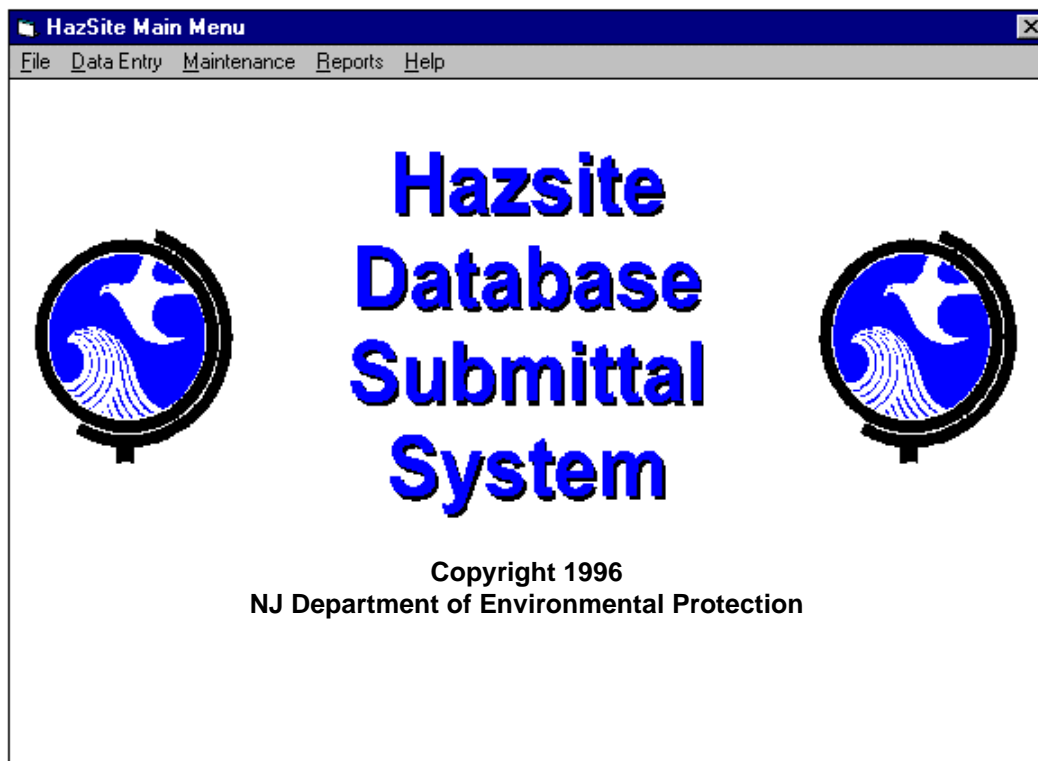


# HAZSITE 4.0 USER'S GUIDE

Developed for the Site Remediation Program

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October 29, 1998

## **HazSite 4.0 User's Guide**

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**Diskette Installation Instructions:**

Insert Disk #1 into **A** Drive.

Go to: **Start**, then select **Run**.

Then **Browse**, look in **A** and click on **SETUP.EXE**

Follow Menu-driven instructions to complete installation.

**OR**

Insert Disk #1 into **A** Drive.

Go to: **My Computer** and select **A** Drive

Then click on **SETUP.EXE**

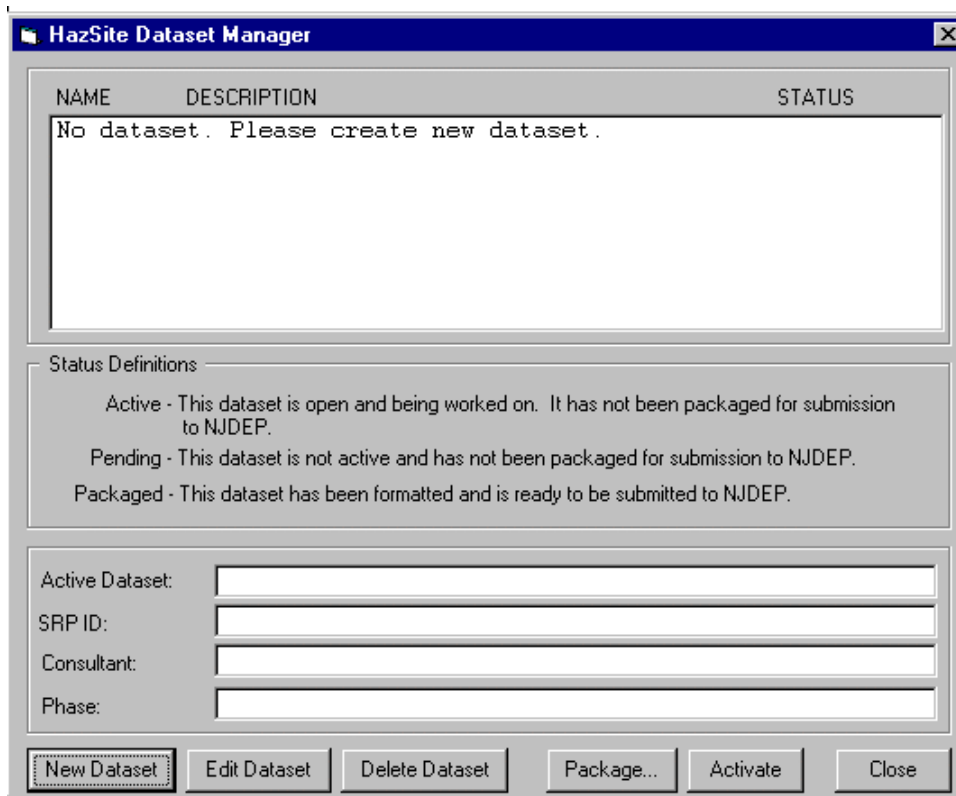
Follow Menu-driven instructions to complete installation.

## User Instructions

### Section 1: Preparing a HazSites Dataset for Entry

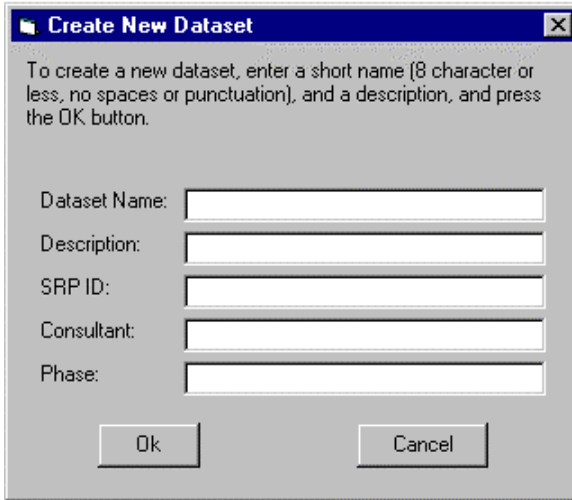
A dataset is a logical grouping of sample and results records, representative of a site investigation at a specific property, and therefore sharing a common SRP Identification Number.

1. The first time the user accesses HazSite 4 they will get the HazSite Dataset Manager screen (below) that prompts them to create a new dataset. Click on **File**. Click on the **New Dataset** button.



2. Fill in the field indicated on the **Create New Dataset** screen as seen on the next page.

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**Create New Dataset**

To create a new dataset, enter a short name (8 character or less, no spaces or punctuation), and a description, and press the OK button.

Dataset Name:

Description:

SRP ID:

Consultant:

Phase:

Ok Cancel

**NOTE:** If you fail to enter the **Dataset Name** or any other fields that are required, an error message will appear prompting you to complete the record.

3. Once the **New Dataset** record has been completed, click on **OK**. You will now be back at the HazSite Dataset Manager screen and the data you entered will appear.

**NOTE:** In the **Name**, **Description**, and **Status Box** on the top of the screen, the **STATUS** of the dataset will say **PENDING**.

4. To begin data entry of sample information, press the **Activate** button. The **STATUS** will change to **Active**. Then press the **Close** button.

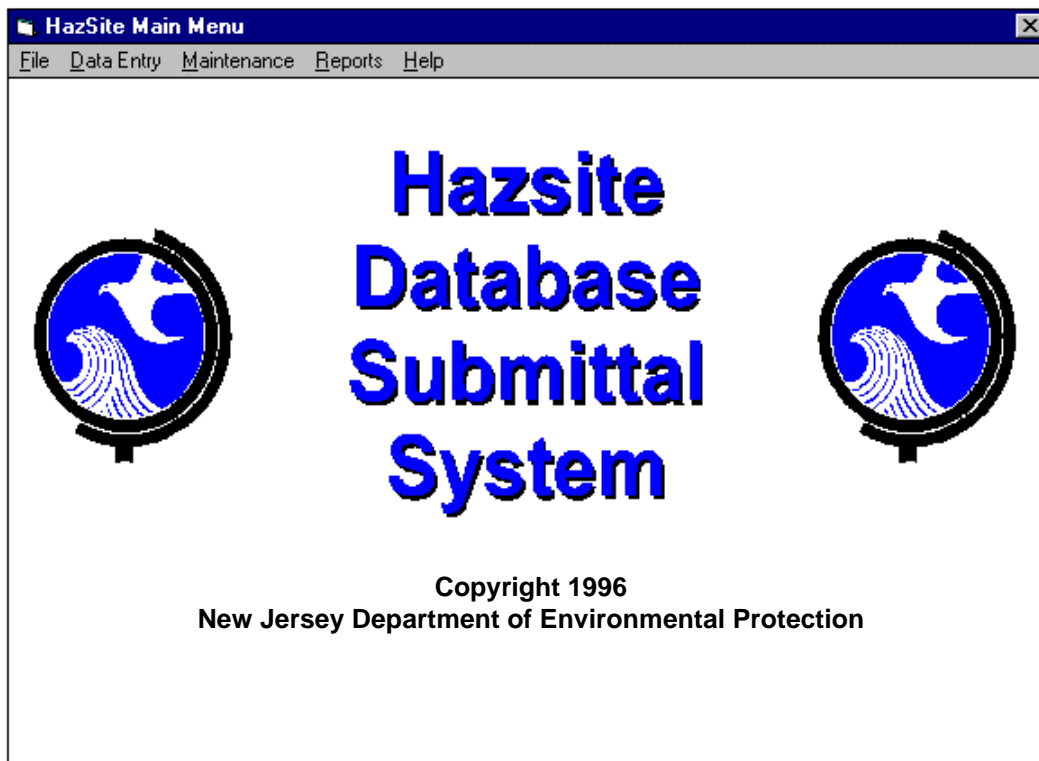
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### Section 2: Sample Information Data Entry

1. You are now back at the HazSite Main Menu (see below). Click on **Data Entry** to begin. The dropdown menu will highlight **Sample** as your only option. Click on **Sample**.

NOTE: Opening the program after the initial installation, the HazSite Dataset Manager field will no longer appear (it can be found under File, if needed). Instead the HazSite Main Menu screen (below) will automatically appear.

NOTE: **Sample Data** must always be entered before **Results Data**. Therefore, **Results** would not be highlighted until the **Sample Data** has been entered.



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- The **HazSite Sample Data Entry** screen (below) will appear. The SRP ID for the dataset that was just created will appear in the appropriate field. Begin entering sample information, tabbing between fields.

The screenshot shows the 'HazSite Sample Data Entry' window. The title bar includes a close button (X) and a toolbar with icons for New Record, Save, Copy Record, and Close. The main area displays the following information:

Active Dataset: ABC001    Dataset Description: ABC CHEMICAL

SRP ID:	NJD000000012	Depth (Top):	2	feet
Sample Number:	042	Depth (Bottom):	100	feet
Sample Date:	7/27/1998	Ground Elevation:	3	feet
Sample Time:	15:50	Well Elevation:	5	feet
Matrix:		Sample Type:		
Field ID:	MW042	Date to Lab:	7/28/1998	
AOC ID:		Sample Method:	Bailer	
<input checked="" type="radio"/> Latitude/Longitude <input type="radio"/> State Plane		Sample Notes:	This is a dummy sample for testing the system	
Latitude:	41 ° 40 ' 40 ''			
Longitude:	73 ° 74 ' 74 ''			

- When you've completed data entry for a sample record, press the **SAVE** button.
- When entering data for the next sample, there are two options:
  - You can either press the **New Record** button and get a blank screen for data entry; or
  - You can press the **Copy Record** button. This option will copy all the information in all the fields from the previous sample, except for the sample number. You can then add or edit the appropriate information into the record.
- Continue sample data entry for every sample.

NOTE: There should be one sample screen (record) for each sample collected at the site.

NOTE: The **Sample Date** field and the **Date to Lab** field have pop up calendars; The **Matrix** field and the **Sample Type** field have drop down menus.

To enter data in the **Latitude/Longitude** and **State Plane** coordinate fields, first select one of the options and the appropriate format will appear.

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NOTE: Further information about these definitions can be found on the in the SRP-EDI or the Help option on the main menu. The system will provide error messages if you neglect to fill in a mandatory field or choose a value that is not acceptable.

6. When you have completed all sample data entry and saved all records, click on the **Close** button. This will take you to the HazSite Main Menu screen. Click on **Data Entry**, then results. The **HazSite Results Data Entry** screen will appear (see screen on next page). Begin entering analytical results and related data.

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### Section 3: Results Data Entry

1. To begin **Results** data entry, go to the **HazSite main Menu** screen, click on **Data Entry**, then click on **Results**. The **Results Data Entry** screen (see below) will appear.

The screenshot shows the 'Hazsite Results Data Entry' window. At the top, the title bar reads 'Hazsite Results Data Entry'. Below the title bar is a toolbar with icons for file operations (New, Open, Save, Print, Copy, Paste) and navigation (Back, Forward, Home, Stop). The main window area is divided into several sections. The top section displays 'Active Dataset: ABC001' and 'Dataset Description: ABC CHEMICAL'. Below this is a 'Sample Information' dropdown menu. The main data entry area contains several fields: 'Lab Id', 'Date Analyzed' (with a calendar icon), 'Lab Name', 'NJ Lab Cert', 'Anal/TIC/Param' (with radio buttons for 'Analyte', 'TIC', and 'Parameter'), 'Concent/Value', 'Units', 'MDL', 'Quant Type', 'Quant Level', and 'Analysis Method'. There are also radio buttons for 'Filtered' and 'Unfiltered'.

2. Go to the drop down menu for the **Sample Information** field to see the sample records you have already created. Click on the **Sample Record**; begin entering results information, tabbing between fields.

NOTE: There should be one result screen (record) for each analyte at each sample collected at the site.

NOTE: The **Date Analyzed** field has a pop up calendar; The **Matrix** field and the **Sample Type** field have drop down menus.

NOTE: The **Anal/TIC/Param** field corresponds to Analyte/Tentatively Identified Compound/Parameter. For entering data in the **Anal/TIC/Param** field, check one of the options and the appropriate data entry screen will appear. See example for **Analyte Results** on the next page.

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3. If adding **TIC** information or for **Analytes** and **Parameters** not on the drop down menu, go to **Analyte/TIC/Parameter Table Maintenance** screen (below), by pressing the button next to the drop down menu.
4. Add the required result **Analyte**, then click the **Close** button to return to the **Results Data Entry** screen.

NOTE: Further information about these definitions can be found in the SRP-EDI document or the Help option on the main menu. The system will provide error messages if you neglect to fill in a mandatory field or choose a value that is not acceptable.

5. **Save** each results record. When finished **save** and **close** the **HazSite Results Data Entry** screen.

**Section 4: Packaging the data for submittal to SRP**

1. Select **File** from the **HazSite Main Menu**.
2. Then select **Dataset Management**.
3. Press the **Package** button to prepare the chosen dataset.
4. Select the appropriate drive (usually A:\), press the **Package** button again.
5. Upon completion, press the **Close** button. The dataset is ready for submittal to SRP.

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### Section: Hybrid Option

When submitting a dataset with a large number of result records it may be prudent to avoid manual entry of result data. In this case, it is possible to create the Dataset record and Sample records by using HazSite and the instructions outlined in Section 1 and 2 of this guide. If the laboratory can provide the Result file as defined in Table 2.3 of the SRP-EDI, results data entry is not needed. This is called the Hybrid Option.

1. Use HazSite to create a Dataset (DTST.DBF) file and record.
2. Complete Sample data entry (HZSAMPLE.DBF) for all samples collected.
3. Save and close the dataset.
4. Go into the Windows HazSite Directory, and then to the Subdirectory which has the same name as the Dataset Name filed in HazSite.
5. Move the DTST.DBF, HZSAMPLE.DBF and HZSAMPLE.FPT from the HazSite Directory onto a diskette.
6. Copy the HZRESULT.DBF or HZRESULT.WK1 from the laboratory onto the same diskette for submittal to SRP.

NOTE: It is anticipated that this document will be updated on or before December 31, 1998. Please check What's New on the SRP Home Page, and the dated versions of both HazSite and the SRP-EDI.