



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
 REGION 4  
 ATLANTA FEDERAL CENTER  
 51 FORSYTH STREET  
 ATLANTA, GEORGIA 30303-8960

APR 23 2010

**MEMORANDUM**

**SUBJECT:** Region 4 Data Management and Electronic Data Deliverables (EDDs)

**FROM:** Franklin E. Hill  
 Superfund Division Director

**TO:** Superfund Division

**Introduction**

As information technology advancements continue, the ability to receive, store, and use electronic data from a variety of sources becomes a critical aspect of EPA's work. EPA has the need to receive and use environmental data in an electronic format. In an effort to streamline the electronic submittal of various environmental sampling data, EPA Region 4 has adopted a standardized electronic data deliverable (EDD) format. Using a Regional EDD format allows for efficient and cost-effective exchange of site data with contractors, and Federal and State agencies.

The EPA Region 4 standard format for EDDs include quality controls to minimize potential data errors so that the data can be appropriately analyzed and utilized for decision making. The data is electronically archived for ready access as needed. As different contractors, consultants, and agencies are involved in various stages of a Superfund project, there are significant cost savings in having the site-related data readily available. The uniform EDD approach does more than cut site management costs. It provides better and more reliable stewardship of Superfund data, and when integrated with other information such as GIS, it helps ensure transparent decision making.

**Data Management and Electronic Data Deliverables**

When conducting Superfund work in Region 4, the party submitting data will provide an electronic submittal of data in accordance with Region 4 policies, guidelines, and formats. The Region 4 EDD is a standardized format required by the Field Branches Quality System and Technical Procedures, Environmental Data Submission Guidance, SESD-106-R0 (or most recent version). The Field Branches Quality System and Technical Procedures supersede the "Environmental Investigations Standard Operating Procedures and Quality Assurance Manual" (EISOPQAM), November 2001, and the "Ecological Assessment Standard Operating Procedures and Quality Assurance Manual" (EASOPQAM), January 2002. The methods described in this document are to be used by all data providers when preparing and submitting environmental data electronically to Region 4, regardless of the originating program.

All required information, instructions and guidance are available via the EPA web site [www.epa.gov/region4/waste/sf/edd/edd.html](http://www.epa.gov/region4/waste/sf/edd/edd.html) free of charge. This web site contains links to obtain the required software, as well as the most recent versions of the Environmental Data Submission Guidance, the Region 4 EDD Reference Guide, and the Region 4 EDP Reference Manual.

Should you have questions regarding electronic data submission or wish to obtain paper copies of the guidance documents, please contact Beth Walden, Remedial Project Manager, at (404) 562-8814, or you may email [walden.beth@epa.gov](mailto:walden.beth@epa.gov). You may also contact the DART Coordinator at (404) 562-8558, or you may email [R4dartcoordinator@epa.gov](mailto:R4dartcoordinator@epa.gov).