



**STATIONARY SOURCE AUDIT SAMPLE PROGRAM
CENTRAL DATABASE
ELECTRONIC DATA DELIVERABLE SPECIFICATION v0.4**

Audit sample data is to be submitted via electronic data deliverable (EDD) to the Stationary Source Audit Sample Central Database (the Database), a website operated by The NELAC Institute (TNI). This document provides a detailed description of the EDD and submission guidelines.

EDD DESCRIPTION

The EDD is an ASCII text file that follows a comma-separated-value (CSV) structure. In a CSV structure, data are reported as a series of records, one analytical result per record, and a series of fields, with many fields per record. Each field is separated from another by a comma.

Each field may also be enclosed in double quotation marks, although this is only required if a field itself contains a comma. For example, a site name such as "Sutter Mill, Ltd" must be enclosed in quotation marks because it contains a comma. Also see "Reporting Multiple Values in a Single Field" on Page 2 of this document.

COLUMN HEADERS (FIELD IDS)

Column headers may be included in the EDD in row position #1, at the discretion of the Provider.

OPTIONAL FIELDS

While most fields are required to be populated, some are optional. Optional fields, if not submitted, must be represented by a placeholder comma, so that the total number of fields per record remains constant.

Example:

ContactName,Phone,Email

John Smith,555-123-3212,jsmith@acme.com ← all three fields populated

Mary Jones,,mjones@acme.com ← phone # is not entered, so a comma placeholder is used instead

REPORTING MULTIPLE VALUES IN A SINGLE FIELD

When it is necessary to report multiple values in a single field (e.g., multiple Tester Project IDs apply to an audit sample), the values should be separated by commas, and the entire field should be surrounded by double quotation marks. For example, to report ABC1234 and 1122AA as Tester Project IDs for a single result, the TesterProjectID field would contain "ABC1234,1122AA".

FILENAMES

Files should be named using the following convention:

{PROVIDER ID}-{DATE}-{SEQUENTIAL #}.csv

Where,

{PROVIDER ID} = the unique 6-digit ID assigned to the Provider by TNI

{DATE} = the date of submission to TNI, formatted as mmddyyyy

{SEQUENTIAL #} = a number, starting at 1, that increments once for each submission from a given Provider on a given date

KEY FIELDS

To maintain database integrity, each record in the database must be uniquely identifiable. This is done by using "key fields," which are fields that, taken together, identify a record as belonging to a specific audit sample result. In the ASED format, the following are key fields:

AuditSampleID
TNIMethodCode
TNIAnalyteCode
DateAnalyzed

This means that in the Database, there will be only one record that has a given combination of values as key fields. If two records were to be submitted with identical key field values, the database will identify the second record as a duplicate and flag the upload with an error.

DATE and DATE/TIME VALUES

Date and Date/Time fields must be formatted as follows:

Field Type	Format	Example
Date	yyyy-mm-dd hh:mm	2010-05-21 14:25
Date/Time	yyyy-mm-dd	2010-05-21

VALID VALUES

Some fields are validated against a defined set of values, assigned by TNI. Submissions that contain invalid values will be rejected. Fields that require adherence to published valid value lists (VVLs) are indicated in the EDD Schema (Table 1). Current VVLs may be downloaded from the [Central Database website](#).

HOW TO REQUEST NEW VALID VALUES

When a value is needed that is not present in the current VVLs, submit a request to TNI online using the VVL Request Form located at <http://nelac-institute.org/ssas/VVL-request.php>. Requests for new VVLs will be processed within 24 hours of receipt. Note that requests for new Method or Analyte codes are not made using this form; instead, use the TNI Method Code Request Form at <http://nelac-institute.org/method-request.php>, or the TNI Analyte Code Request Form at <http://nelac-institute.org/analyte-request.php>.

SUBMISSION PROCEDURE

EDD submission requires a valid user ID and password to the Central Database website. A user ID may be requested online using the Account Request Form located at <http://nelac-institute.org/ssas/request-user-account.php>. Requests for new user IDs will be processed within 24 hours of receipt.

With a valid User ID and password in hand, submit an EDD following these steps:

1. Go to the Central Database website at <http://nelac-institute.org/ssas/cdb.php>.
2. Under Provider Tools, click on "EDD Upload."
3. Login using your user ID and password.
4. On the EDD Submission screen, click the Browse... button. A file-open dialog will appear. Find the CSV file you want to upload, and click OK.
5. If the first record of your EDD contains column headings, checkmark the box that says "column headings included in EDD." Remember that column headings are optional.
6. Click Submit. The EDD will be uploaded and processed. If any errors were found, e.g. there were invalid values or a format error was detected, the upload will be aborted and a summary of errors will be displayed. **Important: All errors must be resolved before an EDD will be accepted into the database.**

EDD REVISION/RESUBMISSION PROCEDURE

This procedure is followed when a Provider identifies that a revision to the audit sample results or other information, already uploaded to the SSAS Central Database, is necessary, either due to their own error or due to an error that was brought to their attention as being caused by another Participant:

- a) Provider notifies all affected Participants.
- b) Provider and all affected Participants resolve amongst themselves any disagreement or concern regarding the revision request, if any.
- c) Provider completes the form located at <http://nelac-institute.org/ssas/revise-request.php>.
- d) SSAS Central Database Administrator prepares the SSAS Central Database to accept revised data.
- e) SSAS Central Database Administrator e-mails the Provider and the affected Regulatory Agency to notify them that a revision request has been processed and that revised data may now be uploaded to the SSAS Central Database.

HELP/SUPPORT/QUESTIONS

Questions from Providers regarding the EDD, valid values, the upload process, or data submissions may be submitted to TNI at ssas-db@nelac-institute.org.

Table 1: EDD Schema

Field ID	Type	Req'd?	Format or Length	Description
AuditSampleID	text	Y	20	Unique audit sample ID, assigned by the Provider
ProviderID	text	Y*	6	Provider ID assigned by TNI
TesterID	text	Y*	6	Stationary Source Tester ID assigned by TNI
LabID	text	Y*	6	Laboratory ID assigned by TNI
RegulatorID	text	Y*	6	Regulator ID assigned by TNI
TesterProjectID	text	Y	20	Project ID assigned by the Stationary Source Tester
Matrix	text	Y*	12	Audit sample matrix
TNIMethodCode	text	Y*	10	Analytical method
Units	text	Y*	14	Result units
TNIAnalyteCode	text	Y*	4	Analyte or parameter analyzed
DateAnalyzed	date/time	Y	yyyy-mm-dd hh:mm	Date and time analyzed
EventStart	date	Y	yyyy-mm-dd	Start date of the sampling event being audited
EventEnd	date	Y	yyyy-mm-dd	End date of the sampling event being audited
ConcRange	text	Y	12	Concentration range assigned by the Provider (e.g. 5-50)
AssignedValue	number	Y		Value assigned by the Provider for the reported analyte
ReportedValue	number	Y		Result reported by the Laboratory/Tester
AcceptLimits	text	Y	12	Acceptance Limits set by Provider (e.g. 20-60)
Recovery	number	Y		Percent Recovery
Evaluation	text	Y*	4 (PASS or FAIL)	Provider's evaluation of the audit sample result
FacilityName	text	Y	50	Facility site name for the sampling event being audited
FacilityAddress1	text	Y	50	Facility site address for the sampling event being audited
FacilityAddress2	text	N	50	Facility site address for the sampling event being audited
FacilityCity	text	Y	50	Facility site city for the sampling event being audited
FacilityState	text	Y	2	Facility site state for the sampling event being audited
FacilityZip	text	Y	10	Facility site zip code for the sampling event being audited
ProviderComments	text	N	255	Provider comments, if any

* Valid value required