

OREIS Data Transmittal Form Instructions

The **Data Transmittal** form is to be completed for each batch of data that is transmitted to OREIS. A batch may consist of a single file or a set of files (e.g., soils, groundwater, and surface flow data).

Copies of this form and contact information are available on the OREIS website (<http://www-oreis.ettp.energy.gov/oreis/help/oreishome.html>). Please send completed forms to OREIS staff at: oreis@ettp.doe.gov.

I. Contacts (to be completed by the Data Provider or Data Owner)

- 1-4. Data Provider - enter the name, organization, e-mail address, and phone number of the person who prepared the data and compiled the meta data.
- 5-8 Data Owner - enter the name, organization, e-mail address, and phone number of the person responsible for authorizing changes to the data and the releasing of data to OREIS users.

II. Project Information (to be completed by the Data Provider or Project Staff Contact)

9. Project Name - name of the project assigned by the project staff.
10. Project Abbreviation - acronym assigned by the project (e.g., "FCAP" for Filled Coal Ash Pond, "NPDES" for National Pollutant Discharge Elimination System).
11. Date Project Initiated.
12. Date Project Completed.
13. Site - site initiating the work.
14. Project Description - description of the project.

III. Transmittal Information (to be completed by the Data Provider or Data Owner)

15. General Description of Data.
16. Data File/Table Names - describe each data file, including (1) descriptive title, (2) file/table name.
17. Number of records within the file.
18. Data Format - check the appropriate choice. If the file is to be transferred over a network, give the computer node and directory information.
19. Data Medium Description - Brief description of medium used to transmit the data. (e.g., e-mail attachment, PEMS automatic transfer).
20. Time Period (years) - enter the beginning and ending years spanned by the dates of data collection (e.g., 1988-1990).
21. Exact Location of Information in Support of this Transmittal - Physical location of hard-copy records that support this transmittal.
22. Complete References to Relevant Reports or Documents - provide references to published supporting materials or reports that were based on the data.
23. Footnotes - enter a brief statement that could be used with tables or graphs (e.g., Data collected and analyzed following EPA CLP procedures to support risk assessment, site characterization, evaluation of alternatives, and engineering design applications).
24. Cautions Associated with Using the Data - indicate any known restrictions or problems (e.g., "Samples collected by boat, coordinates estimated from navigation charts to within approximately 500 m").
25. Comments - comments on issues identified by the OREIS Data Management Staff Member.
26. Summary Statistics - Version 1 offers greater statistical detail for submitted data; Version 2 offers high-level information for submitted data.

IV. OREIS Receiving/Review (to be completed by OREIS Data Management Staff Member)

27. OREIS Login By - name of OREIS Data Management Staff Member logging in this transmittal.
28. Date Received - enter the date that the Data Files were received.
29. OREIS Project ID (PID) - enter the OREIS assigned Project ID.
30. OREIS Trans ID (TID) - enter the OREIS assigned Trans ID.
31. Date Clearance Form Received - enter the date that the Data Clearance Form was received.
32. Date Acknowledged - enter the date that the OREIS staff member sends a signed copy of the Transmittal form back to the Data Provider/Data Owner.
33. Date Transmittal Form Received - enter the date the Data Transmittal Form was received.