
	waste is non-location specific, you can
	either leave the sys_loc_code blank or
	use QC-BLANK.

#### Note - Do not select these three sample types:

QC-LD Quality Control Lab Duplicate QC-LMS Quality Control Lab Matrix Spike QC-LMSD Quality Control Lab Matrix Spike Duplicate



These are lab QC only. Usually, the lab will pick a sample to run these analyses. Sometimes, however, you or the MPCA will request these analyses be run on specific samples. If that is the case, then indicate that on the COC. <u>Do not create Field Samples</u> <u>records for these lab QC analyses</u>.

#### ix. Set the Medium Code (Required)

The Medium Code describes whether a water, air, sediment, or tissue sample was collected.

1. Click on the drop-down arrow and select the appropriate medium code.

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	757948	Well N	
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## x. Set the Sample Matrix Code. (Required)

The "Sample Matrix Code" distinguishes between different sample matrices, such as surface water, groundwater, leachate, or soil gas.

 Click on the drop-down arrow and select the appropriate "MATRIX\_CODE". For routine groundwater samples this will be "Wtr-Ground" and for municipal and residential wells use Wtr-Drink. For soil, use either "Soil-Sub" or "Soil-Surf" and for soil gas use "Gas-Soil". For field blank, equipment blank and trip blank samples, the MATRIX\_CODE is "QC-BLANK".

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#### xi. Set the Lab Matrix Code (Required).

The lab matrix code populates information on the COC to help laboratories determine which analytical methods should be run on the submitted samples.

1. Click on the drop-down arrow and select the appropriate "MATRIX\_CODE". For monitoring well samples, select "NW" for non-potable water, and for drinking water wells select "DW" for drinking water.

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#### xii. Set the Sampling Method (Required).

1. Click on the drop-down arrow and select the appropriate method code. For routine groundwater samples, this will be "WELL-BAIL", "WELL-NONSUBMERS", or "WELL-SUBMERS". Residential wells are typically "WELL-NONSUBMERS" and soil samples will commonly be SW-Soil. For Trip, Equipment and Field Blanks, use QC\_BLANK.

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#### Here are the most common sample methods:

sampling_method	description
QC-BLANK	Quality control blank.
SHALLSOIL	Shallow soil grab sample
SOILBORI	Boring, soil sample extraction
SW-GAS	Gas Sampling
SW-SOIL	Soil Sampling
WELL-BAIL	Bailer
WELL- NONSUBMERS	Non-submersible pump.
WELL-SUBMERS	Submersible pump.

#### xiii. Start depth (Required for soil)

Beginning depth (top) of sample below the surface: for surface water, the reference is from water surface; for groundwater and soil the reference is from ground surface; for sub-slab the reference is from the top of slab; for indoor and outdoor air, the reference is from the ground surface, but if a cannister is placed at breathing level, the starting depth will be negative.

For groundwater samples, enter the depth of the pump below ground surface in feet or enter zero if unknown.

This is the only value entered if there is not a depth range.

#### xiv. End depth (Optional for Indicating Depth Range)

End depth references are the same as start depth references.

#### xv. Depth\_unit (Required)

This field indicates the measurement units for the start and end depths and defaults to units of feet.

#### xvi. Filter\_type (\*)

This is a text field that is used for entering the pore size of the filter used. (Delete values that are auto-populated in this field.) \*This field is required only if a filter was used.

#### xvii. Parent\_sample\_code (Required for duplicate samples)

Populate this field if the sample is a duplicate. Click on the drop down and select the sys\_sample\_code of the parent sample (sample being replicated). Do not replicate samples with a FMO Sample Type.

#### xviii. Composite\_yn (Required)

This field indicates if the sample is a composite

1. A value of "Y" is entered for composite samples, and a value of "N" is entered for all other samples.

#### xix. Composite\_desc (Optional\*)

This is a text field that further describes the type of composite sample that was collected. \*This field is required if a value of "Y" is entered for "composite\_yn".

#### xx. Comment (Optional)

This is a text field that contains comments from the field about the sample, such as whether they were filtered in the field, etc.

## 6. Copying and Editing Field Samples Records

As discussed in the beginning of Section 5, there can be multiple Field Samples records for one sample location, depending on if QA/QC samples are collected or if soil samples are collected from multiple depths. For groundwater and drinking water samples where field parameters are recorded (most often) there will be a minimum of two Field Sample Records: one for the analytical samples (not including QA/QC) and one for field parameters.

It's easiest to create one Field Sample record and then copy it and change the appropriate values, in the duplicate record, to create a unique record.

a. Highlight the row you want to copy and click on the Copy button. Select "Copy." A colorful duplicate of the record will be created at the bottom of the data grid. The blue and yellow highlighting indicate this record is an exact duplicate, which is not allowed in this table.

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b. Change the necessary fields. If you are copying a record with sample\_type\_code "Sample," then you may want to change the sample\_type\_code to FMO, which is for field parameters. If you are recording a "Sample" and "FMO" sample types, give them unique times. Change the value of other fields as necessary.

## 7. Entering the Initial Water Level and Purge Information (Required for water samples)

The "Initial Water Level & Purge Data" tab is used to record water level measurements that were collected before doing field measurements and water samples are collected. Section #10 provides directions for recording water level measurements that are collected more than a day before field measurements and water samples are collected.

- a. Highlight the field sample record with an FMO Sample Type associated with the water level measurement.
- b. Click on the "Initial Water Level & Purge Data" tab located in the middle of the computer screen.
- c. Click on the "Add" button.

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#### d. Enter the required (*RED*) field information.

## i. Sys\_loc\_code (Autopopulated)

1. This field populates automatically when "Initial Water Level & Purge Data" are added.

#### ii. Measurement Method (Required)

This field denotes whether the measurement was made with an electric or steel tape.

1. Click on the drop-down arrow and select the appropriate method used to measure the water level in the well.

#### iii. Dip\_or\_elevation (Required)

This field denotes whether the water level is above or below the datum. A value of "dip" is used for all groundwater level measurements. This field populates automatically with a value of "dip" when data are added.

#### iv. Measurement Time (Required).

1. Enter the measurement time

#### v. Sample\_date (autopopulated)

This is the date the water level measurement was taken. This field populates automatically when a new "Initial Water Level & Purge" record is created.

vi. Depth\_to\_water (from top of casing) (Required)

1. Enter in the water level depth (in feet) from the top of the well casing.

#### vii. Measured\_depth\_of\_well (Optional)

This field contains the depth from the ground surface to the bottom of the well. Populate this field if the depth is known.

1. Enter the well depth in feet.

#### viii. Depth\_unit (Required)

This field denotes the units the of the measured water level depth. This field defaults to feet.

#### ix. Well\_diameter (Optional)

This field contains the diameter of the well. This field is necessary to calculate volume.

1. Enter the well diameter in inches

#### x. Diameter\_unit (Required if Well Diameter is populated)

This field contains the well diameter units and is automatically populated with a unit of inches.

#### xi. Well\_volume (autopopulated)

This field contains the volume of water in the well casing. This is calculated automatically from the measured depth of the well, water level depth, and the diameter of the well casing.

#### xii. Purge\_vol\_unit (Optional)

This field contains the units of the calculated and actual purge volume.

1. Select the appropriate unit. Usually, a unit of "gal" is selected.

#### xiii. Well\_volumes\_to\_purge (Required)

This field describes the number of well volumes to purge from the well prior to sampling and should be set to a minimum of 3 well volumes.

#### xiv. Calculated purge volume (autopopulated)

This field contains the calculated volume of water to be purged from the well. This value is automatically calculated (in gallons) based on the measured well depth, water level depth, well diameter, and well volumes to purge.

#### xv. Purge\_method (Required)

This describes the technique used to purge the well.

1. Click on the drop-down and select the appropriate method used to purge the well.

#### xvi. Actual purge volume (Optional)

This is the actual measured volume of the water purged from the well.

1. Enter the actual purge volume, in gallons.

#### xvii. Remark (Optional)

This field contains any comments associated with the water level measurement and purge volumes.

#### xviii. Sys\_sample\_code (autopopulated)

The sys\_sample\_code is a unique identifier generated by EDGE.

1. This field populates automatically when a new "Initial Water Level & Purge Data" record has been added.

#### xix. Purge\_rate (Optional)

- This field contains a numerical value that indicates the purge rate prior to sampling.
- 1. Enter the purge rate.

#### xx. Purge\_rate\_unit (Optional)

This field contains the unit associated with the purge\_rate.

1. Click on the drop-down arrow and select the appropriate unit.

#### xxi. Sampler (Required)

This field contains the name of the field staff who measured the water level in the well.

1. Enter the name of the field staff who performed the water level measurement.

#### xxii. Is well dry? (Optional)

This indicates whether the well contains water.

- 1. Enter 'Y' if the well was dry.
- 2. Enter 'N' if the well contained water.

## 8. Field Results

*In the Field Results tab you will select a "Field Method Analyte Group" to record field parameters or field tests on samples.* 

- a. Click on the Field Samples tab on the upper window of EDGE and highlight a sample record with Sample Type FMO.
- b. Click on the Field Results tab in the menu bar near the bottom of the screen.
- c. Click on the "Group" drop-down button, which is circled in red below.

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d. Select the Remediation Well Stabilization group and then choose the "Show All Members" option. You can select any group and choose "Show All Members." Make sure you confirm with the PCA Project Manager which parameters should be collected for the Site.

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	Field Vapor Screening	-	
	Lake Field Measurements	-	
	Natural Attenuation	-	
- Show All Members	Remediation_Well_Stabilization		
Hide All Members	Stream Field Measurements		

e. When recording field parameters for vapor sampling, select show all members in the Field Vapor Screening group.

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f. The Field Method Analytes should now appear on the computer screen, as shown below.



- g. Populate fields that are required for the site. Values will be highlighted in orange if they are outside of the typical range.
- h. To add measurements for another sample, highlight the Field Samples record in the top data grid, and then click on the "Add" button in the Field Results data grid.

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		221 - Column: Alk	aiinity, total (Diss-0.45u), Text(19): Result va	alue.		
	•	NOTE: This is a re	quired column.			
Format: C:\Users\skroer	ni\Documents\EDGE	_6.1 RVF: C:\Use	rs\skroeni\Documents\EDGE_6.1.0_MN_06	_03_14\EDGE\Formats\MN_06_03_14\EDG	E_MN.rvf EDD: H:	EDGE TrainingBigelow City Leak Site

# 9. Entering Only Water Level Information

This section describes how to record water level measurements in EDGE, when the measurements are not associated with a sampling event.

- a. In the Location Chooser/Filter select a location by clicking anywhere on the row.
- b. Click on the "Water Levels" tab in the upper part of the computer screen, and click on the "Add" button to create a new water level record.

-					EarthSoft EDGE -	e x
	Home	Z Devic	es 📮 Pl	ugins	🤪 🔮 Pro	0
Task Cho	ooser ilter (1 of 1)		Show All		Location         Well         WellConstruction         Field Samples         Water Levels <ul></ul>	🔽 🗛
Task Coo PRJ0788	de ∕ Start Date 14	Priority				
Location Location	Chooser/Filter n (14 of 14) Fi r By Selection	lter				
Alerts V	sys_loc_code	loc_name	location type	Loca		
	757947	MW1	Well	Moni		
	757948	MW2	Well	Monr		
	757949	NIVV3	Well	Moni		
	757951	MW5	Well	Moni		
	757952	MW6	Well	Moni		
	757953	MW7	Well	Moni		
	757954	MW8	Well	Moni		

🛃 Save 🛃 Max/Rest 🛛 Roy	w(s): 🗄 🛥 Add 🚦 📰 Copy
Alerts	4
Sys_Loc_Code	123456
Location Name	Johnson Well
Measurement Date	
Measurement Time (24hr)	
Historical Reference Elev	1000
Depth to water (ft TOC)	
depth_unit	ft
Dip or Elevation	dip
Is well dry?	
Depth of Well (fbgs)	
Measurement Method	×
Sampler Name	
Remarks	

#### c. Sys\_loc\_code (autopopulated)

This field will automatically be set when the water level measurement is added.

#### d. Location Name (autopopulated)

The location name is the common name for the site. For wells, this often is MW-1, MW-2, etc. This field will automatically be set when the water level measurement is added.

#### e. Measurement Date (Required).

i. Click on the drop-down arrow, and use the calendar to select the appropriate date.

#### f. Measurement Time (24 hr) (Required).

i. Enter the time the water level measurement was taken, in 24-hour format, for example 14:30.

#### g. Historical\_reference\_elev (autopopulated)

This is the elevation of the measuring point on the well. This field is automatically populated when the top of casing elevation is recorded in the Location tab of the EDD template.

## h. Depth to water (ft TOC) (Required)

i. Enter the water level depth (measured from the top of the well casing).

## i. Depth unit (Required)

This field defaults to feet.

## j. Dip\_or\_elevation (Required)

This field denotes whether the water level is above or below the datum. A value of "dip" is used for all groundwater level measurements. This field defaults to "dip" when data are added.

## k. Is well dry? (Optional)

This indicates whether the well contains water.

i. Check the box if the well was dry.

## I. Measured\_depth\_of\_well (Required)

This field contains the depth below the ground surface to the bottom of the well.

i. Enter the well depth in feet.

## m. Measurement Method (Required).

i. Click on the drop-down arrow and select the method used to obtain the water level measurement.

#### n. Sampler Name (Required).

i. Enter the name of the field staff performing the measurement.

#### o. Remanrks (Optional)

i. Enter remarks if desired.

## **10. Entering Soil Screening Information**

The "Soil Screening" tab is used to record information about collecting soil samples

- a. Click on the location record in the Location Chooser/Filter.
- b. Click on the Soil Screening tab.
- c. Click Add the sys\_loc\_code is auto-populated.
- d. Enter the Sample Date, Sample Time, Depth (from)(ft) and Depth To (ft) values.
- e. Enter the remaining information if you have it.
- f. The PID field is ONLY for headspace analysis PIDs. For PIDs collected from boreholes, sub-slab points and indoor/outdoor air samples, use the Field Vapor Screening field analyte group discussed in Section 8.

## **11.Entering Well and Well Construction Information**

If one of your location records is a new monitoring well or a temporary well, you must make a record for those wells in the Well tab.

- a. Click on the location record in the Location Chooser/Filter data grid.
- b. Click on the Well tab and click Add.
- c. The Sys\_loc\_code field auto-populates, and the Status defaults to Active.
- d. Select the Well Use.
- e. Populate all optional fields if information is available.
- f. If you are entering a well that has been sealed, then change the status to Sealed.

Location Field Samp	les Water Levels Well WellConstru
🚽 Save 🛃 Max/Rest 🗌 Ro	w(s): 🚰 Add 🚉 Copy 🝷 📿 Remove 🕱 Exce
Alerts	
sys_loc_code	2000156735
well_purpose	Well-Monitoring
well_status	Active
top_casing_elev	987
datum_value	
datum_unit	ft
datum_start_date	07/11/2018
bottom depth of well (fbgs)	100
depth_unit	ft
stickup_height	2
stickup_unit	ft
installation_date	07/11/2018
construct_contractor	TRAUT-CONTRACTOR
geologic_unit_code	CEBT
remark	

- g. Click on the Well Construction tab.
- h. Click on the Add rows button
- i. Sys\_loc\_code auto-populates
- j. Create a record for each major well segment: stick up, riser pipe and screen.
- k. Segment type, material type code and start depth are required.
- I. Populate all optional fields if information is available

Only use the following combinations of Segment Type and Material Type. If the exact combination does not exist, pick the closest match.

Segment Type	Material Type			
Backfill	Bentonite Grout			
Backfill	Cement			
Backfill	Native Material			
Backfill	Neat Cement			
Backfill	Portland Cement			
Filter Pack	15# Red Flint Sand			
Filter Pack	30# Red Flint Sand			
Filter Pack	30# Sand			
Filter Pack	40# Sand			
Filter Pack	Native Material			
Filter Pack	Red Flint Sand			
Filter Pack	Sand			
Joint	Glued			
Joint	No Joints			
Joint	Threaded			
Joint	Unknown			
Joint	Welded			

Lower Seal	Bentonite		
Lower Seal	Bentonite Chips		
Lower Seal	Fine Sand		
Open Hole	Native Material		
Protective Casing	Steel		
Riser Pipe	Low Carbon Steel		
Riser Pipe	PVC		
Riser Pipe	S40 Stainless Steel		
Riser Pipe	Schedule 40 PVC		
Riser Pipe	Schedule 80 PVC		
Riser Pipe	Steel		
Screen	Channel Pack		
Screen	HDPE		
Screen	PVC		
Screen	PVC Vee Wire		
Screen	Schedule 40 PVC		
Screen	Stainless Steel		
Screen	Stainless Steel V-Wr		
Screen	Steel		
Screen	Unknown		
Surface Seal	Concrete		
Surface Seal	Neat Cement		
Surface Seal	Portland Cement		

Alerts		
Sys_Loc_Code	123456	123456
Segment Type	Riser Pipe	Screen
<u>Material Type</u>	Low Carbon Steel	Stainless Steel V-Wr
Start Depth (ft)	0	40
End Depth (ft)	40	50
Inner Diameter (in)	2	2
Outer Diameter (in)		
Slot Size		10
Remarks	1	

# 12. Creating and Populating a Chain of Custody (COC) Form

Follow these steps to create a COC.:

a. Click on the Home tab then select COC Manager.

1	Home		vices 🔒	Plugins	e Pr	0		_			
D	1	Ы	1	1			5		3		0
New EDD	Open EDD	Save EDD	Select RVF -	EDP Export	New Task	Edit Task	Touch UI	COC Manager	eSketch	Geo- Export	Close
		EDD			Ta	nsk			ols		Window

b. If there is an existing COC in the project, it will open; otherwise, click the New button to create a new COC.

Menu					
🗋 🗠 🗠 🖫	<b>()</b> (3)		🕜 🍇		
New Delete Update Save	Add Remove	COC eCOC	Label FTP Printing	Close	
COC	Samples	Ex	port	Window	
Current COC: 20230526-1113	(MN00064)		Lab	Pace Ana	alytical - Minneapolis, MN
Template: MPCA COC_T	emplate 2017.0328 (E	DGE 6.1).xls	<ul> <li>✓ Deli</li> </ul>	very Lab:	

c. If you are creating a new COC, in the Select COC ID screen, you can either accept the system-generated ID or create your own ID. Click OK.

		_ = X	þ
	Select COC ID		
			=
	© System ID 20230526-1127	Generate	
	O By User		
	-,		
	ОК	Cancel	
ł			J .

d. Enter the lab that will analyze the samples. Note: you can sort the labs by clicking on the company\_name header.

Current COC:	20230526-1141 (No Lab Selected)	•	Lab:	<ul> <li>Image: A set of the set of the</li></ul>
Template:	MPCA COC_Template 2017.0328 (EDGE 6.1).xls	~	Delivery Lab:	$\sim$

e. Lab information will auto-populate when you select a lab. You cannot edit the lab information.

ab Information	
Company Code:	MN00064
Company Type:	Lab
Company Name:	Pace Analytical - Minneapolis, MN
Contact Name:	
License Nbr:	NELAC 027-053-137
Address 1:	1700 Elm St SE
Address 2	
City:	Minneapolis
County:	
State	MN
Country:	
Postal Code:	55414
Phone Number:	612-607-1700
Alt Phone Number:	
Fax Number	
Email Address:	
Custom Field 1:	
Custom Field 2:	
Custom Field 3:	
Custom Field 4:	
Custom Field 5:	
Status Flag	A
Ebatch:	
Remark:	
Record Undate Date:	03/11/2014
Record Update User	iporter
Web Site	<i>n</i>
Timezone Code:	
Fuid	52563254
Address 3:	
Address J.	

f. Enter the COC information as shown in the image below. Where there is a "No," you don't have to enter anything in the field.

COC Details Samples Conta	ainers				
COC Information					
		^			
Chain Of Custody:	20230526-1018 Auto populates				
Cooler Id:	No				
Shipping Date:	If shipping				
Cooler Temp:	No				
Program Code*	Only enter a code, PL, for example, if MDH is analyzing the samples				
Project Name*	Project ID. Project Name example: SA0000123, test investigation				
Project Manager Phone No*	MPCA PM phone number				
Type of Chain of Custody*	Standard				
Potential Hazard?*	N				
Project Manager*	MPCA PM				
Project Task Code*	PRJxxxxx - enter the Project Task Code				
Shipping Company*	If you use one				
Work Order Number*	Work Order Number* No				
Quote Number: No					
Shipping Tracking Number*	If using a shipper				
Sampler's Organization*	Enter your company name				
Contact Name 1:	Contractor Project Manager				
Sampler's Phone Number*	Sampler's phone #				
Task Complete	No				
Sampler 1*	Sampler's name (only one)				
Sampler 2*					
Sampler 3:					
Relinquished By*	Who dropped off at lab or shipper				
Cooler Count:	No				
Relinquished Date*	Enter date				
Turn Around Time*	Standard or Quick				
Lab Code:	MN00064 Auto-populated				
Email Invoice To:	No				
Email Report To*	MPCA PM email address, Contractor PM email address (optional)				
Cooler Desc:	No				
Lab Cooler Count:	No				
Lab Cooler Desc:	No				
Lab Receipt Date:		~			
<	>				

g. Click on the Samples tab, then click on the Add button.

Menu															
	C	Н (	$\mathbf{\Theta}$	8	X		<b>S</b>	₩.							
New Delete	Update	Save	Add	Remove	coc	eCOC	Label Printing	FTP	Close						
CC	COC COC		Sam	ples		Ex	port		Window						
Current COC:	20230526-	-1141 (M	IN00064)	)			•	Lab:	Pace Ar	nalytical - Minn	eapol	s, MN	~		
Current COC:	20230526- MPCA CO	-1141 (M )C_Temp	IN00064) plate 201	) 7.0328 (E	DGE 6.1)	xls	•	Lab: Delive	Pace Ar	nalytical - Minn	eapol	s, MN	~		
Current COC:   Template: [ COC Details []	20230526- MPCA CO Samples	-1141 (M )C_Temp Contai	IN00064) plate 201 iners	) 7.0328 (E	DGE 6.1)	.xls	<b>•</b>	Lab: Delive	Pace Ar	nalytical - Minn	eapol	s, MN	~		

- h. Select a sample record, for which Sample\_Type is "Sample." (Never select a record for which Sample\_Type is "FMO."
- i. Select the Task Groups tab. You can sort the column by clicking on the column header.
- j. Highlight the analysis and click on the Assign Analysis button.
- k. Repeat these steps to assign analyses to each sample.
- I. Click the Finish button at the bottom of the screen.



- m. Click on the Containers tab.
- n. Enter the Container Code, Number of containers, Filtered, Preservative and (optional) Container Description.

Menu													
	C		•	8	×		<b>\$</b>		Ø				
New Delete	Update ID	Save	Add	Remove	COC	eCOC	Label Printing	FTP	Close				
	COC		San	nples		Ex	port		Window				
Current COC: 20230526-1141 (MN00064)													
Template:	MPCA C	OC_Temp	late 20	17.0328 (E	DGE 6.	I).xls	~	Deliv	very Lab:				
COC Details	Samples	Contai	ners										
Label Print	Sample ID		7	MAG	7	Container	Code 1	Number of	containers	Filtered	Preservative	Container Description	
	126548.23	0526000	0.0005	USEPA	8260D								
					ľ	/OC_Vial	1	3		None	HCI		
					Ī	Please sel	ect						

- o. Click on the COC dropdown on the top ribbon. Selecting "Export" will open the COC (you will have to click"enable" to see the information), and you will be able to print it. Selecting "Export and Attach" adds the COC to the EDD, but it doesn't export the COC. Adding the COC to the EDD is preferred but not required.
- p. Click the Close button when you are finished.



Important: If you start with an EDD that has already been submitted and then delete the sampling information, please delete all COCs that have already been submitted, as well. If you leave a previously-submitted COC in the EDD, then it will cause errors when loading to EQUIS.

# 13. Exporting the EDD to Send to the MPCA

The EDP Export function in EDGE exports the completed EDD in a format that is readily imported into MPCA's EQUIS.

- a. Exporting the EDD.
  - i. Click on the "Home" tab in the upper left hand corner of the computer screen.

<b>e</b>		EarthSoft EDGE - • ×							_ = * X							
New A	Home	Z Devic	es 🗔 Pl	ugins	🔮 P	ro										0
Task	Home								14/	1	-1-					-
F	Filter (1 of 1)		Show All			ation	Field 5	ampies	water	Lev	eis					**
					🖬 Sav	e 🛃 M	lax/Rest	Row(s): ≣•	• Add 🗄	: Cop	iy 🔹 🖉 Remove	📓 Exc	el • Select •	Auto Fill	View As 🔹 🎁	Show WL
Task Co	de 🖉 Start Date	e Priority			Field Sa	mples										
PRJ078	84				Alert	р 🔜 🖶	svs sar	nole cod	e	- <b>-</b>	svs loc code	+ Lo	cation Nam +	sampling co	mpany cod	e = sample
						_					-,					
							757947.1	40605100	00.000S		757947	MV	V1	MPCA		06/05/201
Location	Chooser/Filter						757948.1	40604100	00.000F		757948	MV	V2			06/04/201
Location	n (14 of 14) F	ilter			•		757947.1	40605100	05.000SF	R   1	757947	M۷	V1	MPCA		06/05/201
🔳 Filte	r By Selection	7 🔳	🌉 🔮 🚭													
Alerts V	sys loc code	loc name	location type	Loca												
	757947	MW1	Well	Moni												
	757948	MW2	Well	Moni												
	757949	MW3	Well	Moni												
5	757950	MW4	Well	Moni												
-	757951	MW5	Well	Moni												
5	757952	MVV6	Woll	Moni												P
3	757954	MW8	Well	Moni	/ Initial	Nater Lev	vel & Purge D	ata 🛛 Field	Results V	COC	Containers					
	757955	MW9	Well	Moni	Curre	nt COC·	20140612-	1446 (MNI	000 -		w MAG:	Add				
	757956	MW10	Well	Moni	curre	n coc.	20110012	1110 (1111		-						
	757972	MW11	Well	Moni	Include			Ana	ilysis	Coc	ID		LabCode /	AnalysisType	/	Defined By
	757973	MW12	Well	Moni												
	757974	MW13	Well	Moni												
	H311095	H311095	Well	Moni												
					Intellige	nt Bar —										
					116 - Ci	olumn: sy	/s_sample_c	ode, Text(40	): Unique s	sample	e identifier is auto-	generated	by EDGE from o	ther required fields.		
					NOTE	This is a k	kev (unique) o	olumn.								
					115 - Co	lumn: sa	mpling_comp	any_code,	Text(20): A	ffiliatio	on of person collect	ting samp	le			
4				_	NOTE:	his is a l	ookup colum	n = [rt_comp	any].[comp	pany_c	code]					
				•	114 - Co	lumn: sa	mple_date, [	DateTime: D	ate and tim	ie sam	ple was collected	(in MM/DI	D/YYYY HH:MM:	SS format)		
Format: D	D:\EDGE 6.1\ED	GE\Formats	s\MN_06_03_14	EDGE	_MN.xse	RVF	-: D:\EDGE 6	1\EDGE\Fa	rmats\MN_	_06_03	14\EDGE_MN.R	VF EDI	D: H:\EDGE Train	Ing\Bigelow City Let	ak Site EDD.xls	

- ii. Click on the "EDP Export" button in the upper left-hand part of the computer screen.
- iii. A screen will appear titled "Prepare EDD for Sign and Submit"

Prepare EDD for Sign and Submit		Landscale TDGE		
Select tasks to include				
All tasks				
C Select tasks manually				
C Select by date range				
Hide tasks with no data				
Task Code / Start Date End Date	Description			
PRJ07884				
Other Options				
Mark only the most recent field result as	s reportable			
			Proceed	Cancel

- iv. Keep "All tasks" selected if you want to include all tasks. Alternatively, select "Select Tasks Manually" to select specific tasks.
- v. Make sure the box next to "Mark only the most recent field result as reportable" is checked.
- vi. Click on the "Proceed" button.
- vii. A screen will appear prompting you to enter a User Name and a Password.

User Name:	mpca	
Password:	****	
Facility:	SR0000084	•
Upload URL/FTP:		-
🔽 Save Password		Save Upload

- viii. Enter "MPCA" as the user name AND the password.
- ix. Enter the site ID in the Facility field in the above example: SR0000084
   Note: Use the 9-digit facility ID (Program Site ID) for Superfund, Brownfields, Petroleum
   Remediation and Site Assessment sites. For CLP sites, use the SW number (SW-25, for example).
   For RCRA Remediation sites, use the MND number (MND064788243, for example).
- x. Click on the "Save" button.
- xi. A screen will appear prompting you to save; select the file location and name the file.

Save Data File As					×
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\blacksquare$ « Use	rs > dmoore > Documents > My EQuIS Wo	ork > EDGE > EDP Export:	5 v	ට 🔎 Search	EDP Exports
Organize 👻 New folder	r				::: • ?
EDGE Guidance 🗥	Name	Date modified	Туре	Size	
EQuIS and EDGE	New folder	2/27/2020 1:13 PM	File folder		
SQL	20191001_0911.SR0001404.EDGE_MN	10/1/2019 10:50 AM	Compressed (zipp	4 KB	
This PC	20191022_1543.SR0000361.EDGE_MN	10/22/2019 3:43 PM	Compressed (zipp	7 KB	
3D Objects	20200210_1329.LS0019806.EDGE_MN	2/10/2020 1:29 PM	Compressed (zipp	4 KB	
Deskton	MoreValuFood.LS0014705.EDGE_MN	9/6/2019 3:24 PM	Compressed (zipp	2 KB	
Documents					
L Downloads					
Music					
Pictures					
Videos					
Windows (C)					
St. Paul Anns (G: ♥					
File name: 202211	109 1714 SR000094 EDGE_MN				
Grun en hanne Z					·
Save as type: Zipped	1 EDD (".zip)				~
<ul> <li>Hide Folders</li> </ul>				Save	Cancel

xii. The default file name will include the date and time the file was created. You can edit the part of the file name to the left of the first period, "20221109\_1714" in this example, to identify your project: July\_2018\_Baytown\_Wells.SR0000084.EDGE\_MN.zip, for example.
 Note: You must keep the "SR0000084 EDGE\_MN zip" part of the file name (the zip will be added.

Note: You must keep the ".SR0000084.EDGE\_MN.zip" part of the file name (the .zip will be added after saving).

Save Data File As								
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\blacksquare$ « Use	rs > dmoore > Documents > My EQuIS Wor	k → EDGE → EDP Exports	~	ی بر Search E	DP Exports			
Organize 🔻 New folder	r				:== • ?			
EDGE Guidance 🗥	Name	Date modified	Туре	Size				
EQuIS and EDGE	New folder	2/27/2020 1:13 PM	File folder					
SQL	8 20191001_0911.SR0001404.EDGE_MN	10/1/2019 10:50 AM	Compressed (zipp	4 KB				
This PC	20191022_1543.SR0000361.EDGE_MN	10/22/2019 3:43 PM	Compressed (zipp	7 KB				
2D Objects	20200210_1329.LS0019806.EDGE_MN	2/10/2020 1:29 PM	Compressed (zipp	4 KB				
	MoreValuFood.LS0014705.EDGE_MN	9/6/2019 3:24 PM	Compressed (zipp	2 KB				
Desktop								
Uownloads								
Music								
Pictures								
Videos								
🏥 Windows (C:)								
🕳 St. Paul Anns (G: 🎽								
File <u>n</u> ame: Noven	nber 2022 sampling.SR0000084.EDGE_MN				~			
Save as type: Zipped	EDD (*.zip)				~			
<ul> <li>Hide Folders</li> </ul>				<u>S</u> ave	Cancel			

- xiii. Click on the "Save" button to save the file.
- xiv. A screen will appear confirming the EDD was saved.



The saved EDD, in this example "November 2022 sampling.SR0000084.EDGE\_MN.zip", should be emailed to <u>remequis.mpca@state.mn.us</u>. (EDGE EDDs for CLP sites should be emailed to <u>WQData.mpca@state.mn.us</u>.)

# 14. Appendix A: Obtaining Location Unique Identifiers (sys\_loc\_codes)

EQuIS joins laboratory analytical data and EDGE field data using a system-unique identifier called the sys\_loc\_code. The sys\_loc\_code is EQuIS' most important primary key and is required for each sample location. Because sys\_loc\_codes are location specific, we refer to them as Location Unique Identifiers, or LUIs.

For all permanent wells fifteen feet deep, or deeper, use the Minnesota Unique well ID as the LUI.

For some sample locations you will need to obtain Location Unique Identifiers (LUIs) from the MPCA's LUI Generator. A link to the LUI Generator is at the bottom of the LUI Generator Description webpage: <a href="https://www.pca.state.mn.us/location-unique-identifiers-luis">https://www.pca.state.mn.us/location-unique-identifiers-luis</a>.

For some sample locations, you need to request the LUIs from the MPCA by emailing the Remediation EQuIS team at: <u>remequis.mpca@state.mn.us</u>. In the email request, identify the number and types of locations you will be sampling and provide UTM coordinates and sample location names for each location. If you are sampling in a lake, stream or sediment in a lake or stream, include the DNR lake ID with your request. The following table shows the LUIs that need to be requested and the information that needs to be provided for each location type.

sanitary sewer, sediment and surface water LUIs, seep, water permeation,

The MPCA will generate LUIs and send them to you, within one week of your request.

The figure below shows the different types of LUIs.

Location Type	Example LUI	How to Obtain the LUI
---------------	-------------	-----------------------

Permanent Wells > 15 feet	651347	Use the MN Unique Well # assigned by MDH
Well-Temporary, permanent wells (< 15 ft.), Well-Soil Vapor Monitoring (only constructed vapor wells), Borehole (sub- surface soil, test trench, sump and soil vapor)	2001000001 2001000002 2001000003	Use Self Service LUI Generator
Gas-Subsiab Indoor Air Outdoor Air Land (Surface Soil Sample)	GS12345 GB12346 GA12347 LD10001	
Sediment (Lake/stream) Surface Water Water Permeation Sanitary Sewer	11-0147-00-208 S006-542 PU12345 SS12345	Assigned by MPCA – send request to: remequis.mpca@state.mn.us

Note: Locations that have been sampled previously, such as a sub-slab port, indoor air and outdoor air likely have assigned LUIs already. **Do not request new LUIs for locations that already have LUIs assigned.** If you are uncertain, ask the Site PM or the Remediation EQUIS Coordinator.

Boreholes always require a unique LUI, even if they are placed near a historic borehole for confirming contamination.

# 15. Appendix B: Obtaining New or Replacement MN Unique Well Numbers for Older/Existing Wells

## **Minnesota Unique Number History**

Most of the records in CWI are for wells drilled since 1974, when regulations were updated requiring drillers to submit records for wells drilled in state to MDH. Wells drilled prior to this date may or may not have unique numbers. Domestic/private wells drilled after 1974 almost always have CWI numbers.

Because monitoring wells were not used for drinking water, regulation of soil and exploratory boring companies lagged that of well drillers. Most monitoring wells drilled from 1972 through 1986 did not have an official well record submitted to the MDH. The driller's records for monitoring wells are likely found at the MPCA (or, for pesticide and fertilizer spills, MDA). An on-going data acquisition project at the MPCA is attempting to collect these historical driller's records and enter them in both CWI and in the MPCA's EQUIS database.

#### **Verification of MN Unique Numbers**

The best way to check a MN Unique Number is to visit the well in question and see if it has a placard with the MN Unique Number on it. This isn't always practical, but it could be an opportunity to survey the coordinates of the well head. The coordinates are needed for EQUIS and for obtaining a MN Unique Number where none exists.

#### Identify the Unique Number for the Well

It is very important to take the time to determine whether a unique number has already been assigned to the well because duplicate numbers causes everyone, especially MGS and MDH staff, to waste time eliminating them. It may require as much as several hours staff time to track down and eliminate the duplication and this a waste of public resources. Here are tips for determining whether a unique number has already been assigned:

- If you verified that the well record submitted to MDH matches the well that is being sampled, then the unique number is listed on the upper right-corner and lower left corner of the form. It should be a six-digit number that matches the series numbers for MDH that is listed in the previous section of this document.
- Look for the well on the Minnesota Well Index site at <u>https://www.health.state.mn.us/communities/environment/water/mwi/index.html</u>. This web application does not include public water supply wells.

Wells with verified locations will be shown in the map or air photo view. Wells without a verified location will be listed in a table that uses the geographic location that is supplied by the water well contractor. The unique numbers listed will include 1B and 2B-series numbers.

• Check with MGS staff to determine whether they have any historical well records for the site you are interested in that are not currently being served out on the Minnesota Well Index site. A backlog of unscanned well records without a verified location are on file at MGS, sorted by township, range, and section and available in paper form only.

• For monitoring wells, temporary monitoring wells, and soil borings, check with MPCA staff to determine if a unique well number has been assigned as part of a historical data harvesting event or updated sampling.

#### Assign a unique number to the data that has been collected about the well.

Use the unique number that has already been assigned to the well when it is known. If a unique number cannot be identified, then one can be assigned from the block of numbers that is assigned by MGS. Contact MGS staff for block number requests.

Be sure to confirm that you have written the correct number on any hard copies of data that you have collected for the well because it is very easy to incorrectly write a six-digit number. Be care to avoid mistakenly assigning the incorrect unique number to data that has been collected for another well.

## 16. Appendix C: How to update the .rvf file

The .rvf file contains drop-down reference values, which occasionally change. The most likely values to change are analytes; for example, Dioxane was added in 2017. The MPCA will send updated .rvf files to the EDGE user group, via the Gov Delivery list serve.

Copy the new .rvf file into the \EDGE\_v61\EDGE\Formats\MN\_06\_03\_14 subfolder.

nu.	organize	140.44	OP.		Jerece
US	B Drive (E:) > EDGE_v61 > EDGE > Format	ts > MN_06_03_14		~ (	Sear
	Name	Date modified	Туре	Size	
		1/7/2015 1:28 PM	File folder		
π	🗟 EDGE_MN.dll	1/26/2017 7:54 AM	Application extens	489 KB	
A	📄 EDGE_MN.rvf 🛛 🗲	6/18/2018 3:48 PM	RVF File	4,156 KB	
*	EDGE_MN.rvf.old	3/9/2016 12:43 PM	OLD File	4,056 KB	
$\mathcal{R}$	EDGE_MN.xse	1/26/2017 7:54 AM	XSE File	781 KB	
*	EDGE_MN_20150818_1533	8/18/2015 3:33 PM	Microsoft Excel W	5 KB	
*	EDGE_MN_20150818_1534	8/18/2015 3:34 PM	Microsoft Excel W	5 KB	
	EDGE_MN_20160224_0930	2/24/2016 9:31 AM	Microsoft Excel W	5 KB	
~	EDGE_MN_20170814_0940	8/14/2017 9:40 AM	Microsoft Excel W	5 KB	
	EDGE_MN_20180618_1321	6/18/2018 2:36 PM	Microsoft Excel W	20 KB	
	EDGE_MN_20180618_1529	6/18/2018 3:29 PM	Microsoft Excel W	5 KB	
	EDGE_MN_20180709_1934	7/9/2018 11:15 PM	Microsoft Excel W	9 KB	
	DGE_MN_20180710_2307	7/10/2018 11:07 PM	Microsoft Excel W	5 KB	
	EDGE_MN_Config	7/11/2018 12:33 AM	XML Document	309 KB	
	EDGE_MN_old.rvf	1/26/2017 8:13 AM	RVF File	4,250 KB	
_	EDGE_MN-enum	7/10/2018 2:28 PM	XML Document	50 KB	
	EDGE_MN-enum.xml.old	4/17/2017 10:58 AM	OLD File	50 KB	

# 17. Appendix D: Where are Files Saved?

Click on the EDGE button in the top of the screen and then click the Options button. Scroll to the bottom of the EDGE Options window, and in Working Folders you can see and change output destinations for various files.



Ctrl & F4 Form closing	False
Lock Table Columns	False
Minimize Ribbon	True
Move Historical Tab	True
Row Height	0
Show Intelligent Bar	True
Touch UI	False
Touch UI Opacity	100
Touch UI Page Search	3
Working Folders	
COC Export Folder	C:\Users\Dave\Documents\My EQu:
COC Template Folder	E:\EDGE_v61\EDGE\COC Template
EDD EDGE Folder	C:\Users\Dave\Documents\My EQui
EDD Export Folder	C:\Users\Dave\Documents\My EQui
Format Folder	E:\EDGE_v61\EDGE\Formats
Image Folder	E:\EDGE_v61\EDGE\Images
Sensor Folder	E:\EDGE_v61\EDGE\Sensors