

## EQUIS DATA PROCESSOR (EDP) QUICKSTART GUIDE FOR DATA PROVIDERS

August 4, 2025

This document provides a quick overview on how to download, install, and use the EQuIS™ Data Processor (EDP) software to create, review, and submit New York State Department of Environmental Conservation (NYSDEC) Electronic Data Deliverables (EDDs) without having direct access to the NYSDEC EQuIS database. This Guide has been prepared for use with EDP version 7.24.2 and the NYSDEC EDD Format (“EDD Format”) version 5. These versions of EDP and the EDD Format that are currently available to download from the EarthSoft® “New York State DEC EDP Format” website at <https://earthsoft.com/products/edp/edp-format-for-nysdec/>.

For a more detailed discussion of the functionality and technical specifications of EDP, Data Providers are strongly encouraged to review the instructions and information available on the NYSDEC Website “Electronic Data Deliverable (EDD) Format Information for Electronic Data Providers” at <https://dec.ny.gov/environmental-protection/site-cleanup/environmental-data-submission>.

### **EDP DOWNLOAD AND INSTALLATION PROCEDURE:**

#### **Step 1. Download the EQuIS Data Processor (EDP) and EDD Format files**

Download the EDP and EDD Format files from the EarthSoft site <https://earthsoft.com/products/edp/edp-format-for-nysdec/>. A screenshot of this website is shown in Figure 1. The files to download include the following:

- **EQuIS Data Processor (EDP) v7.24.2** –The standalone EQuIS application is used to create, review, and edit EDDs for submittal to DEC. The current EDD Format is designed to work with EDP version 7.24.2. Uninstall any older versions of EDP before installing v7.24.2. x64. If you need to continue using an older version of EDP, download the xCopy version of EDP v7.24.2, which can be run without being installed on your computer.
- **NYSDEC EDD Format Files README Instructions** - Instructions on how to use the EDD Format with EDP in your EQuIS Professional system.
- **NYSDEC Format [version]\_[date]** - A compressed (.zip) file that contains files with the business rules, error capture coding, and valid reference values for EDDs that are submitted to DEC. The EDD Format is used with EDP to check EDDs for completeness and accuracy. Download the most recent version of the EDD Format and load it into EDP v7.24.2 before creating or editing an EDD in EDP.

When downloading these files, you must save them to a folder in which you have read write privileges. This will be the folder from which EDP locates the EDD Format file. Make a note of the folder so that you can navigate to the EDD Format when you open EDP.

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## New York State DEC EDP Format

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EQulS Data Processor (EDP) Format developed for NYSDEC

Name	Size	Type	Modified
<a href="#">EQulS Data Processor (EDP) v7.23.3 x64 (64bit)   xCopy</a>	~60 MB	.zip	2023/11/28
<a href="#">NYSDEC EDD Format Files README Instructions</a>	554 KB	.pdf	2024.11.15
<a href="#">NYSDEC_Format_v5_20250121.zip</a>	1420 KB	.zip	2025.01.21
<a href="#">NYSDEC Blank EDD</a>	215 KB	.zip	2025.01.21
<a href="#">NYSDEC Format Description</a>	140 KB	.zip	2025.01.21
<a href="#">NYSDEC Valid Values (RVF)</a>	2632 KB	.zip	2025.01.21
<a href="#">NYSDEC Valid Values (XLS)</a>	2022 KB	.zip	2025.01.21

[Privacy & Cookies Policy](#)      [Reference Value Change Log](#)

Figure 1. Screenshot of File Download Website. Note the "Modified" column for the latest file version date.

### Step 2. Unblock the Downloaded Zip Files

When downloading files from the Internet or other location, Windows may set an attribute on the file to "Blocked" to help protect your computer from executing malicious files. When this happens, the file may not load properly. Whenever you download a file, check for the blocked attribute and, if the file is blocked, "Unblock" the file so it will load properly. It is easier to unblock a .zip file rather than unblocking each of the individual files that are extracted from it. When you download a file, save it to a known folder where you have update permissions such as the "Downloads" folder.

**To unblock the EDP and NYSDEC Format Files:**

1. Right click each file and select Properties from the content sensitive menu, as shown in the left panel of Figure 2.
2. On the “General” tab, click the “Unblock” check box, click Apply, and click OK to save these changes, as shown in the right panel of Figure 2.
3. The unblocked zip files of EDP and the EDD Format are now ready for use.

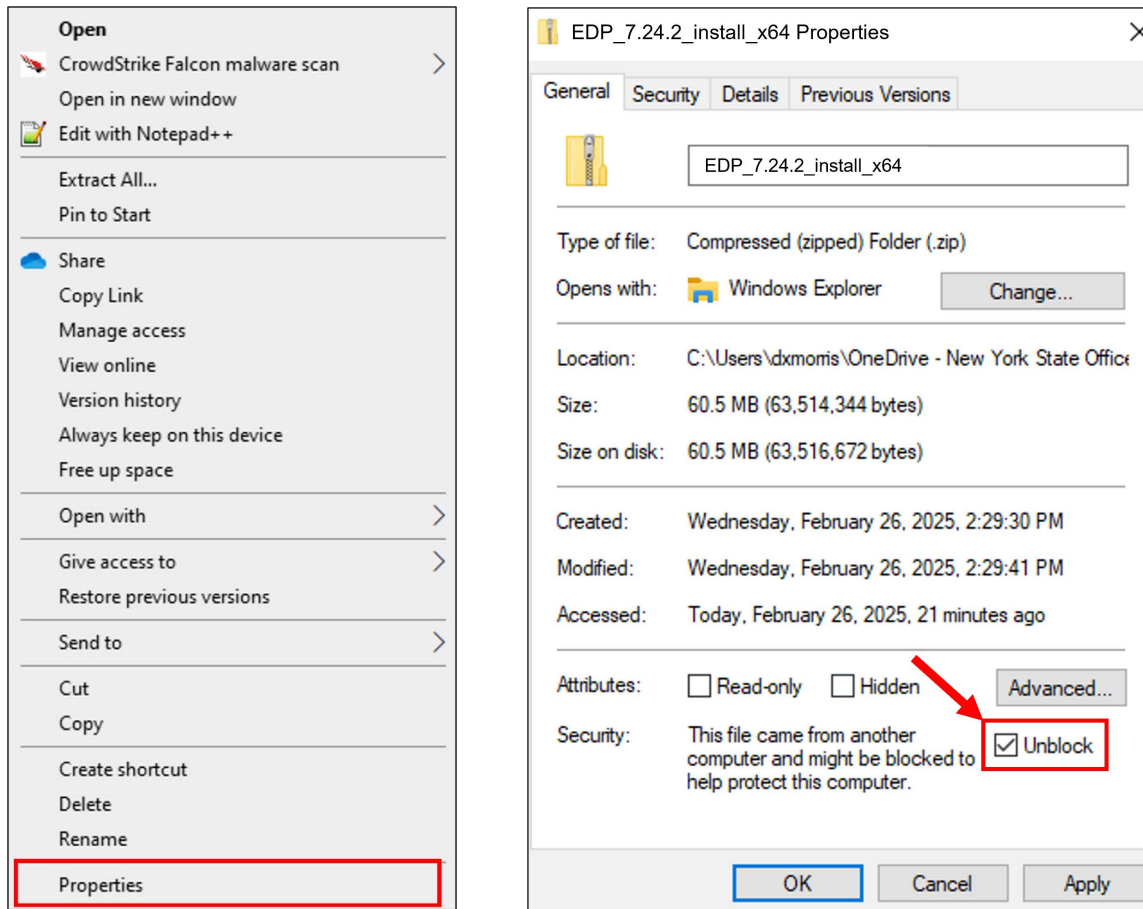



Figure 2. Screenshots showing locations of Properties and Unblock functions

**Step 3a. Install the EQUS Data Processor (x64 version)**

1. If you do not need to maintain an older version of EDP on your computer, first uninstall any previous version(s) of EDP before installing EDP 7.24.2 x64. If you need to keep an older version of EDP installed on your computer, go to Step 3b. “Use the EQUS Data Processor xCopy.”
2. Open the directory where the EDP zip file was downloaded, right click the unblocked zip file, and select “Extract All”.
3. After the contents of the EDP zip file have been extracted, navigate to the location of the EDP files and double click on the EarthSoft\_EDP\_Standalone\_7.24.2\_x64.exe file to begin the installation. Follow the installation wizard prompts to complete the EDP software installation.

### Step 3b. Use the EQulS Data Processor xCopy (if needed)

1. Open the directory where the EDP xCopy zip file was downloaded, right click the unblocked zip file, and select “Extract All”.
2. The EDP xCopy zip file will extract files to the folder EDP\_7.24.2\_xcopy\EDP 7.24.2\EDP. Open the EDP folder and scroll down to the EDP application file.
3. Create a short cut on your desktop to the EDP.exe file in the xCopy folder in order to easily launch the EDP Standalone application. 
4. The EDP 7.24.2 xCopy is ready to use without installing the application on your computer.

Periodically, EDP and EDD Format files will be updated and posted to [EarthSoft’s New York State DEC EDP Format website](#) when NYSDEC updates the EDD Format or revises the valid reference values tables that are incorporated into the EDD Format. Please note the “modified” date and version number associated with each of the files listed to determine if the files need to be downloaded again. Data Providers will be periodically notified of these updates via e-mail from [NYENVDATA@dec.ny.gov](mailto:NYENVDATA@dec.ny.gov).

**Data Providers are encouraged to check for the most recent file version prior to preparing EDD submittals to the NYSDEC.**

#### Updating the NYSDEC EDD Format

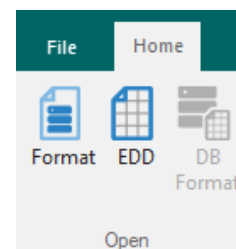
To update the NYSDEC EDD Format File, download the most recent version from the EarthSoft NYSDEC EDP Format website at EarthSoft site <https://earthsoft.com/products/edp/edp-format-for-nysdec/>. Each new copy of the EDD Format zip file will need to be unblocked before use. Right click on the zip package, select Properties, and check "unblock" at the bottom of the Properties window. See Page 3 for details and illustrations.

**NOTE: Do Not extract the individual files from the EDD Format zip file.** The entire zip file must be loaded into EDP for use in creating, reviewing, and editing EDDs.

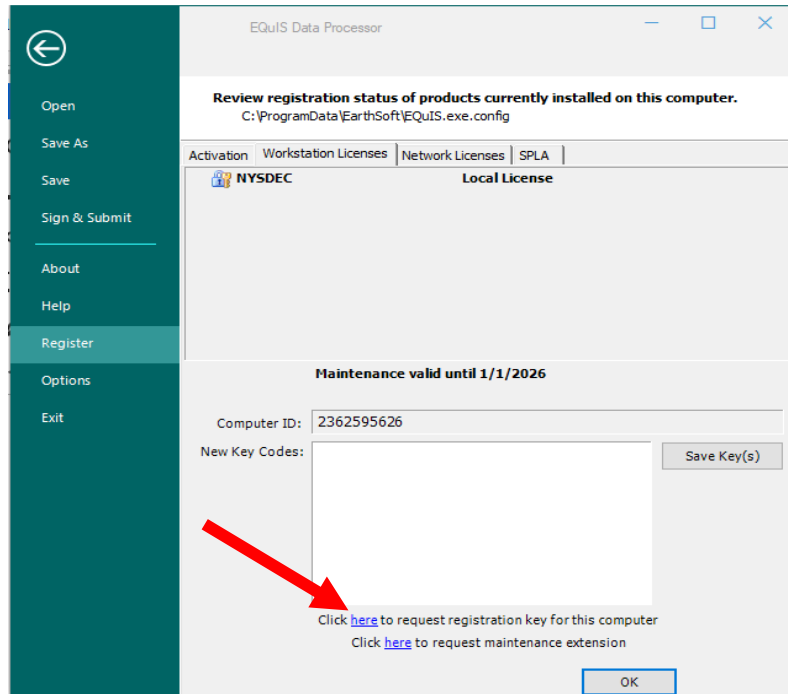
#### Mounting the EDD Format to EDP and Registering the EQulS Data Processor

After the EDP program has been installed, you must register the software with a free registration key:


1. Double click the EDP icon on your desktop to open the program.
2. Click on the Format button, which is the first button in the EDP Home ribbon menu on the top left and looks like a page symbol with three horizontal lines:
3. Browse to the NYSDEC\_Format file that you downloaded, select the file and click Open.
4. The first time you install EDP and open the NYSDEC EDD Format zip file, you will be prompted to register the software.



- The Software Registration dialogue box will open as shown in the screen shot at right. At the bottom of this window click the first link to “request registration key for this computer.” This will open the “EDP Format for NYSDEC – Registration” online form



- Fill out the registration form and click Submit. The Computer ID should already be populated with the Computer ID that is shown in the screenshot below.



**EDP Format for NYSDEC - Registration**

To request software registration keys, please provide the following information  
(fields in red are required):

**Quicklinks**

[Register Software](#)

[Community Center](#)

**Contact Name:**

**Company:**

**Address (Physical):**

**City:**

**State:**

**Zip Code:**

Country:

**Phone Number:**

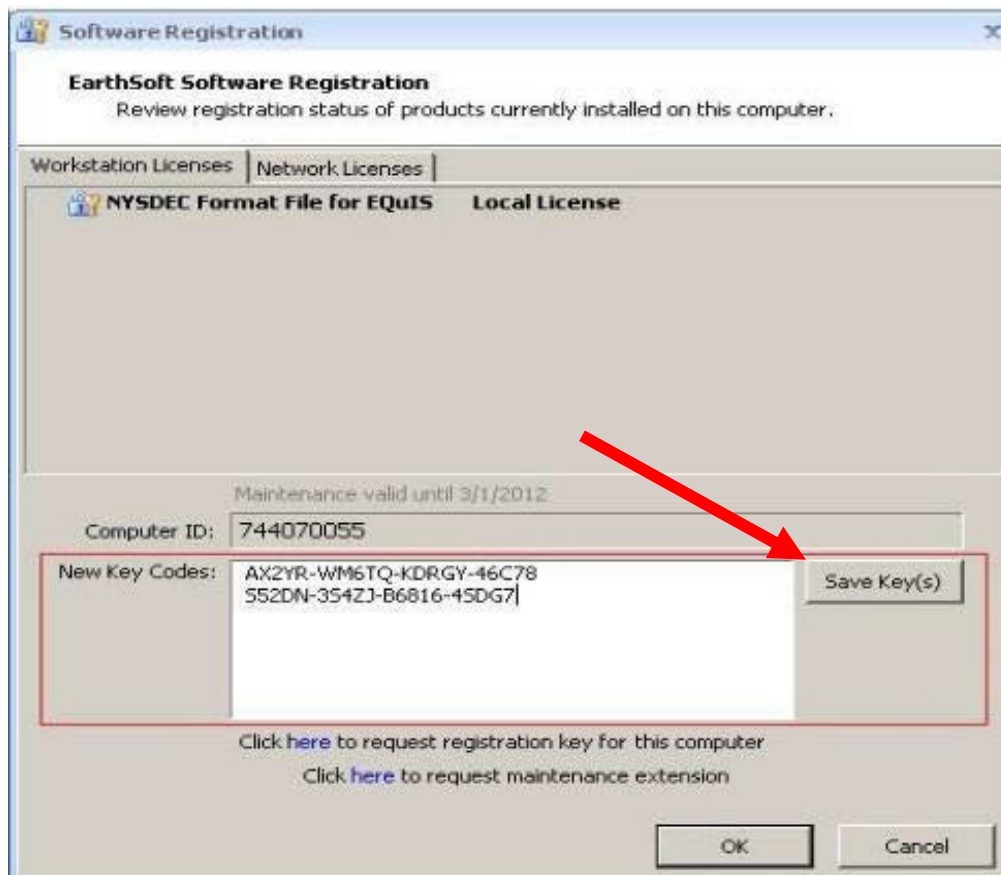
**Email Address:**

**Computer ID\*:**

\*Note that this request form is for local workstation Computer IDs only. To purchase the format for network licensing, please contact support@earthsoft.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.

7. A registration key will be emailed to you, usually within an hour. Once you receive the e-mail, open it and copy the code, and then paste the code into the “New Key Codes” box in the Software Registration window under the Workstation Licenses tab. Make sure there are no blank spaces in the key code(s) you paste into the window. After you paste your registration key code into the box, click the “**Save Key(s)**” button to complete your registration. Then click “OK” to close the registration window.



8. After you have registered EDP and the EDD Format, EIMS staff will set up an NYSDEC Automated Data Loading (ADL) account so you can use the ADL system to submit EDDs. You will receive a notice about your new account with your User Name and Password and instructions for using ADL.

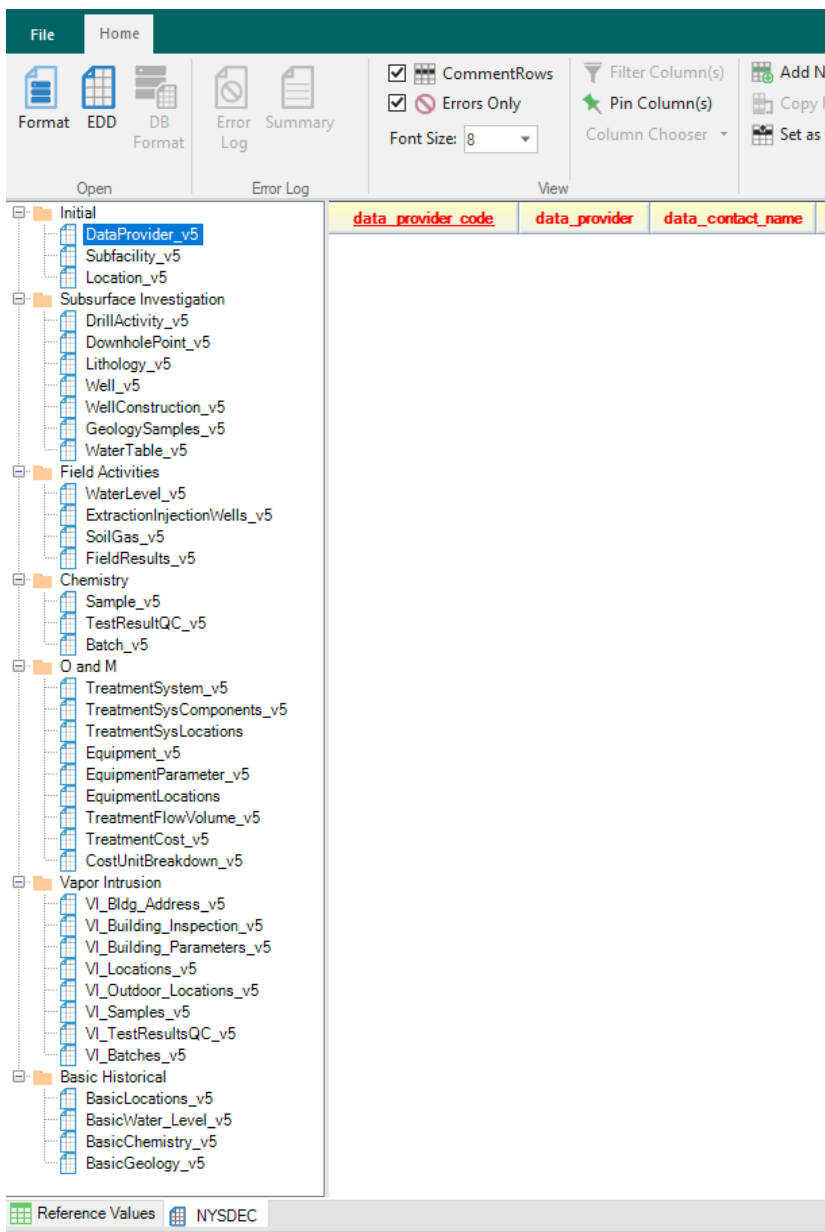
### **Mounting the EDD Format to EDP and Registering the EQUS Data Processor**

After the EDP software is installed and registered, the NYSDEC Format File can be opened successfully.

1. Start the EDP program (it may already be open if you just completed registration).
2. Click the Format button in the upper left corner.

3. Select the NYSDEC\_Format zip file. (Note, if you did not save the Format Files to a default location when downloading, you may have to browse to their location on your computer.). **Do NOT unzip the Format file before loading it into EDP.**
4. Click Open.
5. After a few seconds, the screen should change to show two tabs in the lower left corner: the NYSDEC tab that shows the different sections of the Format; and the Reference Values tab that shows the currently published Valid Values for the different reference tables in the NYSDEC EQulS database (see screenshot below).

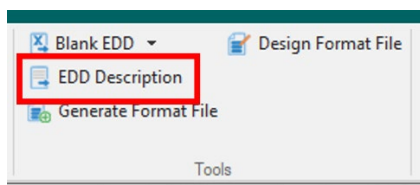
### The NYSDEC EDD Format



The NYSDEC EDD Format has seven groups of EDD sections. These EDD groups all appear in the left panel within EDP and are:

- Initial
- Subsurface Investigation
- Field Activities
- Chemistry
- O&M (Operations and Maintenance)
- Vapor Intrusion
- Basic Historical

More information about each EDD section, in each grouping, is detailed in the NYSDEC EDD Manual and the EDD Description file which can be accessed by clicking on the EDD Description file button in the Tools section on the right end of the EDP Home Ribbon:



### **Loading your EDD**

An EQUS EDD file can take one of two forms:

1. A zip file of text files, with each text file containing data from one EDD section.
2. A tabbed Excel workbook, with each worksheet corresponding to a different EDD section.

**Make certain that the names of the text files in a zipped EDD or the worksheet tables in an Excel EDD exactly match the section names in the EDD Format; otherwise, the Format will not recognize them as EDD data sections.** For example, the .txt file or Excel worksheet tab with non-Vapor Intrusion (non-VI) sample location data must be labeled "Location\_v5".

The process for loading either type of EDD is the same. If you are loading an Excel file, be sure to close Excel EDD file prior to loading the EDD file into EDP. The Excel formula functions can cause problems with your data if the application is still open.

1. Click the EDD button in the top left corner of the EDP Home ribbon.
2. Browse to the file and select 'Open'.

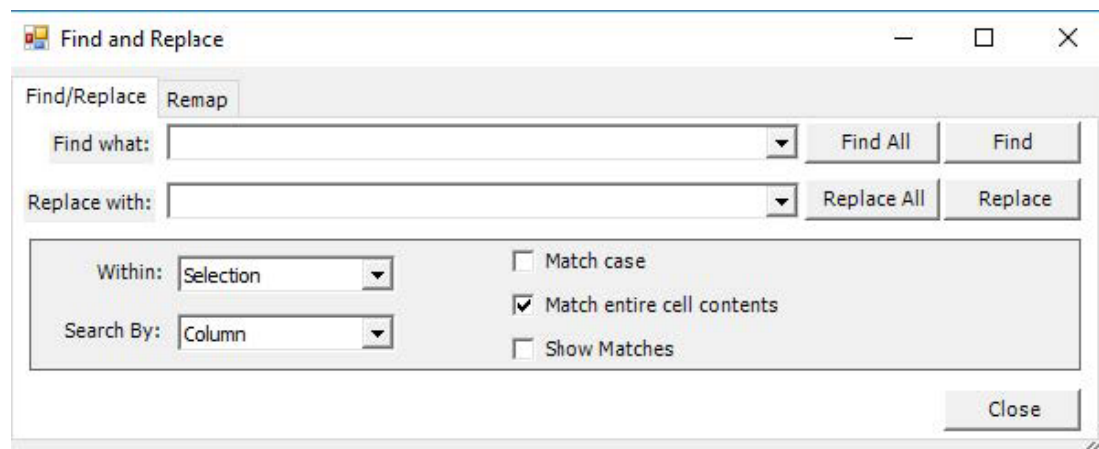
EDP will load all the .txt files or tables of the EDD file into the appropriate EDD sections.

### Correcting Errors in the EDD

After the file has been loaded, EDP performs a series of data validity, integrity, and uniqueness formatting checks on the EDD and identifies a select group of errors in the data file prior to submission. Any errors will be identified with various colors. Additional details on why a record is in error are available by hovering the cursor over the error in question. You can also download an “Error Summary” containing a summary of all unique errors or an “Error Log” containing a detailed list of the first 500 errors on each row in the EDD file.

**Note: If the Access or Excel EDD contains header rows, EDP will identify fields in the header rows as errors unless the first entry in each header row is preceded by a pound-sign character (#).** The # sign identifies the row as a comment row. If you have a header row which you would like to set as a comment row, right click on the button to the left of the row and select “Set as Comment Row”. Alternatively, you may also delete the header row after it is imported to the EDP program.

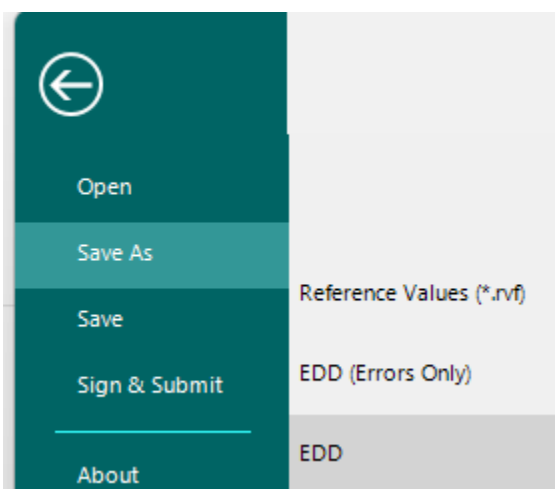
- To view only records with errors, check the box next to ‘Errors Only’ located in the top menu bar.
- To see all the records, uncheck the ‘Errors Only’ box.
- You can also clear the data from EDP by selecting the “Clear” button in “Data” section of the menu. Choose to “Clear Table” to clear the current table or “Clear All” to clear all tables and re-open the data from a source EDD file.
- For recurring errors with identical values that need to be changed, the ‘Find and Replace’ button in the Data section of the menu allows users to search a portion of the EDD file for specified values and replace them with another value.



- The common “Reference Value Not Found” error indicates that the value in the cell does not match any Valid Values in the corresponding NYSDEC EQUS reference table; a drop-down list will be available in the cell containing the error to select the appropriate value from the connected reference table.
- If a valid value is not present but is needed for the EDD, contact the EIMS Team at [NYENVDATA@dec.ny.gov](mailto:NYENVDATA@dec.ny.gov) to request a new Valid Value.

- Once the error is corrected, the color highlights should be removed indicating a correct value has been entered. You may need to refresh the table using the refresh button, also in the “Data” section of the menu bar, to have the error highlight cleared.
- Once the EDD table is error free, highlights indicating errors will disappear.

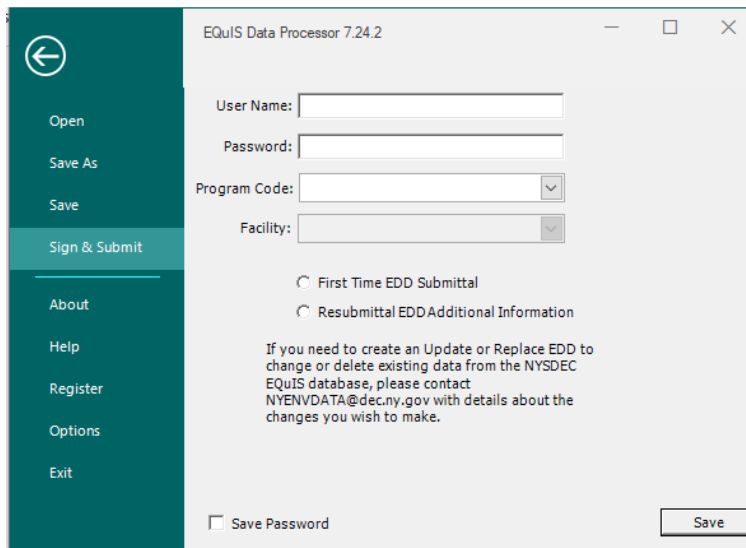
When you correct errors in your EDD, first correct errors in the sections of the “Initial” EDD grouping at the top of the list, then move down to the lower tables on the list. Relationships exist between many of the sections within the EDD and editing or deleting records in one table may result in “orphan records” in the lower tables. Once you have corrected the EDD data file, save it by clicking the File menu in the upper left corner and use the “Save” or “Save As” with “EDD” options.



### Sign and Submit the EDD

When all of the sections that comprise the EDD have been loaded into EDP and no errors are shown in any of the tables, you are ready to submit your EDD. The EDP Sign and Submit Tool converts the EDD sections to individual text files, zips (compresses) the text files, and names the zip file with a standardized naming convention.

1. Click the File menu in the upper left corner of the EDP Home ribbon.
2. Select Sign and Submit. A Sign and Submit window will open.



3. Enter your User Name and Password that you received from NYSDEC.

4. Select the appropriate Program Code and Facility Name from the drop-down lists (Check with the NYSDEC Project Manager for the appropriate values). If your facility is not on the Facility Name list, choose another facility and change the facility code in the EDD file name when you save the EDD. If you don't know your facility\_code contact [NYENVDATA@dec.ny.gov](mailto:NYENVDATA@dec.ny.gov) to inquire if the facility has been created.

5. In Version 5 of the NYSDEC EDD format, a selection is needed for the type of EDD submittal that is being signed and submitted. Select one of the following choices:

- o “First Time EDD Submittal”
- o “Resubmittal EDD Additional Information”

Either choice will result in the EDD file name ending in “\_MERGE\_v5”. See the table on the next page for more descriptions of each EDD submission type. If you wish to create an UPDATE or REPLACE EDD, contact the NYSDEC EQiS administrator at [NYENVDATA@dec.ny.gov](mailto:NYENVDATA@dec.ny.gov). The choice between “First time EDD submittal” and “Resubmittal” is an artifact of previous versions of the Sign and Submit Tool.

NYSDEC Signed EDD packages are zip files that are named by EDP with the date/time stamp of when the EDD was created, followed by the facility code selected in the “Sign and Submit” window, followed by NYSDEC as the EDD format type, followed by the “\_MERGE\_v5” database commit type: “[Date Time].[Facility Code].NYSDEC\_MERGE\_v5. If you need to add any additional text to the EDD file name, such as identifying a quarterly sample event, write it before the date/time stamp. **Adding text after “MERGE\_v5” will prevent the EDD from being uploaded by ADL.**

To submit an “\_UPDATE”, or “\_REPLACE” EDD to either change or delete existing data in the NYSDEC database, change the commit type at the end of the EDD file name and send it as an attachment to [NYENVDATA@dec.ny.gov](mailto:NYENVDATA@dec.ny.gov). **Because the UPDATE and REPLACE EDDs can alter or delete data in the NYSDEC EQiS database, they must be reviewed by DEC staff prior to upload.** The following table explains the difference in each of these commit type suffixes.

Radio Button Text	Commit Type Suffix	Description
First Time EDD Submittal	NYSDEC_v5 _MERGE Uses Insert/Merge	Select this option if this is the first time this EDD has been submitted to NYSDEC for loading into the states EQUS database.
Re-submittal of EDD with Additional Information	NYSDEC_v5 _MERGE Uses Insert/Merge	Select this option if additional information has been added to an existing, previously submitted EDD without making any changes to the previously submitted data.
Re-submittal of EDD intended to update existing data	NYSDEC_v5 _UPDATE Uses Insert/Update	Change the MERGE commit type to this option if additional information has been added to the EDD that will overwrite previously submitted data with values from the EDD file.**
Re-submittal of EDD intended to replace previously submitted data	NYSDEC_v5 _REPLACE Uses Insert/Update	Change the MERGE commit type to this option if this EDD contains changes to existing data previously submitted that require blank values in the EDD to overwrite existing values previously submitted, i.e. delete data.**

\*\* Note: These options can be used as long as the primary key EDD fields such as Location ID (sys\_loc\_code), Sample ID (sys\_sample\_code), lab analytical method code, analysis date and time, fraction, column number or test type records have not been changed. Primary key fields differ from one EDD section to another and have **red underlined** headers in EDP.

**If one of these database primary key fields require a change or if a Data Provider needs to delete previously submitted data that is considered erroneous after further review, please contact [NYENVDATA@dec.ny.gov](mailto:NYENVDATA@dec.ny.gov) so we can discuss.**

6. Save the zipped EDD file to a location of your preference.

7. To complete the EDD submission process, the zip file must be sent as an email attachment to the NYSDEC EQUS Automated Data Loading system (ADL) at [NYENVEDD@dec.ny.gov](mailto:NYENVEDD@dec.ny.gov) and the NYSDEC Project Manager for the site must also be copied on the email. Be sure to use the ADL User Name and password that were provided to you when you first registered EDP and the NYSDEC EDD Format v5.

After you submit the EDD, you should receive two automated responses within 2-3 hours. The first response will contain one of four messages:

1. Your EDD was accepted for review.
2. The EDD was rejected because it is a duplicate submission (all EDDs must have unique file names).
3. The EDD was rejected because the facility code was not recognized by the system.
4. The EDD was rejected because the EDD Format was not version 5, i.e. an older version of the Format was used to create the EDD.

If you do not receive one of these messages within a few hours, the likely cause is that your User Name and/or Password were incorrect. Please contact the EIMS Team at [NYENVDATA@dec.ny.gov](mailto:NYENVDATA@dec.ny.gov) to correct the issue.

### **Submitting Data for A Facility That Is Not in EQulS**

To submit data for a facility that is not yet in the EQulS database, please create the package by picking any other facility that is in the database and Sign and Submit the EDD. After the zip file is created, change the facility\_code part of the file name to your facility\_code and e-mail the EDD to [NYENVDATA@dec.ny.gov](mailto:NYENVDATA@dec.ny.gov). Include in your email submission a note explaining that this is a new site code or facility code. In the EQulS relational database, the term “facility” is analogous to “site,” and “subfacility” is analogous with a site Operable Unit (OU) or Area of Concern (AOC). The EIMS team will add your facility to the database using information provided in the Subfacility\_v4 EDD section along with additional information provided in the e-mail and direction from the NYSDEC Project Manager for the facility.

### **Contacting The NYSDEC EQulS Data Manager:**

For questions, concerns, and comments regarding the NYSDEC EQulS EDD submittal please consult the EDD manual and/or contact the NYSDEC EIMS Administrator at [nyenvdata@dec.ny.gov](mailto:nyenvdata@dec.ny.gov)

For additional questions related to the NYSDEC EDD format and submittal process please direct all inquiries to [NYENVDATA@dec.ny.gov](mailto:NYENVDATA@dec.ny.gov)

For issues with installing EDP and getting the latest NYSDEC EDD format installed and registered please contact the EarthSoft Helpdesk:

- <http://www.earthsoft.com/support/help-desk/>, or
- [support@earthsoft.com](mailto:support@earthsoft.com), or
- (800) 649-8855