



ERT

FIELD USE BASICS

Part 2

SCRIBE V3.10



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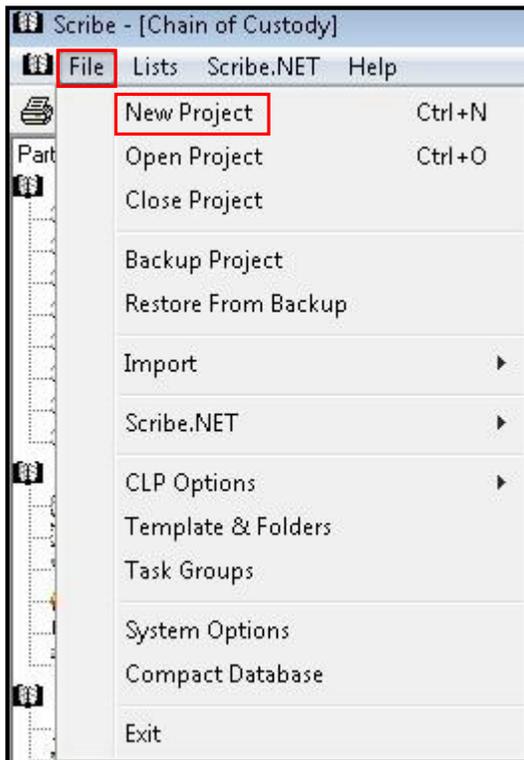


PART 2 – FIELD USE BASICS

The information presented in this Section describes the various fields and their purpose. You will start each new project with the default set of data in the new database (Scribe3.mdb template file), and then tailor that database to your specific project.

Starting a New Project

After an initial installation of Scribe, the New Project Wizard automatically helps create the first Scribe project. If you have already started a project and need to create another one, click **File | New Project** and the New Project Wizard will be displayed.

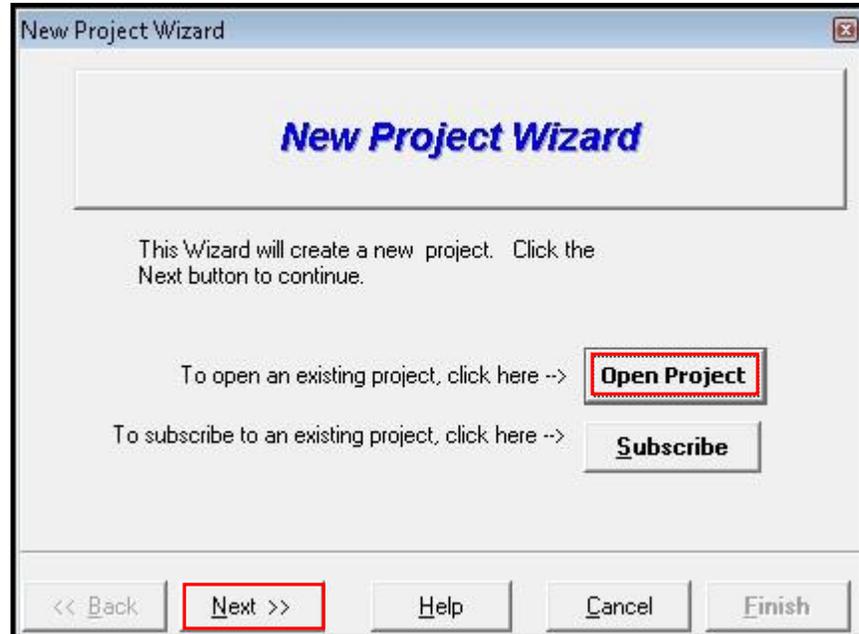




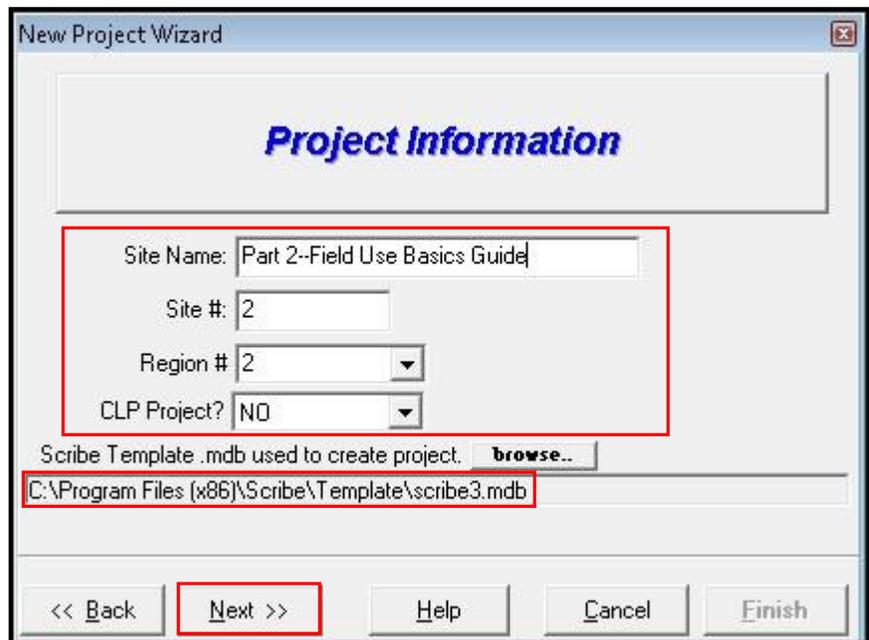
New Project Wizard

If you are starting Scribe for the first time, the dialog box shown below will be displayed.

1. To Open an existing Project, click Open Project.
2. To Create a New Project, click Next.
3. To download a project with a Subscription ID and password, click 'Subscribe'. You must have the Subscription ID and password to use this option.

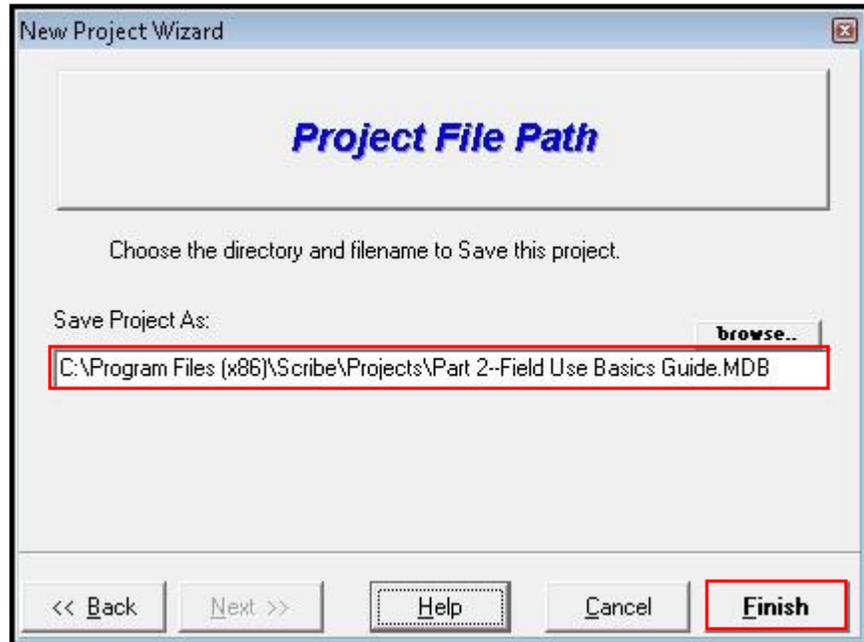


4. Input the Site Name, Site # (or Project Identifier) and the Region.
5. Select 'Yes' or 'No' depending on if it is a CLP Project (Note: If Yes is selected, all of the CLP functionality will be set as the default)
6. Use the default Template (scribe3.mdb) or a Region specific Template.
Templates contain the picklists, layouts, Custom Tasks and Custom Data Views loaded with your new project.
7. Click the Next button.

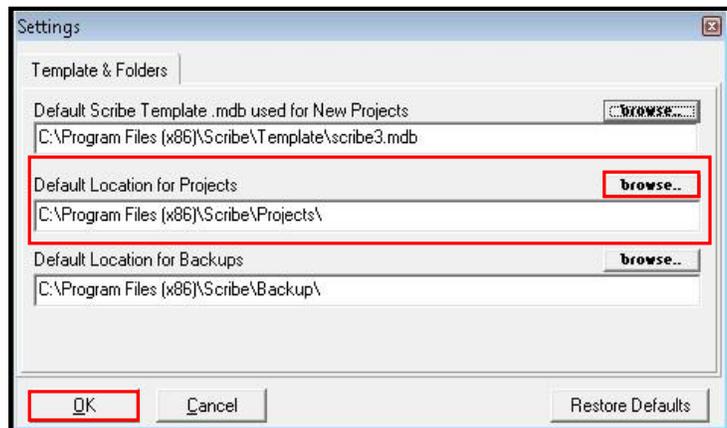
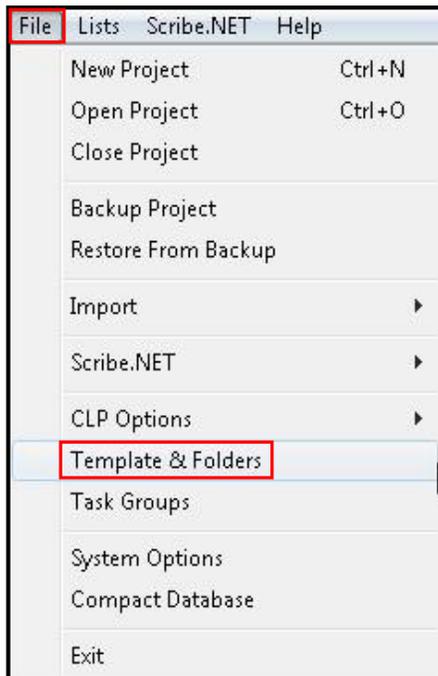




8. The Project File Path screen is displayed
To accept the default location and filename for the project, Click **Finish** to complete the creation of the new project.



The *default* Project File Path can be changed by clicking on **File|Template & Folders**. Browse to where your new default Project File Path will be. **Note:** *All new Projects created will now be saved in this default directory. You can set different default directories for the Scribe Template file and for the Backups.*





- The New Project Wizard closes and the 'Site Info' screen is displayed.

The 'Site Name' and 'Site #' are the only two required fields to start a new Scribe Project. Completing the information on this screen is not required at this time, but it is recommended that as much of this information is pre-populates fields in later tasks.

File Lists Scribe.NET Help

Print Export View Edit Add Copy Delete Filter Sort Select

Part 2 -- Field Use Basics

Site Name: Part 2 -- Field Use Basics

Site Info

Site Name: Part 2 -- Field Use Basics

Site #: 1

Contractor Contact

Contractor Phone

WA Number

EPA Contract Number

Contract Name

Contractor

Address1

Address2

City

State

Zip

Site Location

Site State

Site Action

Response Authority

NPL Status

Site Description

Site Phone

EPA Organization

EPA Region

EPA Contact

EPA Phone

Account Code

CERCLIS

Remarks

Scribe.NET Info

Project ID: N/A

Subscription: N/A

Close Help Save Cancel

File Name: C:\Program Files (x86)\Scribe\Projects\Part 2 -- Field Use Basics.MDB



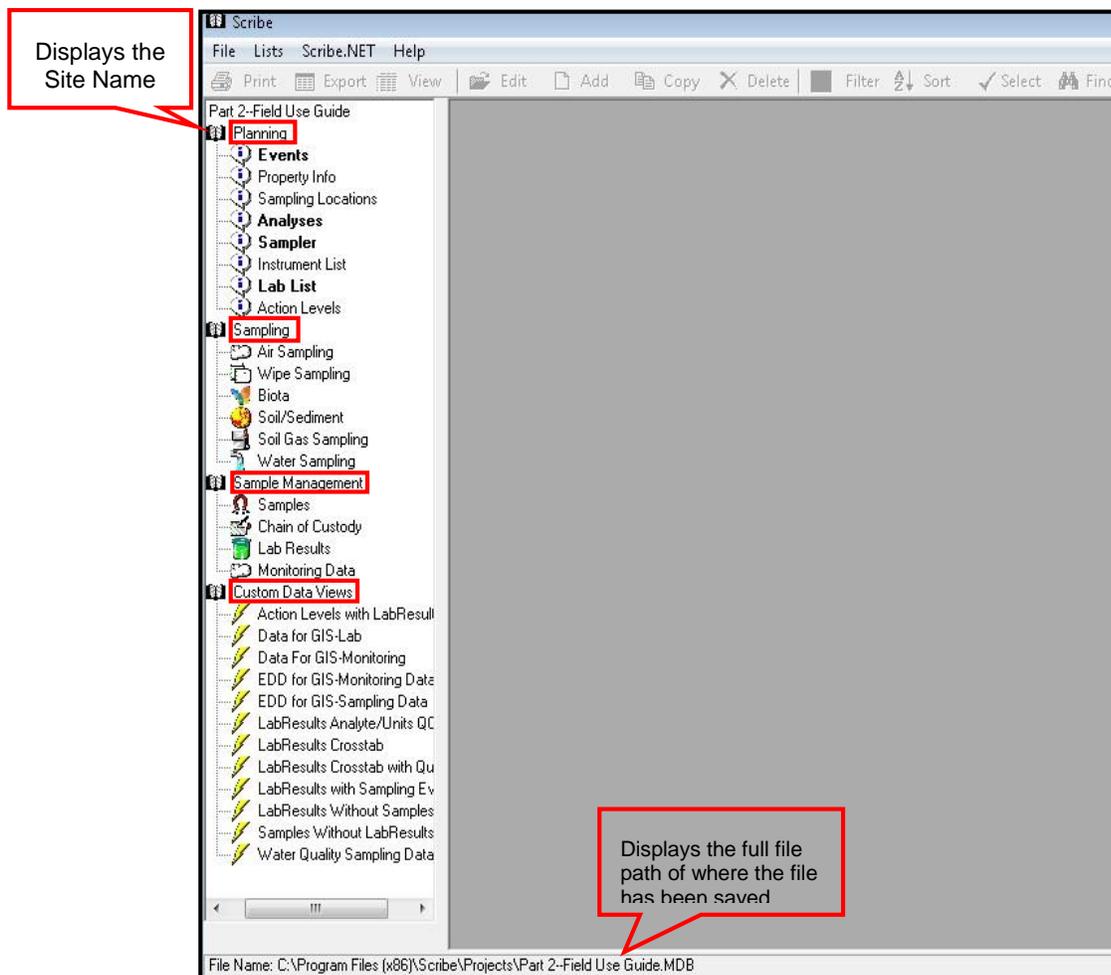
NAVIGATING SCRIBE

Navigation Pane

Scribe is broken down into four (4) main tasks as displayed in the Navigation Pane (Planning, Sampling, Sample Management and Custom Data Views). In some cases, another section called Custom Tasks will also be available (see Advanced Scribe Guide for adding Custom Tasks).

The left side of the screen is called the 'Navigation Pane'. Clicking on an item in the 'Navigation Pane' opens a screen for that function (i.e., Events, Soil/Sediment, Chain of Custody, etc.) on the right side of the screen. By default, you may have up to four screens open at the same time. When you open the fifth screen, the first screen closes. To close a screen, click on the Close button on the bottom. To close all screens, keep clicking Close until you go to a grey screen.

The following sections will discuss each Task, what information should be entered and how it is used.





Planning

The Planning section is a useful tool for pre-populating information that might facilitate sampling activities. The Planning section consists of eight (8) Planning Tasks entitled Events, Property Info, Sampling Locations, Analyses, Sampler, Instrument List, Lab List and Action Levels. These tasks aid in the planning process, allowing you to group and copy information and facilitate tailoring projects to project specific needs. By double-clicking on the word Planning, you can set the Visibility of each Sampling Task, the Sort Order of the Task, and set an ID Mask.

Double-click on Planning

Sampling Task	Visible	Sort	ID # Mask	Last Num
Events	Y	1	New###	0
Property Info	Y	2	New###	0
Sampling Locations	Y	3	New###	0
Matrix List	N	4		0
Analyses	Y	5		0
Analyte List	N	6		0
Sampler	Y	7		0
Instrument List	Y	8		0
Lab List	Y	9		0
Action Levels	Y	10		0

Clicking on 'Close' saves any changes and closes the Planning Screen

Close

File Name: C:\Program Files (x86)\Scribe\Projects\Part 2-Field Use Guide.MDB



Events

The first task in the Planning section is Events. Events are groupings of data. For example, you may group your sampling effort by the reason you are taking samples. In that case, all your samples for a given day would be considered one event. You may also do a complete yearlong project under one event. Grouping by Events may be quite helpful when conducting monitoring jobs. For example you are required to do air monitoring every day at the same ten locations for the next six months. Name the first sampling event and enter all of the samples for that event. The following day, you can copy the first event, give it a new event name and Scribe will copy all of the previous sample info to new samples for the new event.

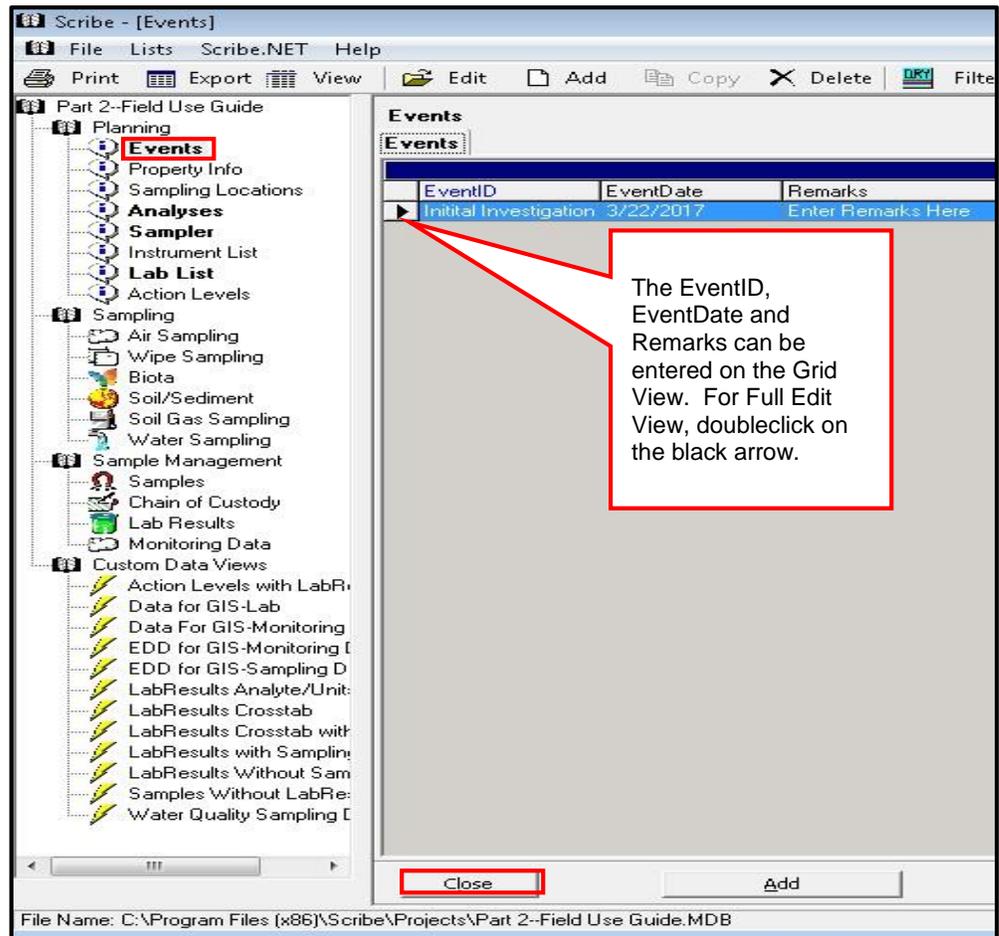
If your event(s) will have the same type of samples, analysis, sample collection, etc., it can then be copied to the next event and so on. This saves time when typing in repetitive information for multiple samples for each day and reduces data entry errors.

Note: By default, Event is a required field (denoted in blue). In order to get a new project started, Scribe will assign a default Event of Sampling. It is highly recommended that careful thought is used when setting up your Scribe sampling events.

Add an Event:

Enter the new Event ID, EventDate and any remarks.

Click the Close button at the bottom of the screen to save the Event.



Grid Edit View



EventID: Initial Investigation

Info

EventID: Initial Investigation

EventDate: 03/22/2017

Remarks: Enter Remarks Here

Full Edit View

Edit/Delete Event Information:

To **edit** 'Event' Information, it can be changed from the Grid View (see above) or by selecting the Event and double clicking in the block just to the left of the Event to bring up the Full Edit Screen (see above).

EventID: Initial Investigation

Info

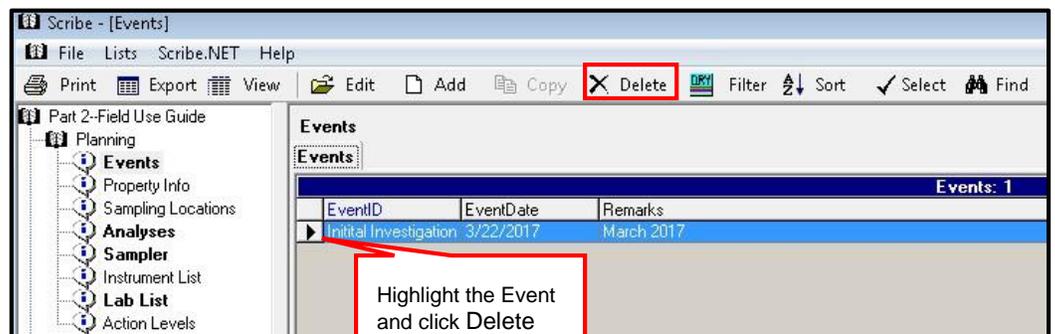
EventID: Initial Investigation

EventDate: 03/22/2017

Remarks: March 2017

Remarks edited

To **delete** 'Event' information, highlight the event in the Grid View and press the 'Delete' key.





Property Info

The **Property Info** tab opens a screen that provides a way to input specific Property and Occupant information. Property information, Property Dates, Property Addresses and Property Comments are entered in this screen. The Property Dates can be used to record property access agreement dates.

The screenshot shows the 'Scribe - [PropertyInfo]' application window. The main form area is titled 'PropertyID: 36 Sandalwood Lane' and has two tabs: 'Property' (selected) and 'Occupants'. The 'Property' tab contains several input fields and date pickers. A red box highlights the 'Access Requested' date picker with the callout: 'Click on the drop down arrow then select the date from the calendar'. Below the form fields are three radio buttons: 'OwnerOccupied' (checked), 'TennantOccupied', and 'Access Agreement'. A red box highlights the 'Copy From Property' button next to the 'Owner Address' section with the callout: 'Copies the information from the 'Property Address' to 'Owner Address''. The bottom toolbar contains buttons for 'Close', 'Help', 'Save', 'Cancel', '< Previous', and 'Next >'. A red box highlights the 'Save' button with the callout: 'Saves changes but does not close the screen'. Another red box highlights the 'Previous/Next' buttons with the callout: 'Previous/Next Navigates back and forth through the screens'. A final red box highlights the 'Close' button with the callout: 'Saves and closes the PropertyID screen'. The file name at the bottom is 'C:\...\Projects\Part 2-Field Use Guide.MDB'.



Occupants

The **Occupants** tab opens a screen that contains specific information regarding the occupant(s) of the Property. This tab allows you to Add, Copy or Delete occupants.

The screenshot shows the Scribe software interface with the following components:

- Menu Bar:** File, Lists, Scribe.NET, Help
- Toolbar:** Print, Export, View, Edit, Add, Copy, Delete, Filter, Sort, Select, Find
- Left Panel (Navigation Tree):** Part 2-Field Use Guide, Planning, Events, Property Info (selected), Sampling Locations, Analyses, Sampler, Instrument List, Lab List, Action Levels, Sampling, Air Sampling, Wipe Sampling, Biota, Soil/Sediment, Soil Gas Sampling, Water Sampling, Sample Management, Samples, Chain of Custody, Lab Results, Monitoring Data, Custom Data Views, Action Levels with LabR, Data for GIS-Lab, Data For GIS-Monitoring, EDD for GIS-Monitoring, EDD for GIS-Sampling, LabResults Analyte/Unit, LabResults Crosstab, LabResults Crosstab with LabResults with Sampling, LabResults Without Sam, Samples Without LabRe, Water Quality Sampling
- Main Window:** PropertyID: 36 Sandalwood Lane, Property: **Occupants**
- Table:**

Occupant ID	First Name	Last Name	Age	Gender	Date Contacted	Remarks
05	Sam	Smith	10	Male		
01	John	Smith	55	Male		
02	Mary	Smith	54	Female		
03	Kevin	Smith	21	Male		
04	Samantha	Smith	23	Female		
- Buttons:** Add Occupant, Copy Occupant, Delete Occupant, Close, Help, Save, Cancel, < Previous, Next >

Callout boxes provide the following instructions:

- The 'Add Occupant' button adds a blank line for you to fill in
- The 'Copy Occupant' button creates a duplicate line of the occupant you have copied.
- The 'Delete Occupant' button will delete the occupant you have selected.
- The OccupantID ties back to the PropertyID.
- Close Saves and Closes the Occupant Screen
- Previous/Next navigates through the different Properties or will prompt you to add another Property.



Sampling Locations

Each sample that you take should have location information associated with it (i.e., GPS coordinates). It is important to understand that you can have many samples taken at one (1) Sampling Location. In addition, Sampling Locations can be associated with a specific PropertyID. **Sampling Location** (denoted in blue) is a required field and must be entered at the **Sampling Locations** table or under a specific **Sampling** task. All other Location information can be filled out or imported in at a later time.

To add a sampling location, click on the Add button at the bottom of the Sampling Locations screen.

The screenshot shows the Scribe software interface with the Sampling Locations table. The table has the following columns: Sampling Location, Location Description, PropertyID, Zone, Latitude, Longitude, Altitude, Northing, and Easting. The table contains 12 rows, with the first row highlighted in blue. A red callout box points to the 'Sampling Locations' menu item in the left sidebar, with the text 'Double click to here to open the Location screen'. Another red callout box points to the 'Add' button at the bottom of the table, with the text 'Click to Add a new location'.

Sampling Location	Location Description	PropertyID	Zone	Latitude	Longitude	Altitude	Northing	Easting
333								
H001-F								
H001-R								
H002-F								
2-R								
3-F								
3-R								
4-F								
4-R								
5-F								
5-R								
00001-F	Front Yard	36 Sandalwood Lane		37.70938	-122.46108			



The Location Screen allows you to enter basic information about a sampling location. More than one sampling location can be associated with one Property ID. For example, a Sampling Location could be Sand0001-F and the Property ID would be 36 Sandalwood Lane, that was previously entered under the Property Info table.

Sampling Location is a Required Field.

Additional Location Information

Closes the screen and saves any changes

Saves changes but does not close the screen

Previous/Next navigates through the different Sampling Locations or will prompt you to Add another location



Analyses

The **Analyses** Table provides a default set of analyses that comes prepopulated when you start a New Scribe Project from the Scribe3.mdb Template file. If using a Regional specific Template file, your default set of analyses may be different. Optionally, **Analyses** that do/do not apply can be added and deleted to the table.

The number of Analyses in the database (Template File)

Highlight any field to Edit. To Delete, highlight and click the Delete button

Pay very close attention to properly filling out the additional fields (i.e., TAT, Analyses Type, Program Type, etc.) needed when adding Samples, Printing Labels and Printing COCs

Closes the Screen and Saves the changes

Adds an Analysis

Close Add

Analyses	Abbrev	Turnarou	Turnarou	Container	Preservation	Analyses Type	Program Type	Analytical Method
Amines, Aliphatic					Default	NON-CLP		NIOSH 2010
Amines, Aromatic					Default	NON-CLP		NIOSH 2010
Ammonia	NH3				Generic	NON-CLP		NIOSH 2010
Anions (NO2,NO3,Cl,SO4)					Default	NON-CLP		FPA 300
As	As				Default	NON-CLP		SW846 6010
As TCLP					Default	NON-CLP		SW846 1311/1311
Asbestos					Default	NON-CLP		NIOSH 9002
Asbestos and other P					Default	NON-CLP		NIOSH 7400
Asbestos PCM					Default	NON-CLP		NIOSH 7400
Asbestos TEM					Default	NON-CLP		NIOSH 7402
Barium					Default	NON-CLP		SW846 6010
Biological Oxygen Demand					Generic	NON-CLP		
BTU/lb					Default	NON-CLP		ASTM D240
Cadmium					Default	NON-CLP		SW846 6010
Cd TCLP					Default	NON-CLP		SW846 1311/6010
Chemical Oxygen Demand					Generic	NON-CLP		
Chemical Warfare Agents					Generic	NON-CLP		
Chromium					Default	NON-CLP		SW846 8151
Chromium					Default	NON-CLP		SW846 1311/8151
Chromium					Default	NON-CLP		SW846 6010
Cr					High Resolution	CLP		HRSM
12 Toxic					High Resolution	CLP		HRSM
209 CBC					Inorganics	CLP		ISM
Al					Inorganics	CLP		ISM
Sb					Inorganics	CLP		ISM
APC					Organics	CLP		SOM
A					Inorganics	CLP		ISM
B					Inorganics	CLP		ISM
B					Inorganics	CLP		ISM
B					Inorganics	CLP		ISM
C					Inorganics	CLP		ISM
C					Inorganics	CLP		ISM
C					Inorganics	CLP		ISM
Co					Inorganics	CLP		ISM

Sampler

Sampler contains the names of sampling 'teams' or individuals. The default set of **Samplers** comes prepopulated when you start a New Scribe Project from the Scribe3.mdb Template file. If using a Regional specific Template file, your default set of Sampler(s) may be different. Optionally, **Sampler(s)** that do/do not apply can be added and deleted to the table.

Highlight a record and click on Delete or edit the record

Adds a Sampler record

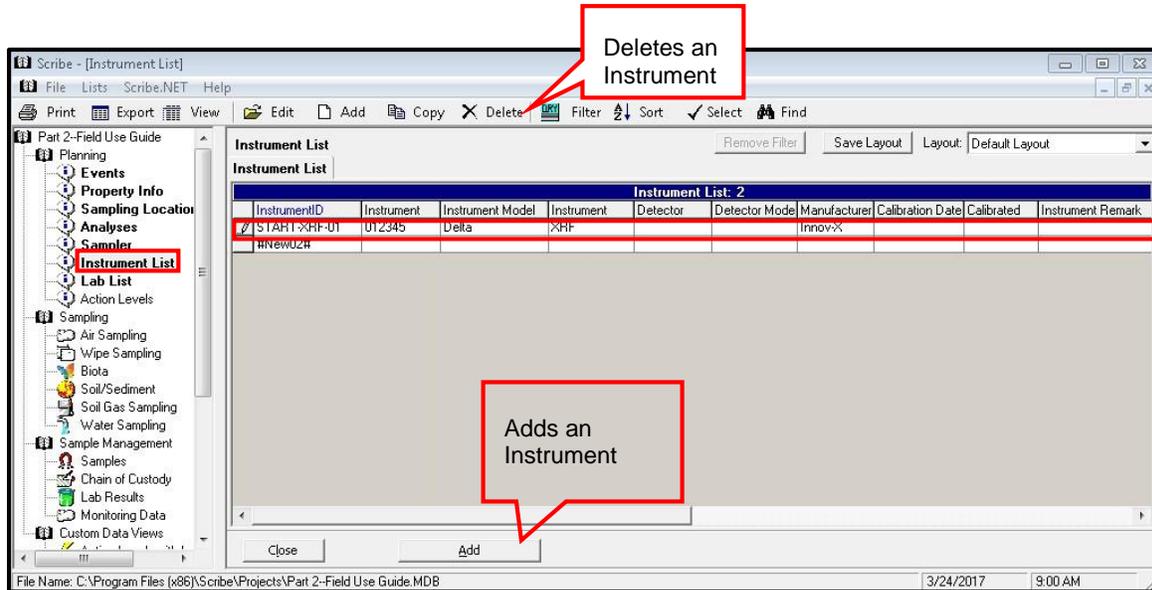
Close Add

Sampler	Sampler
Name	
EPA	
ERRS	
SEBAS	
START	



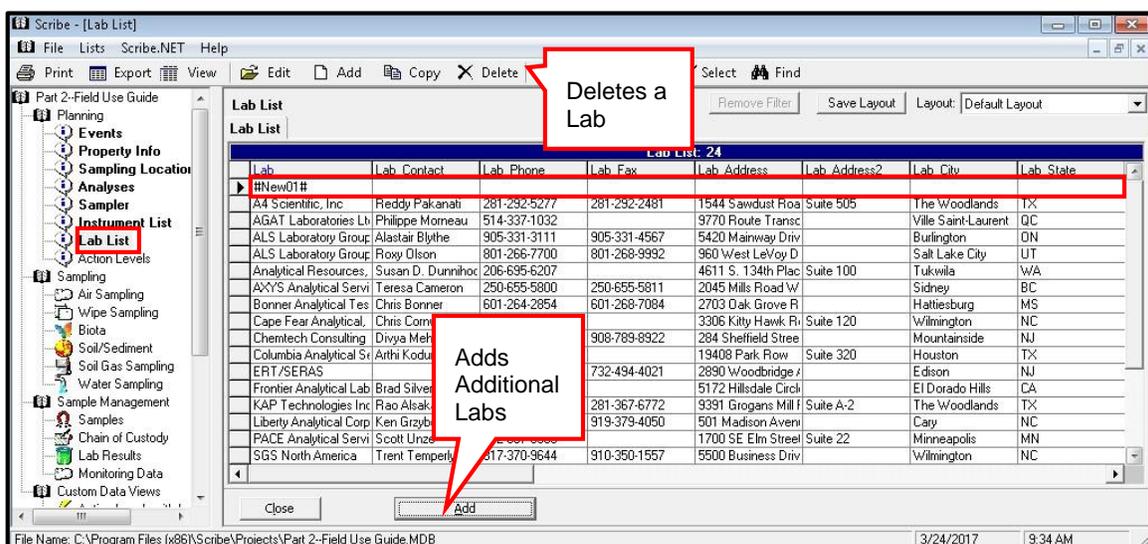
Instrument List

The Instrument List screen provides you with a means of identifying real-time monitoring instruments used for field sampling.



Lab List

The **Lab List** contains a list of Laboratories. The default **Lab List** comes pre-populated when you start a New Scribe Project from the Scribe3.mdb Template file. If using a Regional specific Template file, your default Lab List set may be different. Optionally, **Labs** that do/do not apply can be added and deleted to the table.





Action Levels

The Action Levels table is where you can load project specific Actions Levels (MCLs, Benchmarks, etc.). If Action Levels are loaded, a query exists under Custom Data Views that will compare the Analyte in the Action Levels table to Lab Results and identify which results exceed the Action Level. (The CAS # and Result Units are the key fields compared between tables.

The screenshot shows the Scribe software interface. The left sidebar contains a tree view with categories like Planning, Events, Property Info, Sampling Locations, Analyses, Sampler, Instrument List, Lab List, Action Levels (highlighted with a red box), Sampling, Air Sampling, Wipe Sampling, Biota, Soil/Sediment, Soil Gas Sampling, Water Sampling, Sample Management, Samples, Chain of Custody, Lab Results, Monitoring Data, Custom Tasks, Manifest_Info, and Custom Data Views. The main window displays the 'Action Levels' table with the following data:

Source ID	Matrix	Analyte	CAS NO	Value	Unit	Notes
RSL MCL	Water	Arsenic, Inorganic	7440-38-2	10	ug/L	Regional Screening Level (RSL) for Chemical Contaminants in Residential Soil at Sup
RSL MCL	Water	Lead and Compour	7439-92-1	15	ug/L	Regional Screening Level (RSL) for Chemical Contaminants in Residential Soil at Sup
RSL TAPWATER	Water	Arsenic, Inorganic	7440-38-2	0.052	ug/L	Regional Screening Level (RSL) for Chemical Contaminants in Residential Soil at Sup
RSL TAPWATER	Water	Lead and Compour	7439-92-1	15	ug/L	Regional Screening Level (RSL) for Chemical Contaminants in Residential Soil at Sup

A callout box with a red border and arrow points to the 'Action Levels with L' view in the Custom Data Views section, containing the text: 'The Action Levels Custom Data View will compare your Lab Results to the Action Levels established in the Action Levels Table'.



Sampling

The **Sampling** section provides a means for creating, updating and viewing Sampling Tasks. Clicking on ‘Sampling’ in the Navigation Pane opens the ‘Sampling’ screen.

The first column on the Sampling screen lists the ‘Sampling Tasks’ available.

By default, all Sampling Tasks are visible in the Navigation Pane. By changing **Visible** to an ‘N’, the Sampling Task will no longer be visible and not available for selection in the Navigation Pane. A ‘Y’ indicates that a task is visible and available for selection. For example, if your project only requires Air Sampling, you can place an ‘N’ in all other sampling tasks so that only ‘Air Sampling’ is visible in the Navigation Pane. You can also edit/modify the Sampling Task Name (i.e., Soil/Sediment to Soil).

The screenshot shows the Scribe - [Sampling] application window. The left navigation pane has 'Action Levels' expanded, with 'Sampling' and 'Air Sampling' highlighted. The main window displays a table titled 'Sampling: 6 [Filtered]'. The 'Visible' column is highlighted in red.

Sampling Task	Visible	Sort	ID # Mask	Last Number	Tag Mask
Air Sampling	Y	1	EPAERT-####	0	
Wipe Sampling	N	4	EPAERT-####	0	
Biota	N	5	EPAERT-####	0	
Soil/Sediment	N	6	EPAERT-####	0	
Soil Gas Sampling	N	7	EPAERT-####	0	
Water Sampling	N	9	EPAERT-####	0	

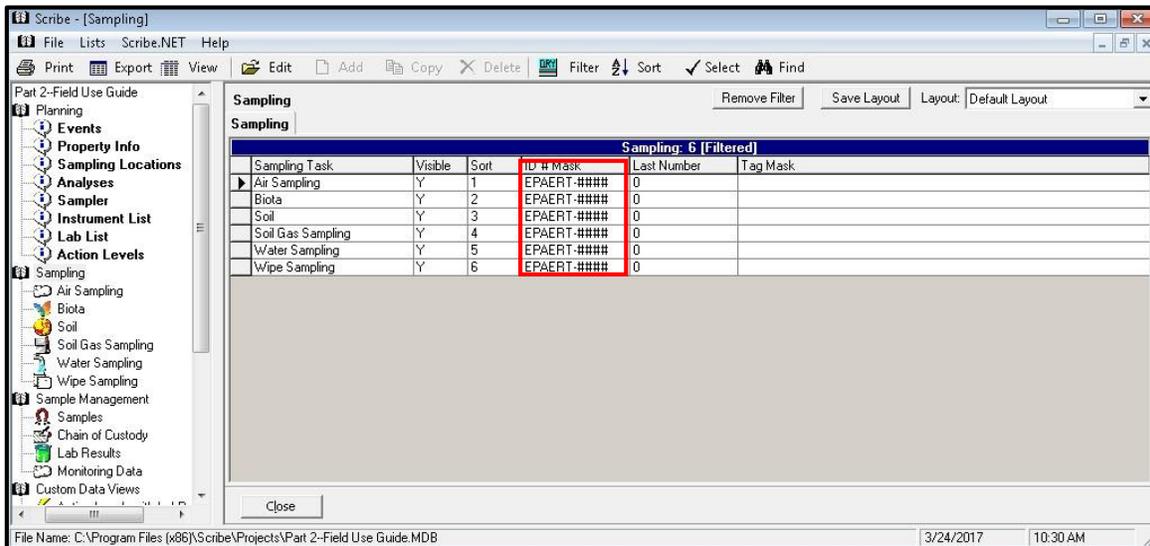
Sort allows you to sort your Sampling Tasks in another order. For example, alphabetical, etc.).

The screenshot shows the Scribe - [Sampling] application window. The left navigation pane has 'Action Levels' expanded, with 'Sampling' and 'Air Sampling' highlighted. The main window displays a table titled 'Sampling: 6 [Filtered]'. The 'Sort' column is highlighted in red.

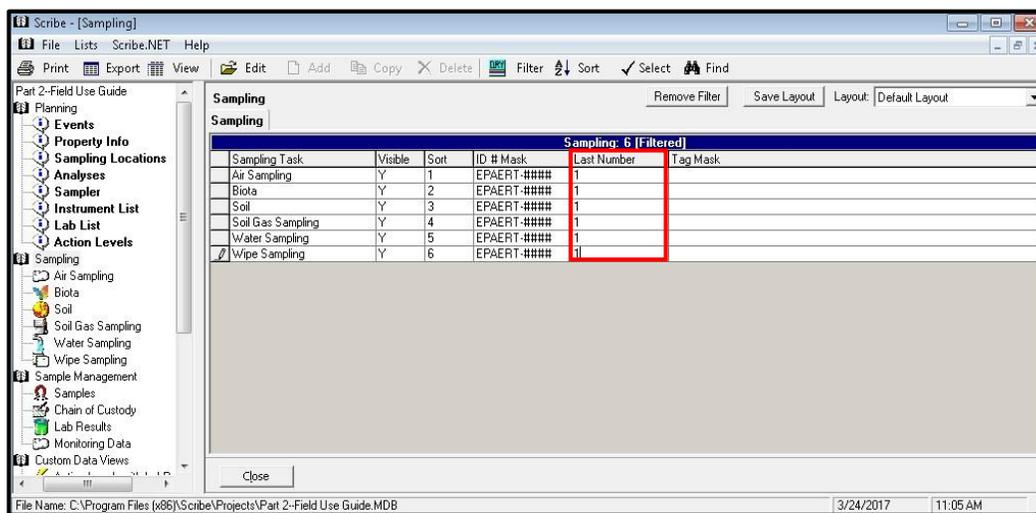
Sampling Task	Visible	Sort	ID # Mask	Last Number	Tag Mask
Air Sampling	Y	1	EPAERT-####	0	
Biota	Y	2	EPAERT-####	0	
Soil	Y	3	EPAERT-####	0	
Soil Gas Sampling	Y	4	EPAERT-####	0	
Water Sampling	Y	5	EPAERT-####	0	
Wipe Sampling	Y	6	EPAERT-####	0	



ID # Mask is useful when a specific Sampling Number (Mask) scheme is outlined in a site specific Data Management Plan, as well as when multiple crews are sampling the same project using Scribe and all the data is to be merged to one central database. You customize your sample numbers using the ID #Mask. The # symbol represents an auto-incrementing numeric field. For example, if you want your sample numbers to appear as EPAERT-0001, your ID # Mask would read 'EPAERT-####'. **Note:** By default, your Sample ID # Mask will be set with your Site # followed by an auto-incrementing numeric field.

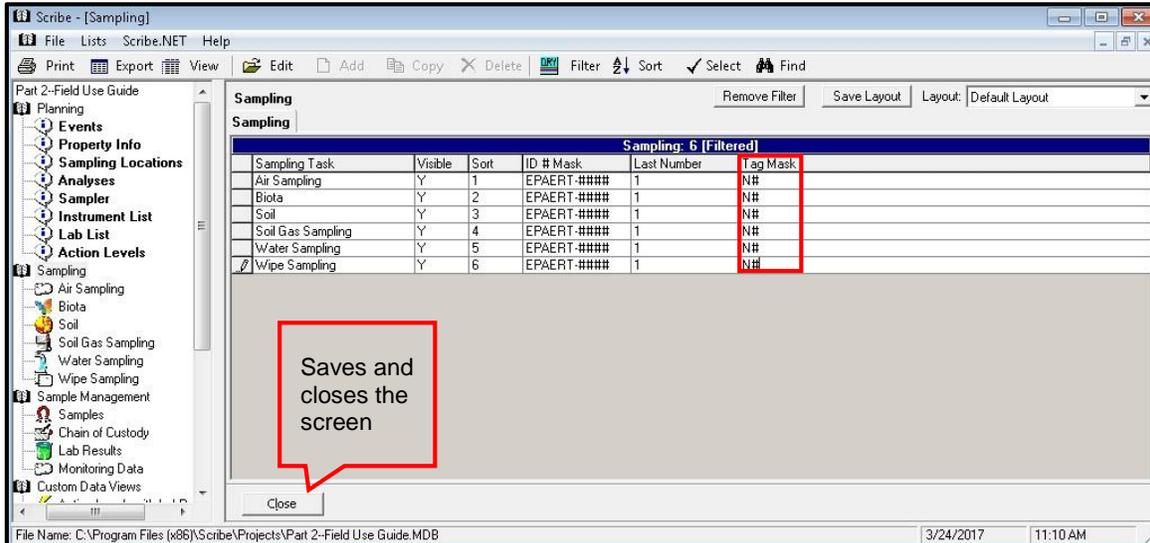


The **Last Number** field will show the last sample number used (i.e., the last sample # used was EPAERT-0001 (next one would be 0002)). Changing the Last Number field can be particularly helpful when multiple sampling crews are out sampling at the same project, different locations and you do not want duplicate sample numbers in each project.

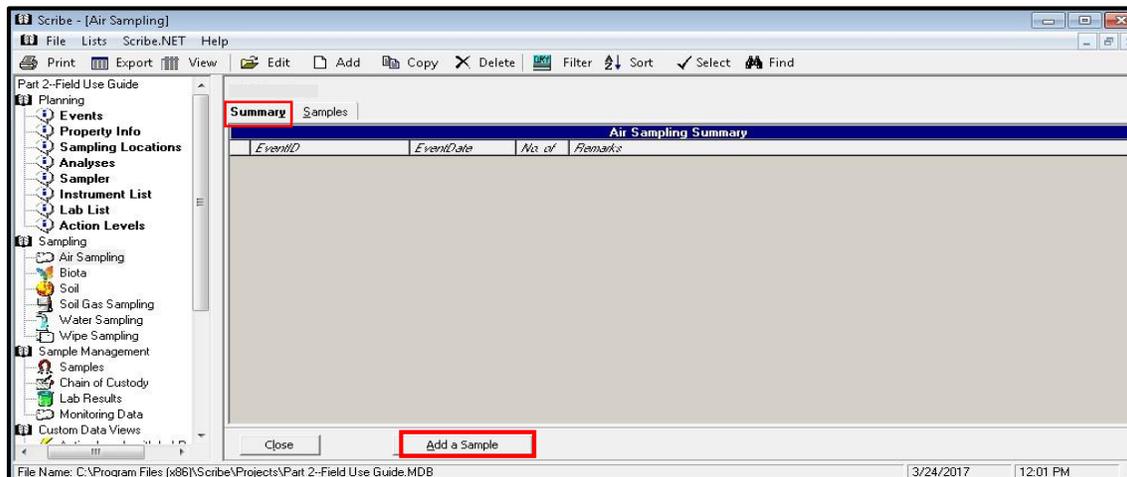


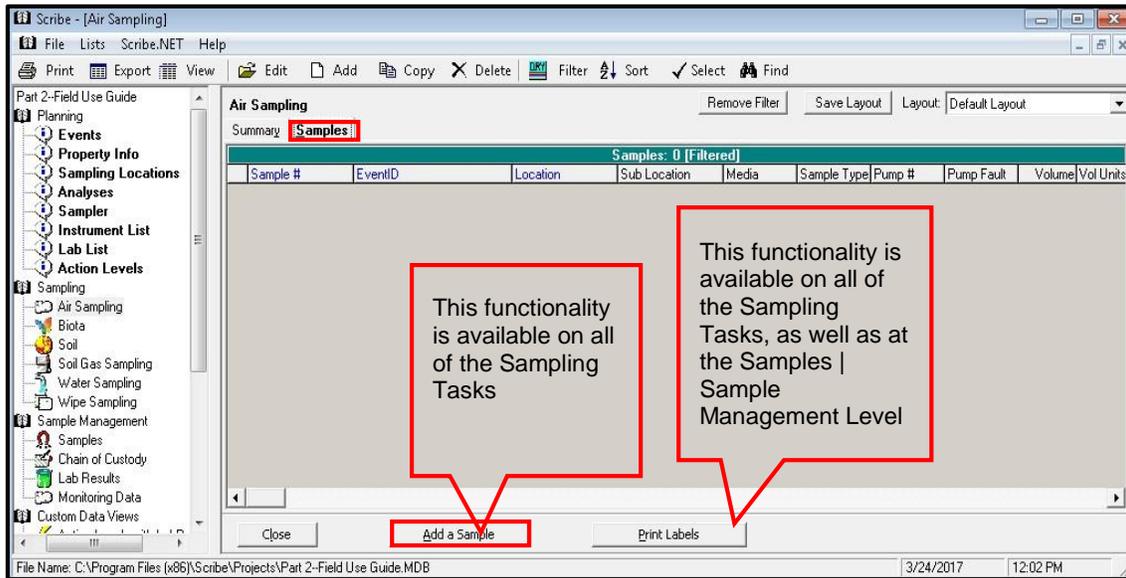


By default, the Tag settings in Scribe are set to 'Alpha' characters for generic Scribe samples and 'Numeric' for CLP Scribe samples. Some Regional Data Management Plans require that the Sample Tag consist of both an Alpha and auto-incrementing numeric field. Under Sampling, a custom **Tag Mask** can be configured. Remember that at least one auto-incrementing digit (#) needs to be included in a custom mask.. In this example, the Tag settings will be set to N1, N2, etc.



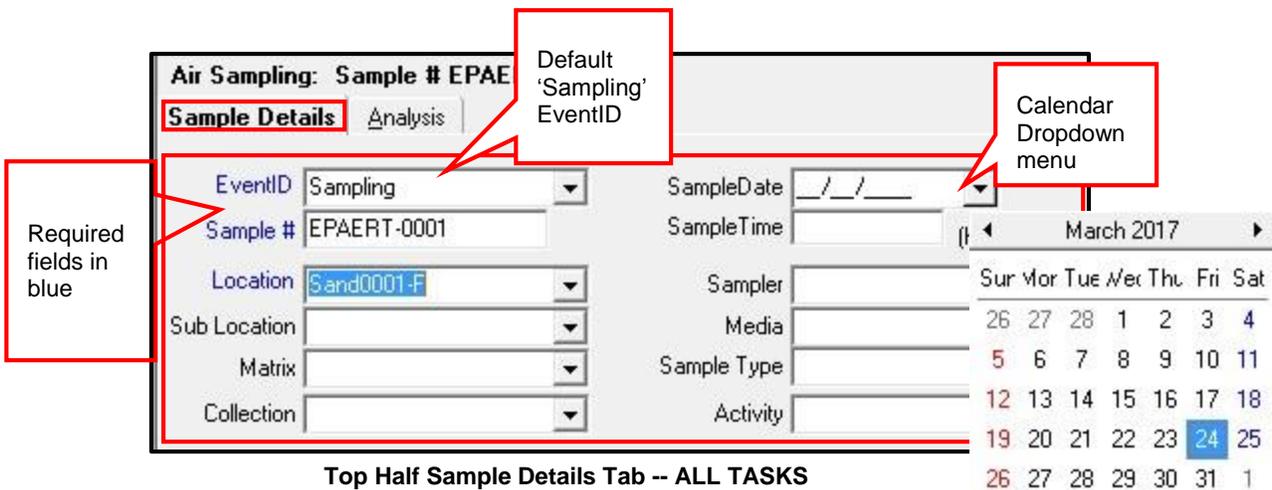
By clicking on any of the Sampling Task(s) (e.g., Air, Biota, Soil, Soil Gas, Water, Wipe), a Summary screen for the sampling task is displayed. The 'Summary' screen contains a **Summary** tab and a **Samples** tab. Before any samples are entered in Scribe, the Summary tab will be blank. Going forward, a summary of the Sampling Events will be displayed on the Summary tab, showing the number of samples collected in that event..

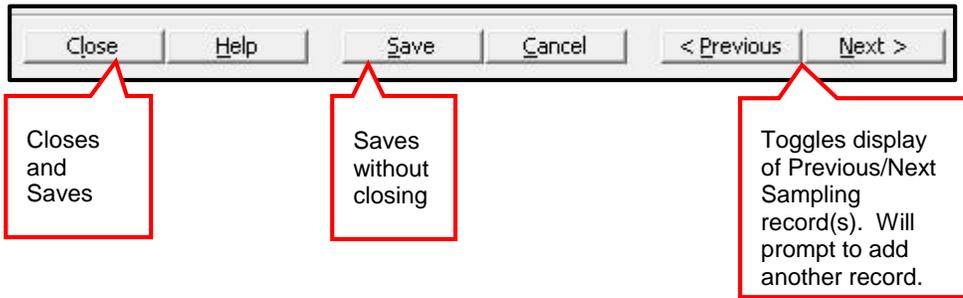




You can click on Add a Sample on the Summary or Samples Tab. **Note:** This same functionality is available on all of the Sampling Tasks.

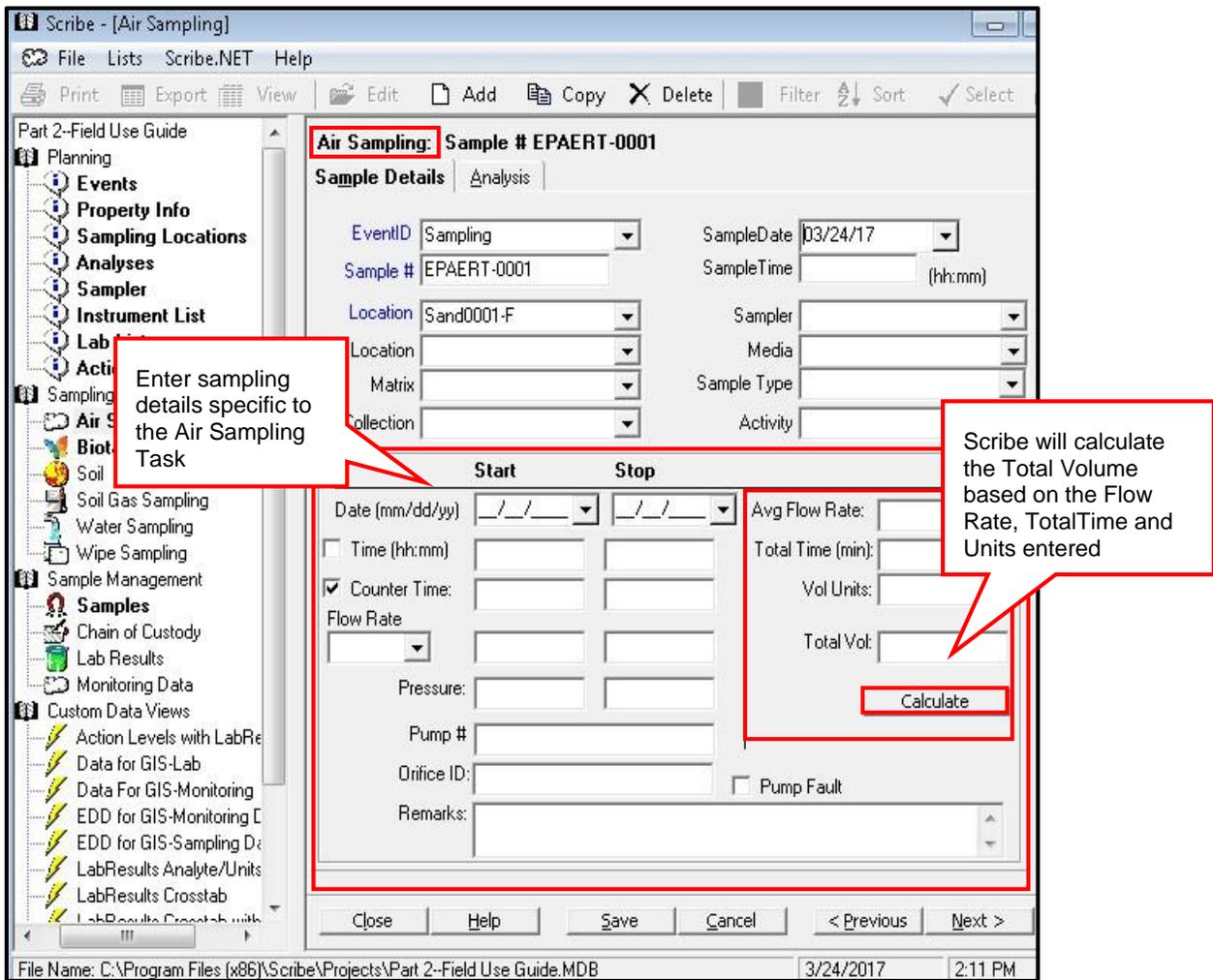
In each Sampling task, the upper half of the Sample Details tab will capture the exact same information for each Task. The lower half of the Sample Details tab will include specific sample detail information to the task. **Note:** The functionality of Closing, Saving, Cancel and Previous/Next are the same in each one of the sampling Tasks.





Air Sampling

The bottom half of the Sample Details screen will capture the sample details specific to the task. In this example, Flow Rates, Pressure, Pump #, Time, Units, etc. can be captured for each Air Sample taken.



Bottom Half of Sample Details Tab -- Air Sampling



Wipe Sampling

Sample detail fields specific to Wipe Sampling include the Area Width, Length, Total Area, Units and Area Surface can be captured for each Wipe Sample taken. Total Area is calculated automatically based on the width and length.

Area Width	Area Length	Total Area	Area Units	Area Surface
<input type="text"/>	X <input type="text"/>	= <input type="text"/>	<input type="text"/>	<input type="text"/>

Total Area is calculated automatically

Close	Help	Save	Cancel	< Previous	Next >
-------	------	------	--------	------------	--------

Closes and Saves

Saves without closing

Toggles display of Previous/Next Sampling record(s). Will prompt to add another record.



The **Pump Info** tab captures pre and post (Start/Stop) flow data from dust/microvac sampling using an SKC pump.

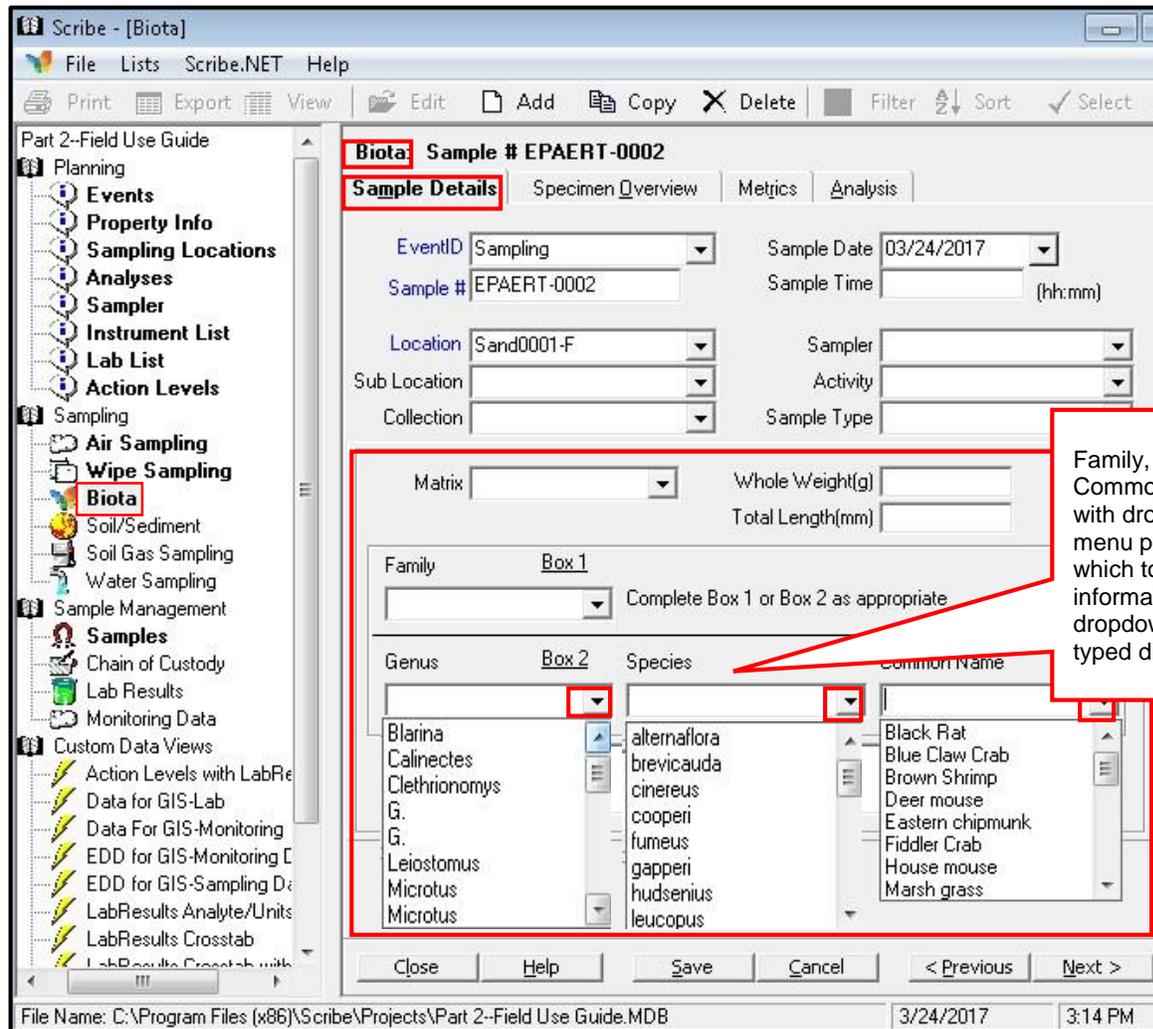
The screenshot shows the Scribe software interface. The left sidebar contains a tree view with 'Wipe Sampling' selected. The main window displays the 'Wipe Sampling: Sample # EPAERT-0003' form. The 'Pump Info' tab is active, showing a table for recording 'Start' and 'Stop' data. The table has columns for Date (mm/dd/yy), Time (hh:mm), Counter Time, and Flow Rate. There are also fields for Avg Flow Rate, Total Time (min), Pump #, and a Pump Fault checkbox. A 'Calculate' button is present. The status bar at the bottom shows the file name, date (3/27/2017), and time (12:04 PM).

	Start	Stop	
Date (mm/dd/yy)	__/__/__	__/__/__	
<input type="checkbox"/> Time (hh:mm)			Avg Flow Rate: <input type="text"/>
<input checked="" type="checkbox"/> Counter Time:			Total Time (min): <input type="text"/>
Flow Rate			<input type="button" value="Calculate"/>
Pump #	<input type="text"/>		
<input type="checkbox"/> Pump Fault			



Biota Sampling

Sample detail fields specific to Biota Sampling include, the Genus, Species and Common Names, etc.



Family, Genus, Species and Common Name are provided with dropdown menus. Each menu provides a list from which to choose. If the information is not in the dropdown menu, it can be typed directly in.



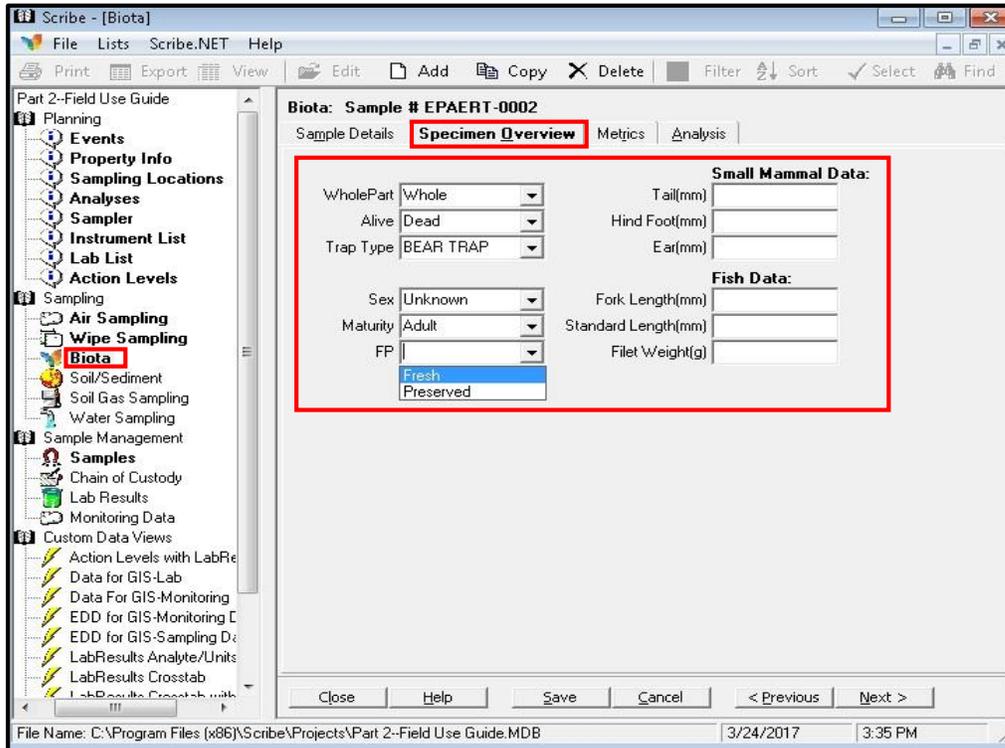
Closes and Saves

Saves without closing

Toggles display of Previous/Next Sampling record(s). Will prompt to add another record.



Additional Biota-specific information can be found on the **Specimen Overview** tab. Dropdown menus provide selections for Specimen Overview information. Select from the dropdown menu(s) or enter new data as appropriate.



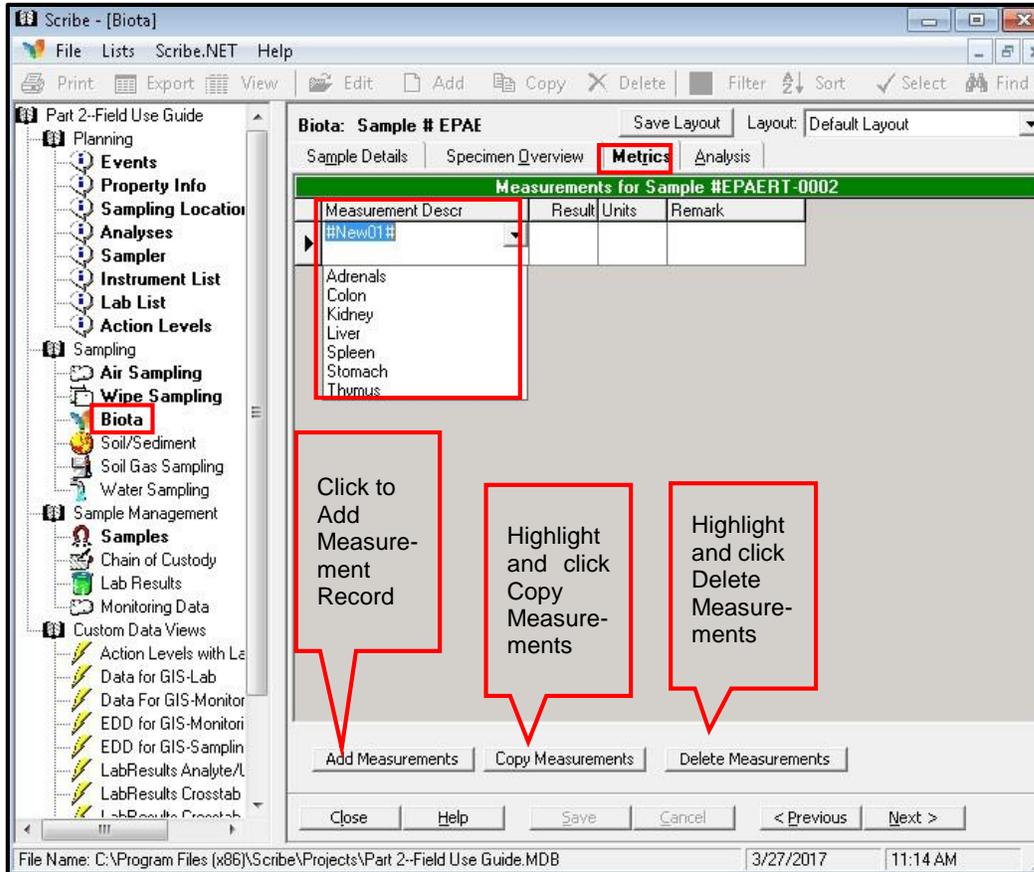
Closes and Saves

Saves without closing

Toggles display of Previous/Next Sampling record(s). Will prompt to add another record.



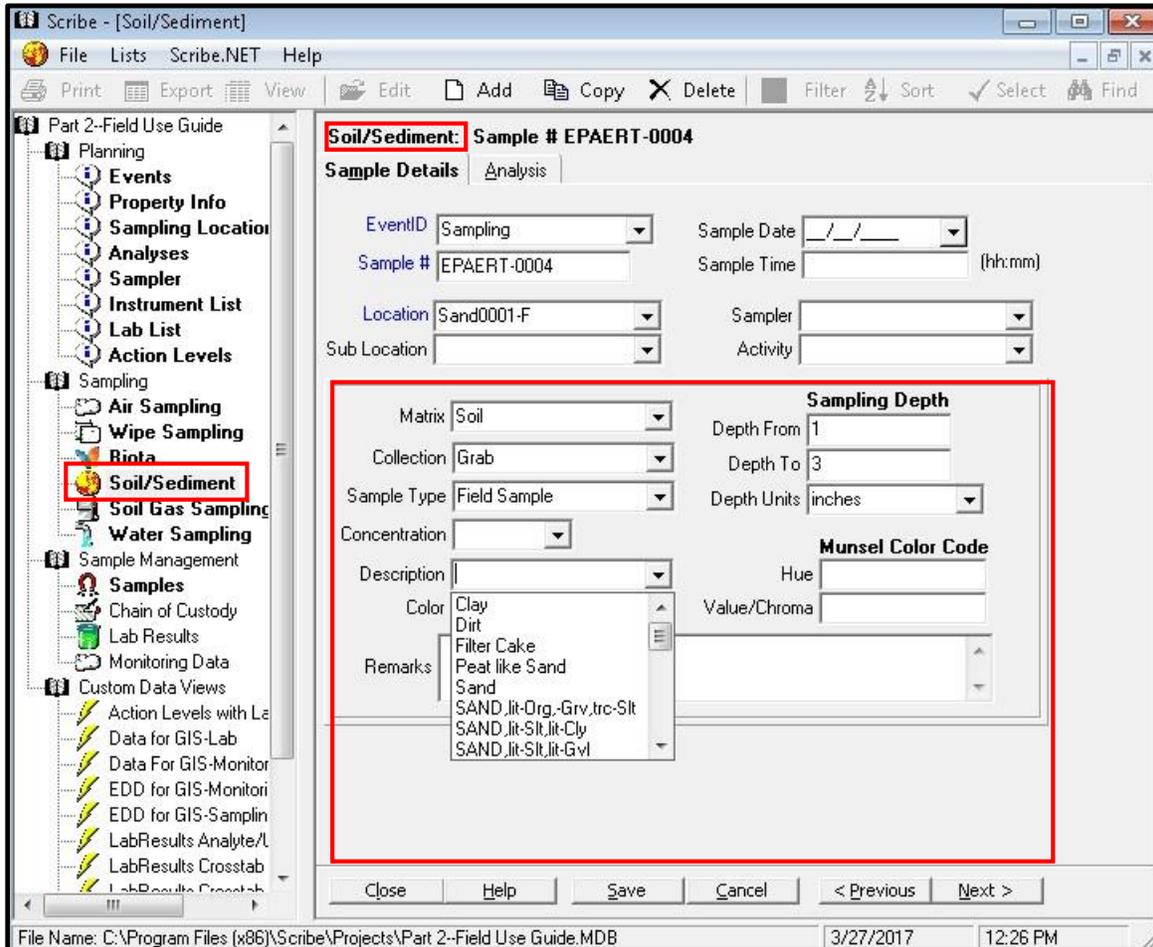
Clicking on the **Metrics** tab opens the Measurements for Sample screen. Dropdown menus provide selections for measurement information. Select from the dropdown menus or enter new data as appropriate.





Soil/Sediment Sampling

Sample detail fields specific to Soil/Sediment sampling include Depths, Color, Hue, etc. Details can be selected by clicking on the dropdown list or by entering the information directly.



Closes and Saves

Saves without closing

Toggles display of Previous/Next Sampling record(s). Will prompt to add another record.



Soil Gas Sampling

The bottom half of the Sample Details screen captures the sample details (Matrix, Depths, Sample Type, Color, etc). Details can be selected by clicking on the dropdown list or by entering the information directly.

Soil Gas Sampling: Sample # EPAERT-0005

Sample Details | Readings | Analysis

EventID: Sampling | Sample Date: ___/___/___

Sample #: EPAERT-0005 | Sample Time: (hh:mm)

Location: Sand0001-F | Sampler: |

Sub Location: | Activity: |

Sampling Depth

Matrix: | Depth From: |

Collection: | Depth To: |

Sample Type: | Depth Units: |

Soil_Descr: |

Color: |

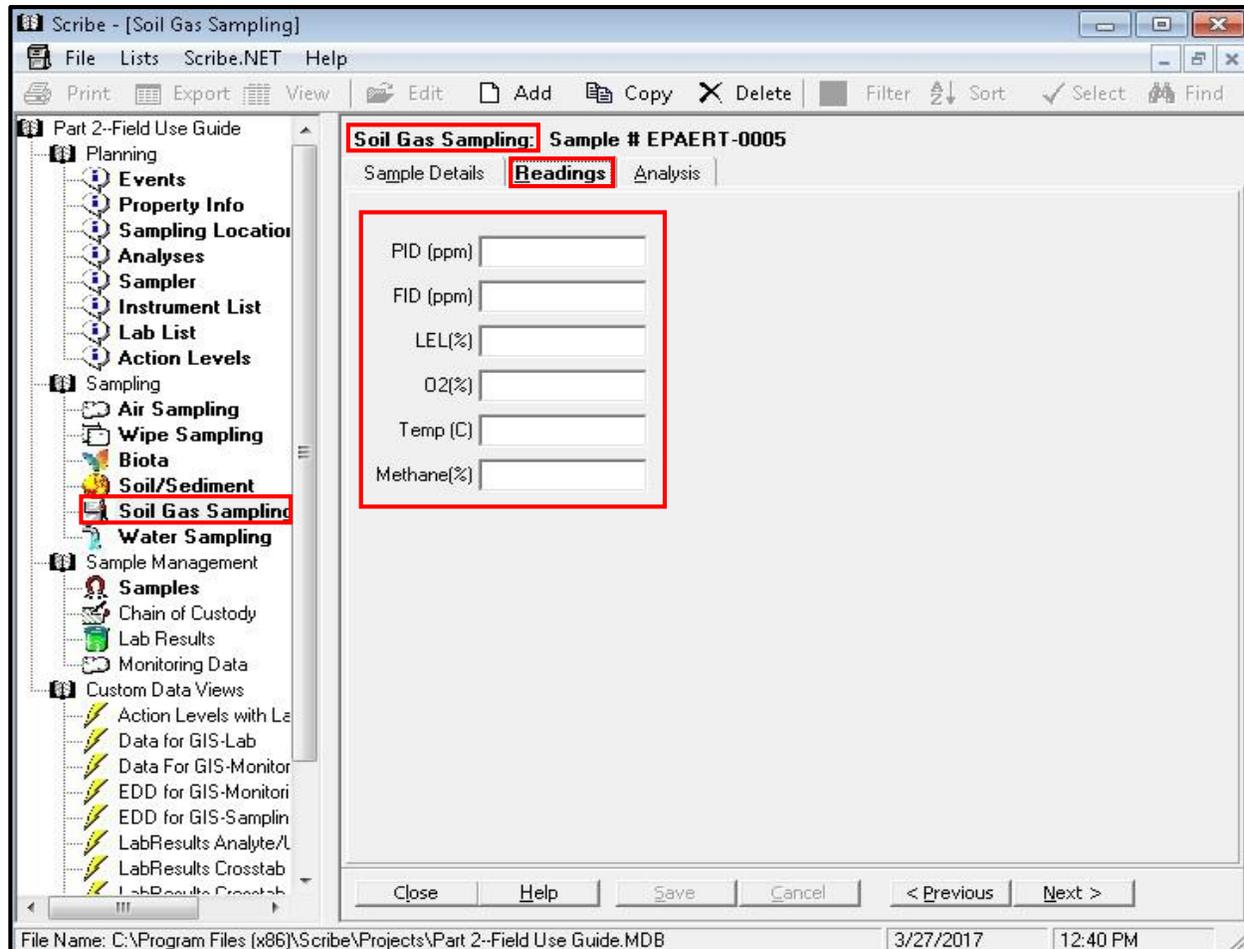
Remarks: |

Close | Help | Save | Cancel | < Previous | Next >

File Name: C:\Program Files (x86)\Scribe\Projects\Part 2-Field Use Guide.MDB | 3/27/2017 | 12:31 PM



Clicking on the **Readings** tab opens the Readings screen. Enter appropriate readings in each of the fields.





Water Sampling

Sample detail fields specific to Water Sampling include Source, Odor, Color, etc. Details can be selected by clicking on the dropdown list or by entering the information directly.

The screenshot shows the Scribe software interface for Water Sampling. The form is titled "Water Sampling: Sample # EPAERT-0006". The "Sample Details" tab is active. The form contains the following fields:

- EventID: Sampling
- Date Collected: 03/27/2017
- Sample #: EPAERT-0006
- Time Collected: (hh:mm)
- Location: Sand0001-F
- Sub Location: (empty)
- Sampler: (empty)
- Activity: (empty)
- Matrix: Water
- Source: Monitoring Well
- Collection: Discrete Interval
- Sample Type: Field Sample
- Concentration: (empty)
- Odor: (empty)
- Color: (empty)
- Remarks: (empty)
- Sampling Depth: Depth From: 3, Depth To: 6, Depth Units: inches

At the bottom of the form, there are buttons for Close, Help, Save, Cancel, < Previous, and Next >.



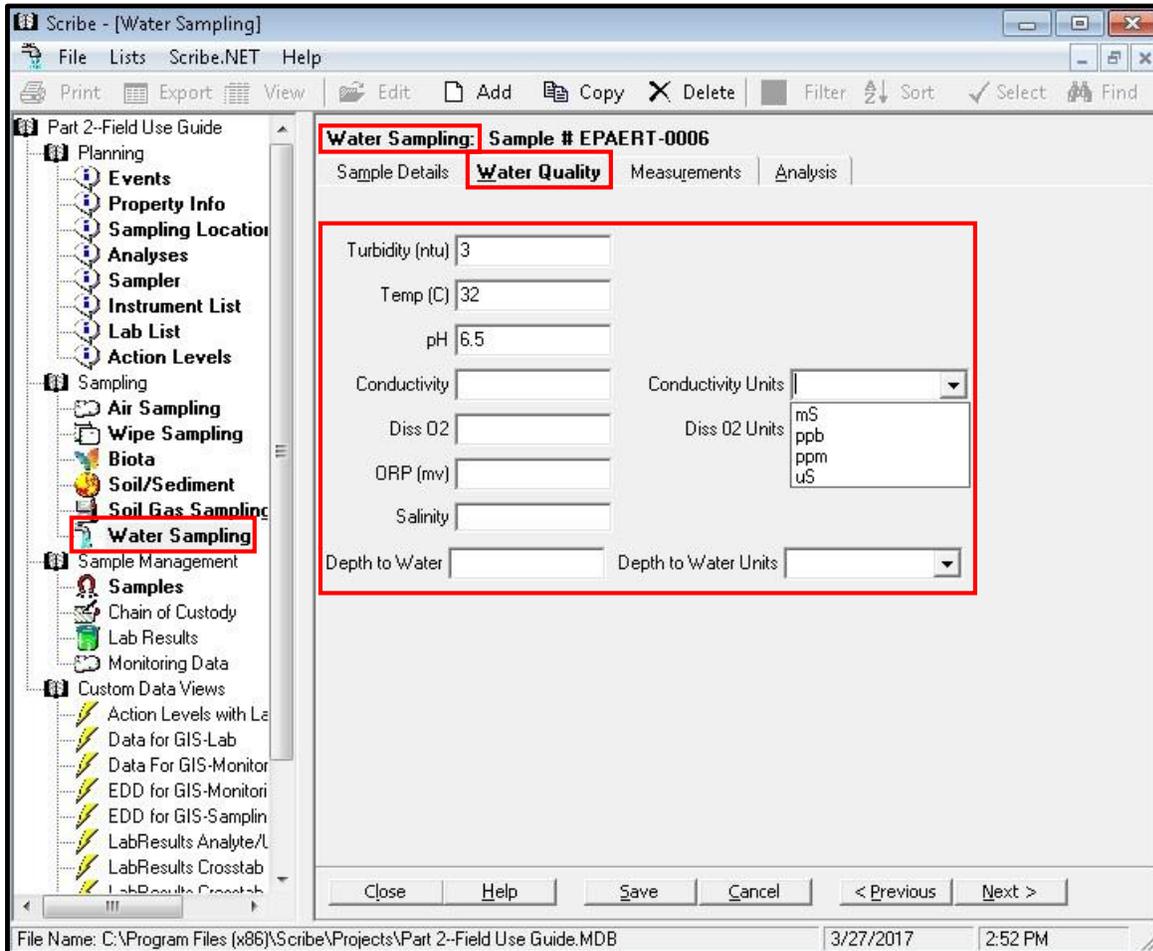
Closes and Saves

Saves without closing

Toggles display of Previous/Next Sampling record(s). Will prompt to add another record.



Click on the **Water Quality** tab to enter the appropriate water quality readings collected along with the sample.



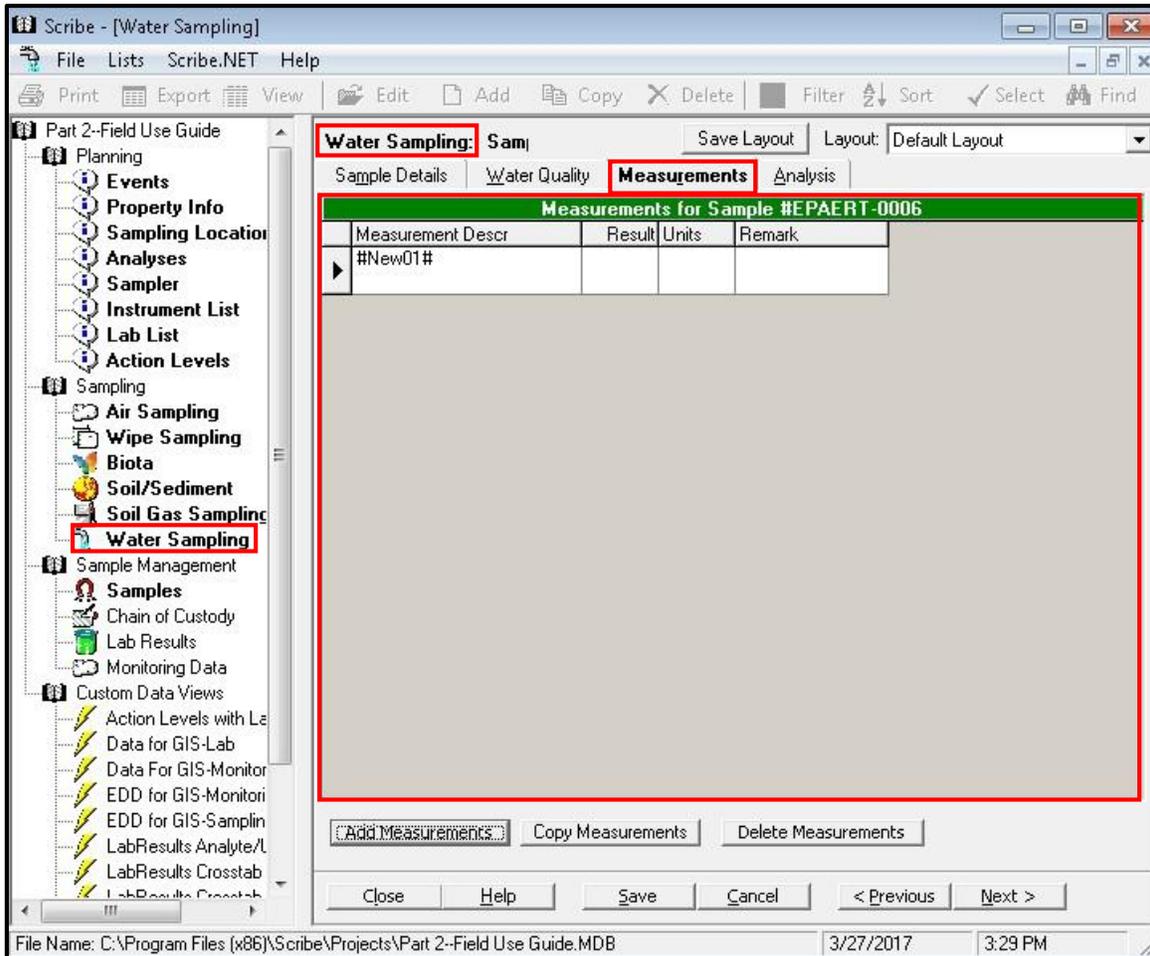
Closes and Saves

Saves without closing

Toggles display of Previous/Next Sampling record(s). Will prompt to add another record.



Clicking on the **Measurements** tab opens the Measurements for Sample screen. Use this screen to add any additional water quality or water measurement information not specifically address in any of the other Water Sampling tabs.



Closes and Saves

Saves without closing

Toggles display of Previous/Next Sampling record(s). Will prompt to add another record.



Add Analysis(es) to All Sampling Tasks

The **Analysis Tab** is the same in all of the Sampling Tasks (e.g., Air, Wipe, Soil/Sediment, etc.)

To add an Analyses, click on the Analysis tab and click in the Analyses/TAT field .

Click on the dropdown arrow for a list of Analyses in your Scribe project.

Note: The dropdown list of Analyses can be customized under Planning | Analyses. (refer to Analyses, Page 15). Analyses can be added, edited and deleted and include TAT, TAT Units, Container(s), Preservation. Analyses Type and Program Type are extremely important when adding CLP samples. Refer to the CLP Guide for additional information. If TAT, Conatiner, Preservative is added in the Planning Section, Analyses table, the information will automatically carry forward to your Sample/Analyses. The information can also be entered directly in the field(s) in the Analysis section.

Analyses/TAT	CLP Sample #	TAG	TAT	TAT Units	Container	No	Storage	Preservation	Lab QC	Preliminary	Description
VOCs (TAT 21 Days)		A	21	Days	40mL Vial	1	Wet Ice	None		No	
Total Phosphorus			21	Days	Amber Jar	1	Wet Ice	None		No	
Total Recoverable Phenols											
Total Suspended Solids						1				No	
TPH-DRO											
TPH-GRO											
Triphosphate											
TRPH											
Turbidity											
VOCs-SPLP											
VOCs (TAT 21 Days)											

Click on Add Analysis to create a new analysis record

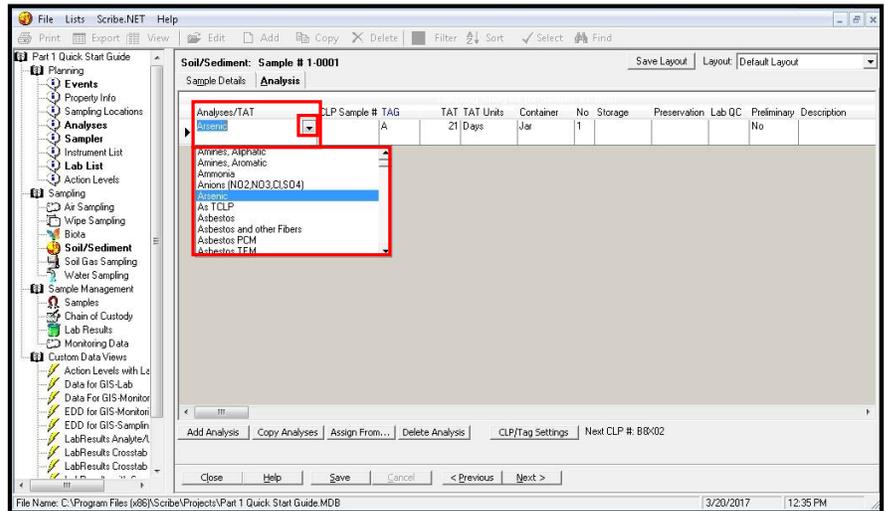
Closes and Saves

Saves without closing

Toggles display of Previous/Next Sampling record(s). Will prompt to add another record.



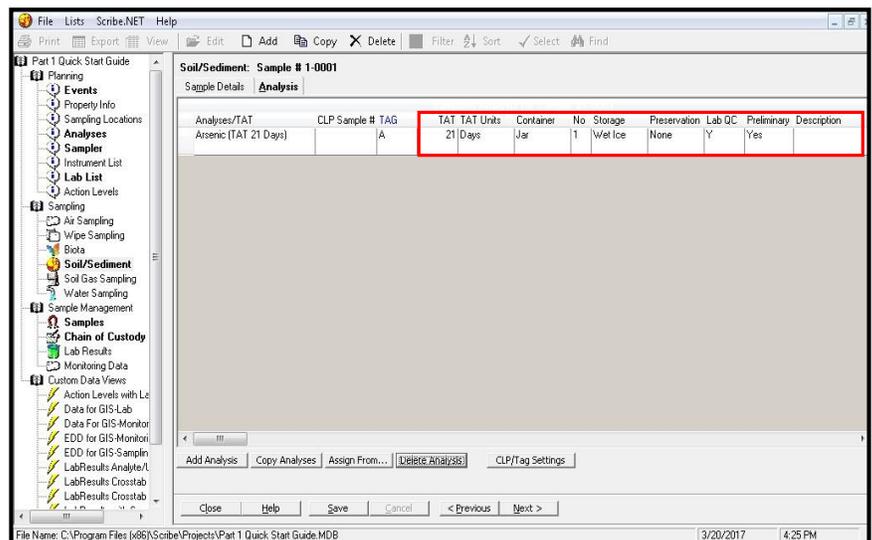
1. Click in the Analyses/TAT field. A drop down arrow will appear.
2. Click on the drop down arrow to display the list of analyses.
3. Select the analysis(es).



Note: The 'TAG' field will automatically increment with an Alpha character (i.e., A, B, C, etc.).

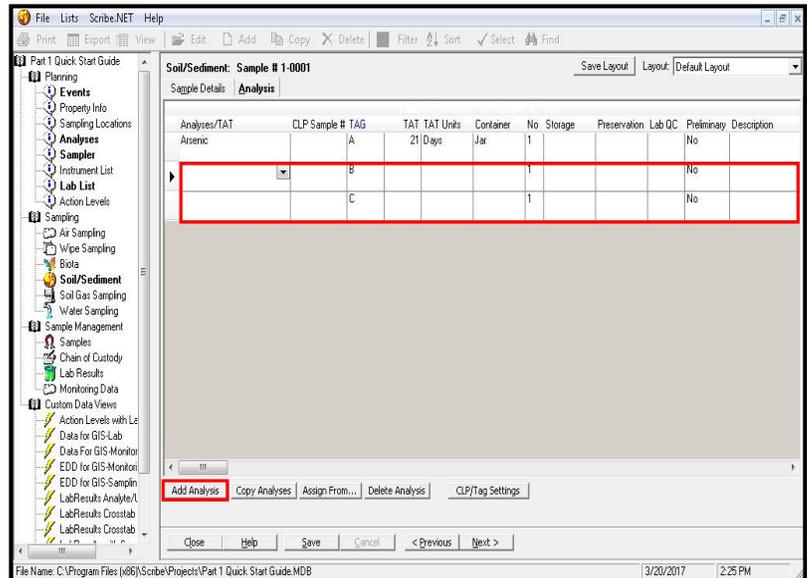
4. Enter TAT, TAT Units, Container (type), No. of Containers, Storage, Preservation, Lab QC (MS/MSD), Preliminary (Results), and additional description (if necessary).

Note: CLP Sample # will not be populated unless the CLP/Tag Settings have been set up and the analysis is part of the CLP Program. Please refer to the **Scribe CLP User Guide** for Adding CLP Analyses.



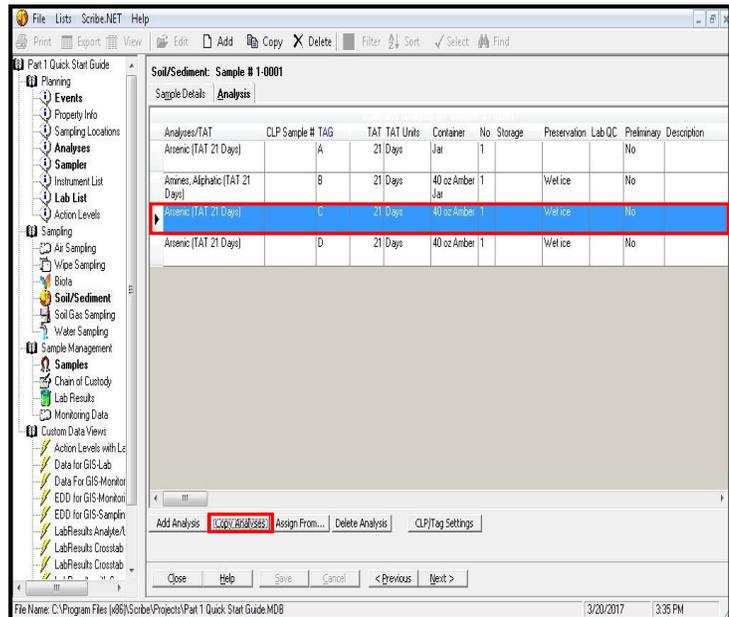


5. To add additional analyses, click on 'Add Analysis'.
6. Follow Steps 1 and 2 above.
7. Click Close to close the screen.



Copy an Analysis(es)

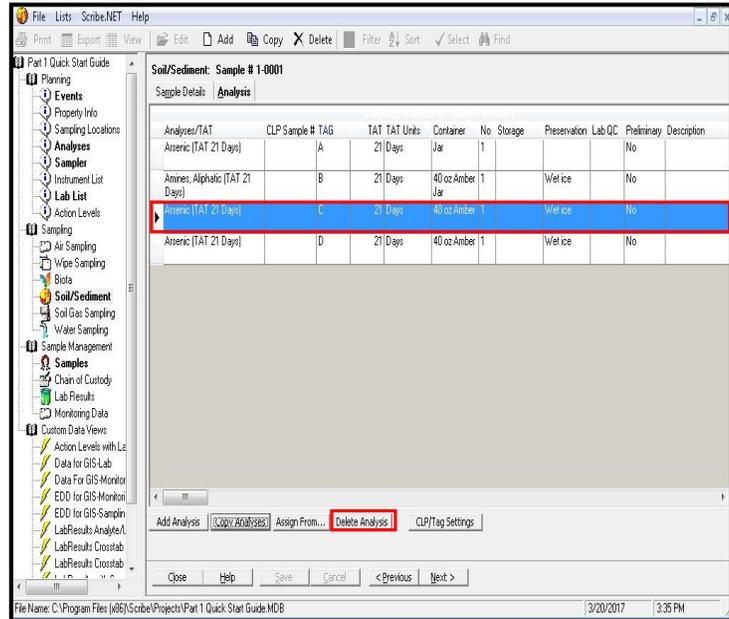
1. Highlight an analysis.
2. Click 'Copy Analyses'.
3. Click Close to close the screen.





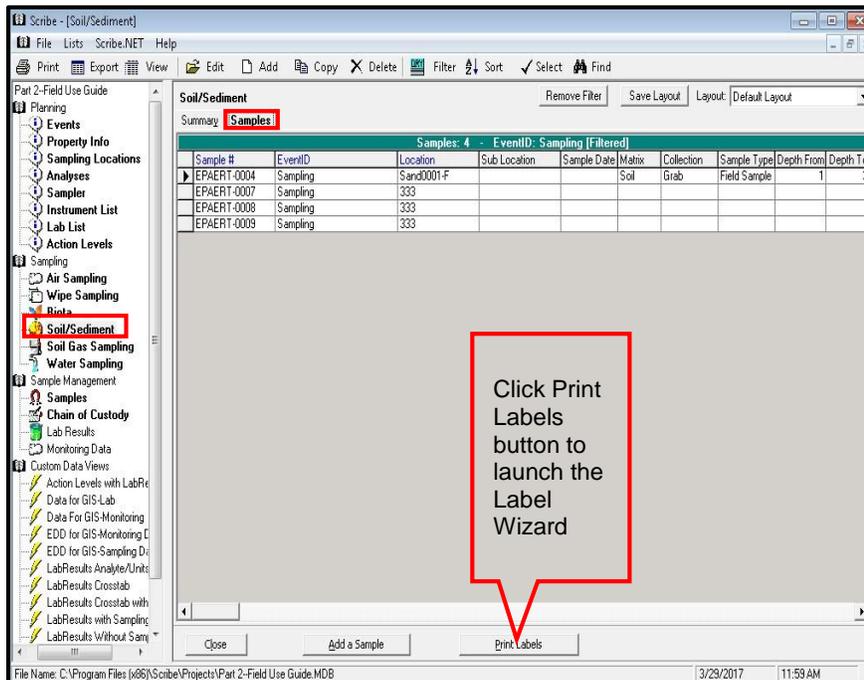
Delete an Analysis

1. Highlight an Analysis.
2. Click 'Delete Analyses'.
3. Click Close to close the screen.



Print Labels (from Sampling)

To Print Labels from the individual Sampling Task, return to the Samples Tab. By default, all samples shown on the screen will be printed. For printing specific samples, the Filter Button should be used.

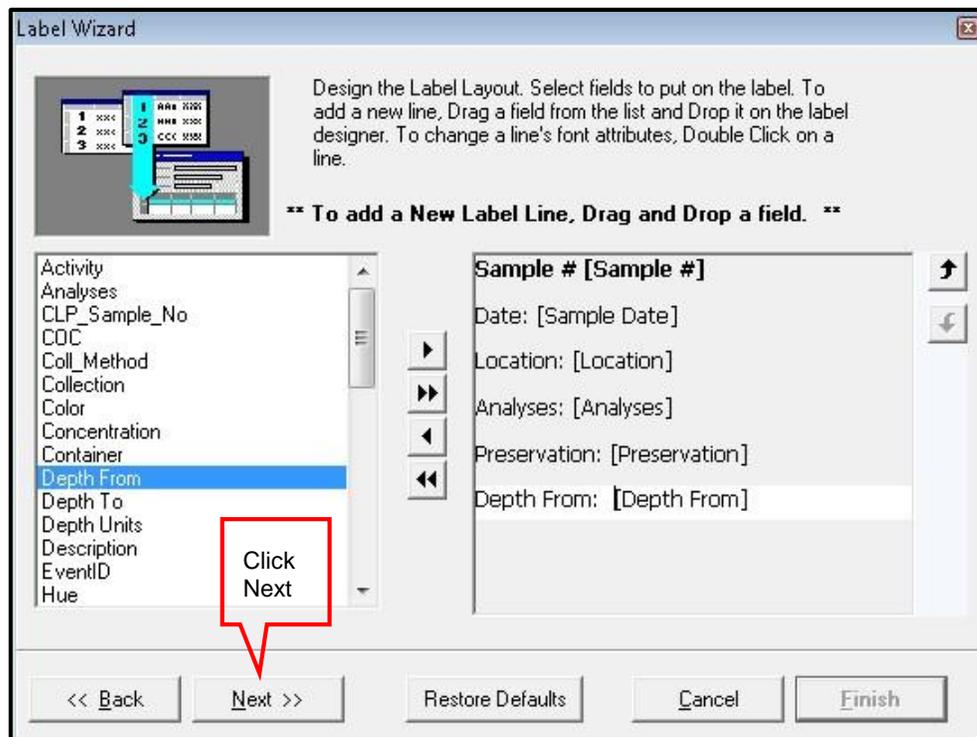
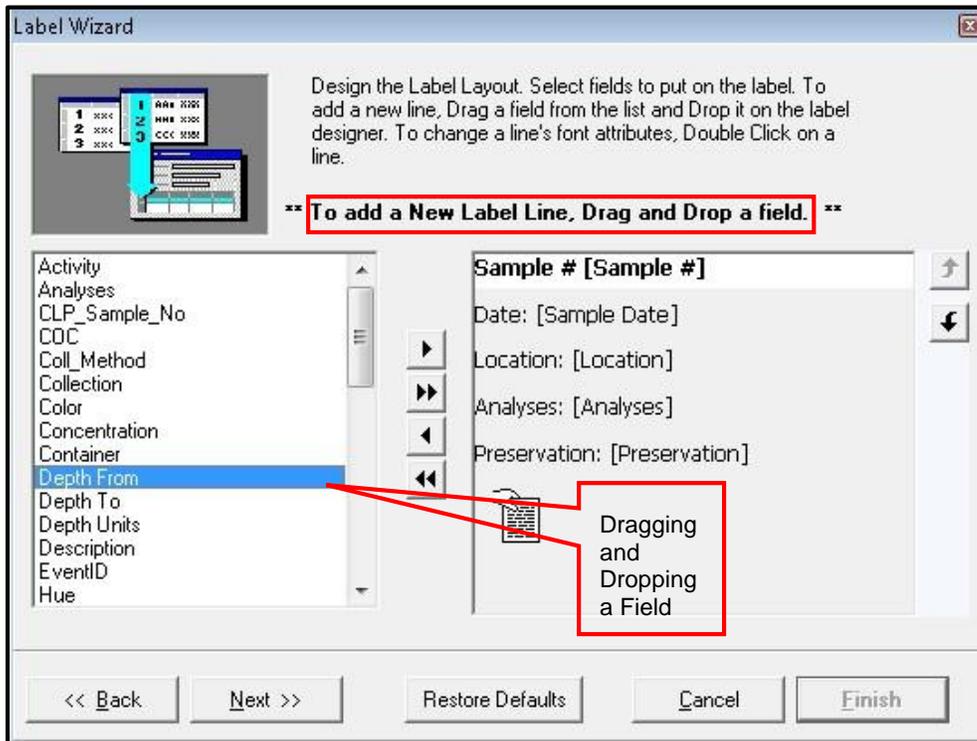


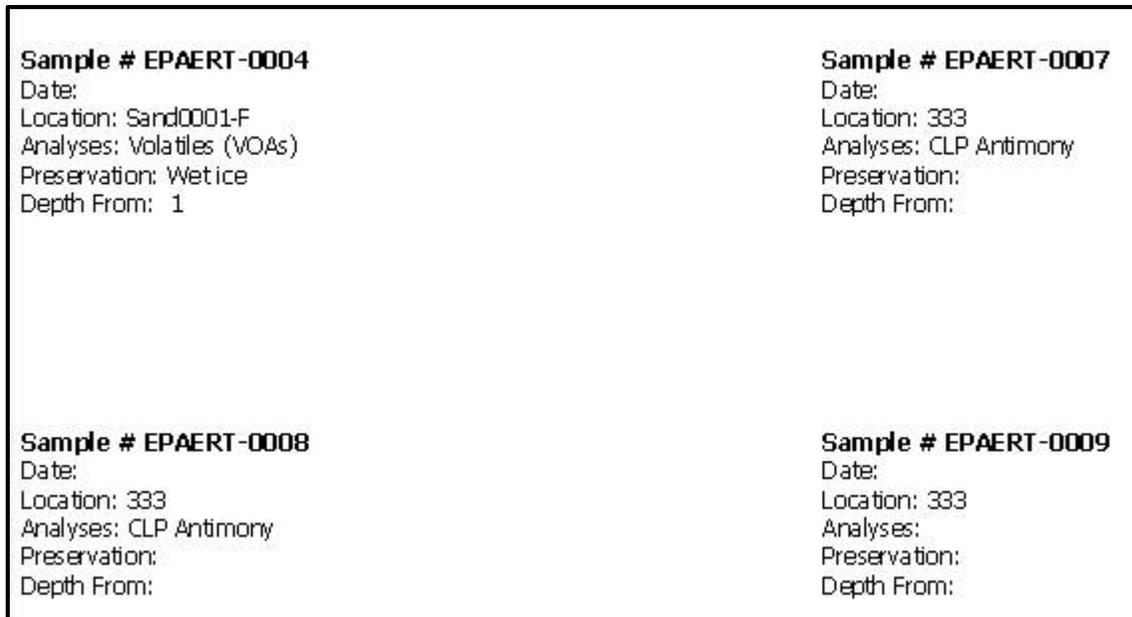
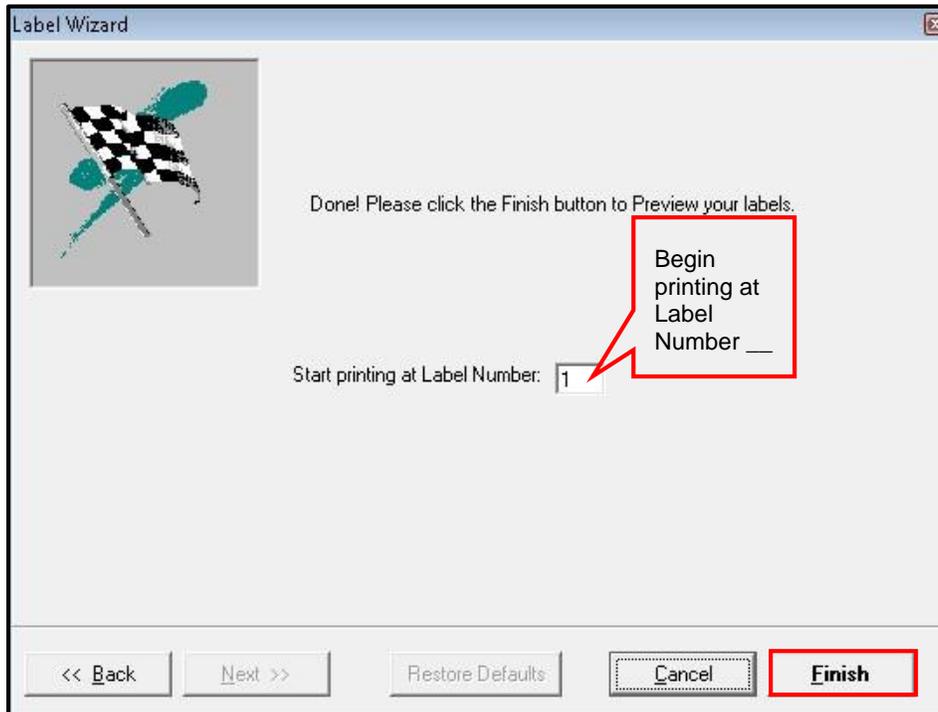


The screenshot shows the 'Label Wizard' dialog box. The title bar is labeled 'Label Wizard'. The main instruction is 'Select a predefined label in the list or create a new one'. On the left, there is a preview of a label sheet. The central table lists predefined labels:

Number	Description	Number across
5163	2 x 4	2
5164	3 1/3 x 4	2
5165	8 1/2 x 11	1
5167	1/2 x 1 3/4	4

Below the table are options for 'Measure' (Inch selected, Cm unselected) and 'Sheet' (One page selected, Continuous unselected). There is also a 'Show labels' section with 'Predefined' selected and 'Custom' unselected, and a 'Customize ...' button. At the bottom are navigation buttons: '<< Back', 'Next >>', 'Restore Defaults', 'Cancel', and 'Finish'. Three red callout boxes provide instructions: 'Select label from' points to the table, 'Click Next' points to the 'Next >>' button, and 'Customize your label if not available in the list' points to the 'Customize ...' button.





Print Preview

In addition, labels can be printed under the Sample Management | Samples section.



Sample Management

The **Sample Management** section consists of four (4) sections: **Samples**, **Chain of Custody**, **Lab Results** and **Monitoring Data**. By double-clicking on the word Sample Management you can set the Visibility, Sort Order, and set an ID Mask.

Double-click Sample Management

Clicking on 'Close' saves any changes and closes the Sample Management Screen

Sampling Task	Visible	Sort	ID # Mask	Last Number
Samples	Y	1		0
Chain of Custody	Y	2	####	1
Lab Results	Y	3	New###	0
Monitoring Data	Y	4	New###	0

The first column on the **Sample Management** screen lists the type of Sampling Tasks available. By default, the Tasks are visible in the Navigation Pane. By changing **Visible** to an 'N', the Task will no longer be visible and not available for selection in the Navigation Pane. For example, if your project will only include Samples, Chain of Custody and Lab Results, change the 'Y' to an 'N' in Monitoring Data and that Task will no longer be visible in the Navigation Pane.

Sort allows you to sort your Tasks in another order. For example, alphabetical, etc.

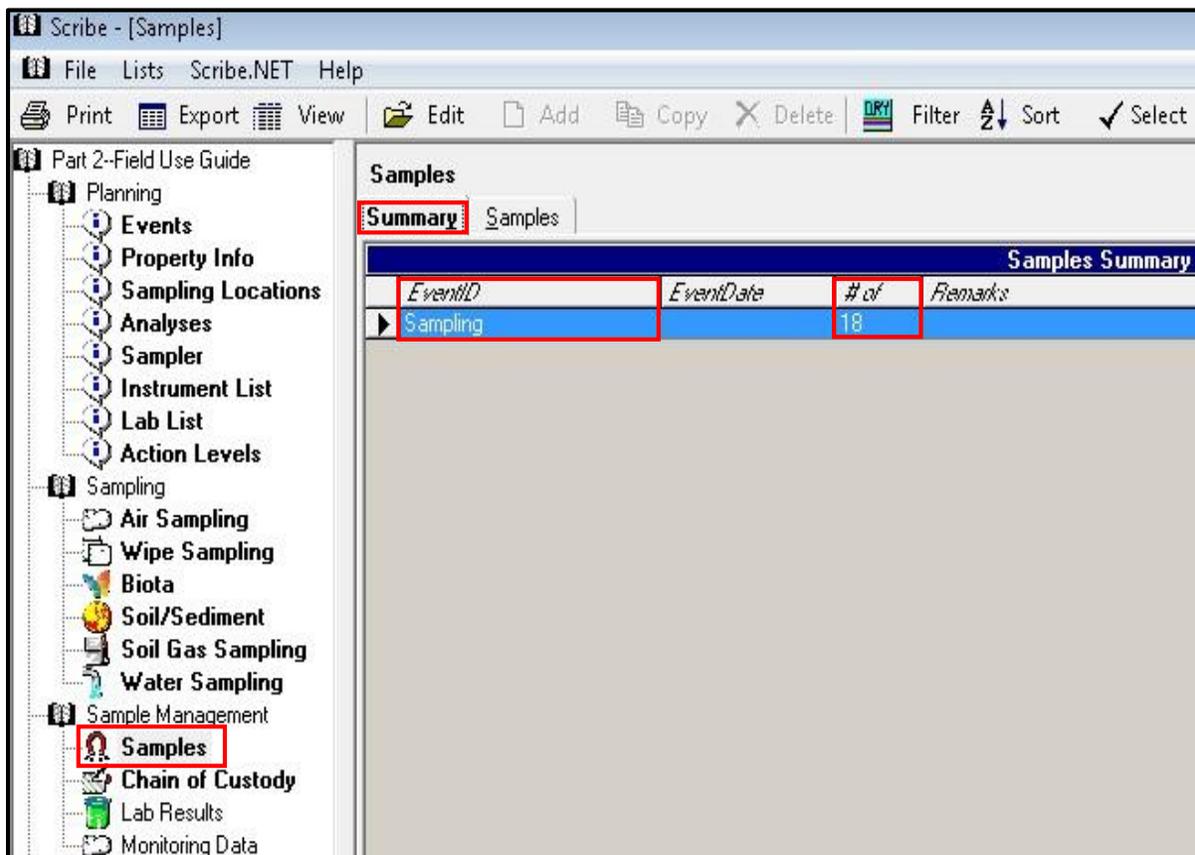


Chain of Custody ID # Mask is useful when a specific Chain of Custody number (Mask) scheme is outline in a site specific Data Management Plan, as well when multiple crews are sampling and distinct Chain of Custodies per crew need to be configured.

The **Last Number** field will show the last Chain of Custody number used (i.e., the last COC # was 0001 (the next ne would be 0002).

Samples

Clicking on **'Samples'** in the Navigation pane displays a **Summary** tab and a **Summary** tab. The Summary tab summarizes the number of Samples per EventID in the Scribe project.





Clicking on the **'Samples'** tab will display ALL the samples – more specifically – all the analyses assigned to samples in the Scribe project. This differs from the Sampling section because you can see each analysis for each Sample Type. When working in the Sampling Section, Samples for only one type at a time can be viewed.

The screenshot shows the Scribe software interface with the 'Samples' tab selected. The table displays 18 samples with the following columns: Sample #, Sample Date, EventID, Location, Matrix, Collection, Sample Type, Analyses, Tag, and Container. A red box highlights the 'Samples' tab in the left sidebar and the 'ALL Samples: 18' header in the table. A callout box points to the 'Print Labels' button at the bottom of the table.

Sample #	Sample Date	EventID	Location	Matrix	Collection	Sample Type	Analyses	Tag	Container
EPAERT-0001		Sampling	333					N1	
EPAERT-0002	3/24/2017	Sampling	Sand0001-F					N1	
EPAERT-0003	3/24/2017	Sampling	Sand0001-F				Amines, Aliphatic	N1	Baby Wipe
EPAERT-0004		Sampling	Sand0001-F	Soil	Grab	Field Sample	Volatiles (VOCs)	N1	40mL Vial
EPAERT-0005		Sampling	Sand0001-F					N1	
EPAERT-0006	3/27/2017	Sampling	Sand0001-F	Water	Discrete Inter	Field Sample	VOCs	A	
EPAERT-0006	3/27/2017	Sampling	Sand0001-F	Water	Discrete Inter	Field Sample	Volatiles - TCLP	B	40mL Vial
EPAERT-0007		Sampling	333				CLP Antimony	2B-1004	
EPAERT-0008		Sampling	333				CLP Antimony	1005	
EPAERT-0009		Sampling	333				CLP Antimony	N1	
EPAERT-0009		Sampling	333				CLP Antimony	1006	
EPAERT-0010	3/27/2017	Sampling	Sand0001-F	Water	Discrete Inter	Field Sample	VOCs	A	
EPAERT-0010	3/27/2017	Sampling	Sand0001-F	Water	Discrete Inter	Field Sample	Volatiles - TCLP	B	40mL Vial
EPAERT-0011	3/27/2017	Sampling	Sand0001-F	Water	Discrete Inter	Field Sample	VOCs	A	
EPAERT-0011	3/27/2017	Sampling	Sand0001-F	Water	Discrete Inter	Field Sample	Volatiles - TCLP	B	40mL Vial
EPAERT-0012	3/27/2017	Sampling	Sand0001-F	Water	Discrete Inter	Field Sample		C	
EPAERT-0012	3/27/2017	Sampling	Sand0001-F	Water	Discrete Inter	Field Sample	VOCs	A	40mL Vial
EPAERT-0012	3/27/2017	Sampling	Sand0001-F	Water	Discrete Inter	Field Sample	Arsenic	B	Amber Jar

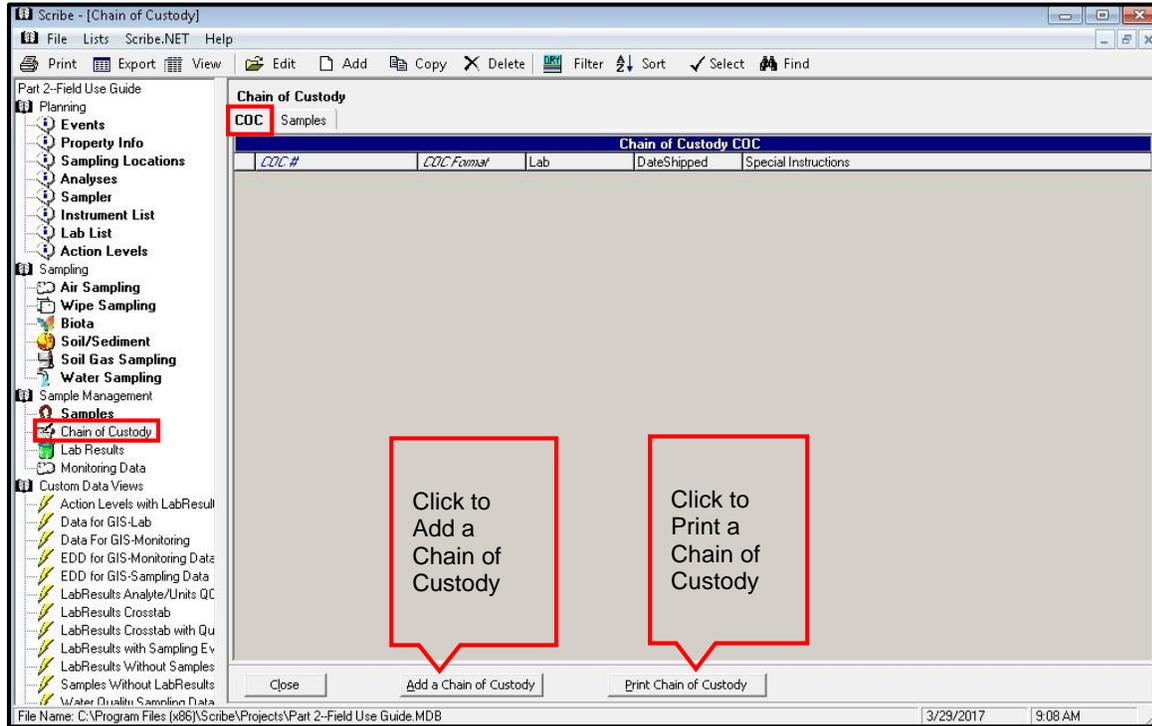
Example: ALL Samples displayed

Samples can also be filtered for a specific Sample #, Location, EventID, etc.



Chain of Custody

Chain of Custody records are created under the Chain of Custody section under Sample Management. Clicking on Chain of Custody displays a COC tab and Samples tab. By clicking on Add a Chain of custody, a COC Details screen will display.





On the COC Details screen, the COC # (denoted in **blue**) is a required field. By default, Scribe will auto-generate a COC # (Region #-Date-Time-#####). This number can be changed. Additional information is added to the COC by adding directly into the field, or by clicking on the dropdown arrows.

Scribe - [Chain of Custody]

File Lists Scribe.NET Help

Print Export View Edit Add Copy Delete Filter Sort Select Find

Part 2-Field Use Guide

- Planning
 - Events
 - Property Info
 - Sampling Locations
 - Analyses
 - Sampler
 - Instrument List
 - Lab List
 - Action Levels
- Sampling
 - Air Sampling
 - Wipe Sampling
 - Biota
 - Soil/Sediment
 - Soil Gas Sampling
 - Water Sampling
- Sample Management
 - Samples
 - Chain of Custody**
 - Lab Results
 - Monitoring Data
- Custom Data Views
 - Action Levels with LabResult
 - Data for GIS-Lab
 - Data For GIS-Monitoring
 - EDD for GIS-Monitoring Data
 - EDD for GIS-Sampling Data
 - LabResults Analyte/Units QC
 - LabResults Crosstab
 - LabResults Crosstab with Qu
 - LabResults with Sampling Ev
 - LabResults Without Samples
 - Samples Without LabResults
 - Water Quality Sampling Data

COC #: 2-032917-094619-0001 **Scribe auto-generated COC #**

COC Details

COC # 2-032917-094619-0001 COC Format Scribe

Cooler # Contact Name J. Smith

Project Code 1 Contact Phone 555-222-2222

Case # Case Complete

DAS #

Lab ABC Laboratories

Lab Contact John Q. Chemist Lab Phone 800-999-6990

Lab Address 2890 Woodbridge Avenue Lab_Fax 732-321-4343

Lab_Address2 Bldg. 205

Lab_City Edison DateShipped 03/29/2017

Lab_State NJ CarrierName FedEx

Lab_Zip 08837 AirbillNo 123456

Lab_Remark

Special Instructions: Please return cooler using enclosed prepaid FEDEX Airbill.
Please provide Scribe compatible LabResults EDD

Assign Samples to COC **Click to Assign Samples to the COC**

Close Help Save Cancel < Previous Next >

File Name: C:\Program Files (x86)\Scribe\Projects\Part 2-Field Use Guide.MDB



Assigning Samples to a COC

By clicking on the Select | Select All button, the Samples/analyses are highlighted. To assign all of the selected records, click **Assign to** button. To assign only certain records, use the Ctrl key to deselect records to be assigned.

The screenshot shows the Scribe software interface. The 'Chain of Custody' window displays a table of samples. The 'Select' button in the menu bar is checked, and the 'Select All' button is highlighted with a red box. Below the table, the 'Assign to 2-032917-094619-0001' button is also highlighted with a red box. A text box with an arrow points to this button, containing the text: "Assign selected records to the COC".

COC #	EventID	Sample #	Location	Analyses	Matrix	Collected	Numb	Container
	Sampling	EPAERT-0010	Sand0001-F	VOCs	Water	3/27/2017	1	
	Sampling	EPAERT-0010	Sand0001-F	Volatiles - TCLP	Water	3/27/2017	1	40mL Vial
	Sampling	EPAERT-0011	Sand0001-F	VOCs	Water	3/27/2017	1	
	Sampling	EPAERT-0011	Sand0001-F	Volatiles - TCLP	Water	3/27/2017	1	40mL Vial
	Sampling	EPAERT-0008	333	CLP Antimony			1	
	Sampling	EPAERT-0009	333	CLP Antimony			1	
	Sampling	EPAERT-0001	333				1	
	Sampling	EPAERT-0002	Sand0001-F			3/24/2017	1	
	Sampling	EPAERT-0003	Sand0001-F	Amines, Aliphatic		3/24/2017	1	Baby Wipe
	Sampling	EPAERT-0004	Sand0001-F	Volatiles (VOCs)	Soil		1	40mL Vial
	Sampling	EPAERT-0005	Sand0001-F				1	
	Sampling	EPAERT-0006	Sand0001-F	VOCs	Water	3/27/2017	1	
	Sampling	EPAERT-0006	Sand0001-F	Volatiles - TCLP	Water	3/27/2017	1	40mL Vial
	Sampling	EPAERT-0009	333				1	
	Sampling	EPAERT-0012	Sand0001-F	VOCs	Water	3/27/2017	1	40mL Vial
	Sampling	EPAERT-0012	Sand0001-F	Arsenic	Water	3/27/2017	1	Amber Jar
	Sampling	EPAERT-0012	Sand0001-F		Water	3/27/2017	1	
	Sampling	EPAERT-0007	333	CLP Antimony			1	

The screenshot shows the Scribe software interface with the 'Chain of Custody' window filtered. The 'Assign to COC' dialog box is open, asking: "Assign COC # 2-032917-094619-0001 to the 18 Selected Sample(s)?" The 'Yes' button is highlighted with a red box.

COC #	EventID	Sample #	Location	Analyses	Matrix	Collected	Numb	Container
	Sampling	EPAERT-0010	Sand0001-F	VOCs	Water	3/27/2017	1	
	Sampling	EPAERT-0010	Sand0001-F	Volatiles - TCLP	Water	3/27/2017	1	40mL Vial
	Sampling	EPAERT-0011	Sand0001-F	VOCs	Water	3/27/2017	1	
	Sampling	EPAERT-0011	Sand0001-F	Volatiles - TCLP	Water	3/27/2017	1	40mL Vial
	Sampling	EPAERT-0008	333	CLP Antimony			1	
	Sampling	EPAERT-0009	333	CLP Antimony			1	
	Sampling	EPAERT-0001	333				1	
	Sampling	EPAERT-0002	Sand0001-F			3/24/2017	1	
	Sampling	EPAERT-0003	Sand0001-F	Amines, Aliphatic		3/24/2017	1	Baby Wipe
	Sampling	EPAERT-0004	Sand0001-F	Volatiles (VOCs)	Soil		1	40mL Vial
	Sampling	EPAERT-0005	Sand0001-F				1	
	Sampling	EPAERT-0006	Sand0001-F	VOCs	Water	3/27/2017	1	
	Sampling	EPAERT-0006	Sand0001-F	Volatiles - TCLP	Water	3/27/2017	1	40mL Vial
	Sampling	EPAERT-0009	333				1	
	Sampling	EPAERT-0012	Sand0001-F	VOCs	Water	3/27/2017	1	40mL Vial
	Sampling	EPAERT-0012	Sand0001-F	Arsenic	Water	3/27/2017	1	Amber Jar
	Sampling	EPAERT-0012	Sand0001-F		Water	3/27/2017	1	
	Sampling	EPAERT-0007	333	CLP Antimony			1	



Chain of Custody

COC #: 2-032917-094619-0001 [Filtered]								
COC #	EventID	Sample #	Location	Analyses	Matrix	Collected	Numb	Container
2-032917-094619-0001	Sampling	EPAERT-0010	Sand0001-F	VOCs	Water	3/27/2017	1	
2-032917-094619-0001	Sampling	EPAERT-0010	Sand0001-F	Volatiles - TCLP	Water	3/27/2017	1	40mL Vial
2-032917-094619-0001	Sampling	EPAERT-0011	Sand0001-F	VOCs	Water	3/27/2017	1	
2-032917-094619-0001	Sampling	EPAERT-0011	Sand0001-F	Volatiles - TCLP	Water	3/27/2017	1	40mL Vial
2-032917-094619-0001	Sampling	EPAERT-0008	333	CLP Antimony			1	
2-032917-094619-0001	Sampling	EPAERT-0009	333	CLP Antimony			1	
2-032917-094619-0001	Sampling	EPAERT-0001	333				1	
2-032917-094619-0001	Sampling	EPAERT-0002	Sand0001-F			3/24/2017	1	
2-032917-094619-0001	Sampling	EPAERT-0003	Sand0001-F	Amines, Aliphatic		3/24/2017	1	Baby Wipe
2-032917-094619-0001	Sampling	EPAERT-0004	Sand0001-F	Volatiles (VOAs)	Soil		1	40mL Vial
2-032917-094619-0001	Sampling	EPAERT-0005	Sand0001-F				1	
2-032917-094619-0001	Sampling	EPAERT-0006	Sand0001-F	VOCs	Water	3/27/2017	1	
2-032917-094619-0001	Sampling	EPAERT-0006	Sand0001-F	Volatiles - TCLP	Water	3/27/2017	1	40mL Vial
2-032917-094619-0001	Sampling	EPAERT-0009	333				1	
2-032917-094619-0001	Sampling	EPAERT-0012	Sand0001-F	VOCs	Water	3/27/2017	1	40mL Vial
2-032917-094619-0001	Sampling	EPAERT-0012	Sand0001-F	Arsenic	Water	3/27/2017	1	Amber Jar
2-032917-094619-0001	Sampling	EPAERT-0012	Sand0001-F		Water	3/27/2017	1	
2-032917-094619-0001	Sampling	EPAERT-0007	333	CLP Antimony			1	

Records are Assigned to the COC

Chain of Custody

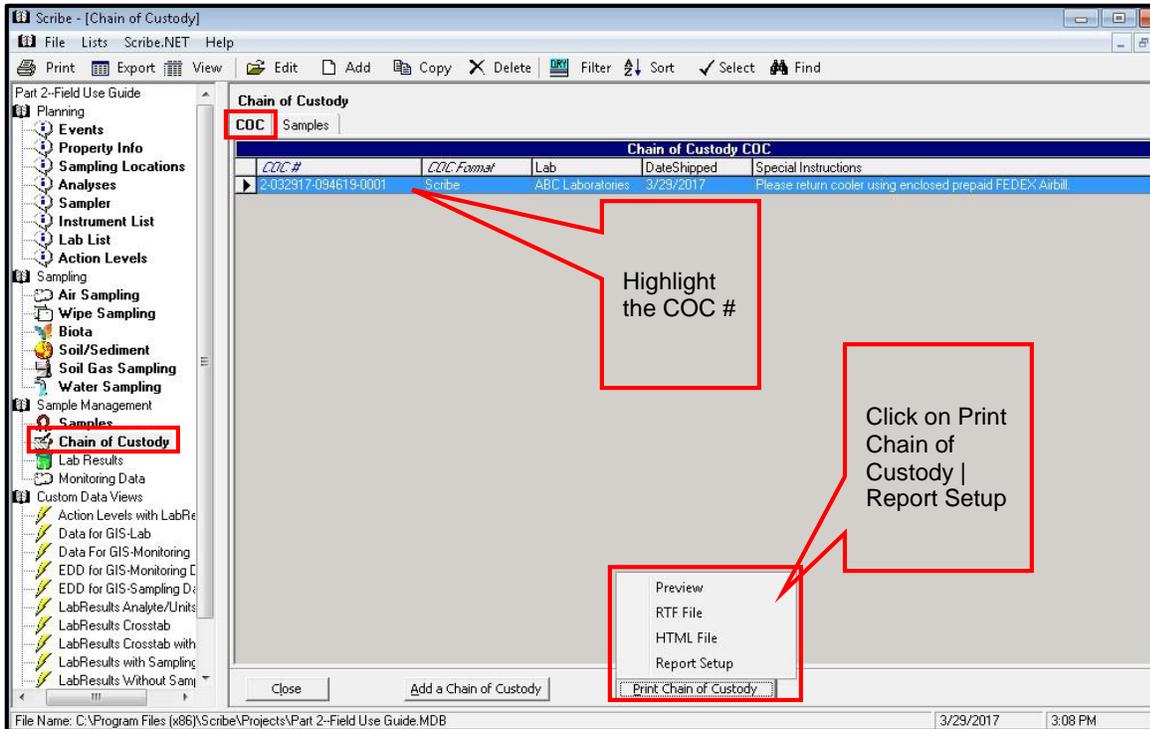
COC #: 2-032917-094619-0001 [Filtered]								
COC #	EventID	Sample #	Location	Analyses	Matrix	Collected	Numb	Container
2-032917-094619-0001	Sampling	EPAERT-0010	Sand0001-F	VOCs	Water	3/27/2017	1	
2-032917-094619-0001	Sampling	EPAERT-0010	Sand0001-F	Volatiles - TCLP	Water	3/27/2017	1	40mL Vial
2-032917-094619-0001	Sampling	EPAERT-0011	Sand0001-F	VOCs	Water	3/27/2017	1	
2-032917-094619-0001	Sampling	EPAERT-0011	Sand0001-F	Volatiles - TCLP	Water	3/27/2017	1	40mL Vial
2-032917-094619-0001	Sampling	EPAERT-0008	333	CLP Antimony			1	
2-032917-094619-0001	Sampling	EPAERT-0009	333	CLP Antimony			1	
2-032917-094619-0001	Sampling	EPAERT-0001	333				1	
2-032917-094619-0001	Sampling	EPAERT-0002	Sand0001-F			3/24/2017	1	
2-032917-094619-0001	Sampling	EPAERT-0003	Sand0001-F	Amines, Aliphatic		3/24/2017	1	Baby Wipe
2-032917-094619-0001	Sampling	EPAERT-0004	Sand0001-F	Volatiles (VOAs)	Soil		1	40mL Vial
2-032917-094619-0001	Sampling	EPAERT-0005	Sand0001-F				1	
2-032917-094619-0001	Sampling	EPAERT-0006	Sand0001-F	VOCs	Water	3/27/2017	1	
2-032917-094619-0001	Sampling	EPAERT-0006	Sand0001-F	Volatiles - TCLP	Water	3/27/2017	1	40mL Vial
2-032917-094619-0001	Sampling	EPAERT-0009	333				1	
2-032917-094619-0001	Sampling	EPAERT-0012	Sand0001-F	VOCs	Water	3/27/2017	1	40mL Vial
2-032917-094619-0001	Sampling	EPAERT-0012	Sand0001-F	Arsenic	Water	3/27/2017	1	Amber Jar
2-032917-094619-0001	Sampling	EPAERT-0012	Sand0001-F		Water	3/27/2017	1	
2-032917-094619-0001	Sampling	EPAERT-0007	333	CLP Antimony			1	

To Unassign from the COC, click in the COC # field and hit the delete key.

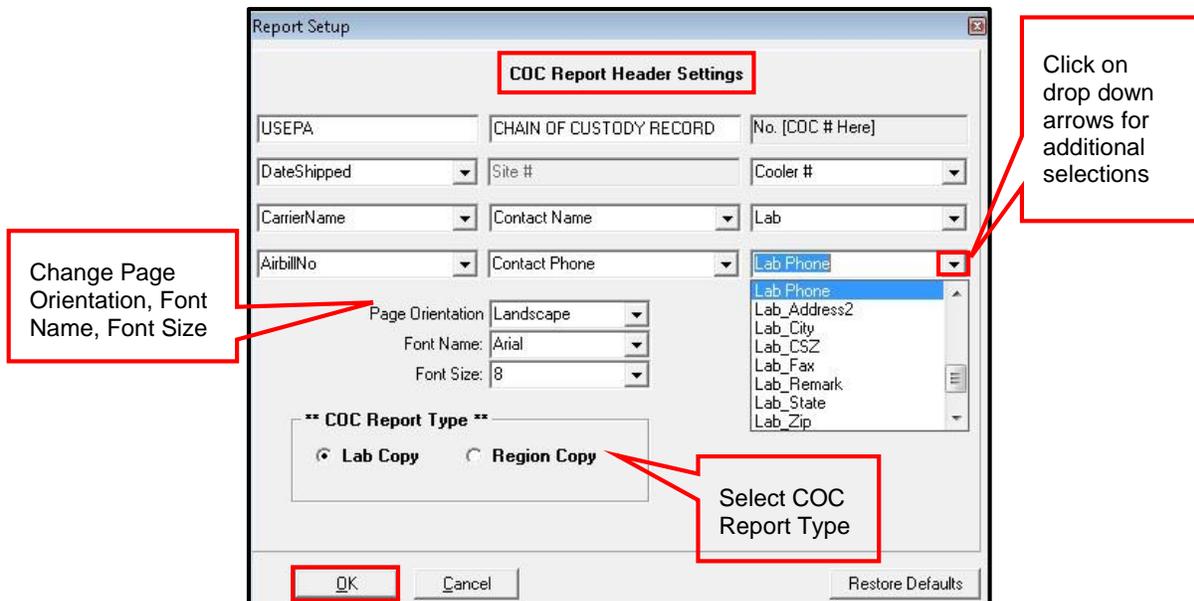


Printing a Chain of Custody

To print a Chain of Custody, click on the COC tab and select Report Setup.



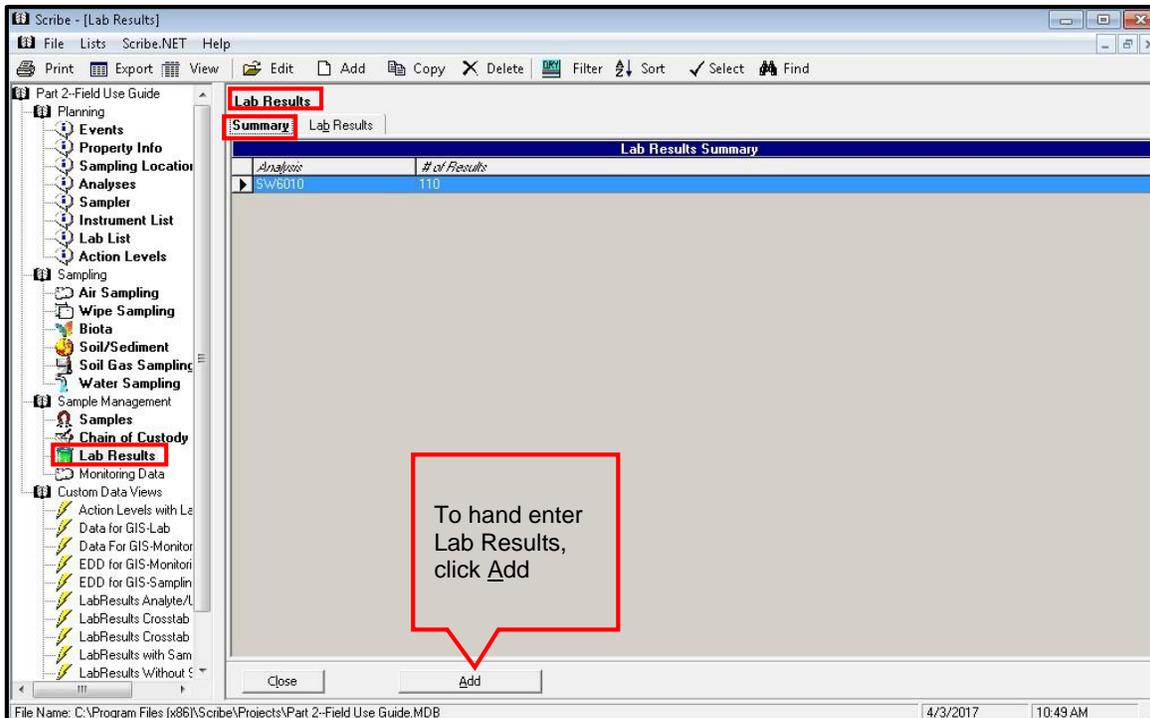
The **Report Header** screen allows you to customize the Chain of Custody Report Header by clicking in the field you wish to change and/or by clicking on a drop down arrow and select an item from the menu.





Lab Results

The Lab Results screen contains a **Summary** tab and **Lab Results** tab. Lab Results can easily be *imported* into a Scribe project from a laboratory supplied EDD (electronic data deliverable) file. *Refer to Management and Advanced Features – Part 3.* If an EDD is not supplied, lab results can be hand entered individually. **Note:** *the Sample # being entered on the Lab Results Detail tab should match the Sample # in the Samples screen exactly. Otherwise any corresponding Sample information will not be linked.*





The Details tab contains several dropdown menus with information to support each sample. Fields denoted in **blue** are required fields (Sample #, Analysis, Analyte and Units).

The screenshot shows the 'Scribe - [Lab Results]' window. The 'Details' tab is active, displaying a form for entering lab results. The form includes fields for Sample #, Lab Name, Lab Matrix, Date Collected, Date Received, Date Extracted, Analysis, Method, Extraction Method, Analyte, CAS NO, Result, Qualifier, MDL, Units, Lab Qualifier, MDL Units, QC Type, Reportable Result, Comments, QA checkbox, QA Date, QA By, Validation Level, and a Comment field. Red callout boxes highlight the following:

- Sample #**: Enter Sample # (required field)
- Analysis**: Analysis Sw6010
- Analyte**: Analyte
- Units**: Units
- QA Validation Fields**: QA checkbox, QA Date, QA By, Validation Level
- Dropdown arrows**: By clicking on a dropdown arrow(s), information can be selected from the picklist

The image shows a close-up of the bottom buttons of the Scribe software interface: Close, Help, Save, Cancel, < Previous, Next >.

Closes and Saves

Saves without closing

Toggles display of Previous/Next Sampling record(s). Will prompt to add another record.



Results Table

The default Lab Results view in Scribe is a row-based format (i.e., one line per analyte per sample). By clicking the Results Table button, Scribe will provide a column based, standard format of the sample results.

Row based lab result format

Sample #	Location	Lab Matrix	Analysis	Analyte	Result	Units	Test Type	Qualifier	Lab Qualifier
SS-0001		SW6010	ALUMINUM	ALUMINUM	6000	mg/Kg			
SS-0001		SW6010	ANTIMONY	ANTIMONY	0.86	mg/Kg		B	B
SS-0001		SW6010	ARSENIC	ARSENIC	9.4	mg/Kg			
SS-0001		SW6010	BARIUM	BARIUM	120	mg/Kg			
SS-0001		SW6010	BERYLLIUM	BERYLLIUM	0.66	mg/Kg			
SS-0001		SW6010	CADMIUM	CADMIUM	7	mg/Kg			
SS-0001		SW6010	CALCIUM	CALCIUM	8600	mg/Kg			
SS-0001		SW6010	CHROMIUM	CHROMIUM	490	mg/Kg			
SS-0001		SW6010	COBALT	COBALT	4.4	mg/Kg			
SS-0001		SW6010	COPPER	COPPER	99	mg/Kg			
SS-0001		SW6010	IRON	IRON	15000	mg/Kg		H	H
SS-0001		SW6010	LEAD	LEAD	650	mg/Kg		H	H
SS-0001		SW6010	MAGNESIUM	MAGNESIUM	2600	mg/Kg			
SS-0001		SW6010	MANGANESE	MANGANESE	230	mg/Kg			
SS-0001		SW6010	NICKEL	NICKEL	220	mg/Kg			
SS-0001		SW6010	POTASSIUM	POTASSIUM	930	mg/Kg			
SS-0001		SW6010	SELENIUM	SELENIUM	1.4	mg/Kg			
SS-0001		SW6010	SILVER	SILVER	3.1	mg/Kg			
SS-0001		SW6010	SODIUM	SODIUM	250	mg/Kg			
SS-0001		SW6010	THALLIUM	THALLIUM	0.94	mg/Kg		U	U
SS-0001		SW6010	VANADIUM	VANADIUM	20	mg/Kg		H	H
SS-0001		SW6010	ZINC	ZINC	270	mg/Kg			
SS-0002		SW6010	ALUMINUM	ALUMINUM	5000	mg/Kg			
SS-0002		SW6010	ANTIMONY	ANTIMONY	61	mg/Kg			
SS-0002		SW6010	ARSENIC	ARSENIC	130	mg/Kg			
SS-0002		SW6010	BARIUM	BARIUM	120	mg/Kg			
SS-0002		SW6010	BERYLLIUM	BERYLLIUM	58	mg/Kg			

Click on Results Table



Print or Export table to different formats (preview, .html, .xls, etc.)

The screenshot shows the Scribe software interface with the 'Lab Results' table. The 'Print' and 'Export' buttons in the menu bar are highlighted with a red box and a callout. The table is titled 'Lab Results' and has a 'Results Table' tab selected. A large red box highlights the table content, with a callout pointing to it. The 'Samples Per Page' dropdown menu is also highlighted with a red box and a callout.

Parameter	Analysis	Result	Result	Flag	MDL	MDL Ur	Result	Flag	MDL	MDL Ur	R
ALUMINIUM	SW6010	mg/Kg	6000		19	mg/Kg	5000		19	mg/Kg	6
ANTIMONY	SW6010	mg/Kg	43	B	1.9	mg/Kg	61		1.9	mg/Kg	1
ARSENIC	SW6010	mg/Kg	9.4		0.94	mg/Kg	130		0.93	mg/Kg	2
BARIIUM	SW6010	mg/Kg	120		0.94	mg/Kg	120		0.93	mg/Kg	7
BERYLLIUM	SW6010	mg/Kg	0.66		0.38	mg/Kg	58		0.37	mg/Kg	0
CADMIUM	SW6010	mg/Kg	7		0.19	mg/Kg	190		0.19	mg/Kg	1
CALCIUM	SW6010	mg/Kg	8600		9.4	mg/Kg	2700		9.3	mg/Kg	1
CHROMIUM	SW6010	mg/Kg	490		0.94	mg/Kg	85		0.93	mg/Kg	8
COBALT	SW6010	mg/Kg	4.4		0.47	mg/Kg	38		0.46	mg/Kg	4
COPPER	SW6010	mg/Kg	99		0.94	mg/Kg	61		0.93	mg/Kg	3
IRON	SW6010	mg/Kg	15000	H	4.7	mg/Kg	9000	H	4.6	mg/Kg	1
LEAD	SW6010	mg/Kg	650	H	0.47	mg/Kg	533	H	0.46	mg/Kg	4
MAGNESIUM	SW6010	mg/Kg	2600		9.4	mg/Kg	1600		9.3	mg/Kg	5
MANGANESE	SW6010	mg/Kg	230		0.94	mg/Kg	220		0.93	mg/Kg	2
NICKEL	SW6010	mg/Kg	220		0.94	mg/Kg	180		0.93	mg/Kg	1
POTASSIUM	SW6010	mg/Kg	330		4.7	mg/Kg	1900		4.6	mg/Kg	8

Lab Results Table



Monitoring Data

The Monitoring Data screen contains a **Summary** tab and **Monitoring Data** tab. Monitoring Data can easily be *imported* into a Scribe project from an EDD (electronic data deliverable) file. If an EDD is not available, monitoring data can be hand entered.

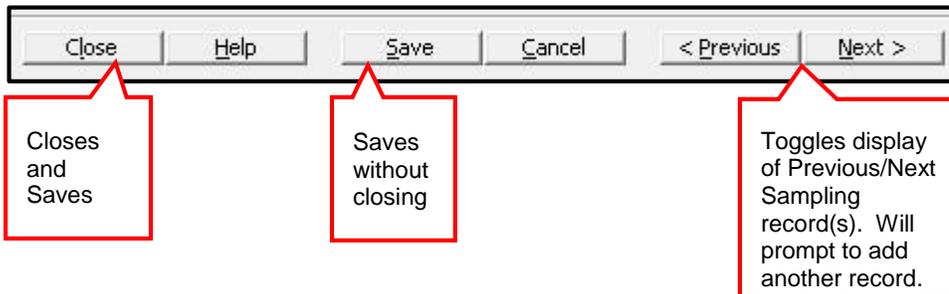
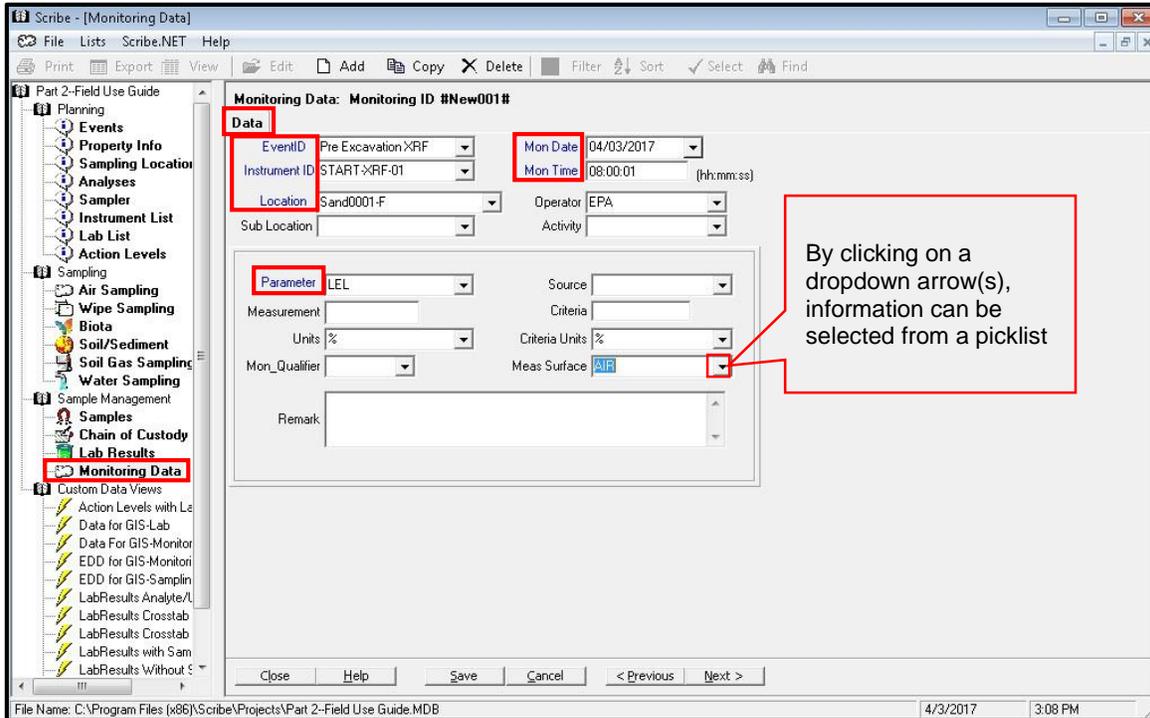
The screenshot shows the Scribe software interface. The main window is titled "Scribe - [Monitoring Data]". The menu bar includes "File", "Lists", "Scribe.NET", and "Help". The toolbar contains icons for "Print", "Export", "View", "Edit", "Add", "Copy", "Delete", "Filter", "Sort", "Select", and "Find". The left sidebar shows a tree view of the project structure, with "Monitoring Data" highlighted. The main area displays the "Monitoring Data" screen with two tabs: "Summary" (selected) and "Monitoring Data". The "Summary" tab shows a table titled "Monitoring Data Summary" with the following data:

EventID	EventDate	Number	Remarks
Pre Excavation XRF		10	

At the bottom of the screen, there are "Close" and "Add" buttons. A red callout box points to the "Add" button with the text: "To hand enter Monitoring Data, click Add".



The Data tab contains fields that may contain dropdown menus with information in support of monitoring data. Fields denoted in **blue** are required fields (EventID, InstrumentID, Mon Date, Mon Time, Location and Parameter). **Note:** EventID will be prepopulated with a default Sampling EventID.





Custom Task(s) and Data Views

Custom Task(s) and Data Views

Custom Task(s) and Custom Data Views will be discussed in Part 3 – Management and Advanced Features. Please refer to that guide for assistance.

