UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION IV

345 COURTLAND STREET, N.E.
ATLANTA, GEORGIA 30365

OCT 2 5 1991

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Ms. Laurie Boucher
Commander, Atlantic Division
NAVFACENGCOM
Code 1822
Norfolk, Virginia 23511-62877

RE: Update on Environmental Monitoring Data Reporting
    Requirements

Dear Ms. Boucher:

Enclosed please find software and documentation to assist your
facility in complying with the EPA's Locational Data Policy,
per our April 8, 1991, letter. This software provides a method
for inputing data into the Interchange File Format (IFF). The
IFF will satisfy EPA's Locational Data Policy requirements.

Both because of the dynamic nature of implementing such a large
scale program, and because of the large number of potential
users, EPA anticipates several iterations of the IFF over the
next several years. However, these changes should be global in
nature, which should limit the amount of restructuring required
by facilities.

EPA is aware of the interest in standardized environmental data
reporting formats, both because of the obvious need to initiate
such standardization and also because of the extensive amount
of work that many facilities have already expended in this
area. To facilitate discussion and prevent unnecessary
duplication of effort, EPA is in the formative stages of
convening a meeting to discuss the IFF and other input formats
for standardizing reporting of environmental investigation
data, and to explore the future of electronic data management,
especially as it relates to federal facilities environmental
restoration programs. We will provide more information on the
meeting as soon as possible.

Please provide a response indicating your projected schedule for complying with data submission via the IFF. Your response should be sent to my office c/o Richard Hammond. If you have any questions concerning information in this letter, please contact Richard Hammond of my staff at (404) 347-3016 or FTS 257-3016.

Sincerely yours,
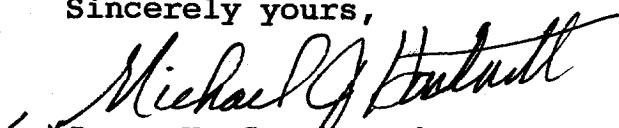
James H. Scarbrough, P.E., Chief
RCRA & Federal Facilities Branch
Waste Management Division

Enclosures

cc w/o enclosures:
Mr. Jack Butler, DEHNR
Mr. Brynn Ashton, MCB Camp Lejeune

INTERCHANGE FILE
FORMAT

Introduction

Since introducing the Interchange File Format (IFF) earlier
this year, we have run several sets of test data to calibrate
the IFF and to determine problems. The enclosed update is
being issued to clarify certain aspects of the IFF. As stated
in the cover letter, we anticipate a meeting to discuss the IFF
and to solicit comment on the IFF.

File Names

EPA has designed a file name designation scheme that provides
sufficient information to allow proper storage and retrieval of
multiple site files at EPA. This scheme was designed to
accommodate a large variety of site types. Discussions between
individual facilities and EPA will provide additional guidance
for assigning values to the file designators for that site.

There are four datafile types defined in the IFF:

    STATION.DAT
    SAMPLE.DAT
    PARM.DAT
    WELL.DAT

Based on the eight character restrictions (plus three
characters for the extension) placed on the length of filenames
by DOS, the following file name scheme should be utilized. The
number 0 has been selected as the null or "not applicable"
symbol.

FILE NAME CODE

__5__ __E__ ___ ___ ___ ___ ___ ___.___ ___ ___

1   2   3   4   5   6   7   8 . extention

1-2: Site Identifier - Two place alphanumeric code defined by EPA.

3: Sub-site Identifier - This space identifies sub-sites within the larger site, if applicable.

4: WAG or Area Identifier - This space identifies specific areas within the site or sub-site.

5: Operable Unit or SWMU - This space identifies specific operable unit or SWMU within an area.

6: Fiscal Year - 1991 will be represented with the number 1.

7: Quarter - 1st through 4th quarters of fiscal year.

8: Submission # for Quarter - Facility assigned, and consecutively numbered by submission.

Space 3, space 4, space 5, and space 8 will use the following priority scheme:

Numeric symbols 1 through 9 will be utilized in order first. If additional identifiers are required, the alpha symbols A through Z will be utilized in order. Therefore, A has a value of 10, B has a value of 11, etc. This will provide for 35 values to be designated in these single spaces, should the need arise.

The extension (currently designated as .DAT) will be used to
designate the specific datafile, as follows:

    STATION.DAT = .STA
    WELL.DAT = .WEL
    SAMPLE.DAT = .SAM
    PARM.DAT = .PAR

The fixed designators for your site are as follows:

___5___ ___E___ _____ _____ _____ _____ _____ _____.STA
                                                   .WEL
                                                   .SAM
                                                   .PAR

Additional Questions

Several additional questions have come up during calibration
runs. Defining standard protocols for these entries will
require additional discussions with system users. At the
current time, EPA requests data entry questions to be directed
to Phyllis Mann of the Office of Integrated Environmental
Assessment. She may be reached at (404) 347-3402/FTS257-3402.