

Documentation of the structure and contents of the AECOM EDD is now provided directly by the EQUiS Data Processor (EDP). Click the **EDD Description** button in the **Tools** section of the **Home** ribbon section of EDP. The AECOM format file and EDP software (for data providers that do not have it already) are available from <https://earthsoft.com/products/edp/edp-format-for-aecom/>. The format will have to be "registered" when first launched in EDP. Checking each EDD with EDP is critical to successful delivery. Any errors shown by EDP will be cause for EDD rejection and the data provider will have to fix the EDD and resubmit. Using EDP will eliminate wasteful rework for everyone. Please do not skip this process.

Each EDD will comprise 4 sections, to describe samples (LabSMP), tests (LabTST), results (LabRES), and batches (LabBCH).

## Submittal

The EDD file can be in one of the following formats:

- ZIP archive of tab-delimited text files (.txt)
- spreadsheet (Excel .xlsx)

EDD Packages must be named using a specific naming convention.

EDD File Name: <Unique ID>.<Facility Code>.AECOMedd.{zip | xlsx}

ZIP archive text file names: <Unique ID>.<EDD Section Name>.txt

or XLSX worksheet names: <EDD Section Name>

Where:

<Unique ID> A unique identifier which will be the Sample Delivery Group name unless other arrangements have been made.

<Facility Code> The facility code for the facility to which this EDD will be loaded, this will be communicated by the AECOM data manager at project setup.

<EDD Section Name> The name of the section within the EDD (LabSMP, LabTST, LabRES, LabBCH) exactly as it appears in EDP.

Between each of the name elements is a "." (period). It is very important that it is a period and not a "-" (dash), "\_" (underscore), or any other character.

## Resubmittal

EDD packages may be resubmitted. However, in order to resubmit corrected EDDs, the files must each be renamed, regardless of the reason(s) for resubmittal.

Example: A lab originally submits an EDD Package (.zip) file named "20200616.MySite.AECOMedd.zip" which contains EDDs named "20100129.LabSMP.txt," etc. If the lab later makes a change to one of the EDDs, it would have to submit a new EDD Package named something like "20200616R1.MySite.AECOMedd.zip" with sections named "20200616R1.LabSMP.txt," etc.

## Reference Values

A Reference Values file should be delivered from the AECOM data manager to the data provider at project setup. No EDDs will be accepted that do not strictly adhere to the project-specific reference values. If new values need to be used, they must be identified and explained to the AECOM data manager who will provide approval or alternate codes to use *before any EDD should be submitted*. As with any errors shown by EDP, reference value errors will be cause for resubmittal of the EDD—please avoid extra work for everyone, get reference value additions pre-approved.

**New in Version 2020.1**

<b>Change</b>	<b>Detail</b>	<b>Reason</b>	<b>EDD Implication</b>
Format renamed	“AECOMedd” instead of “AECOM”	Allows period of overlap as labs come up to speed and projects transition	Labs will have to adjust their file creation step for these names.
Sections renamed	“AECOM” removed from names	Simplifies	Labs will have to adjust their file creation step for these names.
FSample section removed	Field info columns moved to end of LabSMP and made entirely optional	Simplifies, removes confusion; makes TASK_CODE available to LabSMP	EDDs that would have targeted FSample need to be created with a new program to target LabSMP, but field names are the same and mostly in the same order. EDDs that target the old format and use LabSMP section will still be valid.
Sample & result types for some checks moved to <i>enum</i> file	Sample types for lab QC that originally came from field, and spiked duplicates; result types for surrogates, and spikes	Accommodates project-specific sample and result type codes	If necessary, labs will need updated <i>enum</i> file when project-specific codes are used.
Checks for DEPTH_UNIT	If either of depth fields (start, end) populated, then unit must be specified.	Keeps depths with no units from being added	Should be none!
PERCENT_MOISTURE cannot be 100	Data type change to 4-digit numeric in range 0 to 99.99.	100% moisture makes no sense, as this field is only for solid samples	Labs will not be allowed to assign aqueous samples 100% moisture. Description already says to populate for <i>solid</i> samples.
Check prep method if prep date populated	LAB_PREP_METHOD_NAME required if PREP_DATE is specified	Reduce ambiguity	Force at least use of “METHOD” in prep method field if a prep step to be used. Do not try to add specific analysis method values as prep methods!