

Frequently Asked Questions

1 GENERAL

- ▶ Do **Informational Reports (IR)** need to be accompanied by **eTables** for reimbursement?

Answer: Almost always yes. Remember that, similar to an eCSM, you're trying to show that work has been performed, including updated site history, and documentation showing what sampling has taken place. If you only have one or the other, please clarify why (EX: no recent data updates to report).

- ▶ Do **Informational Reports (IR)** need to be submitted in addition to Periodic Site Status Report (PSSR) documents?

Answer: No. If your site characterization (SCR) is approved, please only submit the PSSR form accompanied by the eTables, as appropriate.

- ▶ Can we add additional information or data to the **eTables** or **Informational Reports/Site Characterization Reports/Periodic Site Status Reports**, etc.?

Answer: Yes. However, please ensure that only information that is best demonstrated as an excel file (like additional tabular data, calculations, a Graph, or modeling) is added to the eTables. If the proper format is a figure or text, ect. that is not suited for excel format then it should be a pdf attachment to the other informational report/SCR form. Please do not attach objects or pdf files within the eTables document.

- ▶ Are hydrographs and/or cross sections now required?

Answer: Yes, where appropriate to complete the reporting narrative/to determine groundwater trends. They can be as simple as well ID, COC concentrations of interest (i.e. BTEX, MTBE, DCA etc.) and GW elevation. Please contact your project manager for more information regarding specific reporting needs.

- ▶ Is the **Informational Report** a running report (you would use the previous version and update)?

Answer: Correct. Please ensure that each submission contains enough information to not require the review of multiple documents for the next pertinent reimbursement/decision that the reporting is meant to support.

- ▶ Do questions on the **Informational Report** form pertaining to the **Site Characterization Report (SCR)** need to be filled out if the SCR has already been approved or if the site is not yet characterized?

Answer: No. If an SCR is approved, please note in the report "see approved SCR" for these sections. If an SCR is not approved, you may enter "N/A. SCR is not

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approved" in these sections. However, since it is a living document and this information will eventually be needed to complete the SCR, the information pertaining to characterization may be included when available.

- ▶ What is the appropriate naming convention for figures/report attachments?

Answer: So long as they are attached and referenced in the Informational Report sections (i.e. Attachment A, B, C, or D) the figures can be named according to preference. Please ensure that the names are appropriate for the figure (i.e. "Site Location Map" vs. "Map").

2 CALCULATIONS AND DATA

- ▶ In the **eTables**, when I click "Show Detected Analytes" it hides all of the columns. My **eTables** sheet has columns with "< ND", "ND", actual values, or blank cells from top to bottom and all of the columns disappear.

Answer: The issue is directly related to the cells with "< ND". The error is caused by the space between the "<" and the "ND".

SOLUTION: change all "< ND" to "ND" or "<ND."

- ▶ In the **eTables** under the "GW VOCs" tab should column G "Groundwater Elevation" be the elevation corrected for product thickness or without free product thickness accounted for?

Answer: Without free product accounted for. Just get a true product and groundwater level, not a calculated one. Existing tabs should not be deleted/modified/circumvented.

- ▶ Can the chemical analytical list in the soil and groundwater quality tables be rearranged?

Answer: The consultant has the ability to modify the spreadsheet analyte order as they see fit; they are not bound to the layout of the eTables. Should they want to change the order of the analytes, ADEQ recommends retyping the names of the analytes in the order they want, rather than shifting columns.

Frequently Asked Questions

- Do all Volatile Organic Compound (VOC) data need to be populated in the eTables?

Answer: The addition of analyte spaces in the new eTable format was meant to be a convenience for those who wanted to highlight detections for analytes not included on the previous reporting tool, not as an additional reporting burden compared to the previous version. For the purposes of reporting, you may limit your entries to the following (per the previous eCSM format requirements), plus any additional analyte detections that are pertinent for the purposes of decision making.

VOCs (26):

- Benzene
- 1,3-Butadiene
- n-Butylbenzene
- sec-Butyl benzene
- tert-Butyl benzene
- Carbon disulfide
- Cyclohexane
- 1,2 Dibromoethane (EDB)
- 1,2 Dichloroethane (1,2-DCA)
- Dicyclopentadiene
- Ethylbenzene
- 4-Ethyltoluene
- n-Hexane
- Isopropyl benzene (cumene)
- p-Isopropyl toluene
- Methyl cyclohexane
- Methyl tert butyl ether (MTBE)
- Naphthalene
- Propylene (propene)
- n-Propylbenzene
- Toluene
- Xylenes (total)
- 1,2,4-Trimethylbenzene
- 1,3,5-Trimethylbenzene
- Tetrachloroethene (PERC)
- Trichloroethene (TCE)

Soil Vapor Analytes (44):

- 1,1-Difluoroethane (1,1 DFA)
- Ethanol
- Acetone
- Benzene
- Bromodichloromethane
- 1,3-Butadiene
- n-Butylbenzene
- sec-Butyl benzene
- tert-Butyl benzene
- Carbon disulfide
- Cyclohexane
- Dibromochloromethane
- 1,2 Dibromoethane (EDB)
- 1,2-Dichlorobenzene
- 1,3-Dichlorobenzene
- Cis-1,2-Dichloroethene
- Trans-1,3-Dichloropropene
- 1,2 Dichloroethane (1,2-DCA)
- Trans-1,2-Dichloroethene
- Dichlorodifluoromethane (F-12)
- Dichlorotetrafluoroethane (F-114)
- Dicyclopentadiene
- Ethyl Acetate
- Ethylbenzene
- 4-Ethyltoluene
- Heptane
- n-Hexane
- Isopropyl alcohol (2-propanol)
- Isopropyl benzene (cumene)
- p-Isopropyl toluene
- Methyl cyclohexane
- Methyl tert butyl ether (MTBE)
- Naphthalene
- Nonane
- n-Octane
- Propylene (propene)
- n-Propylbenzene
- Tetrahydrofuran
- Toluene
- Trichlorofluoromethane (F-11)
- Trichlorotrifluoroethane (F-113)
- Xylenes (total)
- 1,2,4-Trimethylbenzene
- 1,3,5-Trimethylbenzene

Additional Analytes as Appropriate (22):

- Anthracene
- Acenaphthene
- Benz(a)anthracene
- Benzo(a)pyrene
- Benzo(b)fluoranthene
- Benzo(k)fluoranthene
- Chrysene
- Dibenz[ah]anthracene
- Fluoranthene
- Fluorene
- Indeno [1,2,3-cd] pyrene
- Napthalene
- Pyrene
- Tetraethyl Lead (TEL)
- Arsenic
- Barium
- Cadmium
- Chromium
- Lead
- Selenium
- Silver
- Mercury

3 HISTORICAL DOCUMENTS

- ▶ Do historical field documents etc. embedded in eCSMs need to be compiled and submitted?

Answer: **No. However it would be helpful to include at least the last two to four plume maps and groundwater contour maps.**

- ▶ Does historical data that was calculated internally but not required in the old eCSM (but now required in eTables) need to be entered into the new format?

Answer: **If the site is active, please update the eTables. If the system has been shut down, please put in the tables "See eCSM from X-date."**

- ▶ How many years back should be transferred to the eTables?

Answer: **If you had an eCSM, transfer all from the eCSM to the eTables; If you didn't have an eCSM, please transfer at least the last two (2) years of data. Please note that a one-time-per-case \$1,500.00 line item may be charged for data transfer costs for cases that are in the Preapproval or State Lead programs.**