



Duke Energy Biological & Analytical Data Storage System Implementation Instructions for EDP Installation, EDD Generation, and EDD Submission

Revised: 5/10/2018

In addition to delivering your signed PDF Laboratory Reports following sample analyses, Duke Energy requests that all laboratories submit analytical data in the form of electronic data deliverables (EDDs) using the Duke_Lab_EQEDD Format. All analytical results for biological & analytical data (surface water/biological monitoring, groundwater monitoring, in-process water monitoring and discharge monitoring & reporting) should be prepared in the form of an EDD, as described in this document. Duke Energy uses this EQUIS database to monitor data completeness and data compliance with all incoming sample analysis results.

This document will walk you through the steps for initially setting up the Standalone EQUIS Data Processor (EDP) software, and generating your EDD through Microsoft Excel or Standalone EDP, and submitting it to Duke Energy.

Please read this document completely.

All of the files you need are available from Duke Energy on the following webpage:

<http://earthsoft.com/products/edp/edp-format-for-duke-energy/>

Below is a brief description of all the files included on the webpage linked above:

1. **“Duke Lab Format File Only” (Duke_Lab_EQEDD.zip)** – This is the Duke Energy Format file that will be used in EDP as outlined in Section III.3 below.
2. **“Duke Reference Values File Only (.rvf)” (Duke_Lab_EQEDD.rvf)** – The RVF file of valid lookup values to be used in EDP.
3. **“Duke Reference Values File Only (.xls)” (Duke_Reference Values List.xls)** – This file includes a complete list of all the valid lookup values needed for populating the Duke_Lab_EQEDD, current as of the date on the [webpage](#).
4. **“Duke_Lab_EQEDD Blank EDD Template” (Duke_Lab_EQEDD_Blank.xlsx)** – This is a blank EDD file that can be populated with analytical results. The file can be opened in Microsoft Excel. Please refer to Section IV below and the appropriate Duke_Lab_EQEDD_Description.xlsx file for information on how to populate the EDD.
5. **“Duke_Lab_EQEDD EDD Description” (Duke_Lab_EQEDD_Description.xlsx)** – This file defines each field in the Duke_Lab_EQEDD Format and includes guidance for entering data.
6. **“DMR Duke Lab EDP and EDD Instructions” (BASSDMR_Duke Lab EDP and EDD Instructions.pdf)** – (A copy of this same document) This document contains instructions on:
 - I. How to install the Standalone EDP application.
 - II. How to register for a license for the Duke_Lab_EQEDD Format and open the Duke_Lab_EQEDD Format and Duke Reference Values File in Standalone EDP.
 - III. How to populate a Duke_Lab_EQEDD EDD with analytical data for the DMR Program.
 - IV. How to check for and correct errors within an EDD using Standalone EDP.
 - V. How to submit an EDD to Duke Energy Central Lab. (Note: This section contains the necessary naming convention for the EDD files.)
 - VI. How to re-submit EDDs that were already loaded to Duke’s EQUIS database, but had errors.
7. **“DMR Example of Completed Duke_Lab_EQEDD” (EXAMPLE LAB EDD for DMR.xlsx)** – A hypothetical example of how the contents of a completed Lab EDD for the DMR Program should appear before submission and upload.

Table of Contents

I.	EDP INSTALLATION INSTRUCTIONS	3
II.	REGISTERING FOR AN EDD FORMAT.....	4
III.	INPUTTING ANALYTICAL RESULTS.....	7
	Important considerations when populating an EDD:	10
IV.	VALIDATING ANALYTICAL RESULTS.....	12
V.	EDD SUBMISSION INSTRUCTIONS.....	15
VI.	EDD RE-SUBMISSION INSTRUCTIONS	16

The **Standalone EQUIS Data Processor (EDP)** application is used primarily by data providers such as laboratories or field personnel to check data quality prior to data submittal.

EDP checks all the following data quality issues:

- ✓ Required Fields
- ✓ Field Lengths
- ✓ Data Types
- ✓ Valid Dates
- ✓ Reference Values
- ✓ Duplicate Rows
- ✓ Range Checking
- ✓ Orphan Rows

This first section provides instructions on how to set up Standalone EDP on your laptop/workstation. The licensing is laptop/workstation-specific, so you will have to repeat these steps on each laptop/workstation that has Standalone EDP installed. Once installed on a laptop/workstation, all users on that laptop/workstation will be able to use Standalone EDP.

I. EDP INSTALLATION INSTRUCTIONS

1. Duke Energy laboratories can obtain the EDP download from [this webpage](#).
2. Depending on the bitness of your machine, click on the appropriate hyperlink (E.g. 64 bit (x64) or 32 bit (x86)) to download and save the file to your machine.
 - Tip: To find the bitness of your Windows machine, click on the Windows Start button, search for "System", open the result from the Control Panel, and look for "System Type".
3. Follow the instructions in the "Unblocking Downloaded Files" section below.
4. Unzip the file by right clicking on the .zip and selecting "Extract All...".
5. Within the unzipped folder, run the .exe Application installer by double-clicking on the .exe file or by right clicking on the file and selecting "Run".
6. An installation wizard will open. Follow the prompts to install the EDP application.



Unblocking Downloaded Files

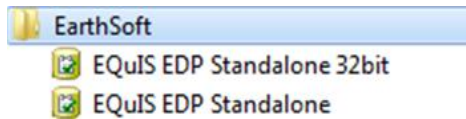
When downloading files from the Internet or other location, Windows may set an attribute on the file to "Blocked". When this happens, it may not load properly into your application. Please unblock the downloaded EDP package and format file prior to unzipping the files or running the installers.

- 1) When you download a file, save it to a known folder where you have update permissions - e.g. the "Downloads" folder.
- 2) After downloading the file, check to see if it has been blocked by Windows by right-clicking on the downloaded file, then select Properties. A file properties dialog will open, and if the file has been blocked, you will see the "Unblock" button in the lower right of the "General" tab.
- 3) Click the Unblock button and then press OK.

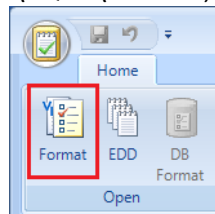
II. REGISTERING FOR AN EDD FORMAT

This only needs to be done once for each laptop/workstation.

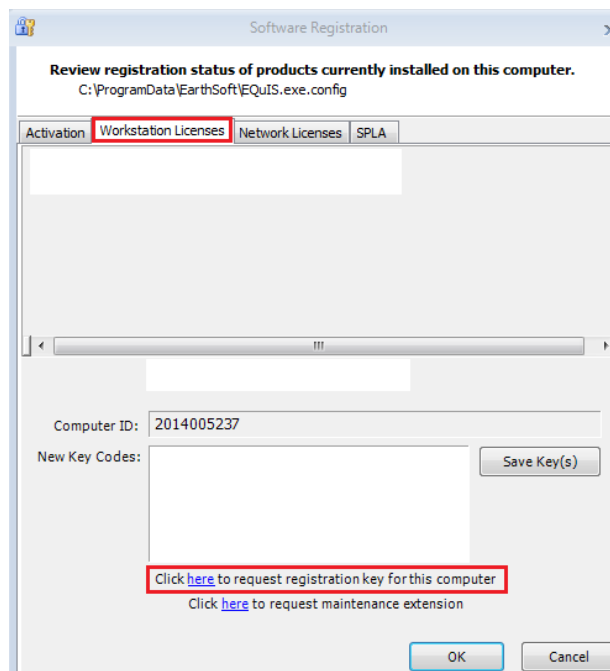
1. At the following webpage, you will be able to obtain the most current Duke_Lab_EQEDD Format file and reference values file (RVF):
<http://earthsoft.com/products/edp/edp-format-for-duke-energy/>
2. Click the “Duke Format File Only” and “Duke Reference Values File Only” hyperlinks to download and save the files to this folder path on your machine: C:\Program Files\EarthSoft\EQuIS\Formats.
3. Open the EDP application from the Start menu by selecting All Programs, scroll to the EarthSoft folder and select ‘EQuIS EDP Standalone’.



4. When the application opens, click the ‘Format’ button in the top left of the EDP ‘Open’ ribbon. In the popup window, navigate to C:\Program Files\EarthSoft\EQuIS\Formats, and open the Duke_Lab_EQEDD.zip file.



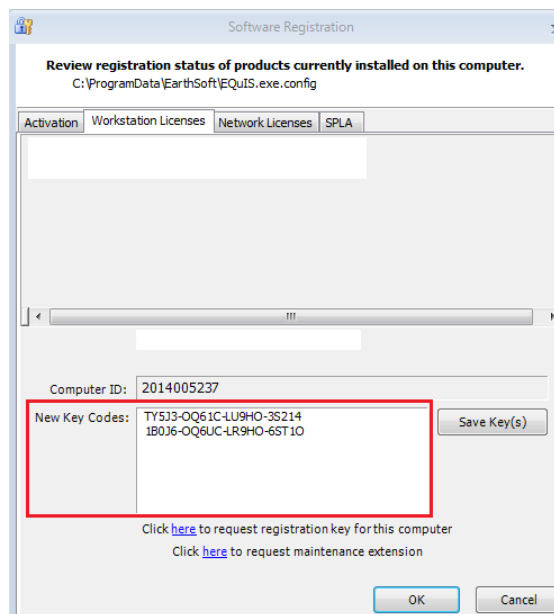
5. You will immediately be prompted to register. Click the Register button in the popup window. A “Software Registration” window will open.
6. In the next window, there are several registration options and tabs. Select the ‘Workstation Licenses’ tab.
7. Click the “Click here to request the registration key for this computer” link, which will open the EarthSoft “Software Registration” request form in your web browser. Note: Your Computer ID will appear different from the screenshot below.



8. Fill in the required information in the form and submit the request:
 - a) Required Information includes: your Name, your Company, your Company's City, and your Email Address.
 - b) For the product selection:
 - i. Scroll to the section named "Formats(s) - Typically Require Client Approval" and select the "Duke_Lab_EQEDD" from the Formats drop-down.
 - ii. Select "Register Local License" for the License Type.
 - iii. Click the 'Add Request' button.

Formats(s) - Typically Require Client Approval		
Formats(s) - Typically Require Client Approval	License Type	Number (if applicable)
Duke_Lab_EQEDD	Register Local License	
Add Request		

- c) When complete, scroll to the bottom of the page and click the "Submit Request(s)" button.
 - d) You will be brought to a webpage signifying that your submission was successful.
9. Within a few minutes, you should receive two auto-generated emails from support@earthsoft.com 1) confirming that your registration request was received, and 2) informing you what case number has been assigned to your request. If you have any questions about the request or keys, please reply to the email containing the case number.
10. If your registration request is approved, you will receive another email with the registration keys.
11. Copy and paste the registration keys from the email into the "New Key Codes" box in the 'Workstation Licenses' tab of the Software Registration window from Step 5. Note: To get to the Software Registration window again, repeat steps 3-6 above.



12. Click the 'Save Keys' button.
13. Click OK.
14. Close and re-open the EDP application as before. From the Start menu, select All Programs, scroll to the EarthSoft folder, and select 'EQUS EDP Standalone'.

15. When the application opens, click the 'Format' button in the top left of the EDP 'Open' ribbon. In the popup window, navigate to C:\Program Files\EarthSoft\EQuIS\Formats, and open the Duke_Lab_EQEDD.zip file. If the registration was successful, the format will open and no registration window will appear.

The next two sections contain instructions on how to input analytical results into an EDD and validate the EDD prior to submittal to Duke Energy.

III. INPUTTING ANALYTICAL RESULTS

There are three ways to create an EDD. Any of the options below will work:


1. Input the analytical results in to your LIMS (Laboratory Information Management System):

- a) Follow the process to use your LIMS.
- b) From your LIMS, generate a Duke_Lab_EQEDD EDD.
- c) Follow the steps in Section IV to validate your results in EDP prior to submission.

2. Input the analytical results in to a Microsoft Excel spreadsheet:

- a) Open the Duke_Lab_EQEDD_Blank.xlsx file in Microsoft Excel, which can be obtained from <http://earthsoft.com/products/edp/edp-format-for-duke-energy/>
- b) Information can be entered directly into each cell by typing or by selecting valid values from the drop-down menus.
- c) Review the “Important considerations when populating an EDD” list below.
- d) The Duke_Lab_EQEDD_Blank.xlsx file contains Duke Energy’s reference value lookup lists. For fields that contain a lookup, please select a valid value from the drop-down menu in each cell. Below is an example of how to access the reference value drop-down lists in the file:

1	#sys_sample_code	sample_name	sample_matrix_code	sample_type_code	sample_source
2	#Text(40)	Text(50)	Text(10)	Text(20)	Text(10)
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					



- e) When you have finished entering in your data, save the Excel file using the following file naming convention: CurrentDate.FacilityCode.Duke_Lab_EQEDD.xlsx (e.g., “20181231.HNP.Duke_Lab_EQEDD.xlsx”).

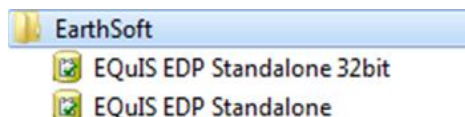


If you are unsure of the facility code for which you are submitting results, email EQUISAdmin@duke-energy.com.

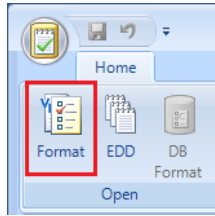
- f) Follow the steps in Section IV to validate your results in EDP prior to submission.

3. Input the analytical results directly into Standalone EDP:

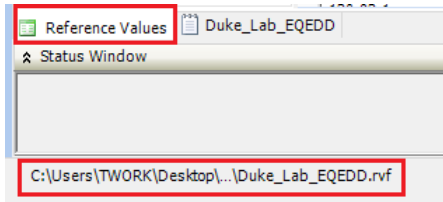
3. a) Open the EDP application from the Start menu by selecting All Programs, scroll to the EarthSoft folder and select ‘EQUIS EDP Standalone’.



- b) When the application opens, click the ‘Format’ button in the top left of the EDP ‘Open’ ribbon. In the popup window, navigate C:\Program Files\EarthSoft\EQuIS\Formats, and open the Duke_Lab_EQEDD.zip file.

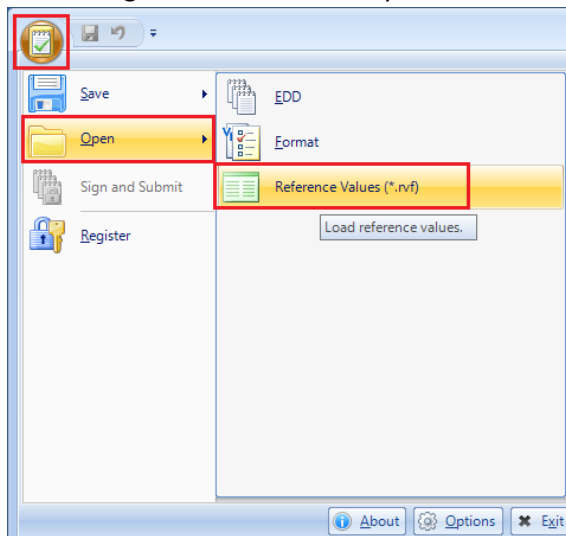


- c) Verify that the correct reference values are loaded by clicking on the Reference Values tab in the lower-left of EDP, right above the 'Status Window'. You should see a file ending in Duke_Lab_EQEDD.rvf.



If you cannot find a valid reference value to use in your EDD, email EQulSAdmin@duke-energy.com to request that a new reference value be added to Duke Energy's EQulS database. Duke Energy will review the request and if the reference value is approved, a new RVF will be provided to you.

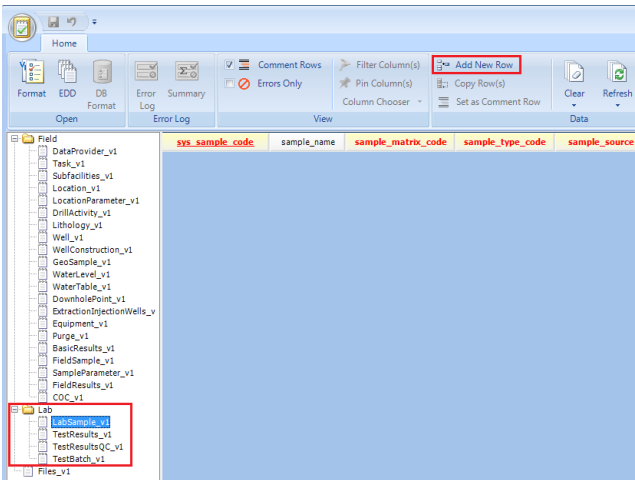
- To switch the RVF that is used, click on the EDP Notepad Menu icon in the top left of the application, go to Open, and then click on "Reference Values (*.rvf)". A window will appear directing you to navigate to a new RVF on your machine.



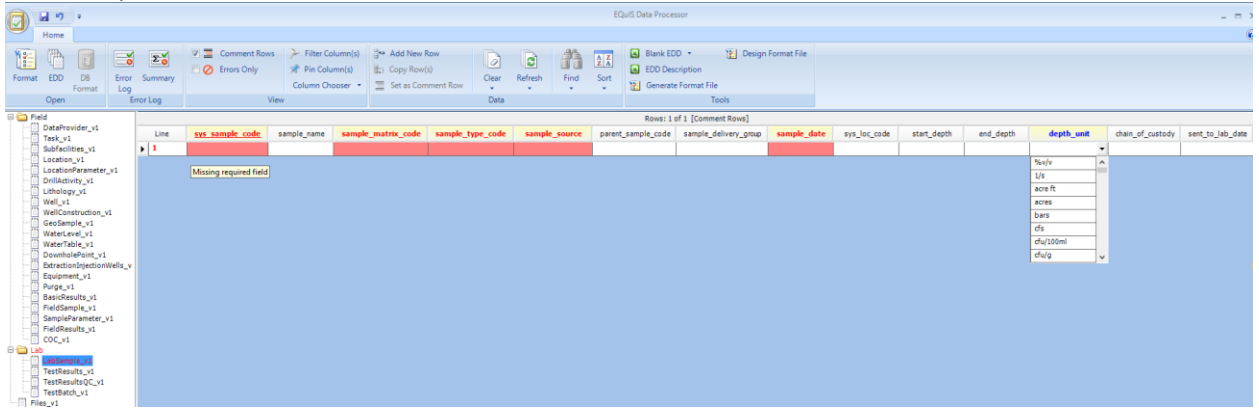
- d) Once the format and reference values have been loaded, in the left-hand pane, click on the format section that you wish to populate. For the DMR Program, laboratories will be working primarily in the two sections listed below:

1. TestResults_v1
2. TestBatch_v1 (If applicable)

- e) To add a new result, click the "Add New Row" button, as seen in the screenshot below:



f) Information can be entered directly into each cell by typing or by selecting valid values from the drop-down menus.



- g) Review the “Important considerations when populating an EDD” list below.
- h) Save the EDD at any time by clicking on the Save button (floppy disk icon) in the top left toolbar of EDP. By default, the EDD will be saved as a .zip that contains .txt files for each format section that was populated.



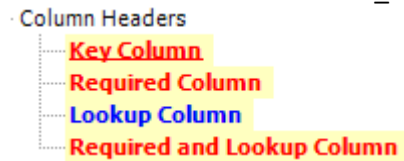
The following file naming convention is recommended:
CurrentDate.FacilityCode.Duke_Lab_EQEDD.zip (e.g., “20181231.HNP.Duke_Lab_EQEDD.zip”).

Follow the steps in Section IV to validate your results in EDP prior to submission.



Important considerations when populating an EDD:

Below is a legend for the column headers in EDP and in the Duke_Lab_EQEDD_Blank.xlsx file.



- The field names that are in **Red font and Underlined** are part of the Primary Key to make the record unique. These fields are also required.
- The field names that are in **Red font** are required. Some required fields also use controlled vocabulary, which can be accessed by clicking on the drop-down menu in the cell.
- The field names that are in **Blue font** use controlled vocabulary (reference values), which can be accessed by clicking on the drop-down menu in the cell.
 - If you cannot find a valid reference value to use, email EquISAdmin@duke-energy.com to request that a new reference value be added to Duke Energy's EQUIS database. Duke Energy will review the request and if the reference value is approved, a new RVF will be emailed to you.
- When you hover over a field name/column header in EDP, or refer to Row 2 in the Excel file, the maximum field length (e.g. 40 characters) and field data type (e.g. Text, Numeric, DateTime) are displayed. Please maintain these field lengths and data types when populating the EDD. Data that exceeds the field length size or that does not match the field data type will be rejected by the system, and require further review and editing.
- Use the TestResults_v1 section to report non-QC analytical results (i.e. you only need to report samples with a sample_type_code of Normal (N) or Field Duplicate (FD)). Unless otherwise specified, blanks and spikes do not need to be included in the EQUIS EDD for the DMR Program (i.e. you do not need to populate TestResultsQC_v1 at this time).
- The sys_sample_code is synonymous with a Sample ID and will be provided by the "EQUIS Actual Sampling Activities" Report that is delivered to your inbox daily at noon Eastern Time. Duke Energy uses a specific sample naming convention, which must be followed. For the DMR Program only, samples use the following naming convention for the sys_sample_code:

[sys_loc_code]_[sample_date]_[sample time]_[sample_type_code]_Sample #

e.g. Outfall 001_2018/12/31_1530_N
 Outfall 202_A_2018/12/31_1530_FD

where:

- "sys_loc_code" is the location ID (e.g. name of the outfall and/or monitoring location). This should come from the COC or the "EQUIS Actual Sampling Activities" Report.
- "sample_date" corresponds to the date that the sample was collected in YYYY/MM/DD format. This should come from the COC or the "EQUIS Actual Sampling Activities" Report.
- "sample time" corresponds to the time that the sample was collected in military HHMM format. This should come from the COC or the "EQUIS Actual Sampling Activities" Report.
- "sample_type_code" indicates whether it is a Normal (N) or Field Duplicate (FD) sample. This should come from the COC or the "EQUIS Actual Sampling Activities" Report.

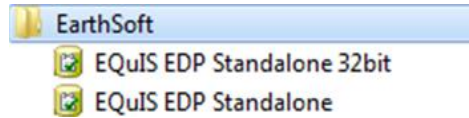
- “Sample #” denotes the ordinal sequence, for the EQUIS database, of the planned sample. Because the sys_sample_code can include this unique “Sample #”, labs will not be able to generate the full sys_sample_code on their own solely by programming the naming convention above into onsite LIMS or lab systems. Duke strongly recommends that labs check the “EQUIS Actual Sampling Activities” Report to verify that the sys_sample_code in the EDD matches the one on the report, before submitting the EDD to Duke Central Lab.

For details about each field in the EDD and suggestions on how to populate each field, refer to the Duke_Lab_EQEDD_Description.xlsx file.

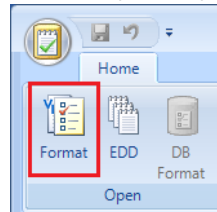
IV. VALIDATING ANALYTICAL RESULTS

Once you have finished populating your EDD, follow the steps below to verify that your EDD is error-free. EDP is used to check the EDD against the business rules and reference values set by Duke Energy in the format file.

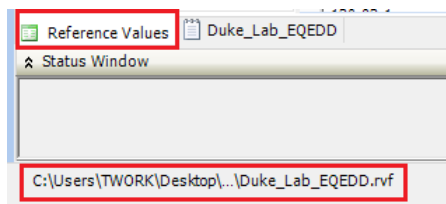
1. Open the EDP application from the Start menu by selecting All Programs, scroll to the EarthSoft folder and select 'EQuIS EDP Standalone'.



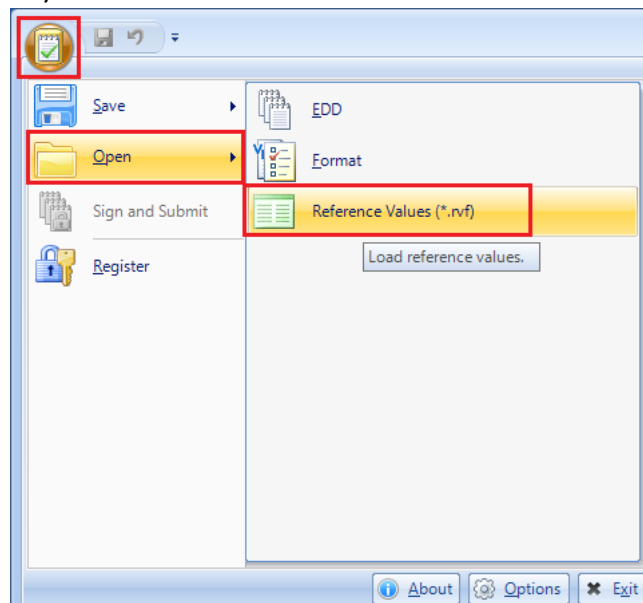
2. When the application opens, click the 'Format' button in the top left of the EDP 'Open' ribbon. In the popup window, navigate to C:\Program Files\EarthSoft\EQuIS\Formats, and open the Duke_Lab_EQEDD.zip file.



3. Verify that the correct reference values are loaded by clicking on the Reference Values tab in the lower-left of EDP, right above the 'Status Window'. You should see a file ending in Duke_Lab_EQEDD.rvf.

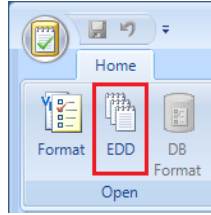


- a) To switch the RVF that is used, click on the EDP Notepad Menu icon in the top left of the application, go to Open, and then click on "Reference Values (*.rvf)". A window will appear directing you to navigate to a new RVF on your machine.



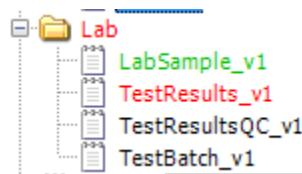
4. Once the format and reference values have been loaded, click on the 'EDD' button (located in the EDP 'Open' ribbon) to open the EDD file you would like to validate. As the EDD is loading, EDP automatically

checks the EDD against the business rules and reference values set by Duke Energy in the format file. This process may take some time depending on the size of your EDD.

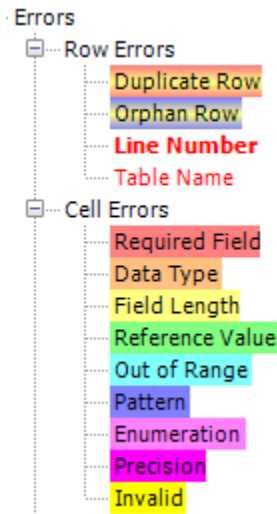


- If your EDD is an Excel file (.xls, .xlsx), the names of each worksheet tab should exactly match the names of each section in the EDP Format file (e.g. TestResults_v1). If the worksheet tab does not exactly match the name of the format section, then the data will not load to the correct section in the format.
 - Note: Make sure to close the EDD in Microsoft Excel before loading it into EDP.
- If your EDD is a single .txt or .csv file, you must click on the intended section in the left-hand pane of EDP before loading the EDD (e.g. click on the TestResults_v1 section name before loading the EDD file). The .txt or .csv file selected will be loaded into the currently selected section in EDP. For example, in the Duke_Lab_EQEDD Format, the DataProvider_v1 section is the first section listed. If another section is not selected, the EDD that is selected will be loaded into this DataProvider_v1 section, regardless of whether it is appropriate for the EDD or not.
- If your EDD is a group of text (.txt) or .csv files within a .zip folder, the name of each individual file within the .zip folder must exactly match the names of each section in the EDP Format file that they are intended for (e.g. TestResults_v1.txt). If the individual files within the .zip do not exactly match the names of the intended format section, then the data will not load to the correct section in the format.

5. Data checking is a background process that occurs while the data file is being loaded into the EDP Standalone application. After the EDD has finished loading, the quality of the data, based on the rules in the format file, is instantly available for your review.



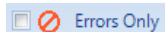
- a) When the EDD finishes loading, if the format section name in the left-hand pane has a **Green font color**, then no errors were found.
- b) If the format section name in the left-hand pane has a **Red font color**, then there are errors in that section.
 - i. Click on the section(s) name(s) that is in **red font** to view the errors. The rows or cells with errors will appear in one of the following colors:



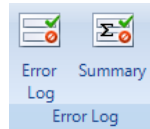
i To view the exact error message, hover your mouse cursor over the colored cell or row until the tooltip appears.

i Regardless of whether the EDD was loaded from a file or created in EDP (see Section III.3), errors can be corrected directly in EDP. After correcting an error, the color that was associated with that cell or row will disappear as soon as you click away from the cell or row.

i Optional: You can toggle on the ‘Errors Only’ checkbox in the Home ribbon to filter your view so that only the records with errors are shown. As you correct errors, the records will disappear from this view one-by-one until all errors have been corrected. To view everything in your EDD, including the non-errored records, simply uncheck the box.



i Optional: You can click the Error Log or Summary button in the menu ribbon to view a complete list and description of all the errors found in the EDD. Hover over each button to see which option would suit your needs best.



6. Once all errors have been corrected and the EDD is ready for submission, save the EDD by clicking on the Save button (floppy disk icon) in the top left toolbar of EDP.

a) You do not need to change the “Save as type” from the default “All Files (*.*)”. By default, the EDD will be saved as a **.zip** that contains .txt files for each format section that was populated.



i The following file naming convention is recommended:
CurrentDate.FacilityCode.Duke_Lab_EQEDD.zip (e.g., “20181231.HNP.Duke_Lab_EQEDD.zip”).

The next section contains instructions on how to submit completed EDDs to Duke Energy Central Lab.

V. EDD SUBMISSION INSTRUCTIONS

1. In EDP, click the EDP Menu notepad icon in the top left and select 'Sign and Submit'. This opens the Sign and Submit window.
2. Enter the User Name and Password below, as well as the Facility Code that identifies the planned data facility.
Leave the Submit URL field blank.
 - Username: BASSDMRLab
 - Password: Abc1234



If you are unsure of the facility code to input, email EQUISAdmin@duke-energy.com.

3. Click Save. A 'Save Data File As' window will open, prompting you to browse to a location on your machine where the EDD will be saved to.
 - By default, the EDD will be saved as a compressed file (.zip). The name of the EDD follows this convention: **CurrentDate.FacilityCode.Duke_Lab_EQEDD.zip** (e.g. "20181231.HNP.Duke_Lab_EQEDD.zip").
 - The contents of the compressed file include text (.txt) files, each named for the section of the format file it was created in.
4. After you choose a location to save your file to, click Save. A confirmation "EDD Signed and Saved" window will appear.
5. Click OK.
6. The EDD Package is now ready to be emailed to Duke Energy Central Lab for final validation. Draft an email to Duke Central Lab with EQUIS-CentralLab@Duke-Energy.com in the "To" field. Attach the zipped EDD package from Step 3- 4 to the email. In the same email, include the lab report (PDF) you typically send to the station/facility. Feel free to include any additional information pertaining to the dataset or EDD submission in the email.

If desired, as an alternative, you can copy Duke Central Lab on the email you typically send to the station/facility with the PDF lab report and simply add the EDD attachment to the same email.



For the DMR Program, do NOT send the EDD directly to EQUIS without Central Lab's approval.

7. When ready, send the email with the EDD to Duke Central Lab.
8. Duke Central Lab will review the EDD submission and, if approved, will load the EDD to EQUIS on your behalf. When your EDD has been successfully loaded to EQUIS, you should receive an auto-generated email from the system informing you that your EDD "was accepted and no errors were found."
 - If there are any corrections or additional information needed for the EDD, Duke Central Lab will contact you.
 - The "EQUIS Actual Sampling Activities" Report that is delivered to your inbox every day at noon (Eastern Time) will show a list of the analytical results that have been received, to date, from your lab for the current month. You can monitor this report to verify that your EDDs made it into the system successfully.

Congratulations, you have submitted the results from your sample analysis! The next section contains guidance on how to make corrections to and re-submit an EDD that was previously loaded to Duke's EQUIS database, if errors are found.

VI. EDD RE-SUBMISSION INSTRUCTIONS

EDD Resubmission Scenarios
"I forgot to include a result in my already-submitted EDD."
"I incorrectly keyed in a result in my already-submitted EDD."
"My LIMS incorrectly reported the results from my analyses."

If there are errors found in lab data that has already been loaded to EQuIS via an EDD, labs will need to re-submit the corrected dataset using one of the below methods.

Determining how to correct and re-submit previously loaded EDDs will depend on whether any "primary key" fields, which help make each record in the database unique, will be affected. Refer to the spreadsheet, Duke_Lab_EQEDD_Description.xlsx, to figure out which fields are part of the Primary Key (the "Key" column in each worksheet of the document will show "PK").

Field Name	Data Type	Key	Required	
sys_sample_code	Text(40)	PK	Y	Unique sample identifier. Each duplicates. You have consider sample identifiers, but unique EQuIS.
sample_name	Text(50)			Additional sample identificatio duplicates are OK).
sample_matrix_code	Text(10)		Y	Code which distinguishes betw must be distinguished from gr
sample_type_code	Text(20)		Y	Code which distinguishes betw

Note, in the example above, that "sys_sample_code" is listed as the Primary Key in the TestResult_v1 section of the Duke_Lab_EQEDD Format.

Similarly, lab_anl_method_name, analysis_date, total_or_dissolved, test_type, and cas_rn are ALL primary key fields in the TestResults_v1 section also, so an update to ANY of these fields would affect the "uniqueness" of the result record. There are two methods below to re-submit previously loaded datasets or EDDs that require error correction. Select the appropriate method based on whether the error correction(s) will alter primary key or non-primary key fields.

Method 1: If the data issues do NOT affect primary key fields in the Duke_Lab_EQEDD Format (outlined in the "Duke_Lab_EQEDD_Description.xlsx" document), the laboratory will:

1. Locate the previously submitted dataset or EDD on your machine or in your LIMS (Laboratory Information Management System). Make the appropriate corrections to the dataset and save the changes.
 - a) If updating in LIMS, regenerate the Duke_Lab_EQEDD EDD.
2. Check the corrected Duke_Lab_EQEDD EDD in Standalone EDP, as outlined in Section IV of this document, and verify that it is error-free.
3. When complete, "Sign and Submit" the reissuance, as follows:
 - a) In EDP, click the EDP Menu notepad icon in the top left and select 'Sign and Submit'. This opens the Sign and Submit window.
 - b) Enter the User Name and Password below, as well as the Facility Code that identifies the planned data facility. **Leave the Submit URL field blank.**
 - Username: BASSDMRLab
 - Password: Abc1234

- c) Click Save. A 'Save Data File As' window will open, prompting you to browse to a location on your machine where the EDD will be saved to. By default, the EDD will be saved as a compressed file (.zip) with the following naming convention:
CurrentDate.FacilityCode.Duke_Lab_EQEDD.zip. REPLACE the Duke_Lab_EQEDD portion of the file name with Duke_Lab_EQEDD_UPDATE. The zip file will therefore be renamed as **CurrentDate.FacilityCode.Duke_Lab_EQEDD_UPDATE.zip** (e.g. "20181231.HNP.Duke_Lab_EQEDD_UPDATE.zip").
4. The EDD Package is now ready to be emailed to Duke Energy Central Lab for final validation. Draft an email to Duke Central Lab with the email EQUIS-CentralLab@Duke-Energy.com in the "To" field. Attach the zipped EDD package from Step 3- 4 to the email. Feel free to include any additional information pertaining to the dataset or EDD submission in the email.

If desired, as an alternative, you can copy Duke Central Lab on the email you typically send to the station/facility with the PDF lab report and simply add the EDD attachment to the same email.

5. When ready, send the email with the EDD to Duke Central Lab.
6. Duke Central Lab will review the corrected EDD submission and, if approved, will load the EDD to EQUIS on your behalf. When your EDD has been successfully loaded to EQUIS, you should receive an auto-generated email from the system informing you that your EDD "was accepted and no errors were found."
 - a) If there are any corrections or additional information needed for the EDD, Duke Central Lab will contact you.
 - b) The "EQUIS Actual Sampling Activities" Report that is delivered to your inbox every day at noon (Eastern Time) will show a list of the analytical results that have been received, to date, from your lab for the current month. You can monitor this report to verify that your EDDs made it into the system successfully.

Method 2: If the data issues do affect primary key fields in the Duke_Lab_EQEDD Format (outlined in the "Duke_Lab_EQEDD_Description.xlsx" document), the laboratory will email EQUISAdmin@duke-energy.com and copy EQUIS-CentralLab@Duke-Energy.com so that corrective action is initiated by an EQUIS "Power User" of the Duke Support team. Provide the following details in your email:

- The date that the original EDD was initially submitted to Duke Central Lab.
- The name of the original EDD file.
- A brief description of what needs to be corrected in the EDD with details of the fields that will be affected.
- If available, the date that the EDD was loaded to the Duke Energy EQUIS database (refer to the system-generated email mentioned in Method 1, Step 6 above).

Once Duke Energy receives your change request, a member of the Duke Support Team will work with you to make the appropriate corrections. As always, Duke Central Lab will review the corrected EDD submission before loading it to EQUIS on your behalf.