ERT

FIELD USE BASICS
Part 2
SCRIBE V3.10

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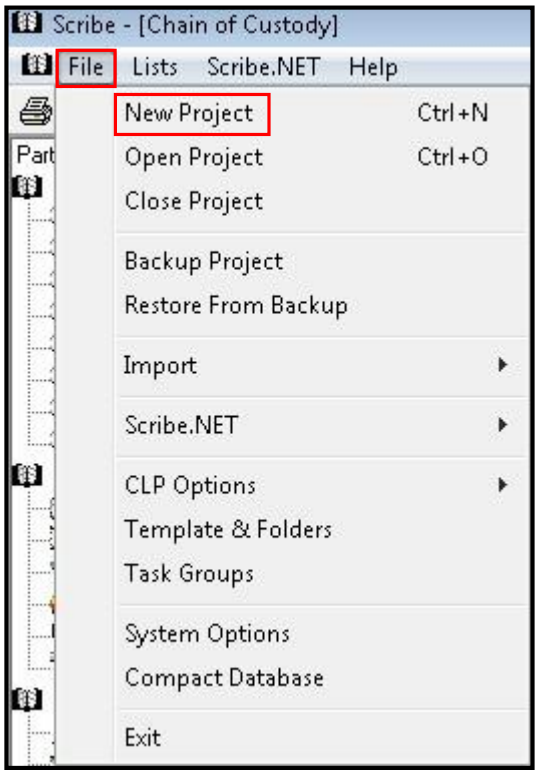
PART 2 – FIELD USE BASICS

The information presented in this Section describes he 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.

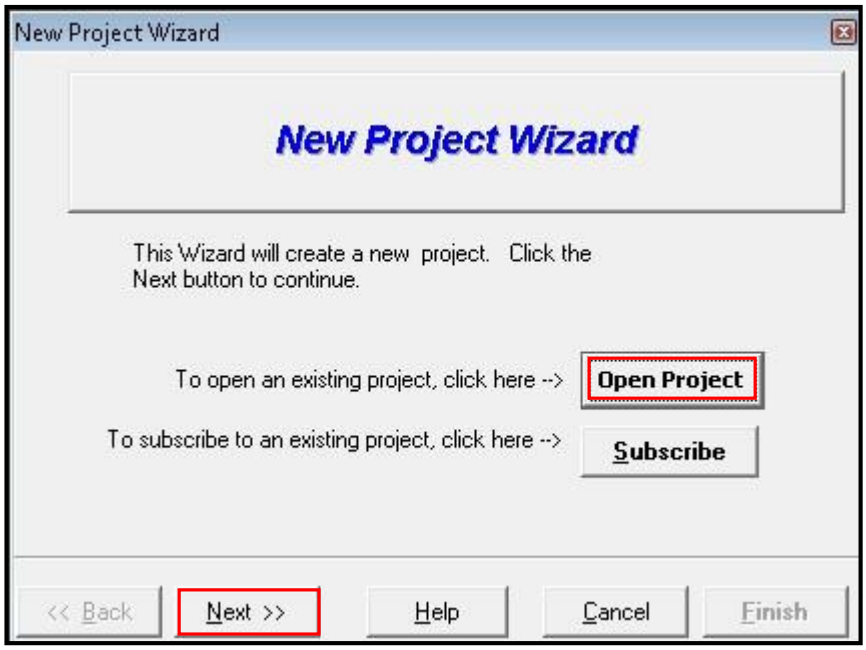
Starting a New Project

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.

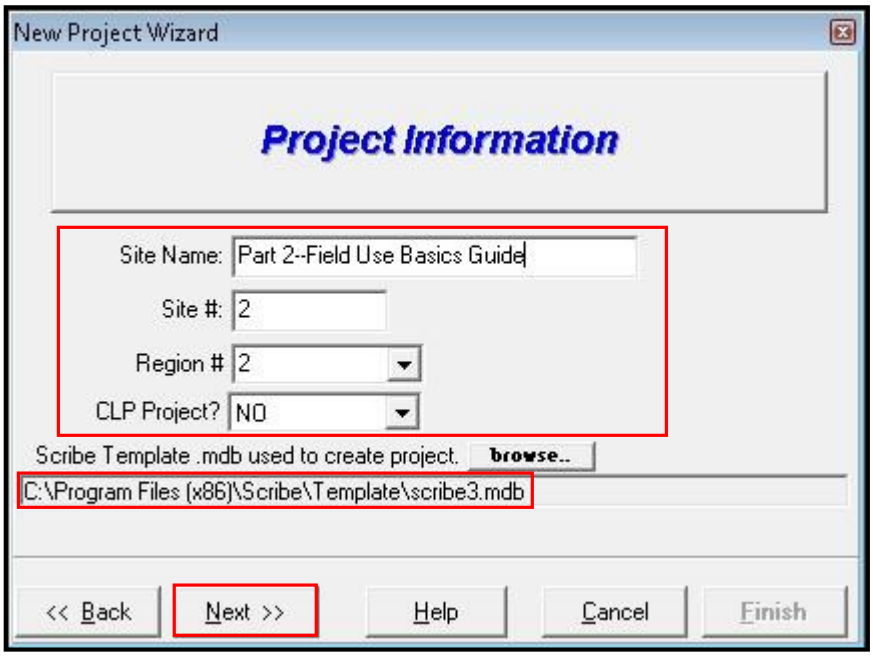


New Project Wizard

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.

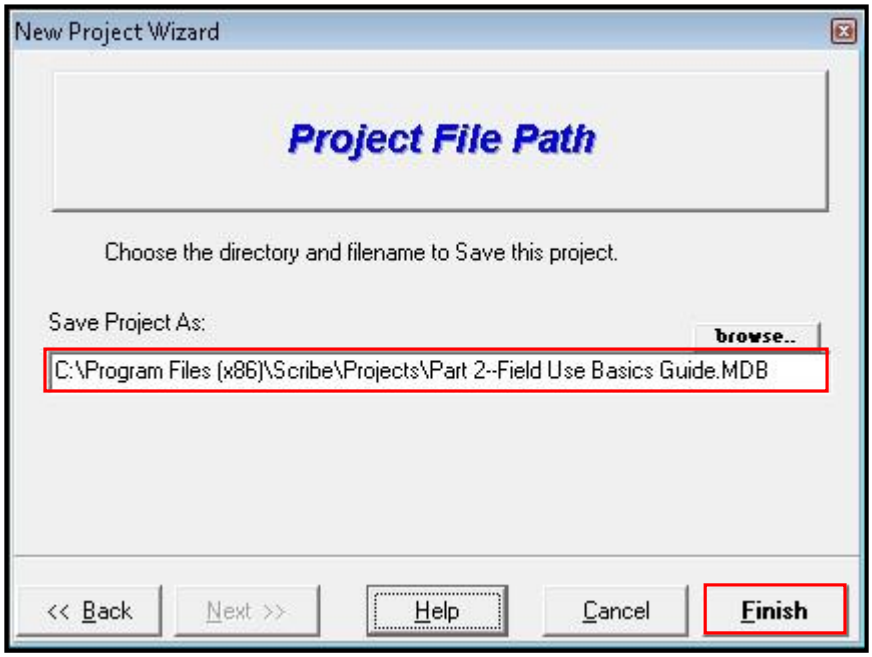


4. Input the Site Name, Site # (or Project Identifier) and the Region.
5. Select 'Yes' or 'No' depending on if it is a CLP Project (Note: If Yes is selected, all of the CLP functionality will be set as the default)
6. Use the default Template (scribe3.mdb) or a Region specific Template.

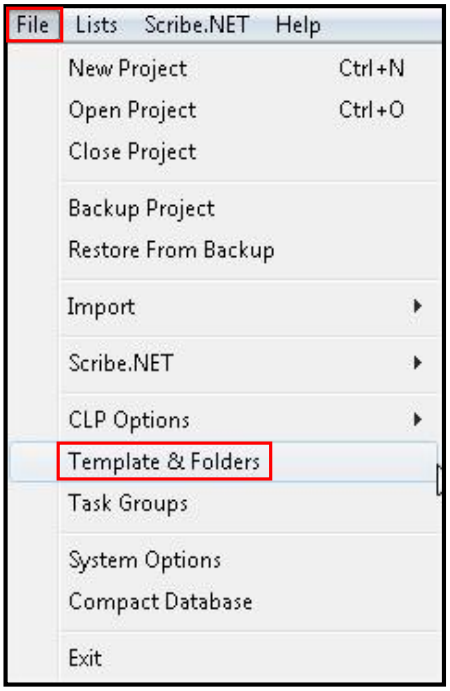
   Templates contain the picklists, layouts, Custom Tasks and Custom Data Views loaded with your new project.
7. Click the Next button.

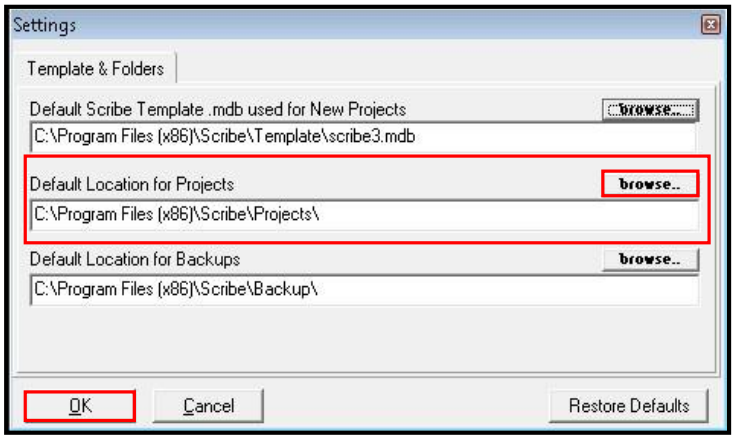
8. The Project File Path screen is displayed

   To accept the default location and filename for the project, Click Finish to complete the creation of the new project.



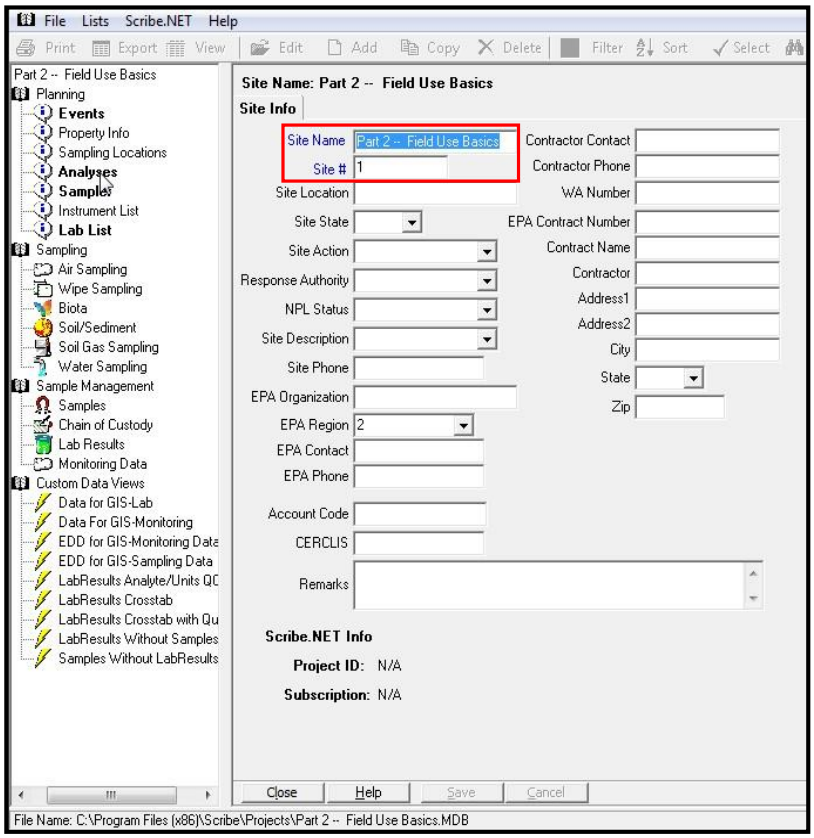
The *default* Project File Path can be changed by clicking on **File|Template & Folders.** Browse to where your new default Project File Path will be. ***Note:*** *All new Projects created will now be saved in this default directory. You can set different default directories for the Scribe Template file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





9. 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.



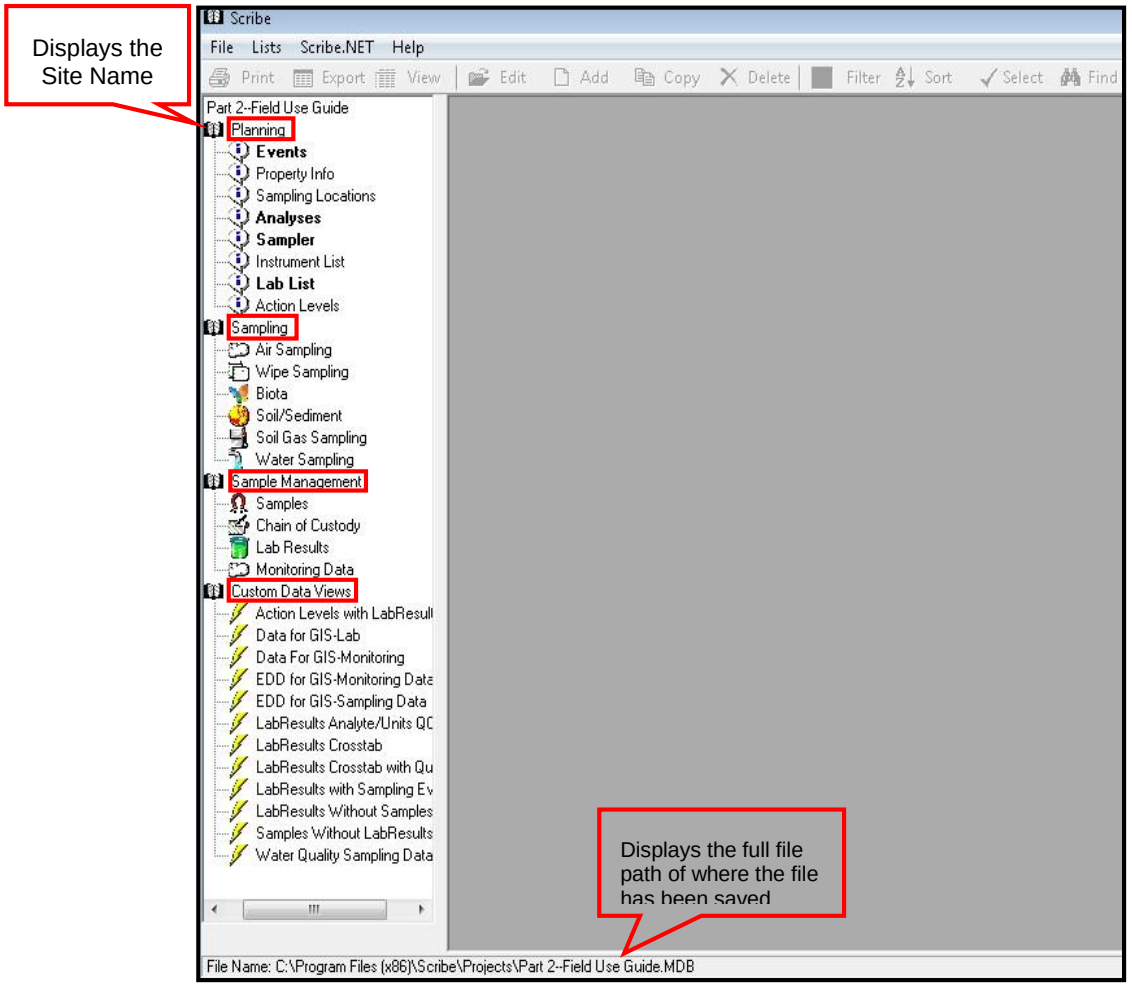
NAVIGATING SCRIBE

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).

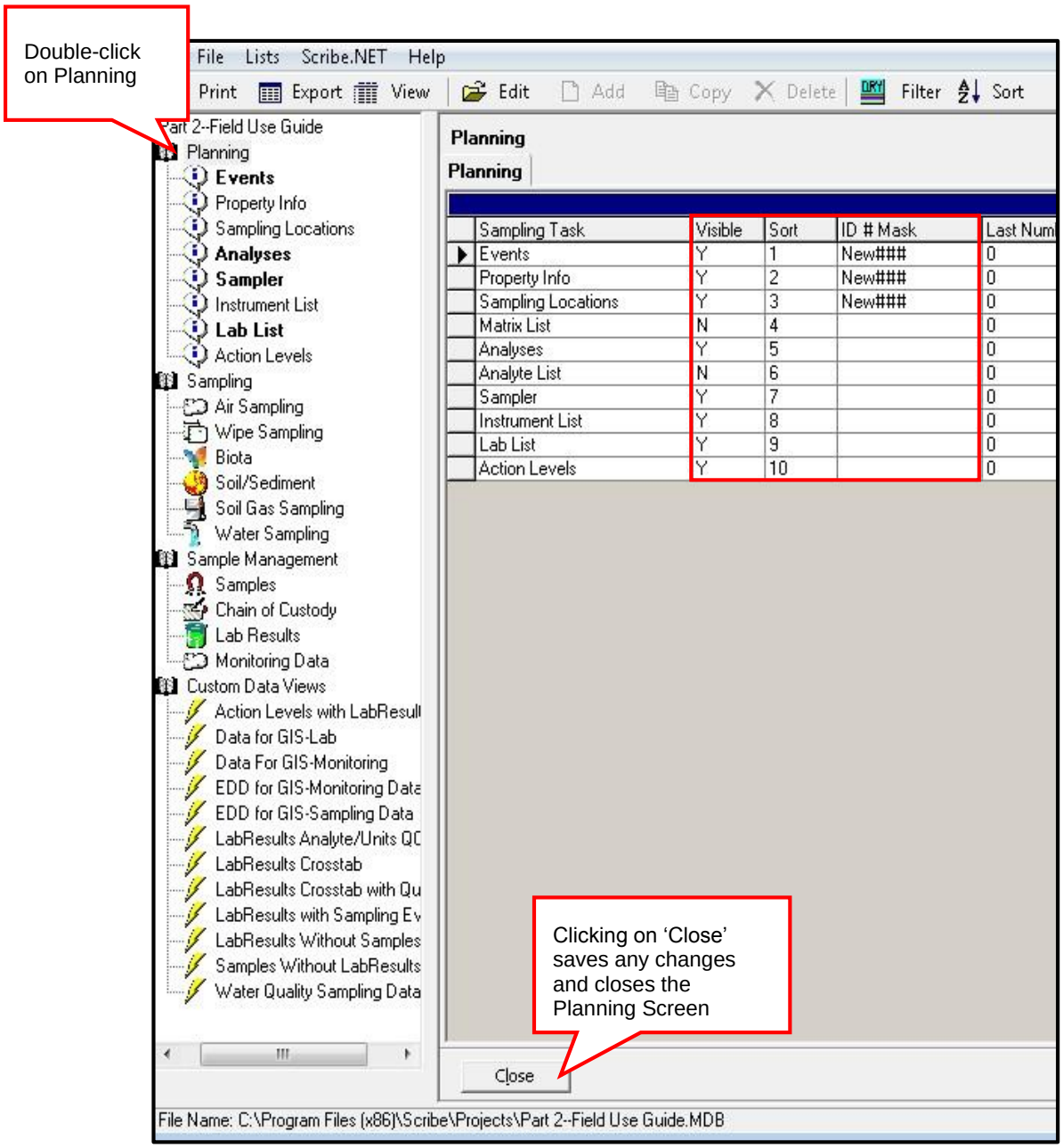
The left side of the screen is called the 'Navigation Pane'. Clicking on an item in the 'Navigation Pane' opens a screen for that function (i.e., Events, Soil/Sediment, Chain of Custody, etc.) on the right side of the screen. By default, you may have up to four screens open at the same time. When you 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.



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.

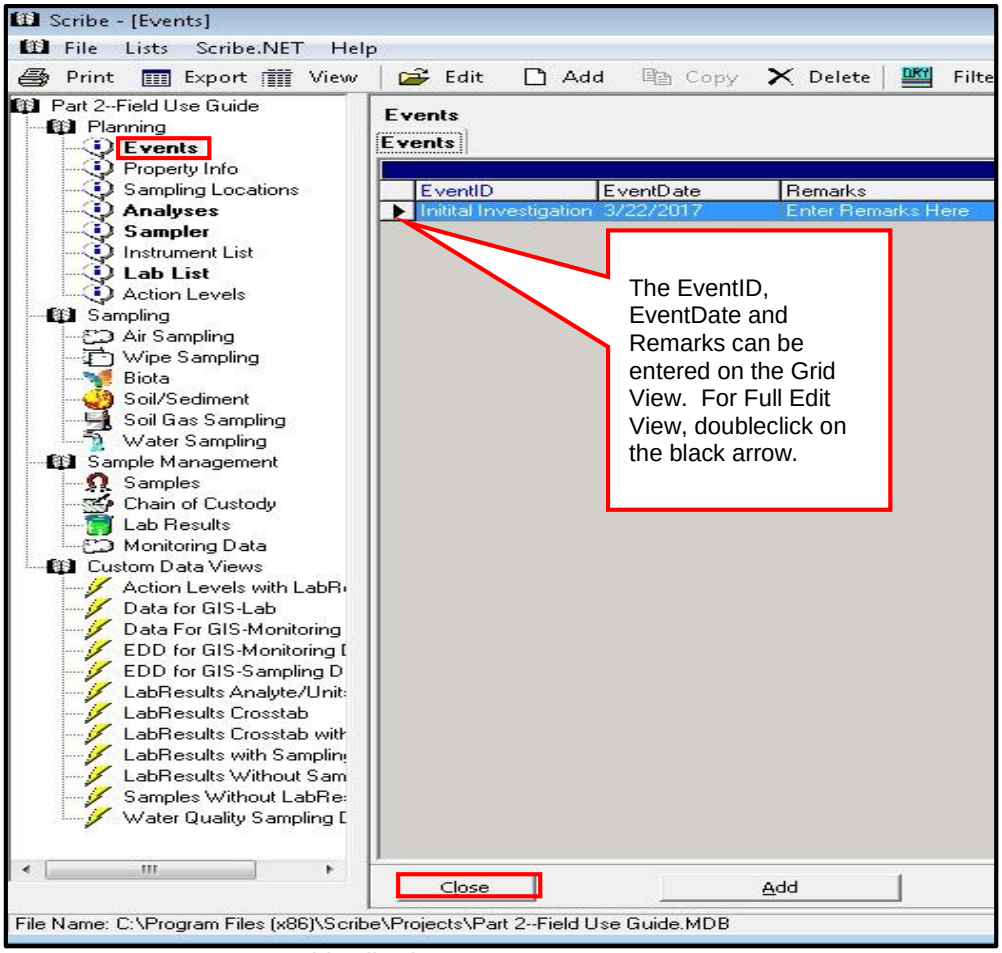
If your event(s) will have the same type of samples, analysis, sample collection, etc., it can then by copied to the next event and so on. This saves time when typing in repetitive information for multiple samples for each day and reduces data entry errors.

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.*

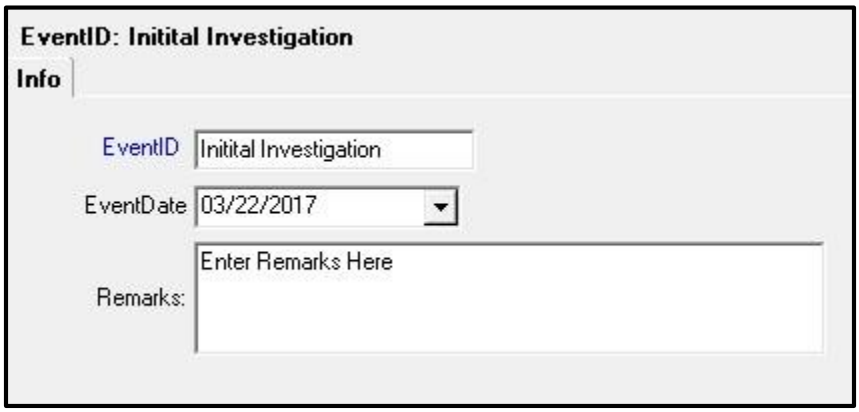
Add an Event:

Enter the new Event ID, EventDate and any remarks.

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



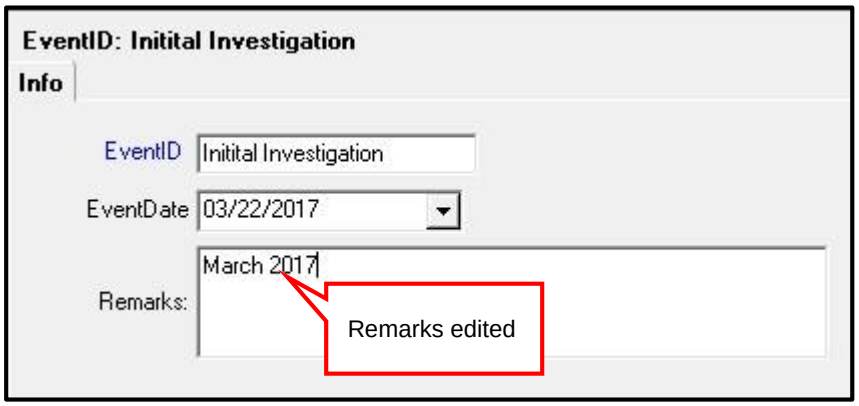
Grid Edit View



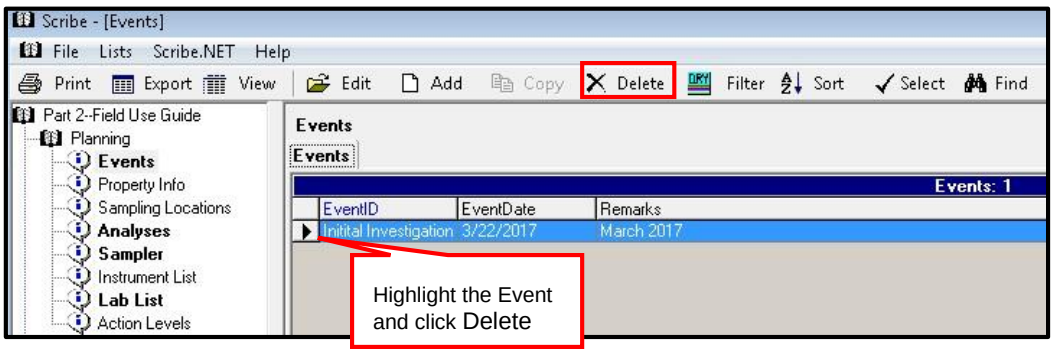
Full Edit View

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).

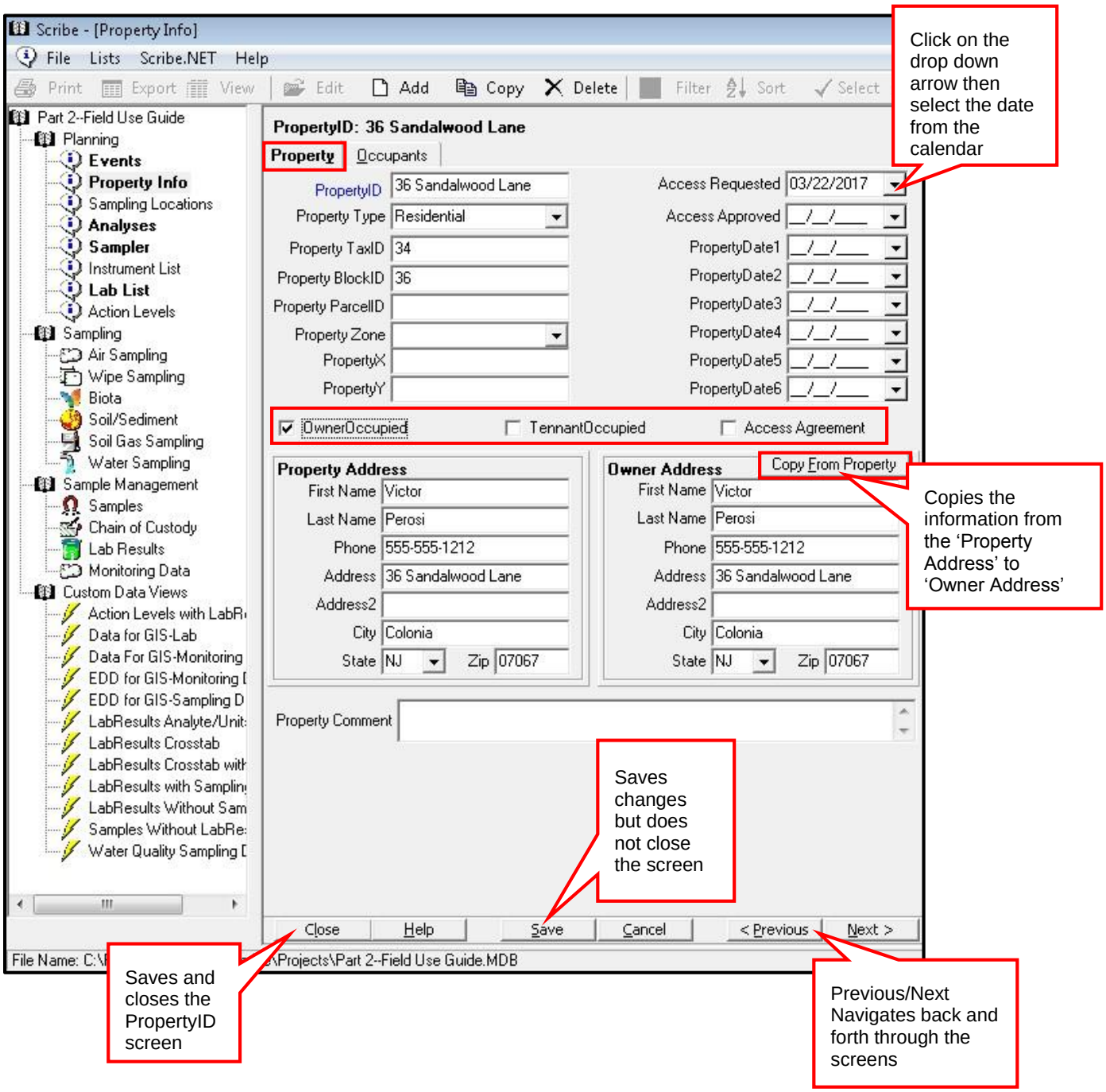


To **delete** 'Event' information, highlight the event in the Grid View and press the 'Delete' key.



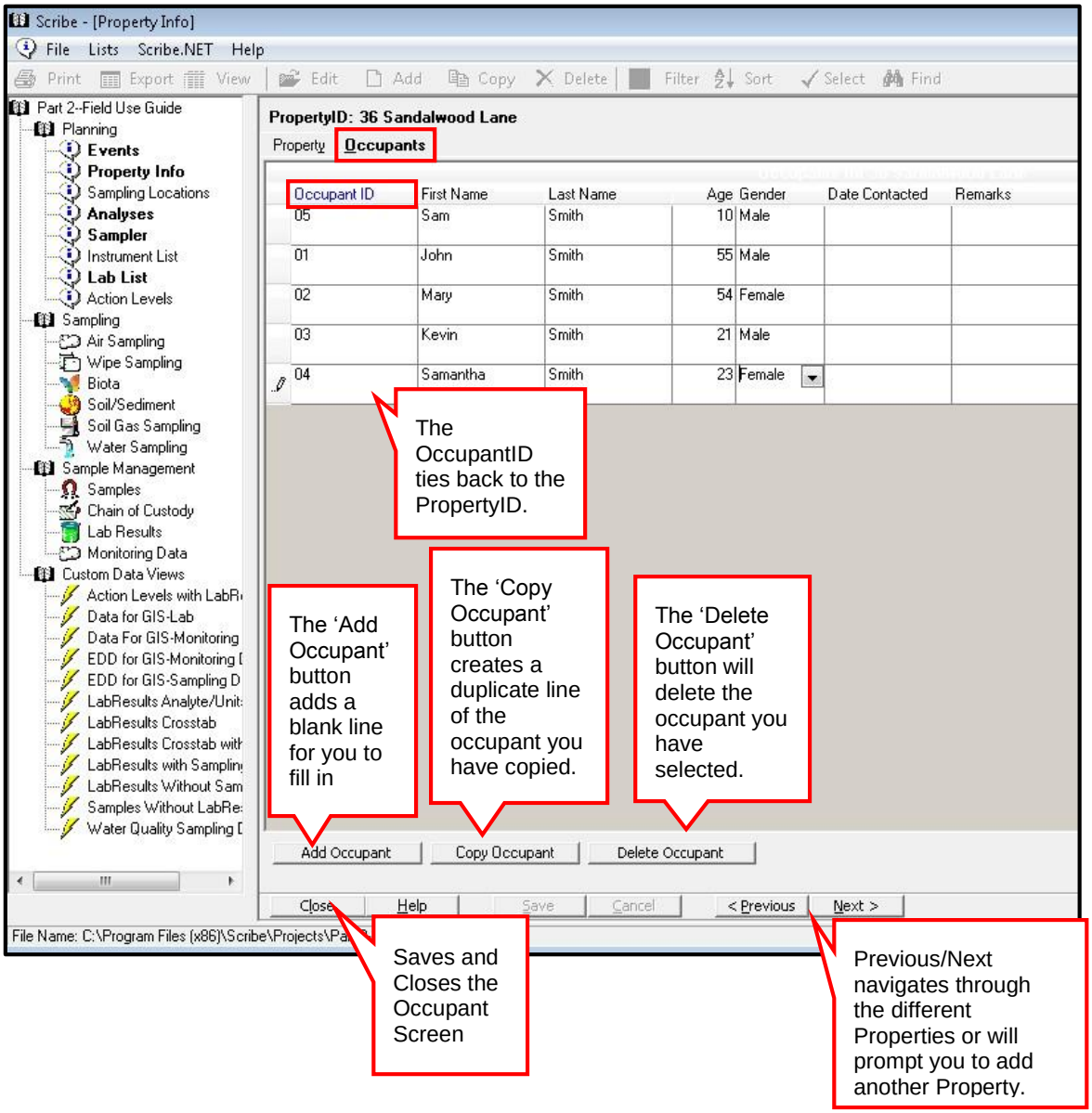
Property Info

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.



Occupants

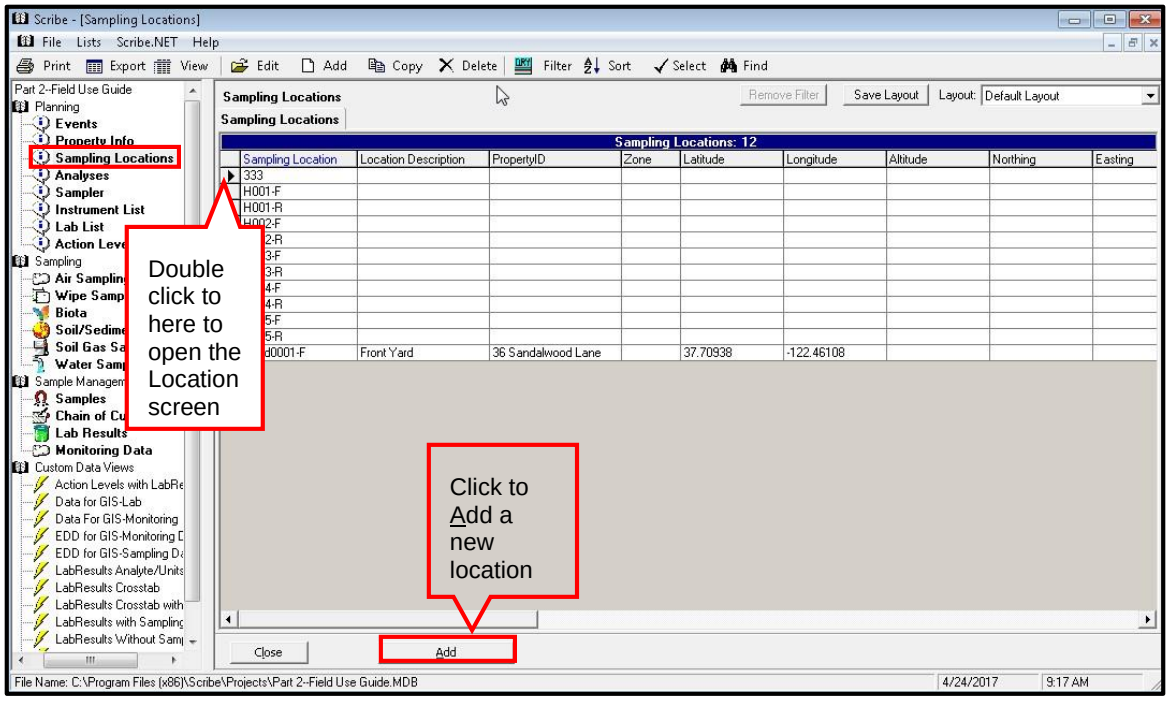
The **Occupants** tab opens a screen that contains specific information regarding the occupant(s) of the Property. This tab allows you to Add, Copy or Delete occupants.



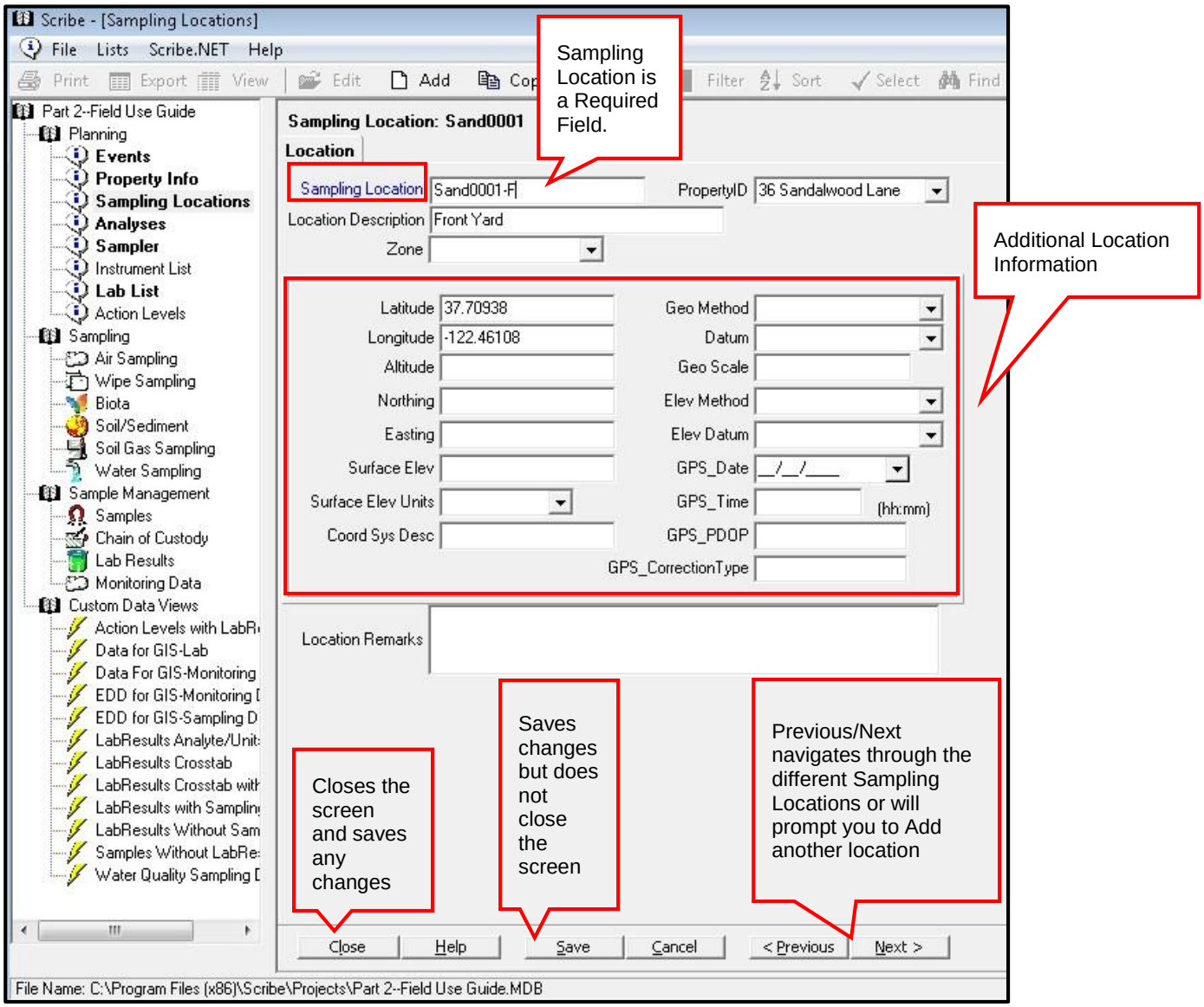
Sampling Locations

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.

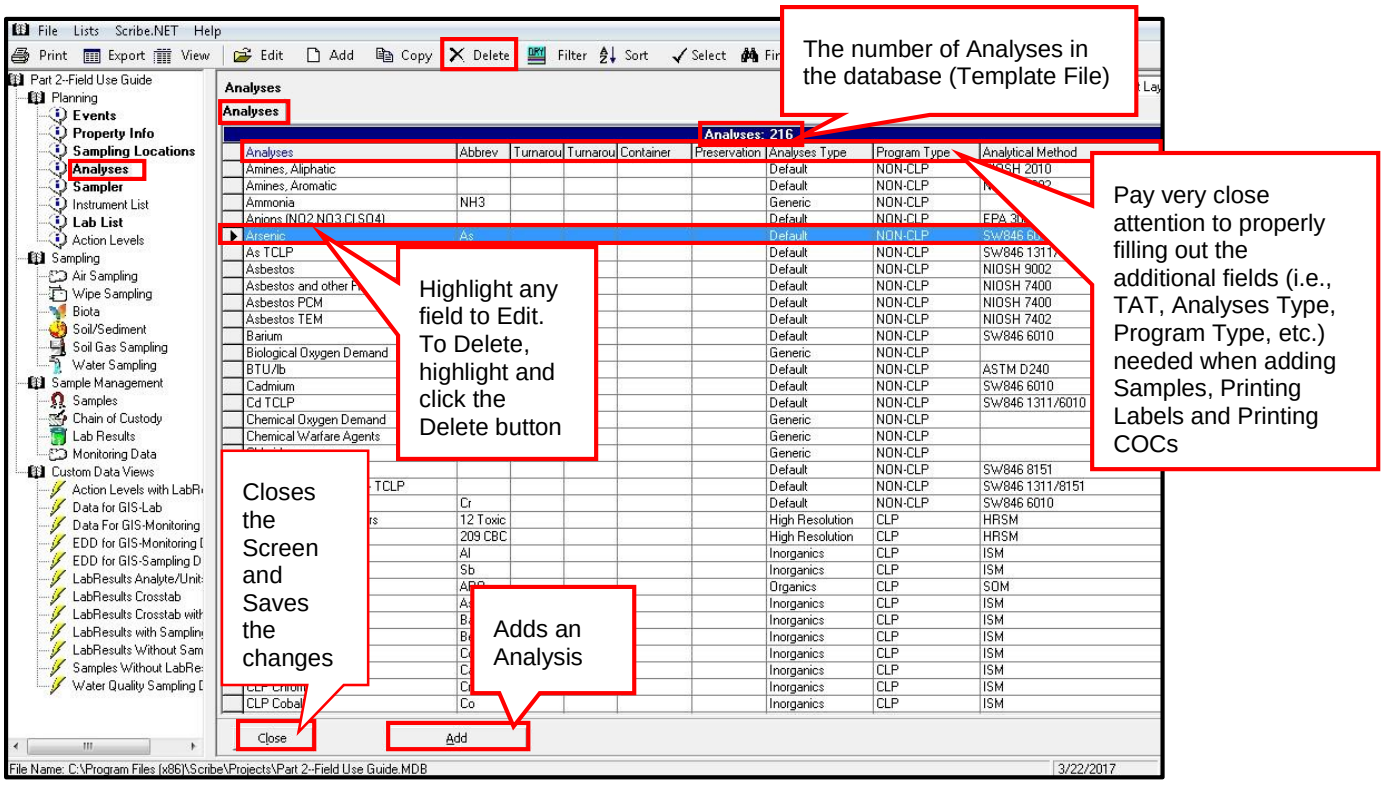


The Location Screen allows you to enter basic information about a sampling location. More than one sampling location can be associated with one Property ID. For example, a Sampling Location could be Sand0001-F and the Property ID would be 36 Sandalwood Lane, that was previously entered under the Property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



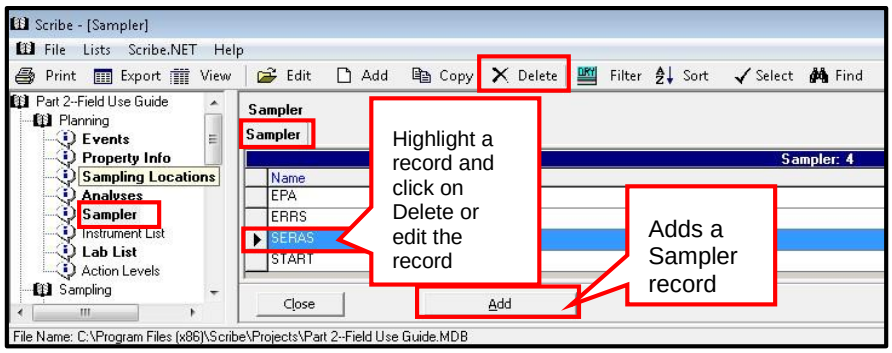
Analyses

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.



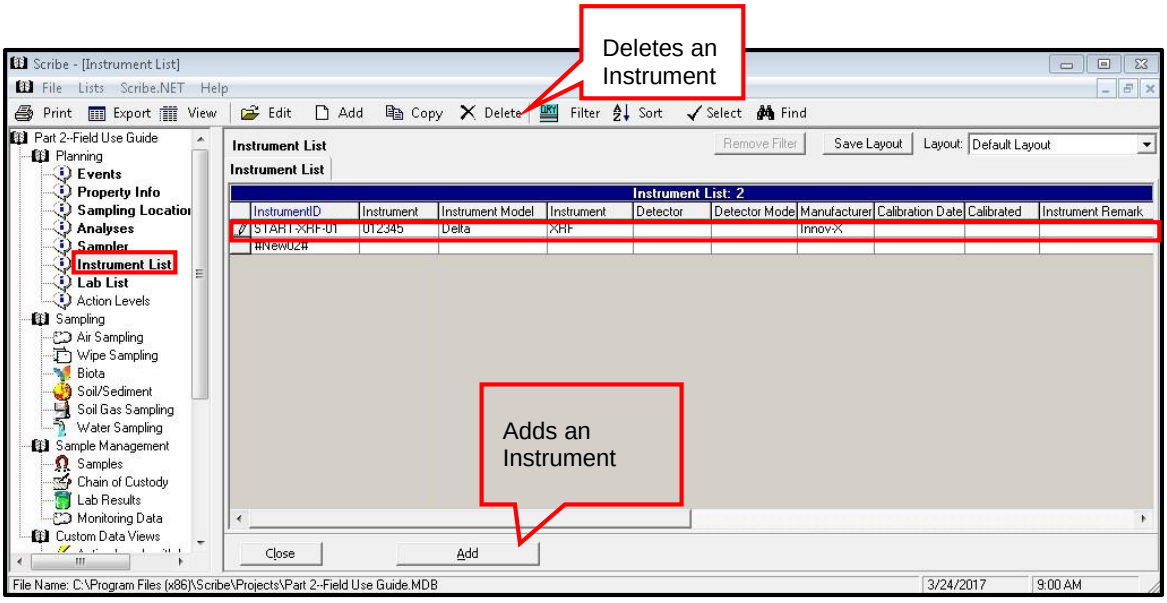
Sampler

Sampler contains the names of sampling 'teams' or individuals. The default set of **Sampler**s 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.



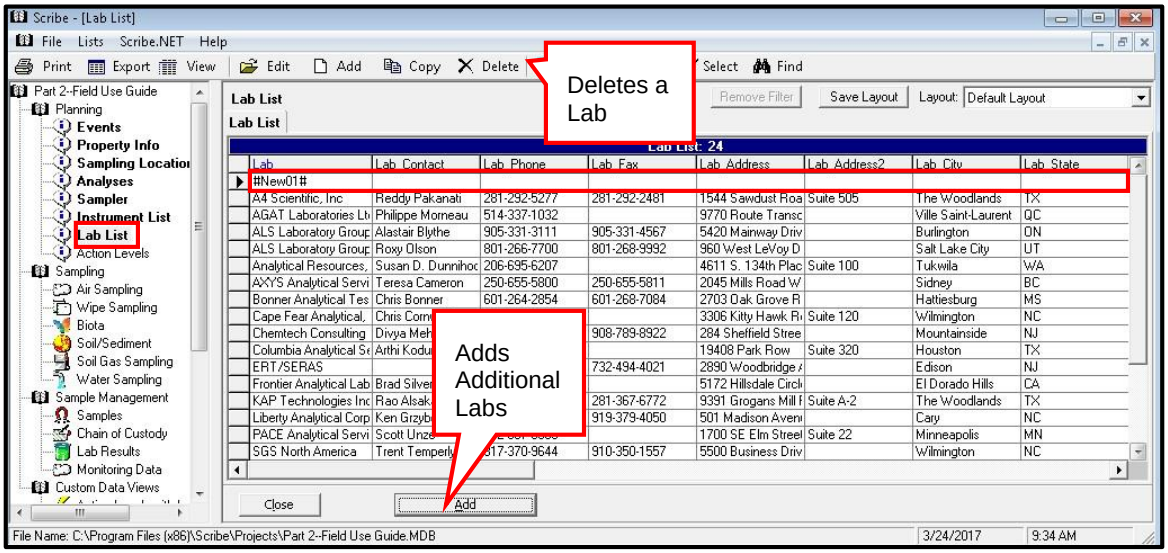
Instrument List

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



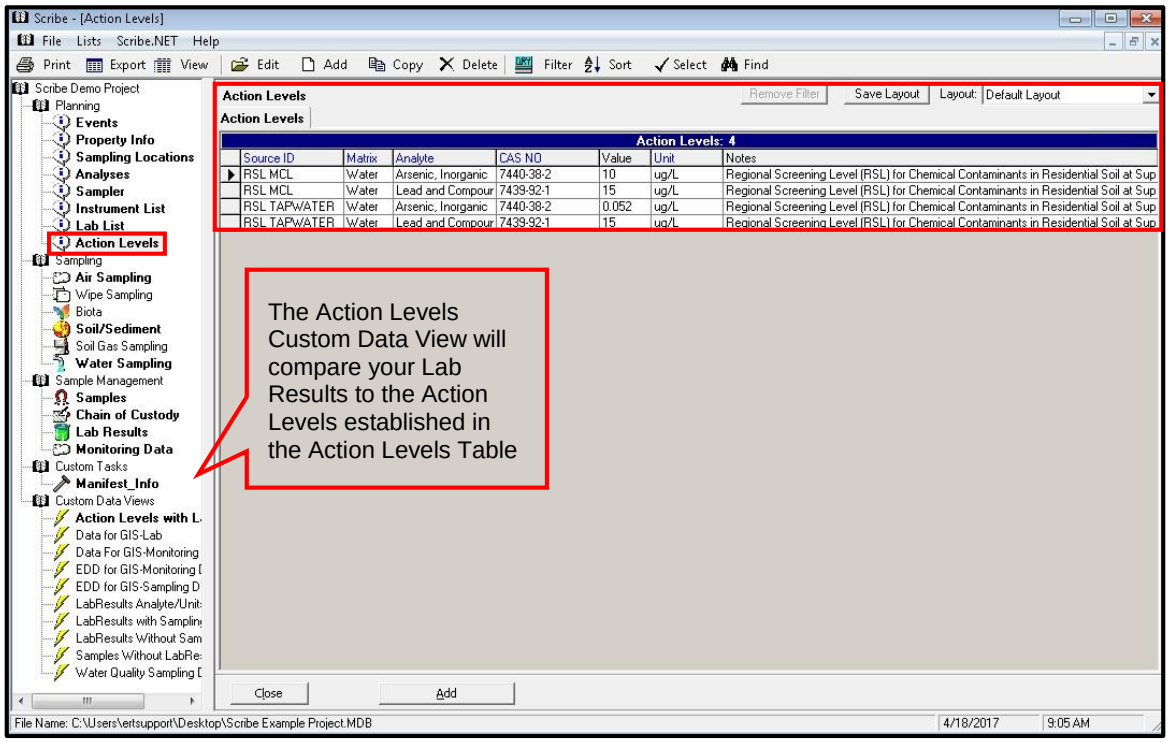
Lab List

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.

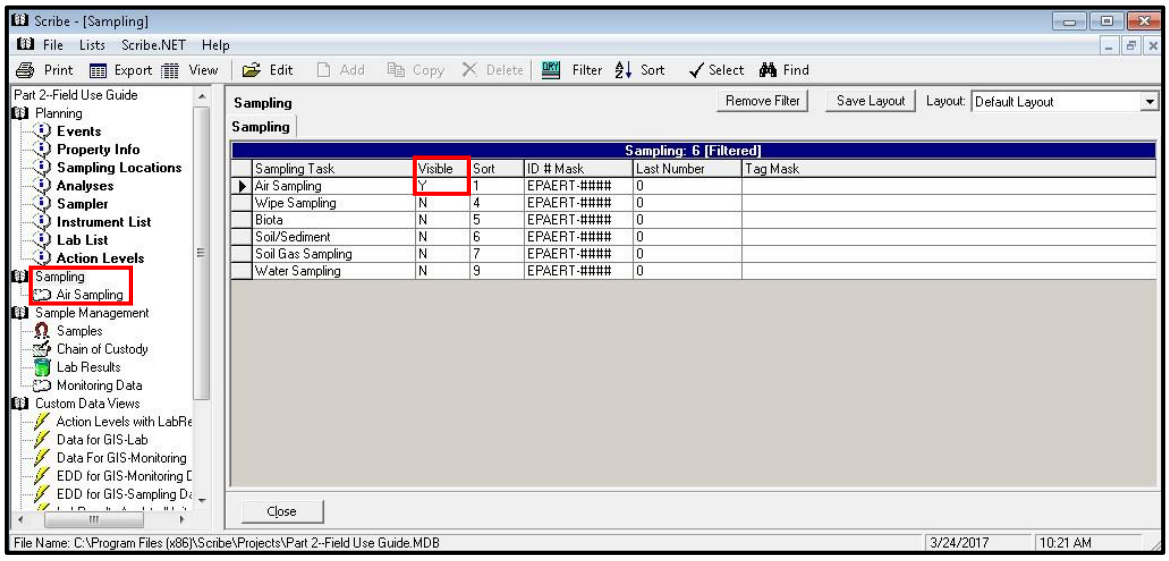


Sampling

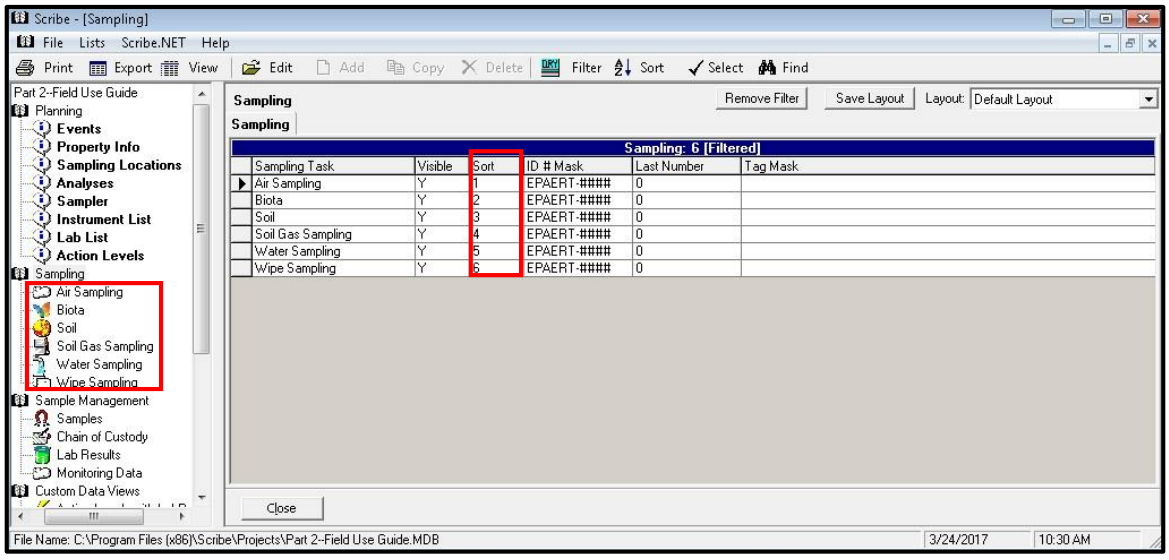
The **Sampling** section provides a means for creating, updating and viewing Sampling Tasks. Clicking on 'Sampling' in the Navigation Pane opens the 'Sampling' screen.

The first column on the Sampling screen lists the 'Sampling Tasks' available.

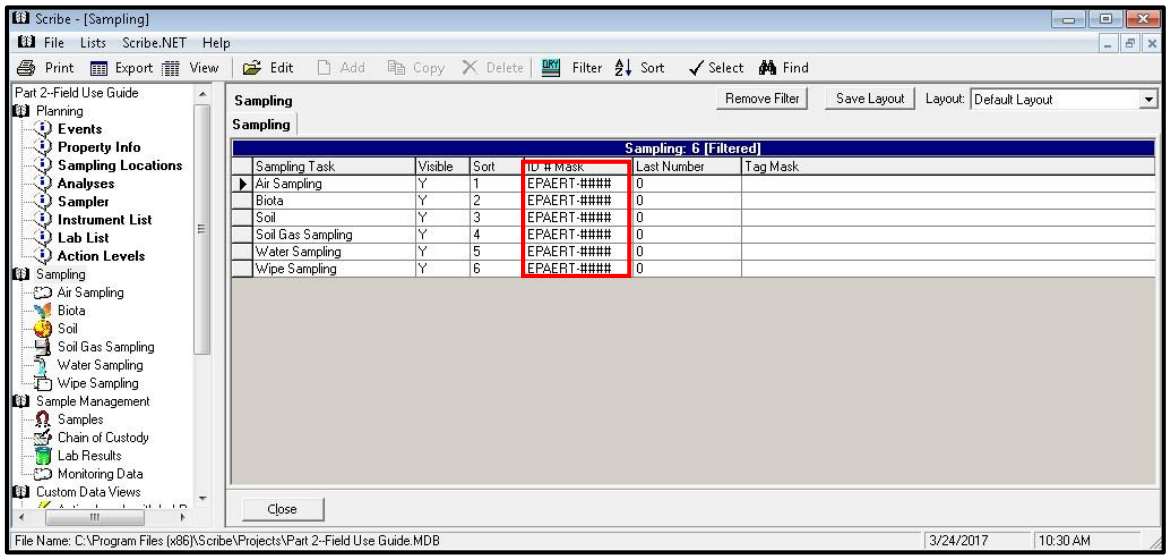
By default, all Sampling Tasks are visible in the Navigation Pane. By changing **Visible** to an 'N', the Sampling Task will no longer be visible and not available for selection in the Navigation Pane. A 'Y' indicates that a task is visible and available for selection. For example, if your project only 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).



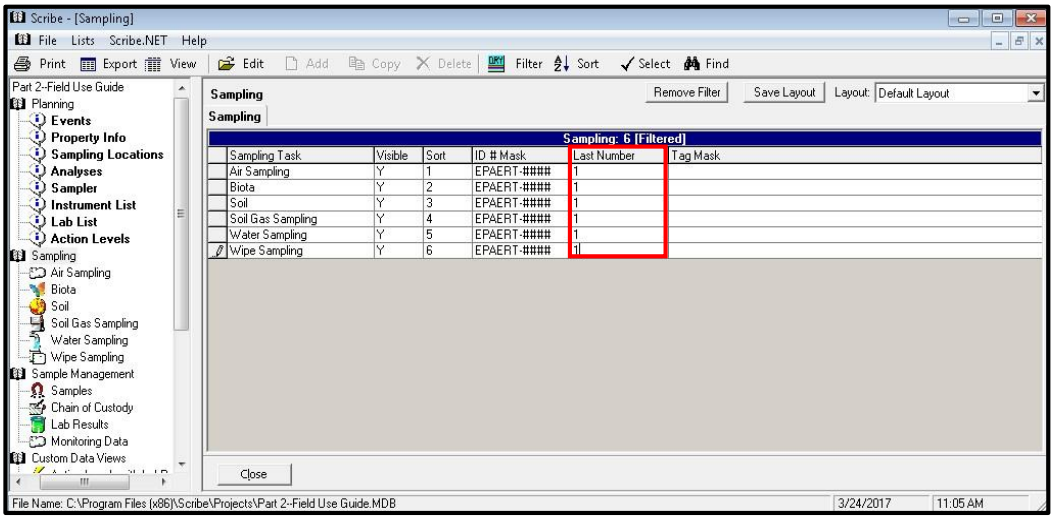
Sort allows you to sort your Sampling Tasks in another order. For example, alphabetical, etc.).



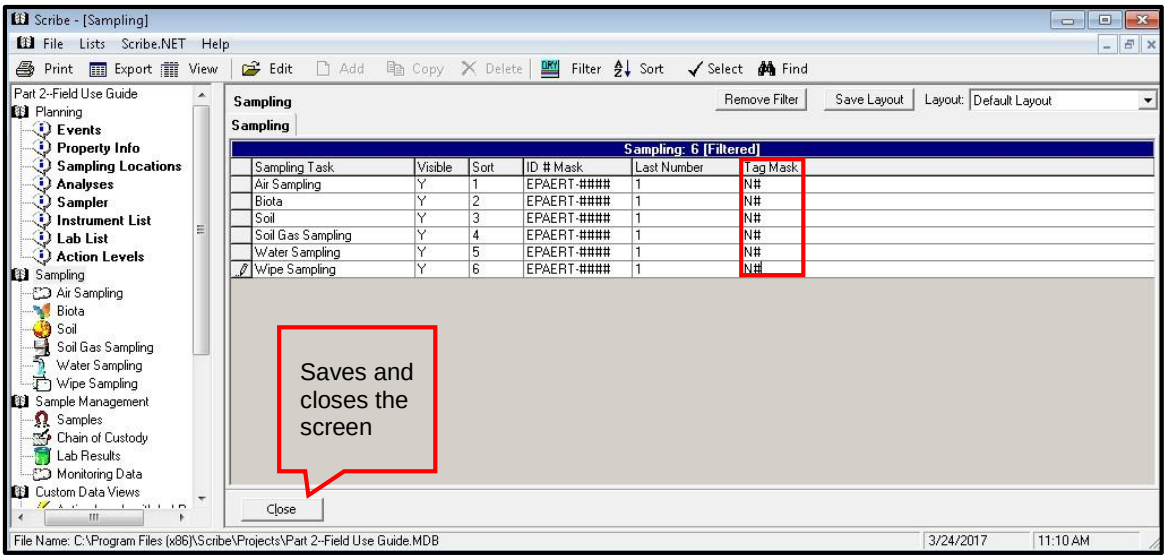
ID # Mask is useful when a specific Sampling Number (Mask) scheme is outlined in a site specific Data Management Plan, as well as when multiple crews are sampling the same project using Scribe and all the data is to be merged to one central database. You customize your sample numbers using the ID #Mask. 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, you Sample ID # Mask will be set with your Site # followed by an auto-incrementing numeric field.*



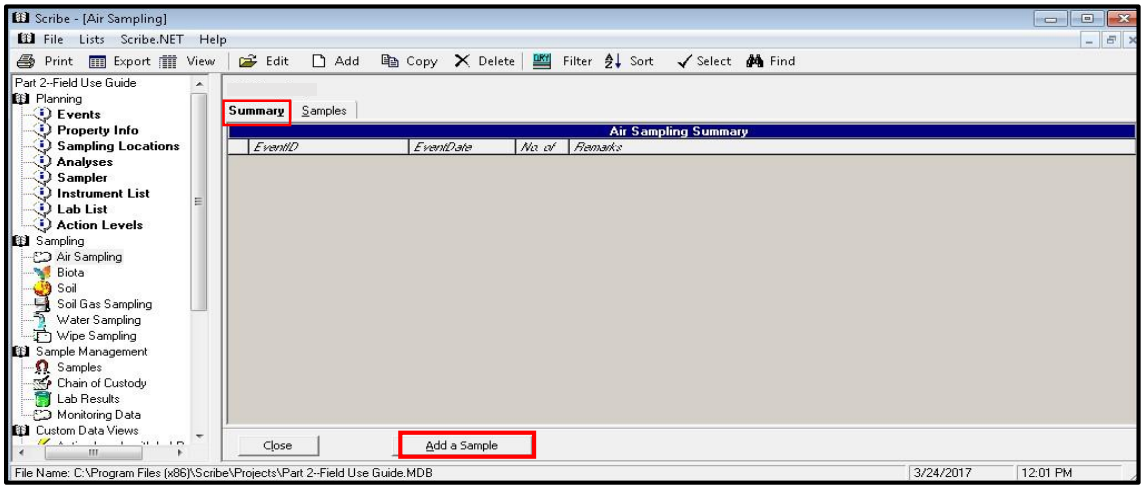
The **Last Number** field will show the last sample number used (i.e., the last sample # used was EPAERT-0001 (next one would be 0002). Changing the Last Number field can be particularly helpful when multiple sampling crews are out sampling at the same project, different locations and you do not want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

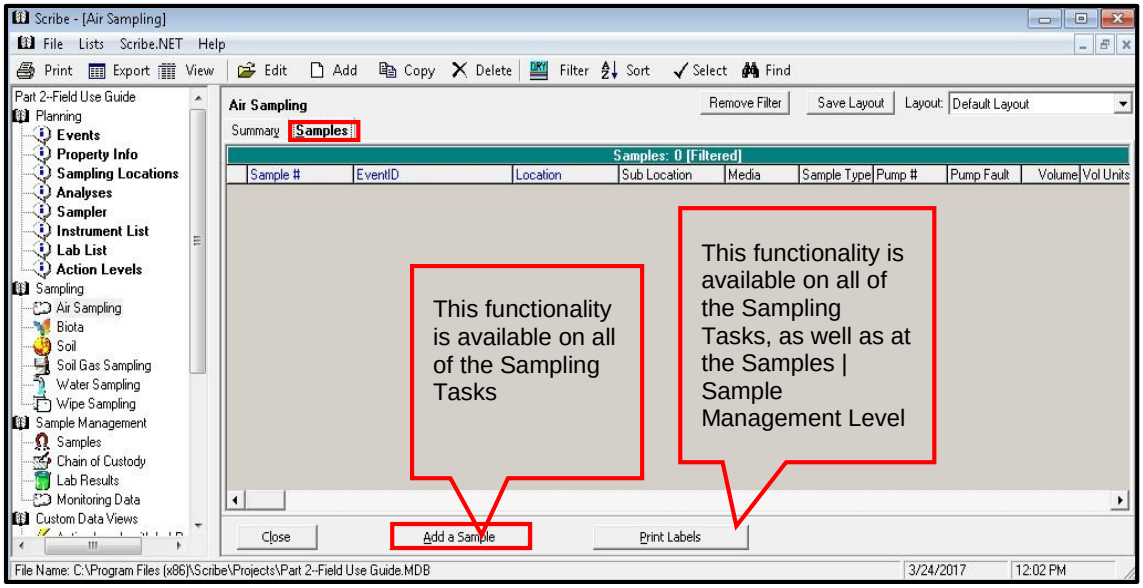


By default, the Tag settings in Scribe are set to 'Alpha' characters for generic Scribe samples and 'Numeric' for CLP Scribe samples. Some Regional Data Management Plans require that the Sample Tag consist of both an Alpha and auto-incrementing numeric field. Under Sampling, a custom **Tag Mask** can 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.



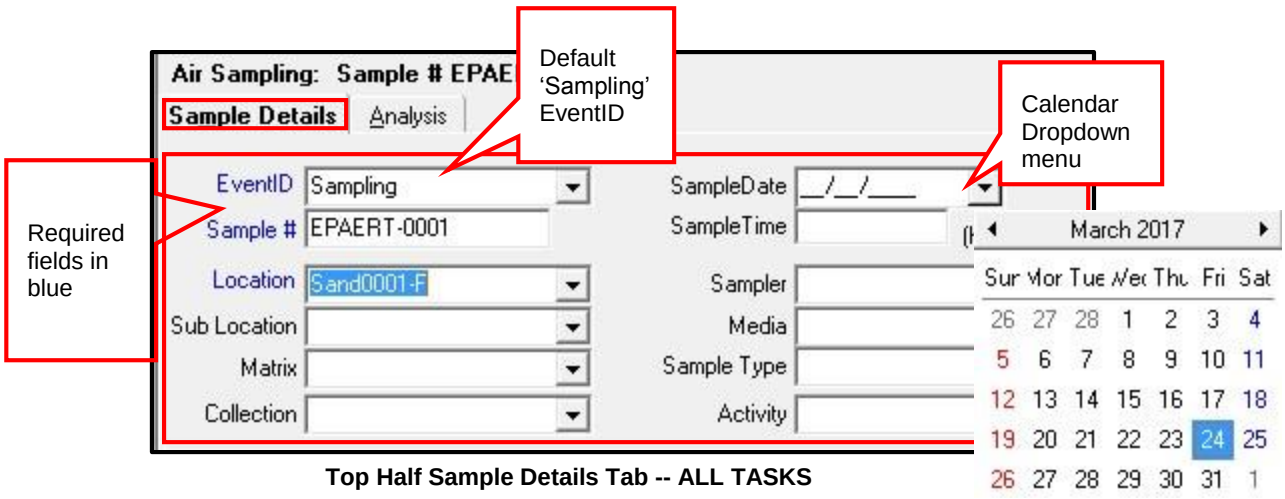
By clicking on any of the Sampling Task(s) (e.g., Air, Biota, Soil, Soil Gas, Water, Wipe), a Summary screen for the sampling task is displayed. The 'Summary' screen contains a **Summary** tab and a **Samples** tab. Before any samples are entered in Scribe, the Summary tab will be blank. Going forward,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



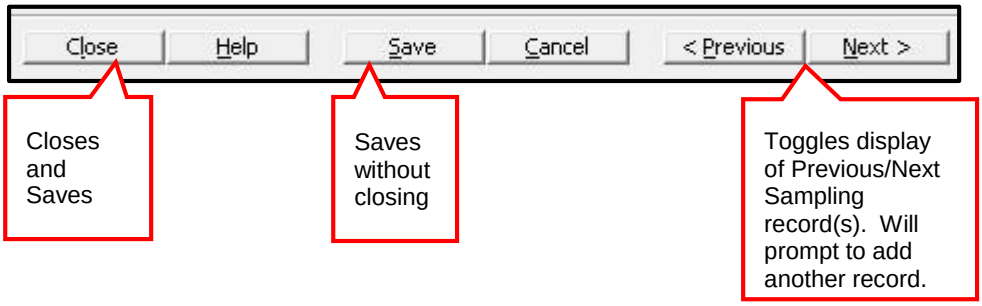


You can click on Add a Sample on the Summary or Samples Tab. ***Note:*** *This same functionality is available on all of the Sampling Tasks.*

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.*

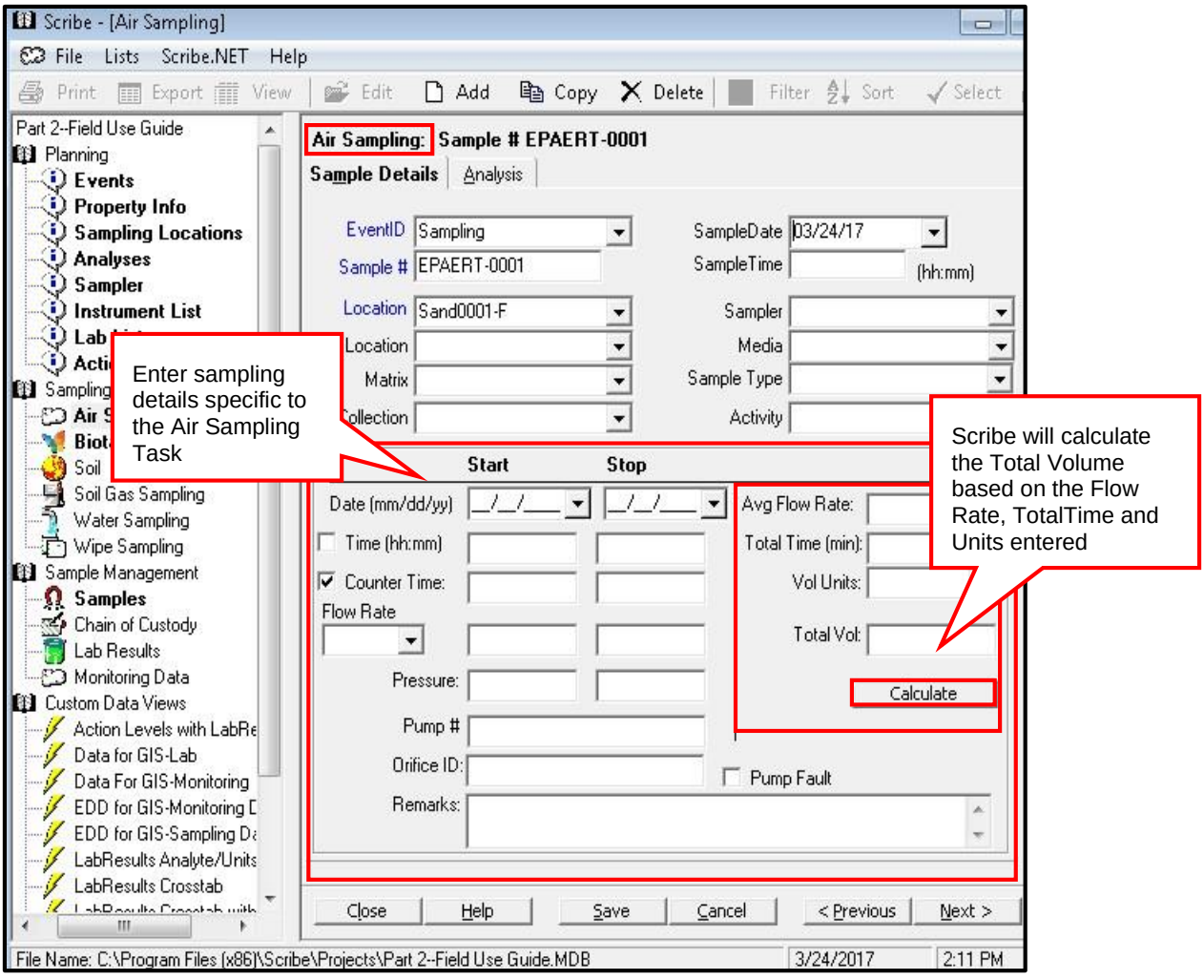


Top Half Sample Details Tab -- ALL TASKS



Air Sampling

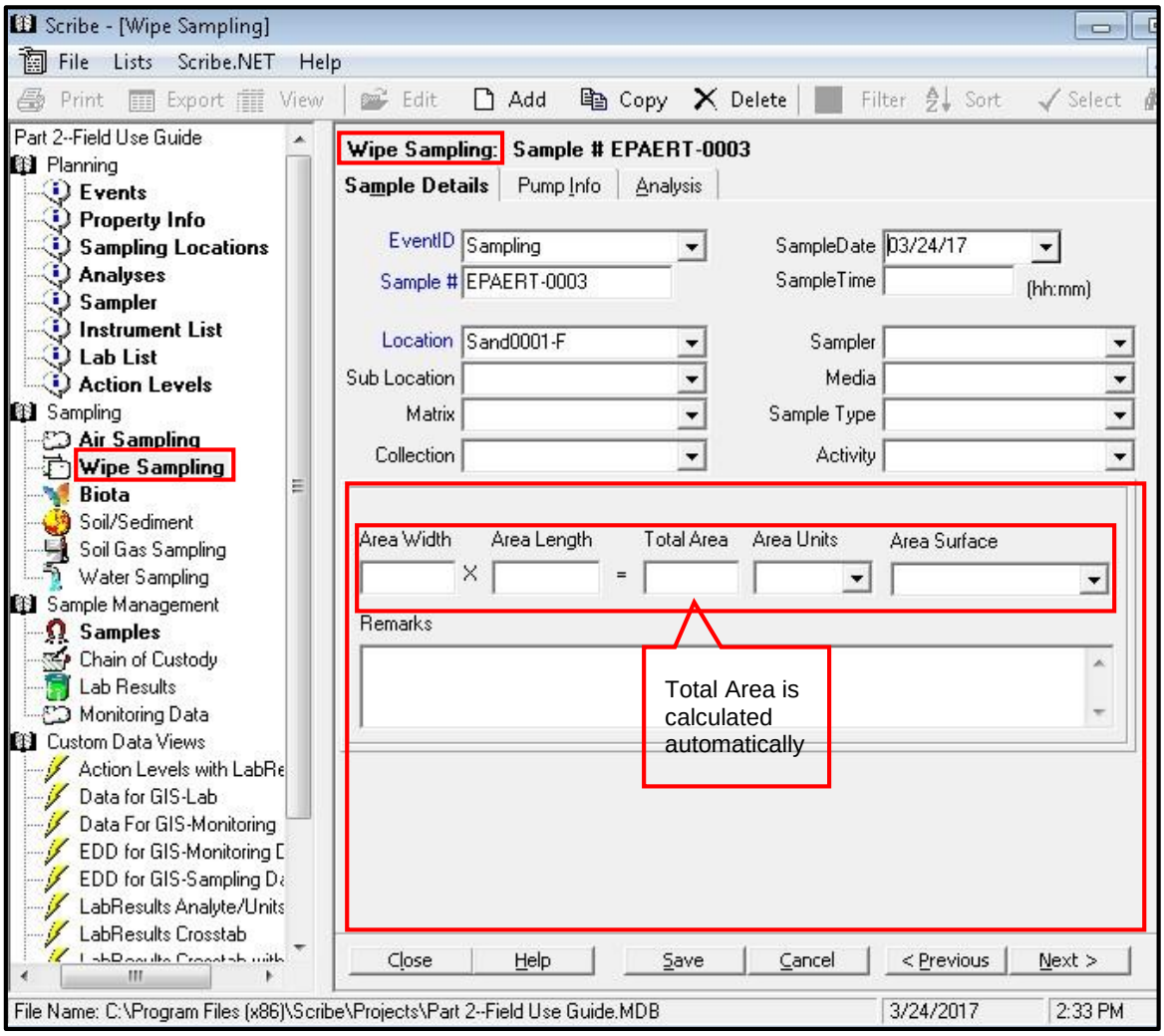
The bottom half of the Sample Details screen will capture the sample details specific to the task. In this example, Flow Rates, Pressure, Pump #, Time, Units, etc. can be captured for each Air Sample taken.

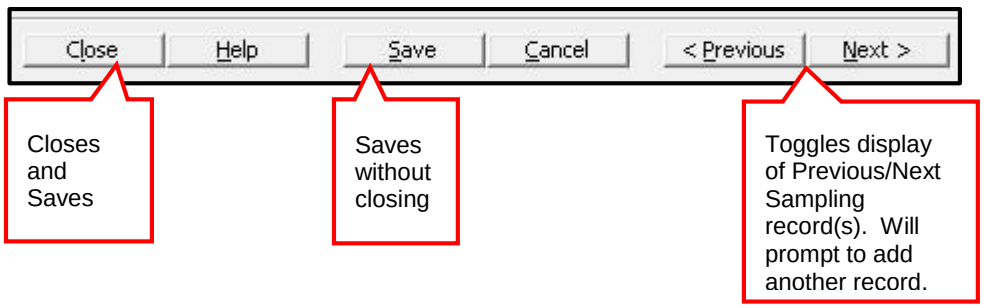


Bottom Half of Sample Details Tab -- Air Sampling

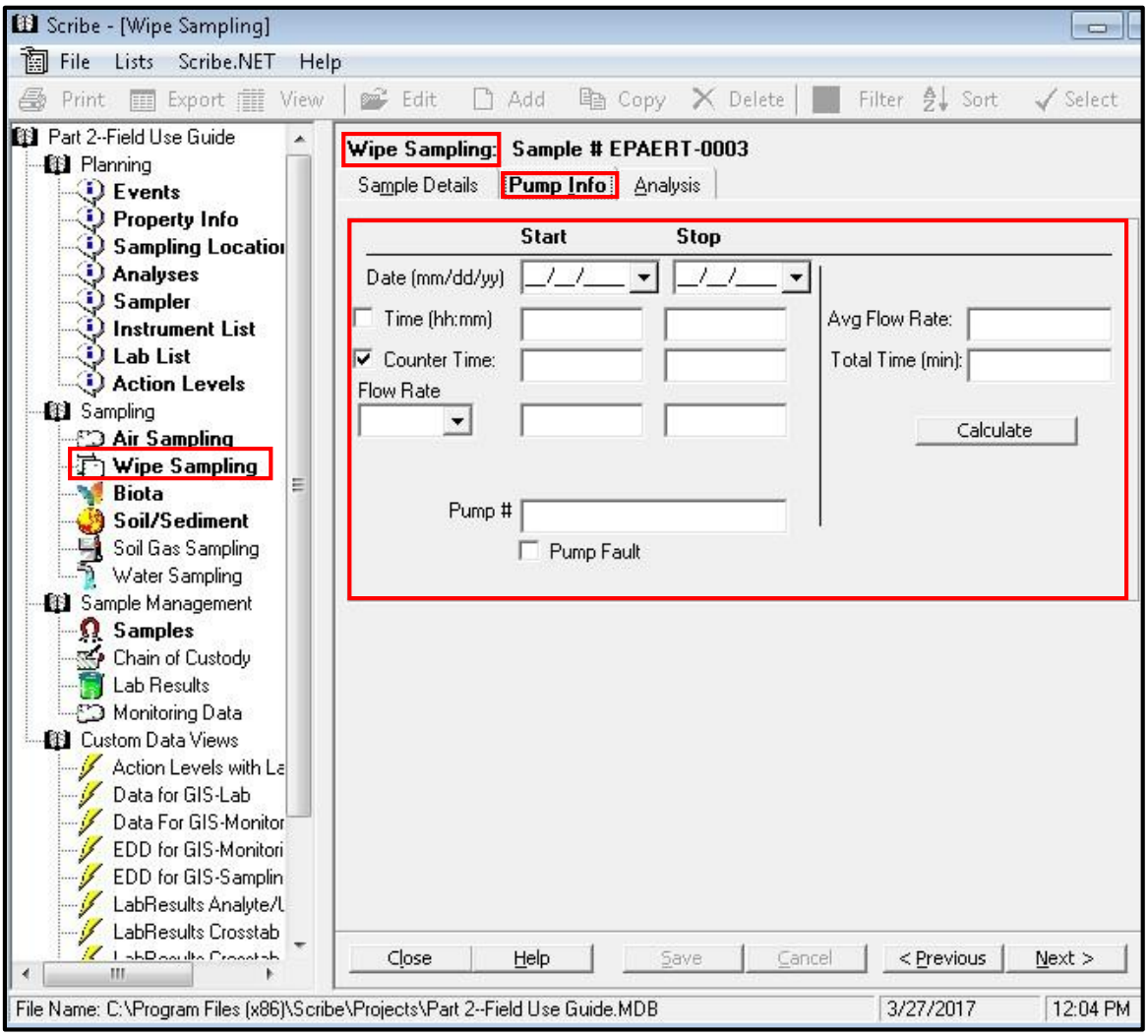
Wipe Sampling

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.



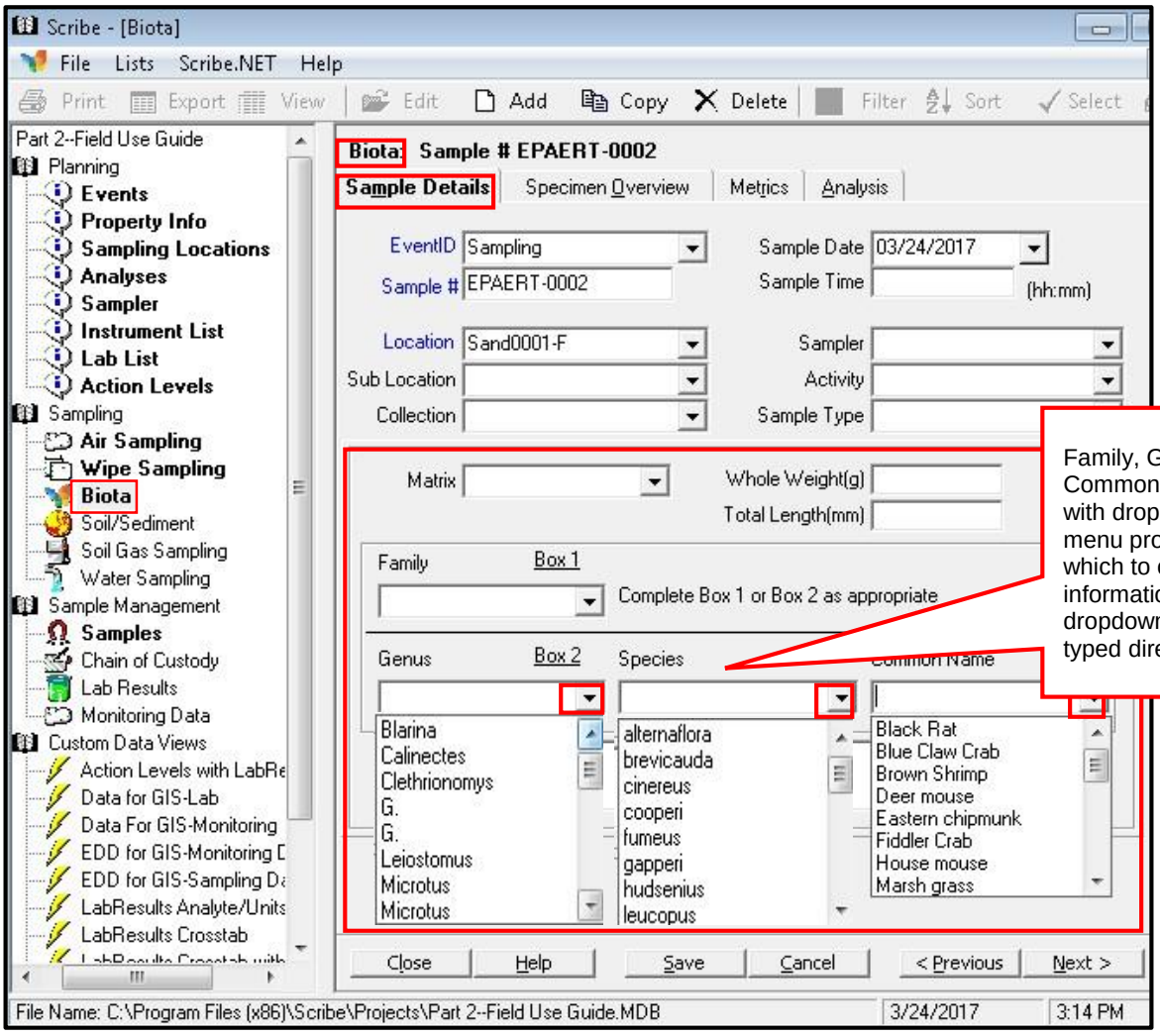


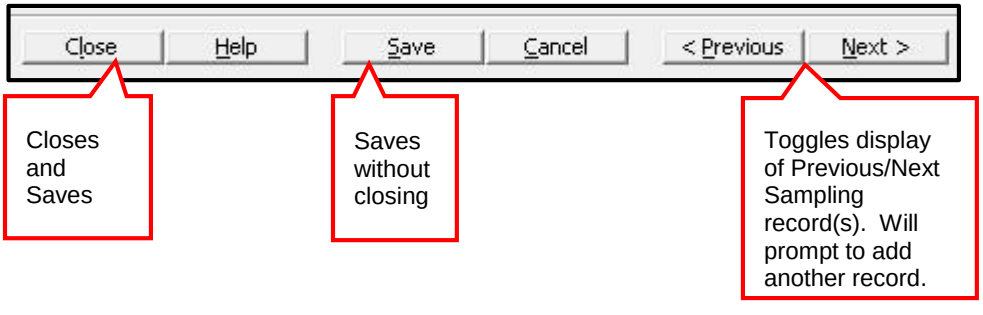
The **Pump Info** tab captures pre and post (Start/Stop) flow data from dust/microvac sampling using an SKC pump.



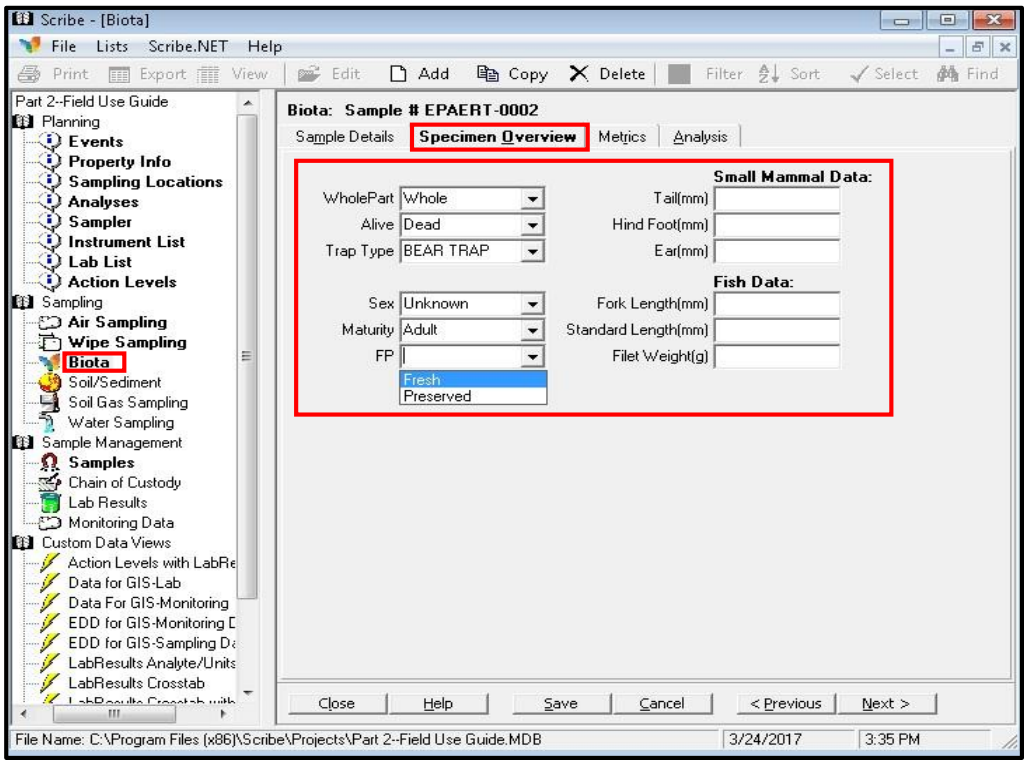
Biota Sampling

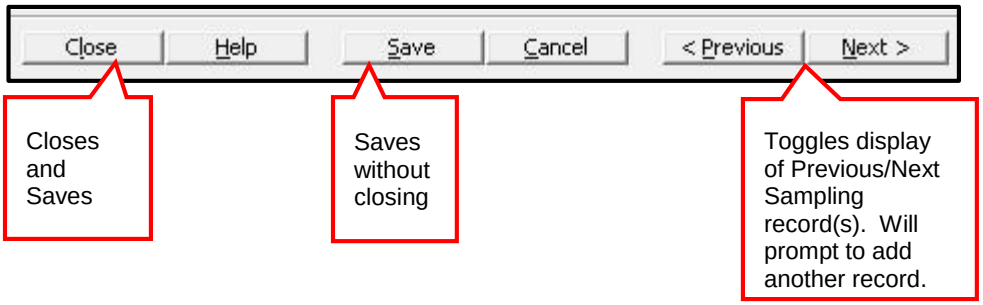
Sample detail fields specific to Biota Sampling include, the Genus, Species and Common Names, etc.



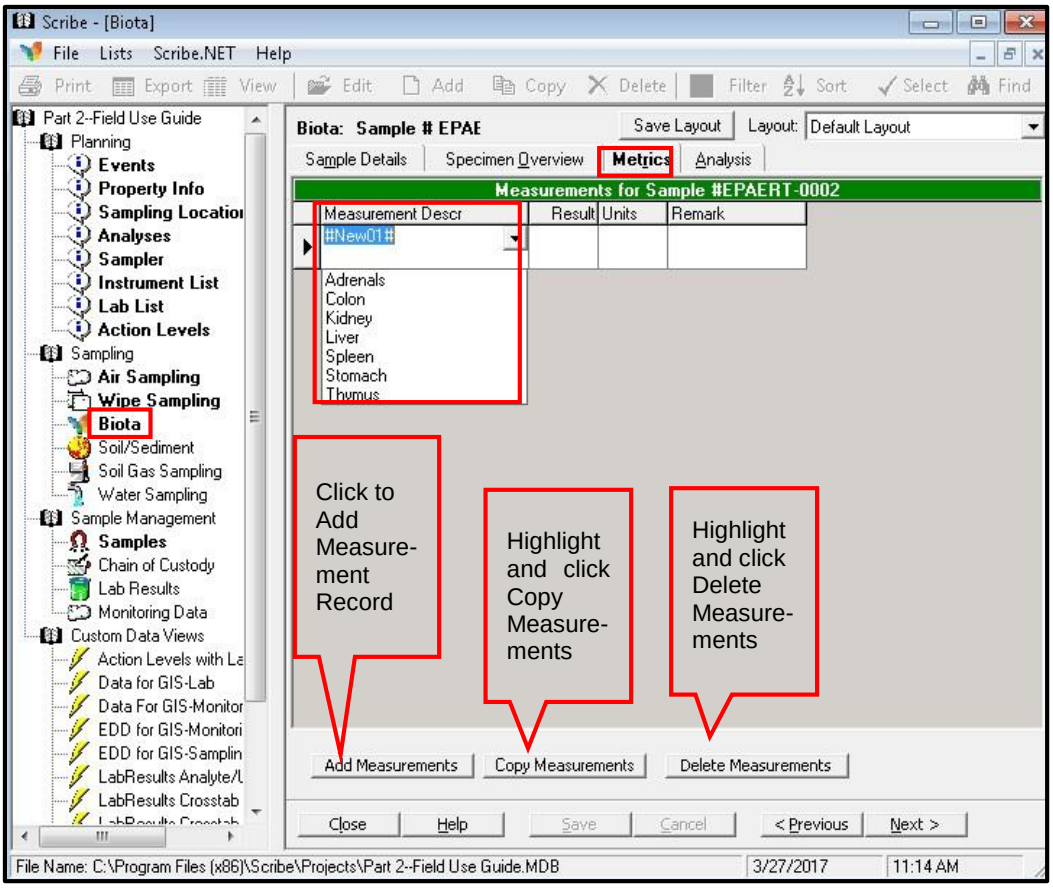


Additional Biota-specific information can be found on the **Specimen Overview** tab. Dropdown menus provide selections for Specimen Overview information. Select from the dropdown menu(s) or enter new data as appropriate.



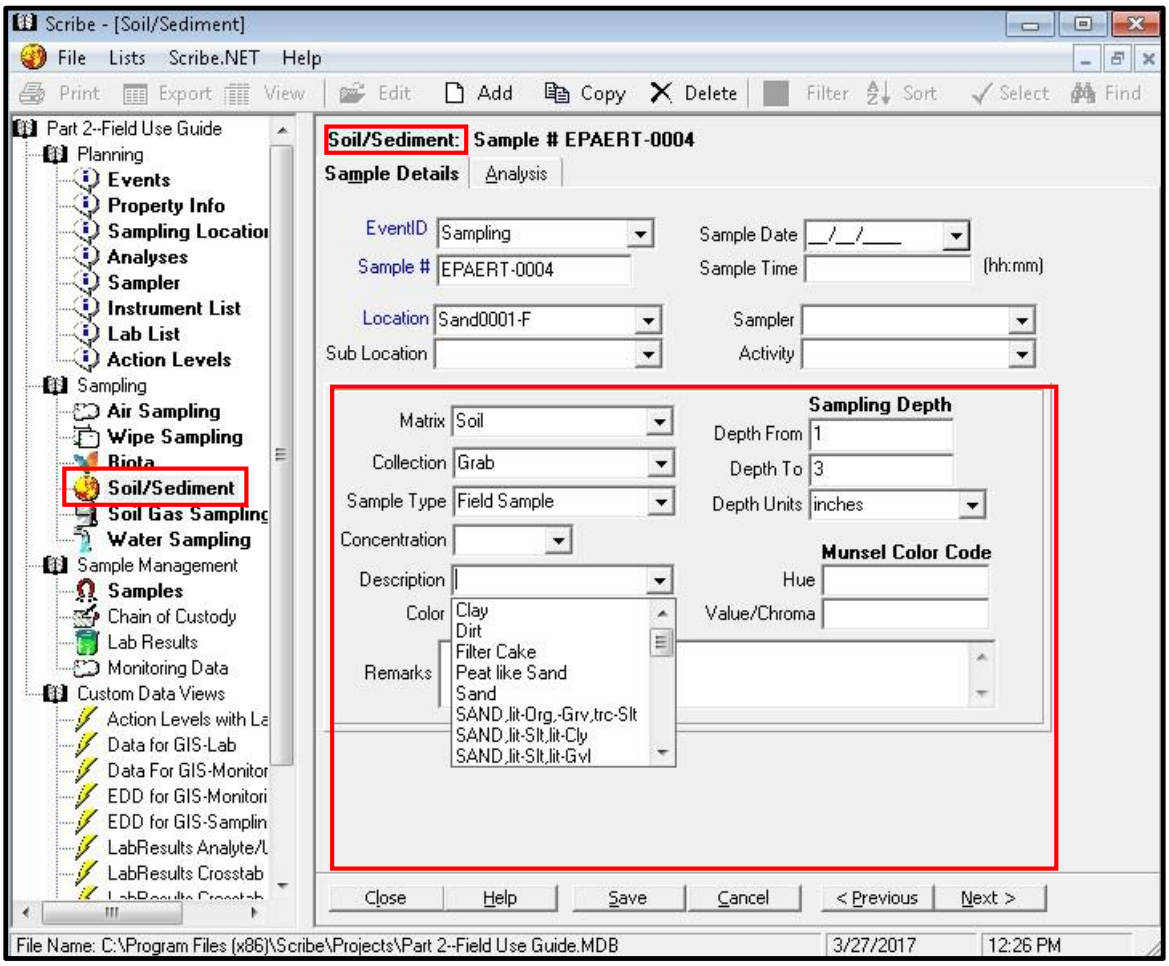


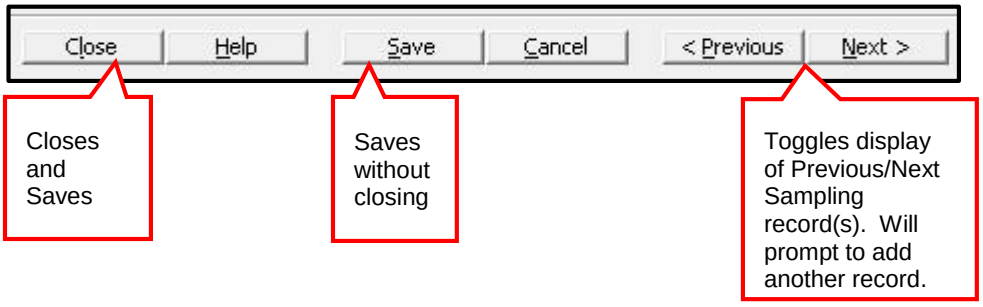
Clicking on the **Metrics** tab opens the Measurements for Sample screen. Dropdown menus provide selections for measurement information. Select from the dropdown menus or enter new data as appropriate.



Soil/Sediment Sampling

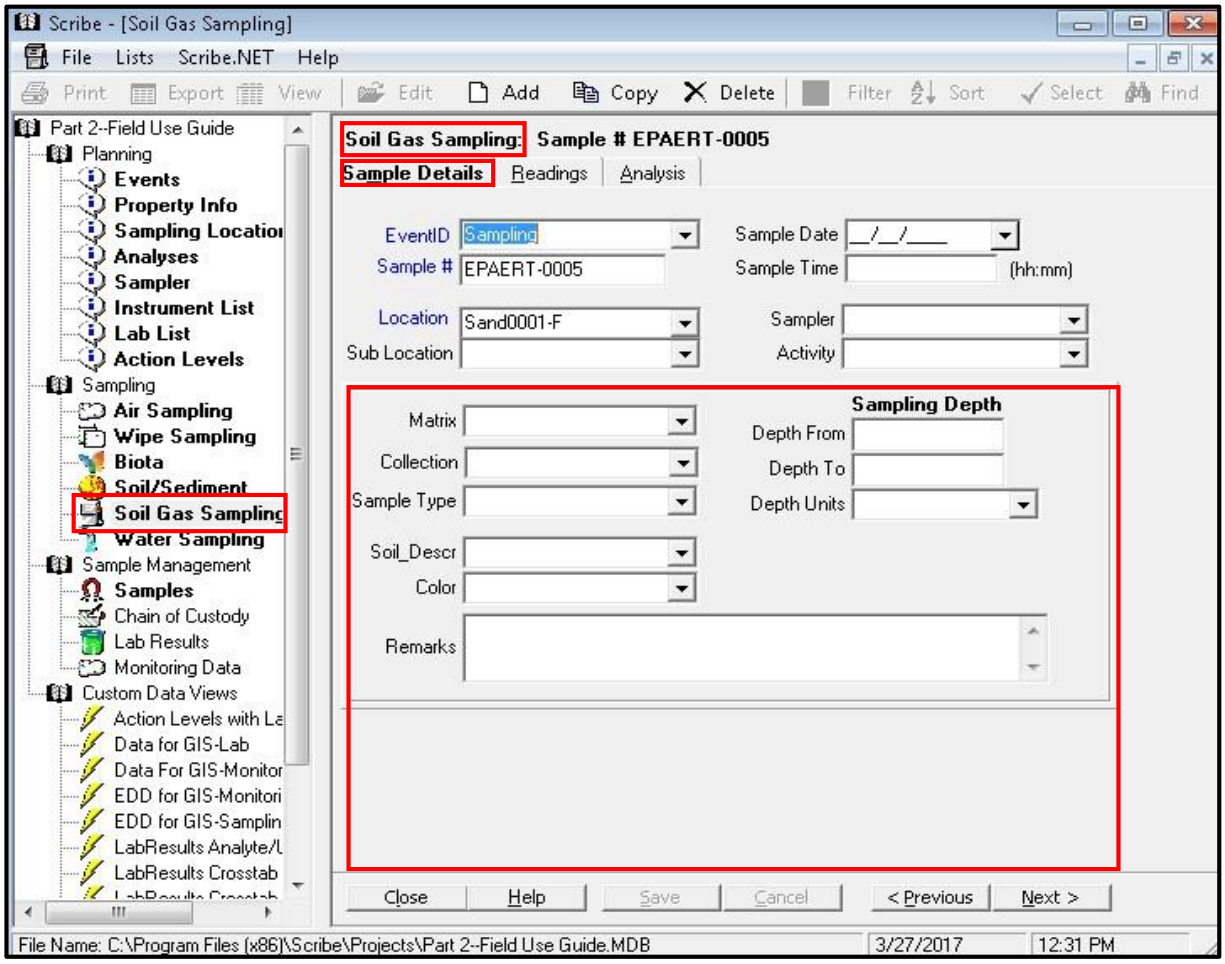
Sample detail fields specific to Soil/Sediment sampling include Depths, Color, Hue, etc. Details can be selected by clicking on the dropdown list or by entering the information directly.



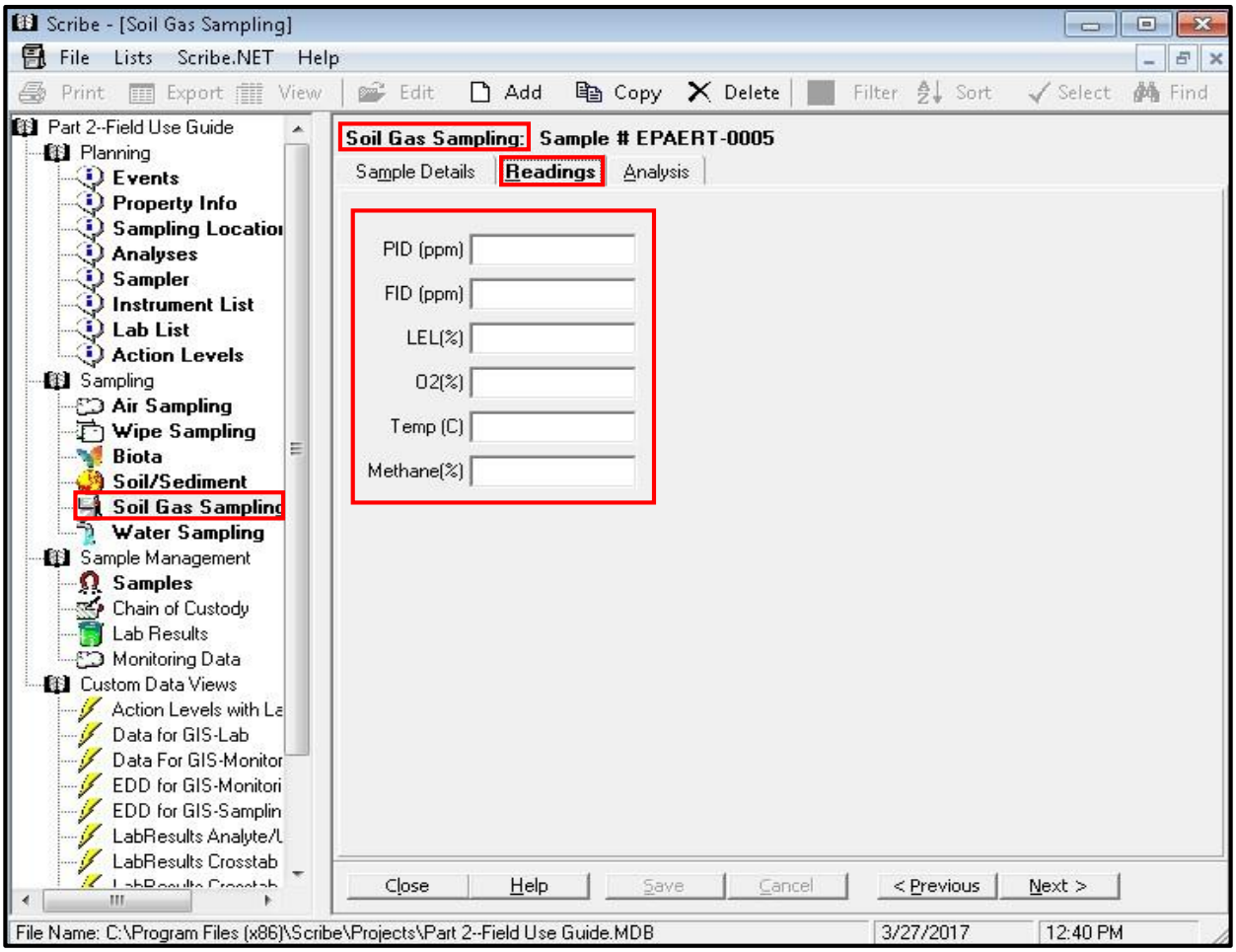


Soil Gas Sampling

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.

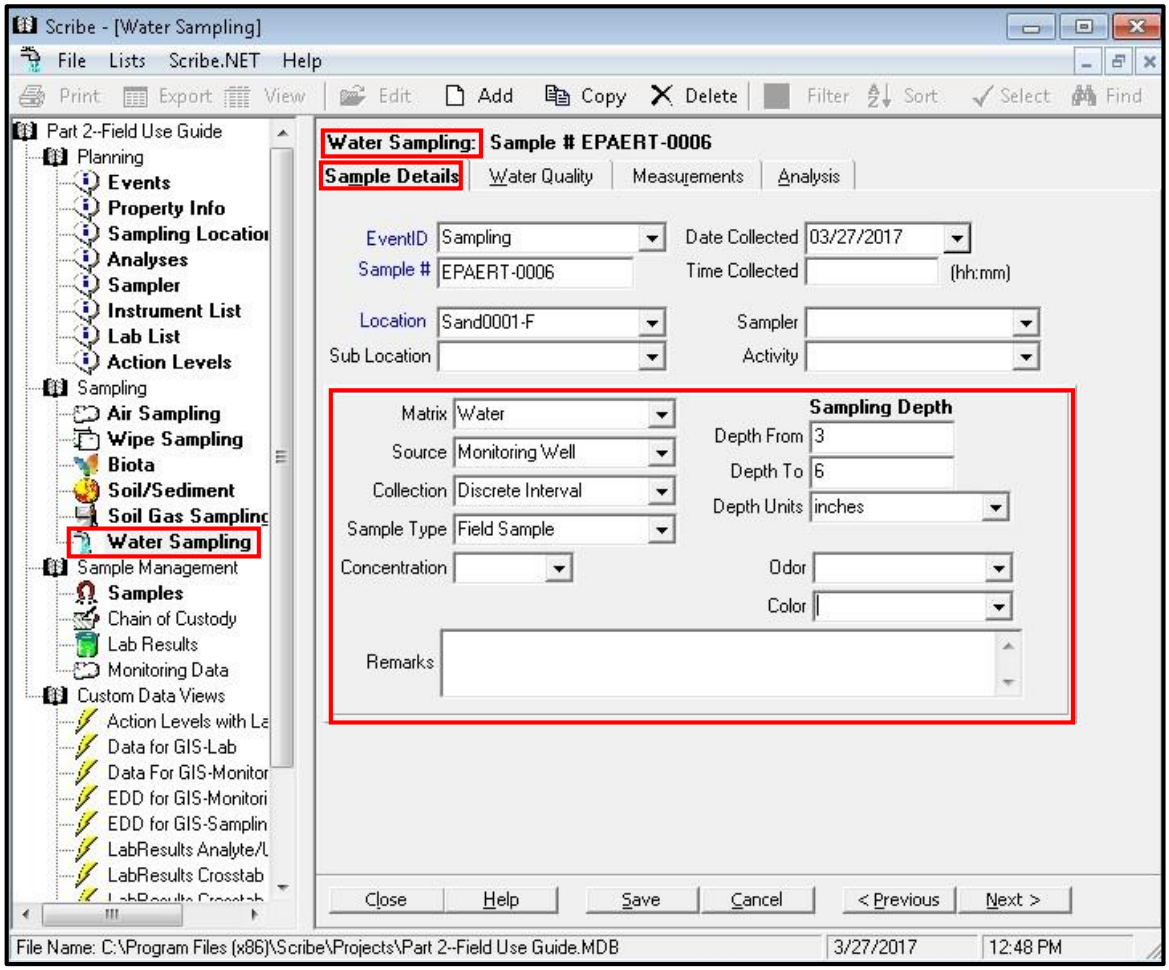


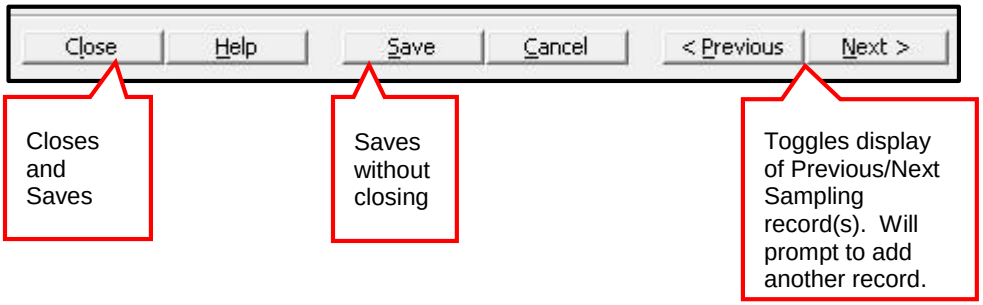
Clicking on the **Readings** tab opens the Readings screen. Enter appropriate readings in each of the fields.



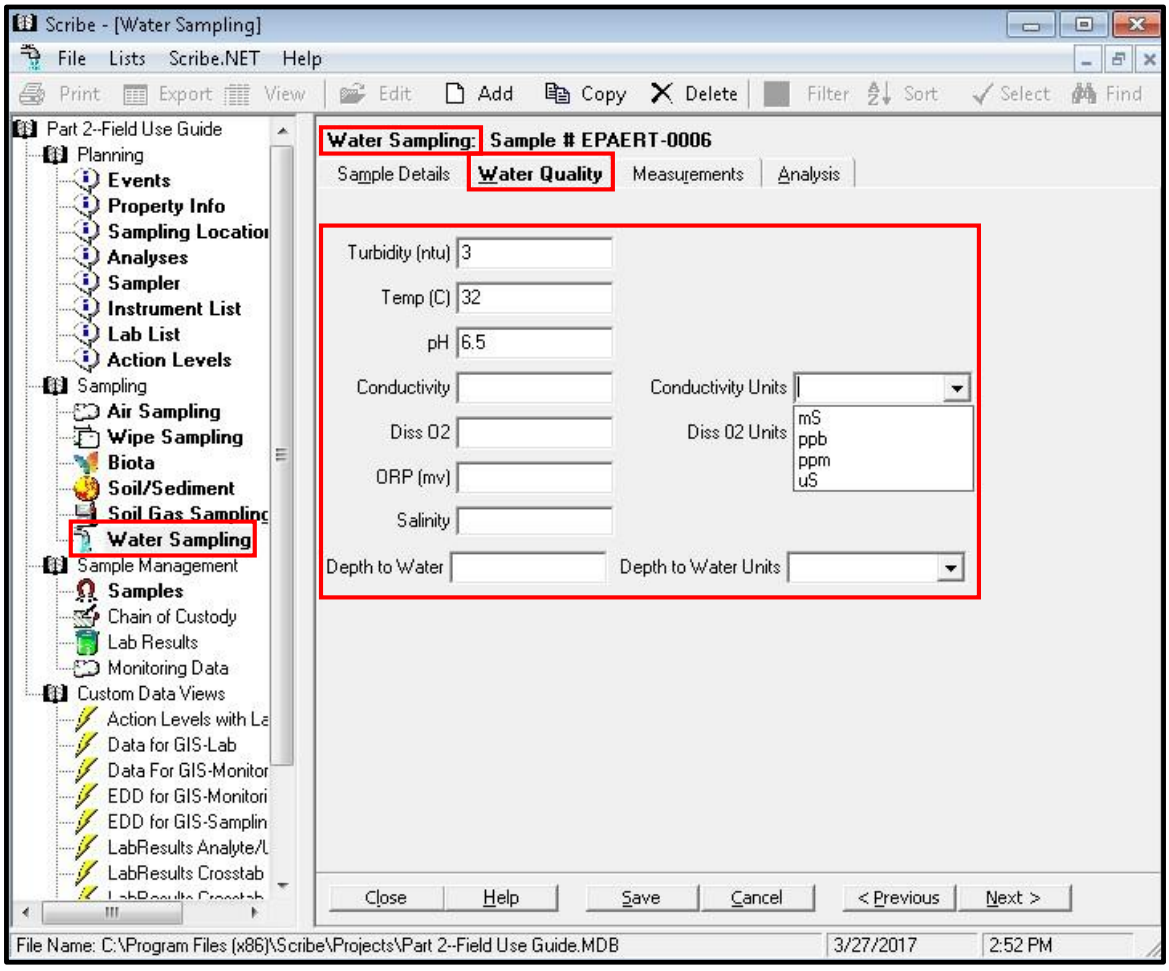
Water Sampling

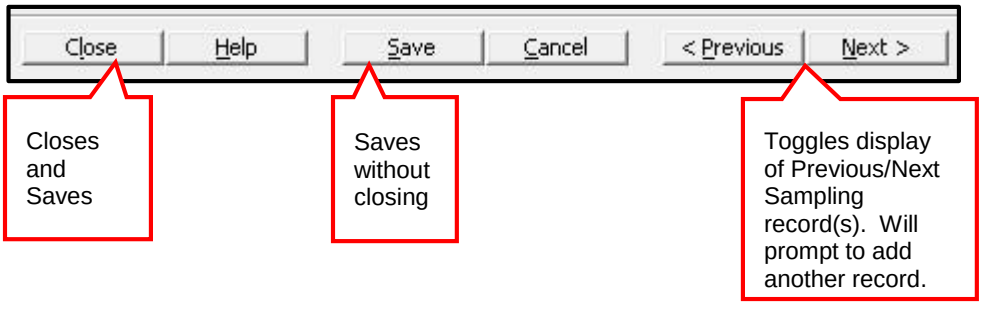
Sample detail fields specific to Water Sampling include Source, Odor, Color, etc. Details can be selected by clicking on the dropdown list or by entering the information directly.



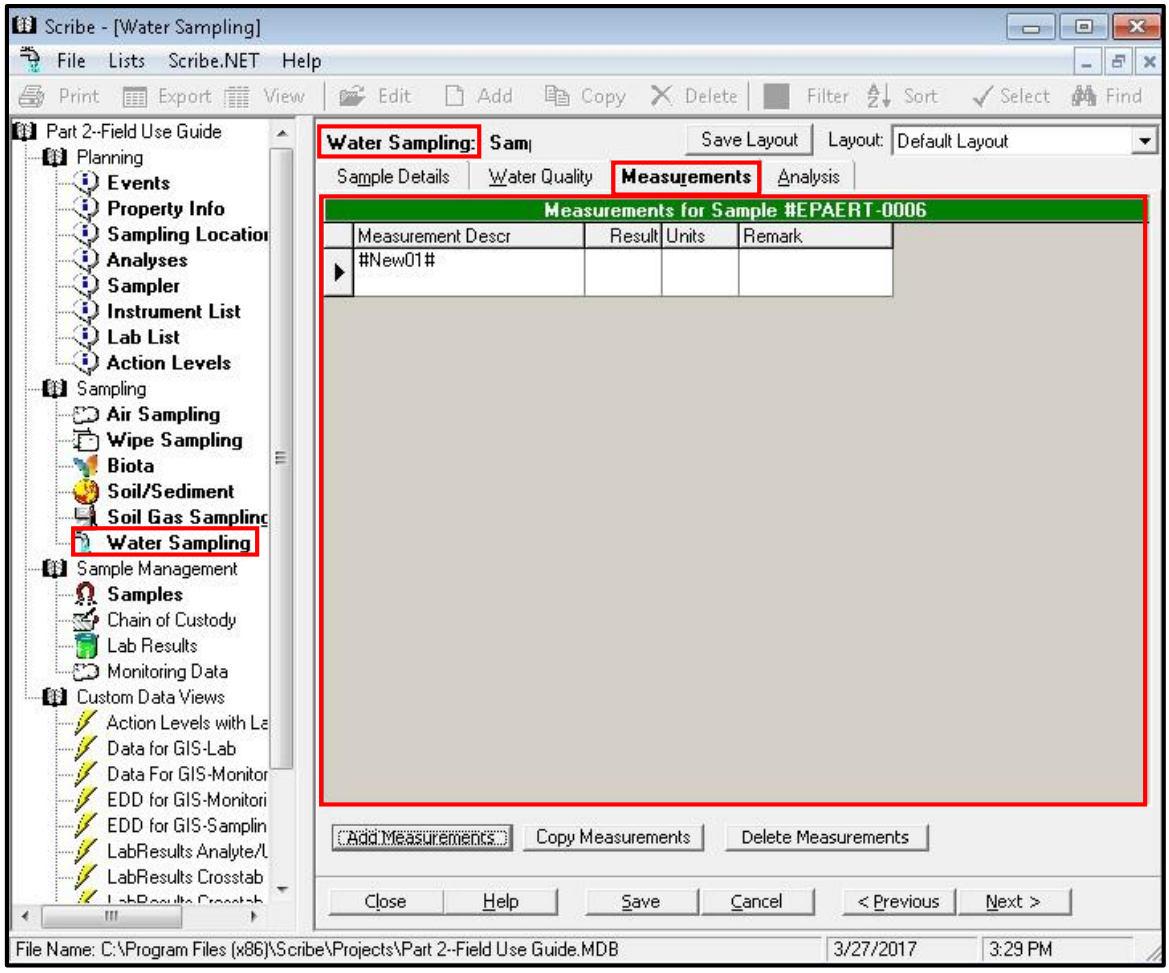


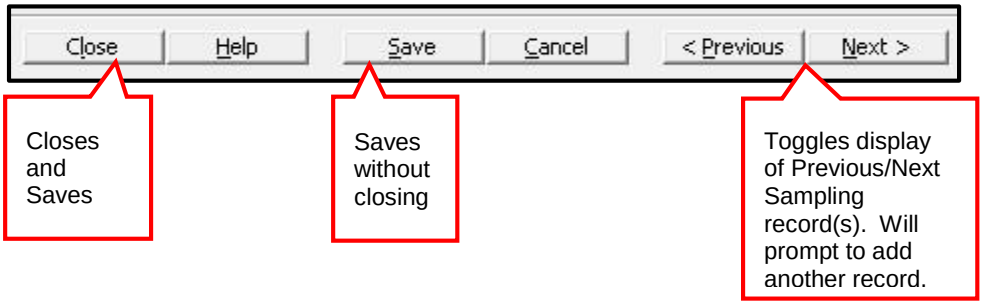
Click on the **Water Quality** tab to enter the appropriate water quality readings collected along with the sample.





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.





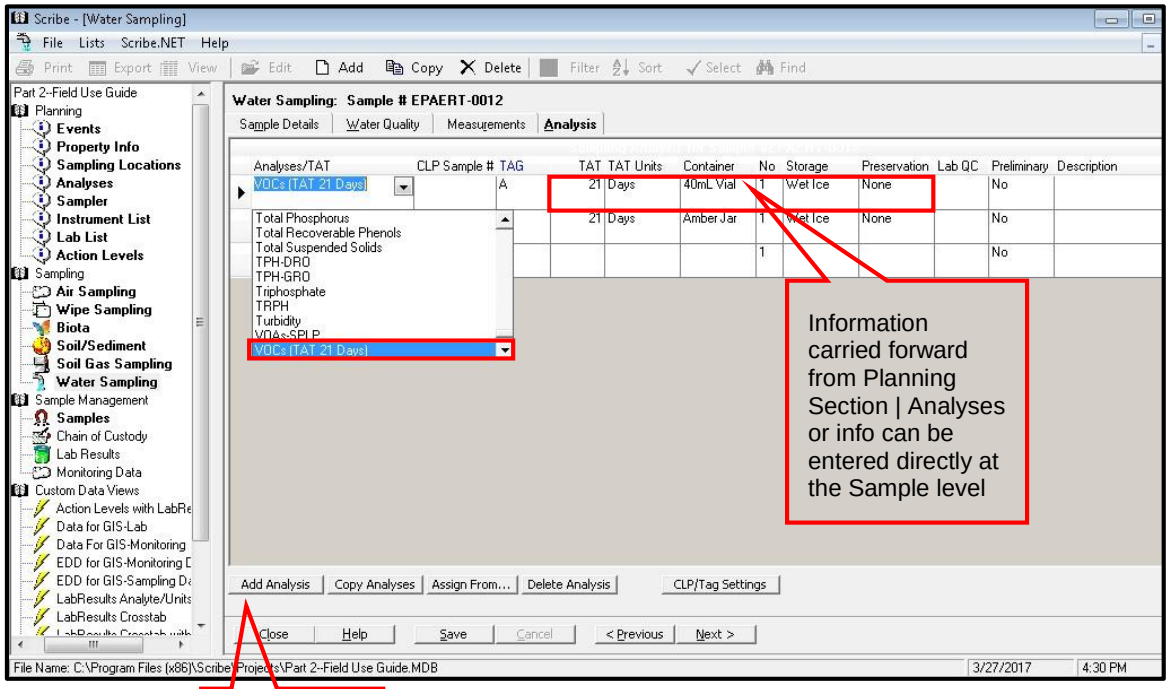
Add Analysis(es) to All Sampling Tasks

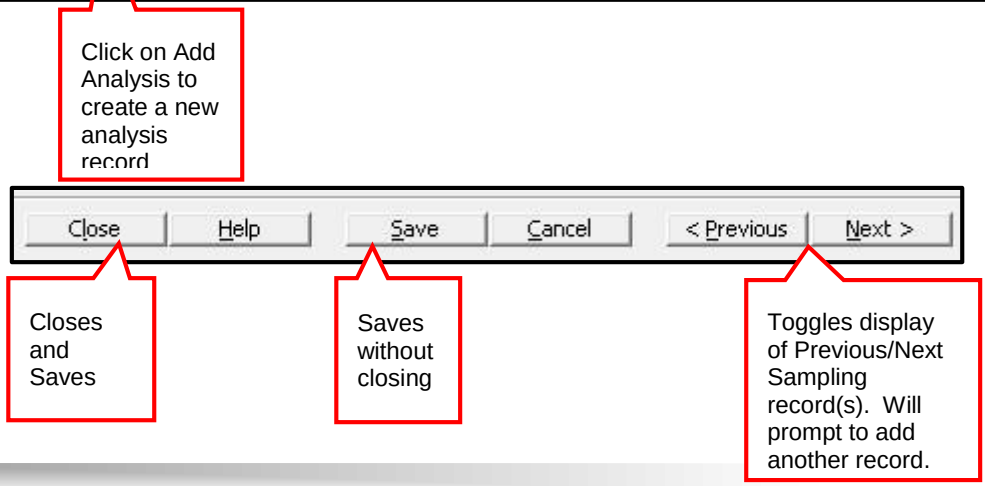
The **Analysis Tab** is the same in all of the Sampling Tasks (e.g., Air, Wipe, Soil/Sediment, etc.)

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

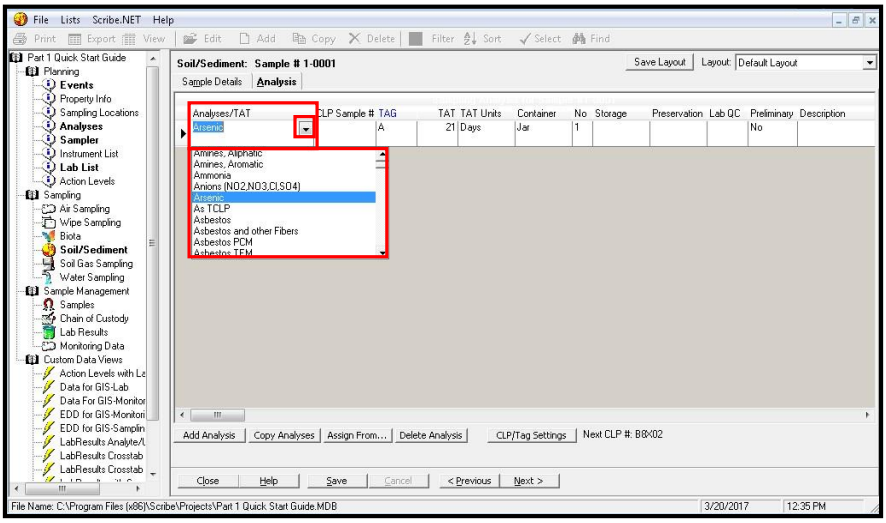
Click on the dropdown arrow for a list of Analyses in your Scribe project.

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.



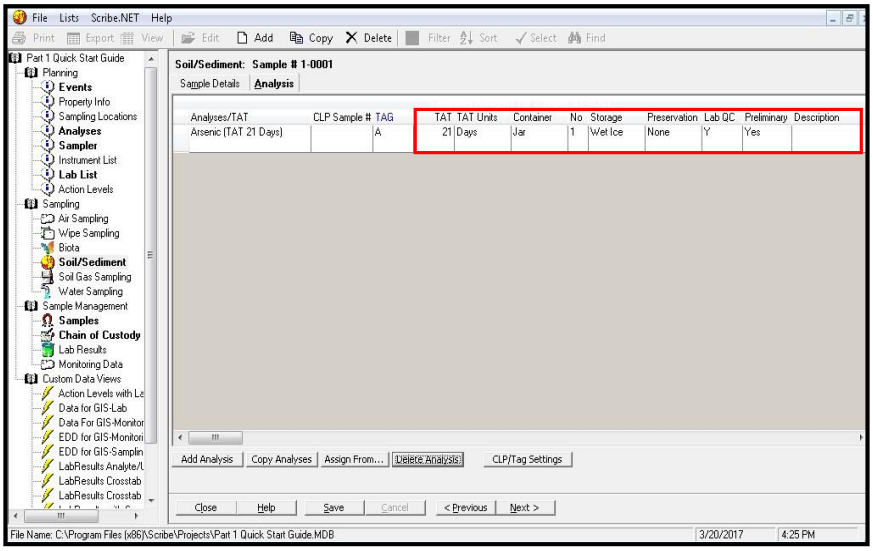


1. Click in the Analyses/TAT field. A drop down arrow will appear.
2. Click on the drop down arrow to display the list of analyses.
3. Select the analysis(es).



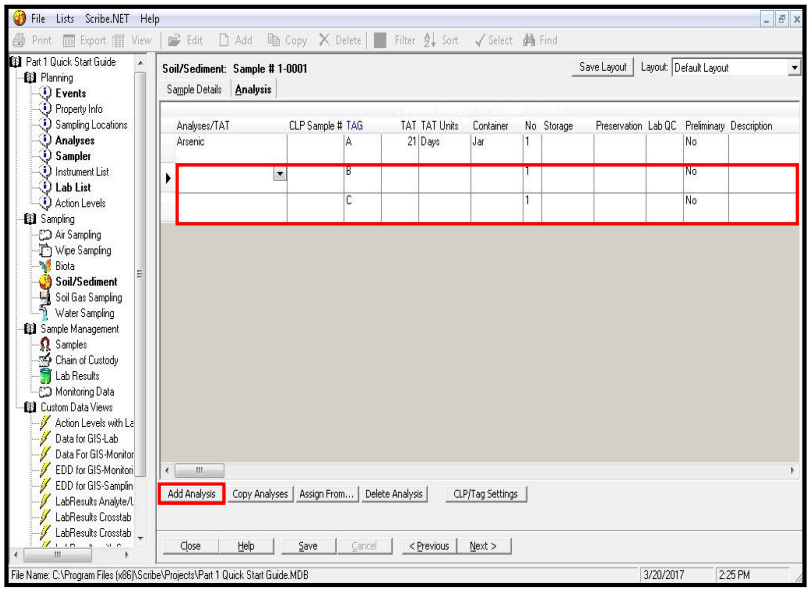
Note: The 'TAG' field will automatically increment with an Alpha character (i.e., A, B, C, etc.).

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



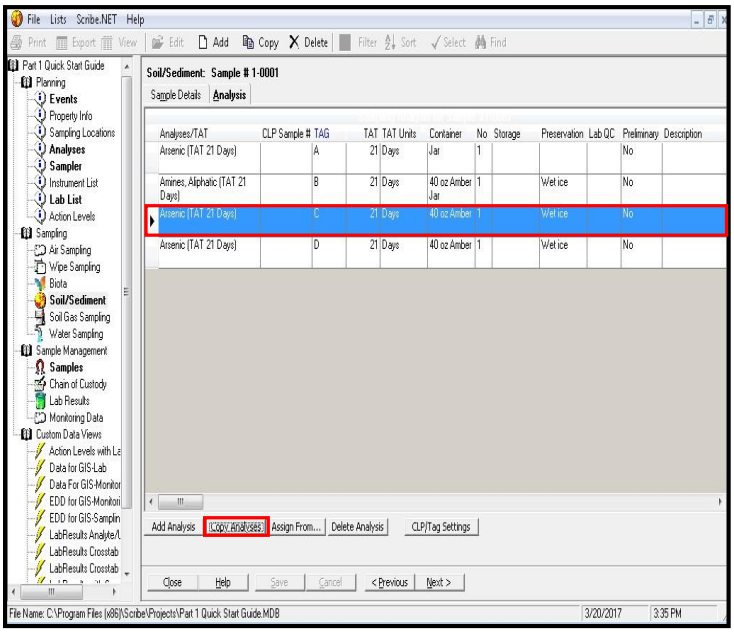
Note: *CLP Sample # will not be populated unless the CLP/Tag Settings have been set up and the analysis is part of the CLP Program. Please refer to the* ***Scribe CLP User Guide*** *for Adding CLP Analyses.*

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.

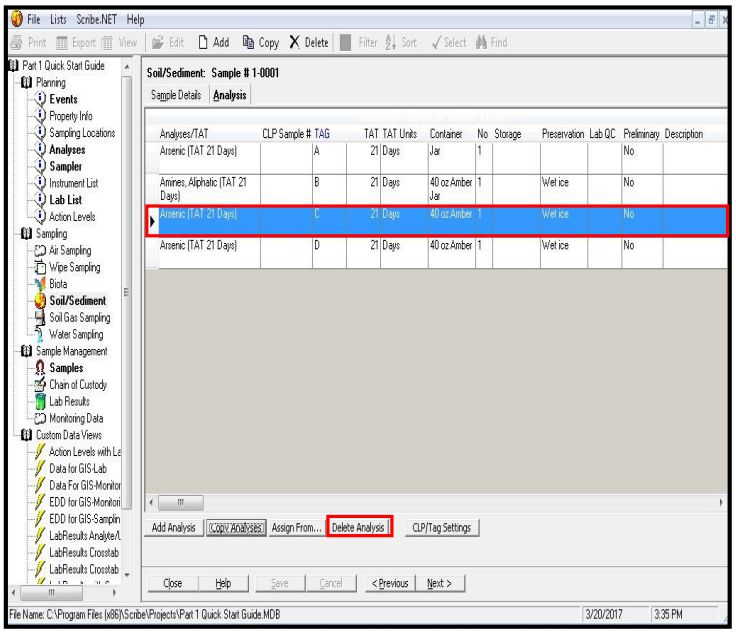


Delete an Analysis

1. Highlight an Analysis.

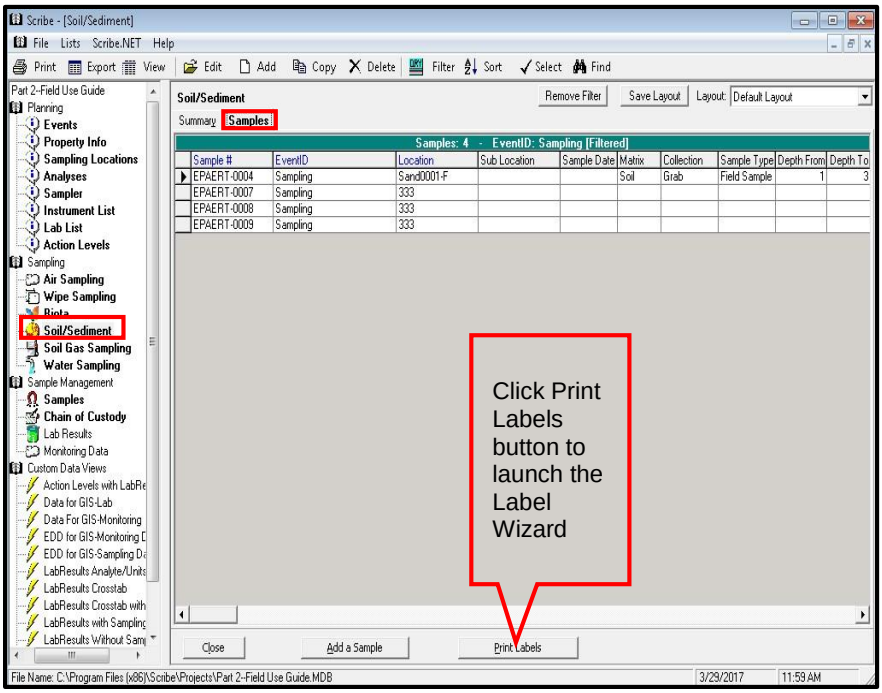
2. Click 'Delete Analyses'.

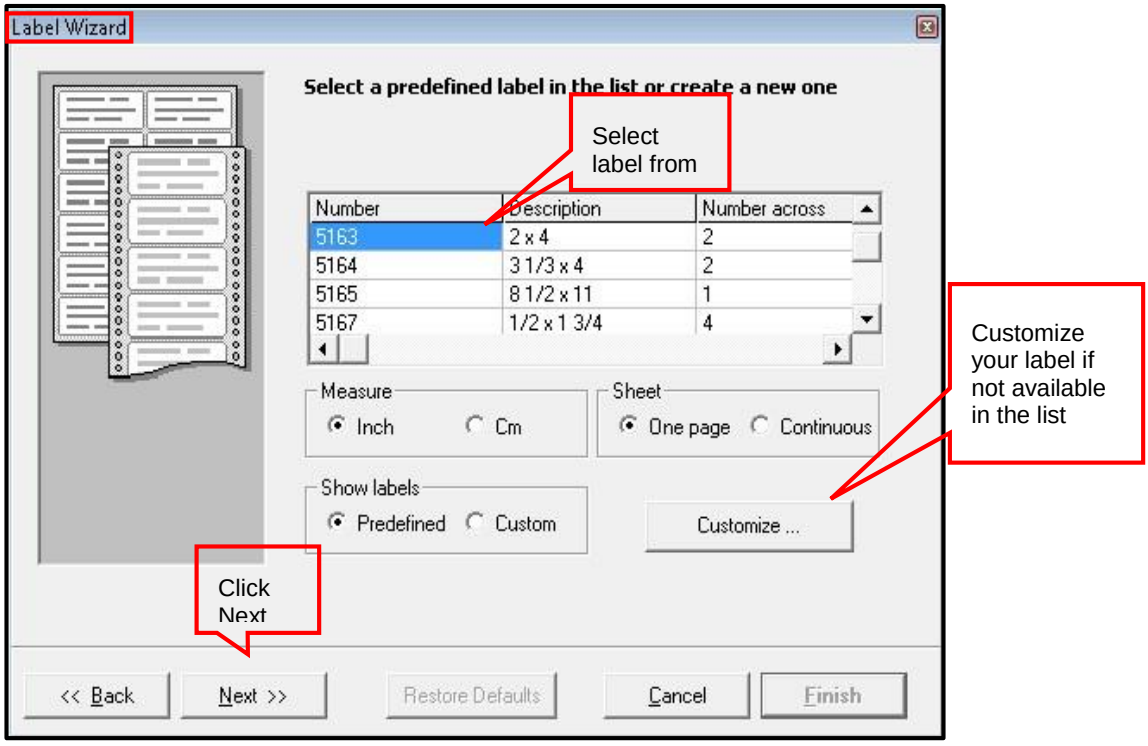
3. Click Close to close the screen.

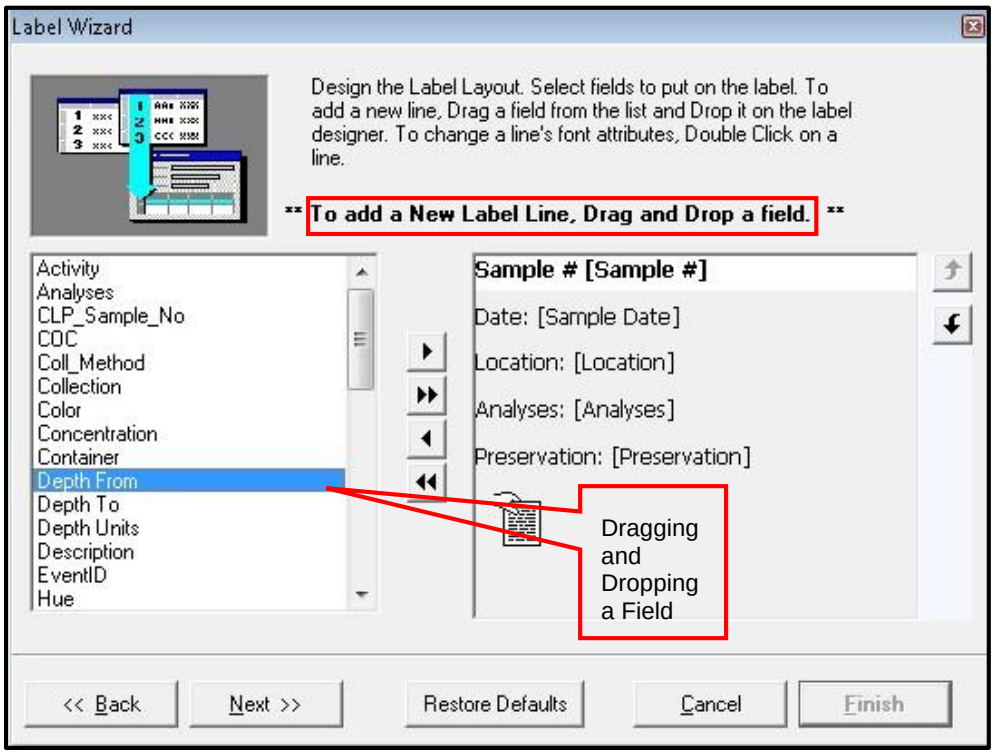


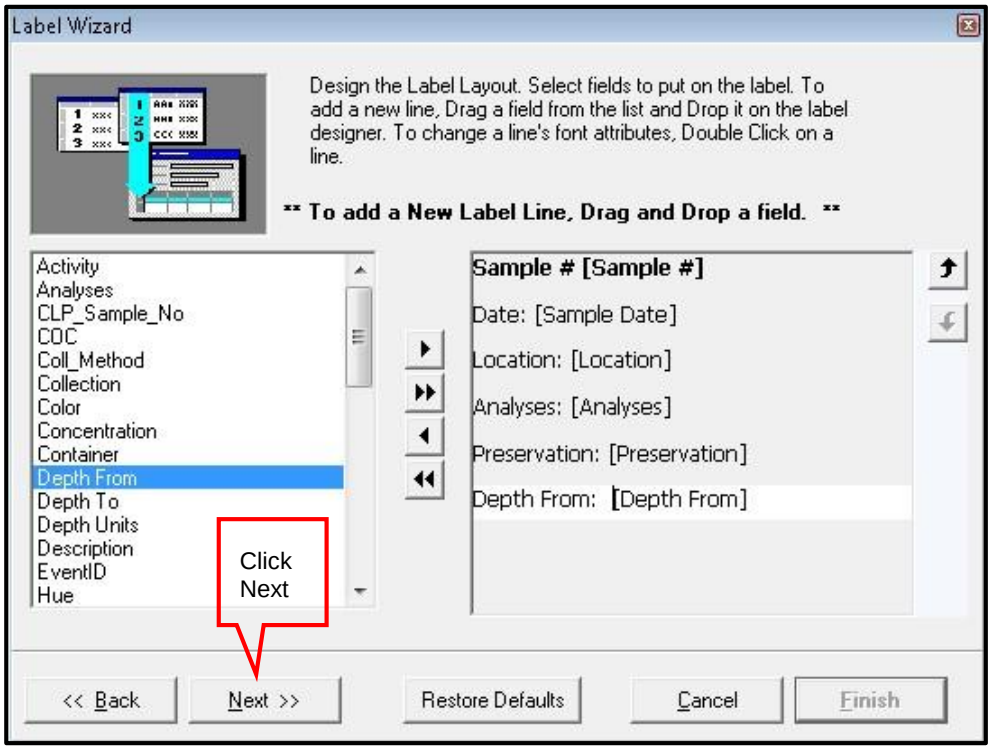
Print Labels (from Sampling)

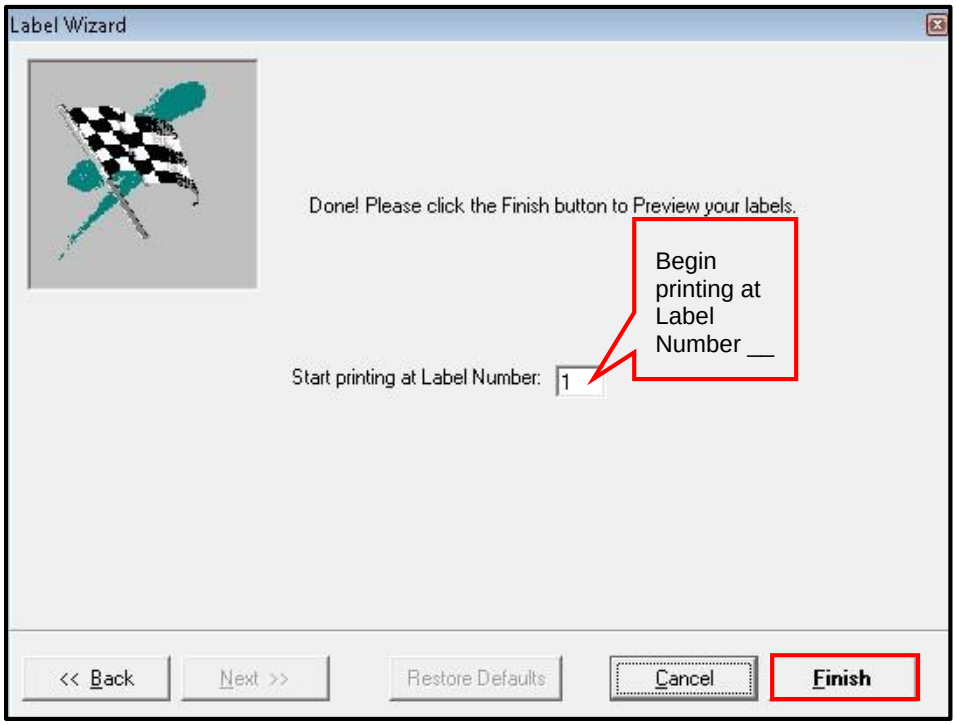
To Print Labels from the individual Sampling Task, return to the Samples Tab. By default, all samples shown on the screen will be printed. For printing specific samples, the Filter Button should be used.

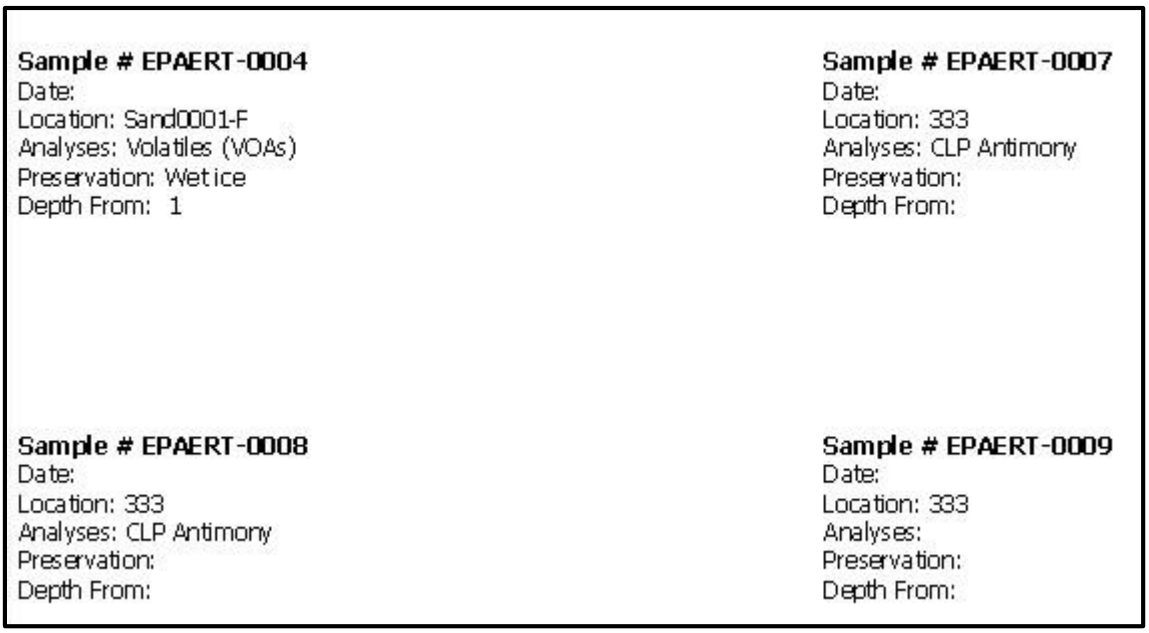



Label Wizard
Select a predefined label in the list or create a new one
Select label from
Number
Description
Number across
5163
2 x 4
2
5164
3 1/3 x 4
2
5165
8 1/2 x 11
1
5167
1/2 x 1 3/4
4
Measure
Inch
Cm
Sheet
One page
Continuous
Show labels
Predefined
Custom
Customize ...
Customize your label if not available in the list
Click Next
<< Back
Next >>
Restore Defaults
Cancel
Finish


Label Wizard
Design the Label Layout. Select fields to put on the label. To add a new line, Drag a field from the list and Drop it on the label designer. To change a line's font attributes, Double Click on a line.
** To add a New Label Line, Drag and Drop a field. **
Activity
Analyses
CLP_Sample_No
COC
Coll_Method
Collection
Color
Concentration
Container
Depth From
Depth To
Depth Units
Description
EventID
Hue
Sample # [Sample #]
Date: [Sample Date]
Location: [Location]
Analyses: [Analyses]
Preservation: [Preservation]
Dragging and Dropping a Field
<< Back
Next >>
Restore Defaults
Cancel
Finish


Label Wizard
Design the Label Layout. Select fields to put on the label. To add a new line, Drag a field from the list and Drop it on the label designer. To change a line's font attributes, Double Click on a line.
** To add a New Label Line, Drag and Drop a field. **
Activity
Analyses
CLP_Sample_No
COC
Coll_Method
Collection
Color
Concentration
Container
Depth From
Depth To
Depth Units
Description
EventID
Hue
Sample # [Sample #]
Date: [Sample Date]
Location: [Location]
Analyses: [Analyses]
Preservation: [Preservation]
Depth From: [Depth From]
Click Next
<< Back
Next >>
Restore Defaults
Cancel
Finish



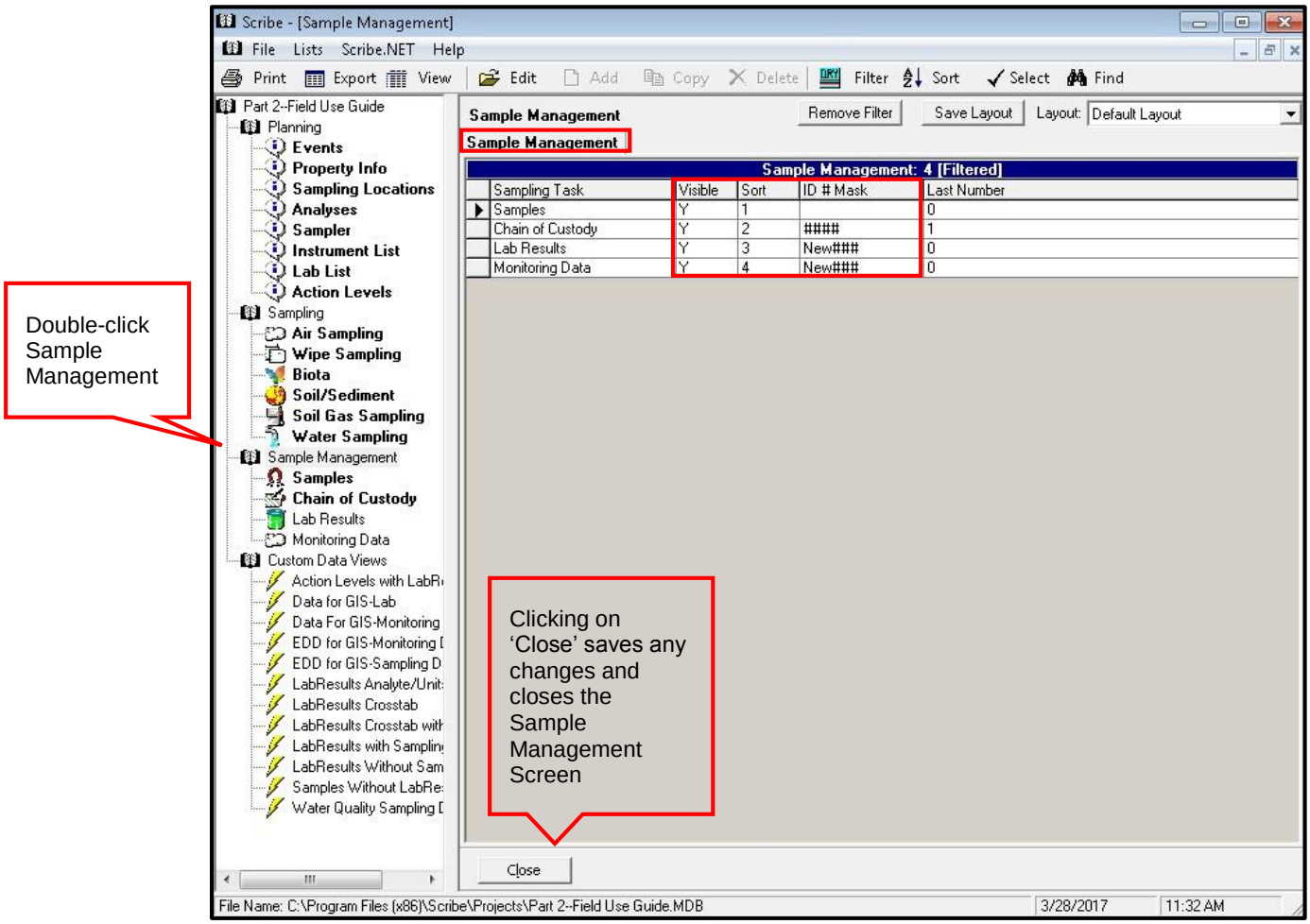


Print Preview

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.



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.

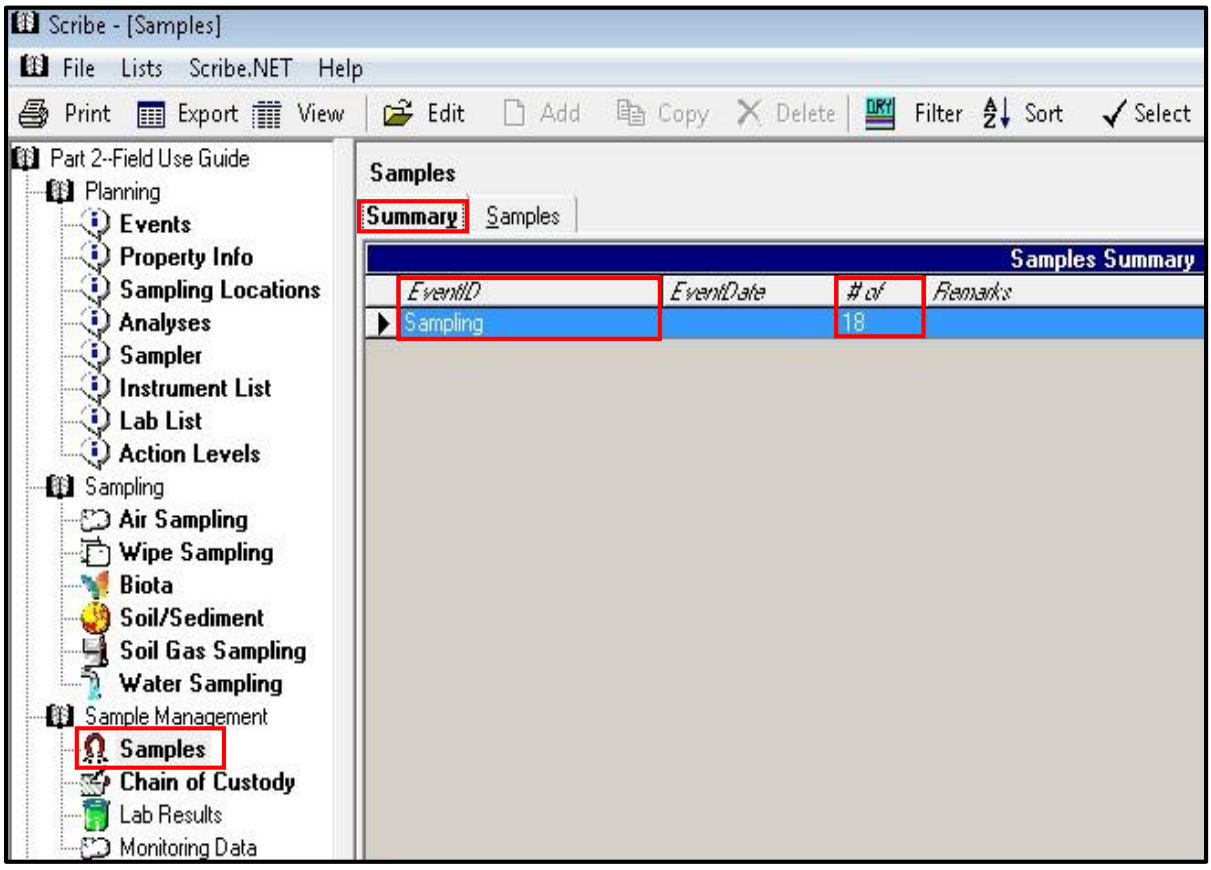
Sort allows you to sort your Tasks in another order. For example, alphabetical, etc.

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.

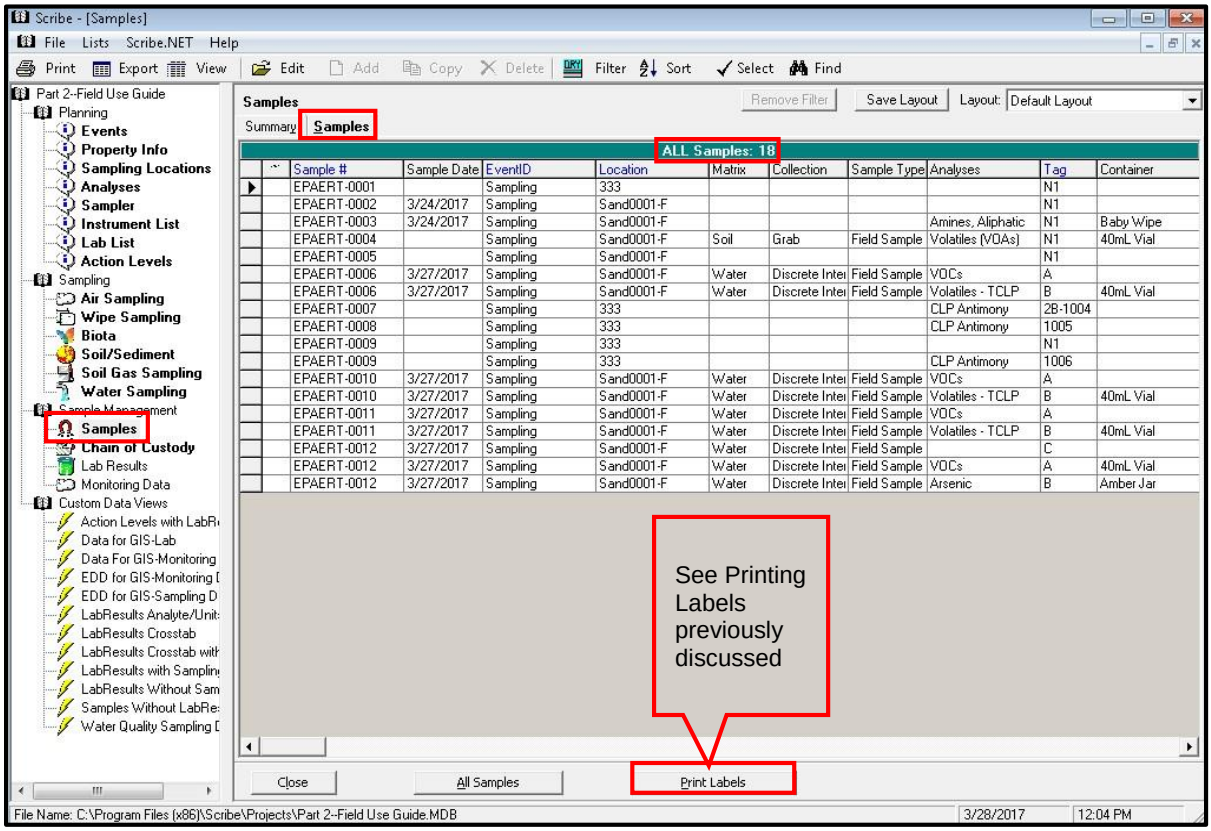
The **Last Number** field will show the last Chain of Custody number used (i.e., the last COC # was 0001 (the next ne would be 0002).

Samples

Clicking on '**Samples**' in the Navigation pane displays a **Summary** tab and a **Samples** 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.

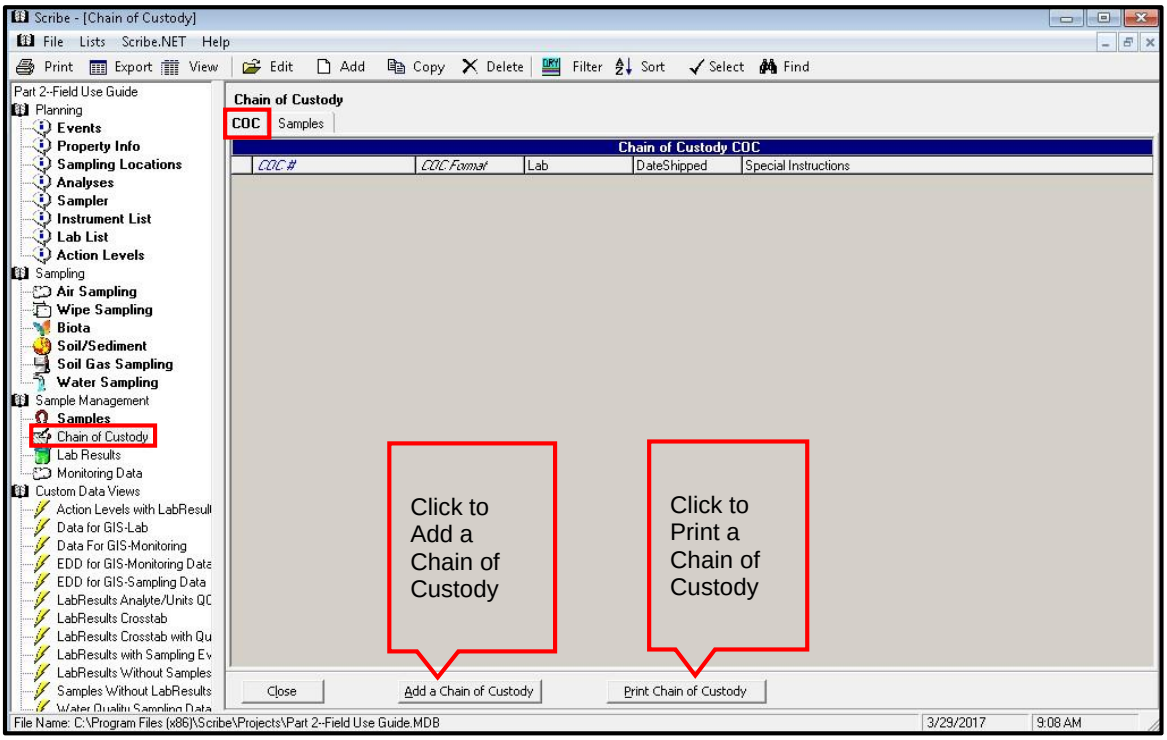


Example: ALL Samples displayed

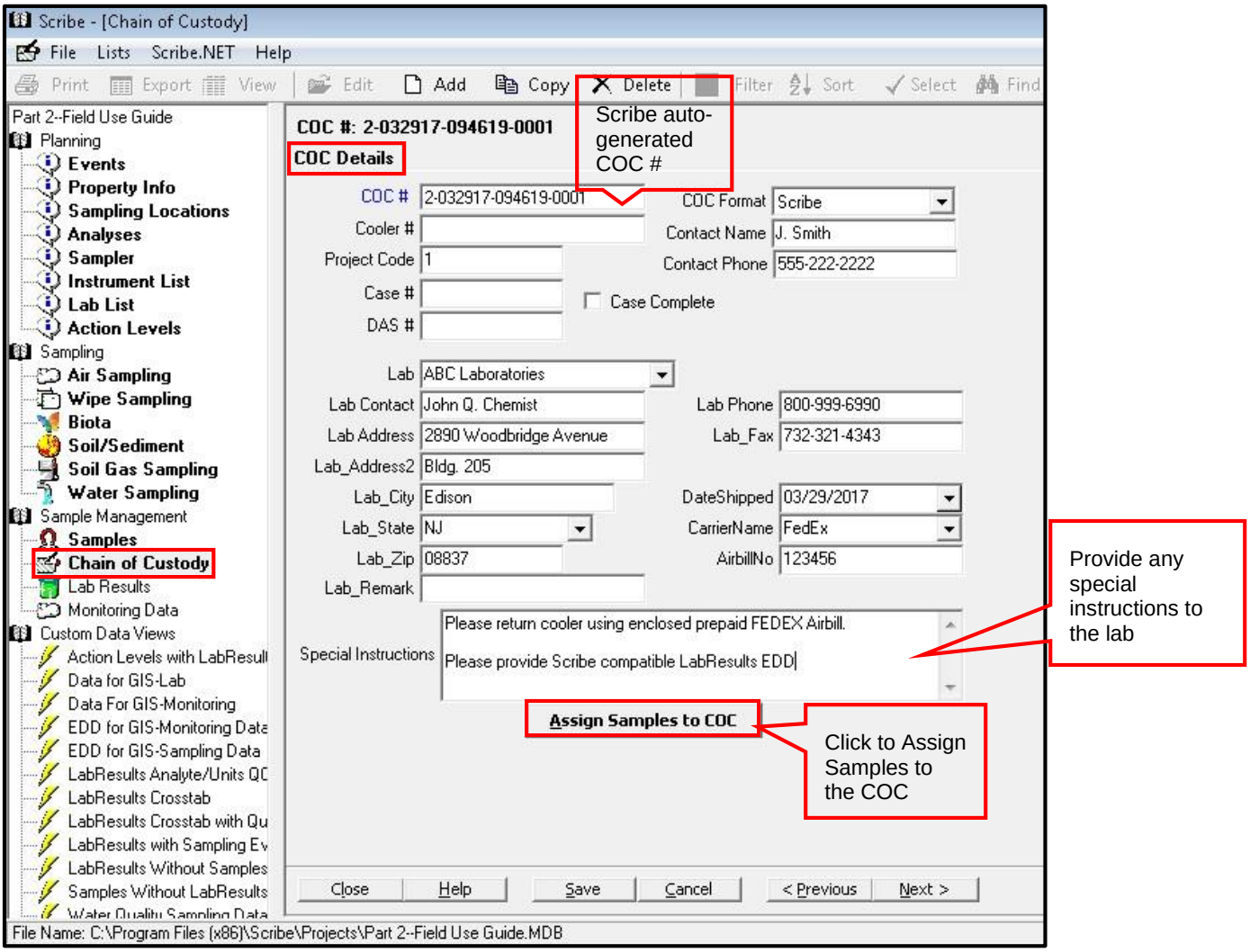
Samples can also be filtered for a specific Sample #, Location, EventID, etc.

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.

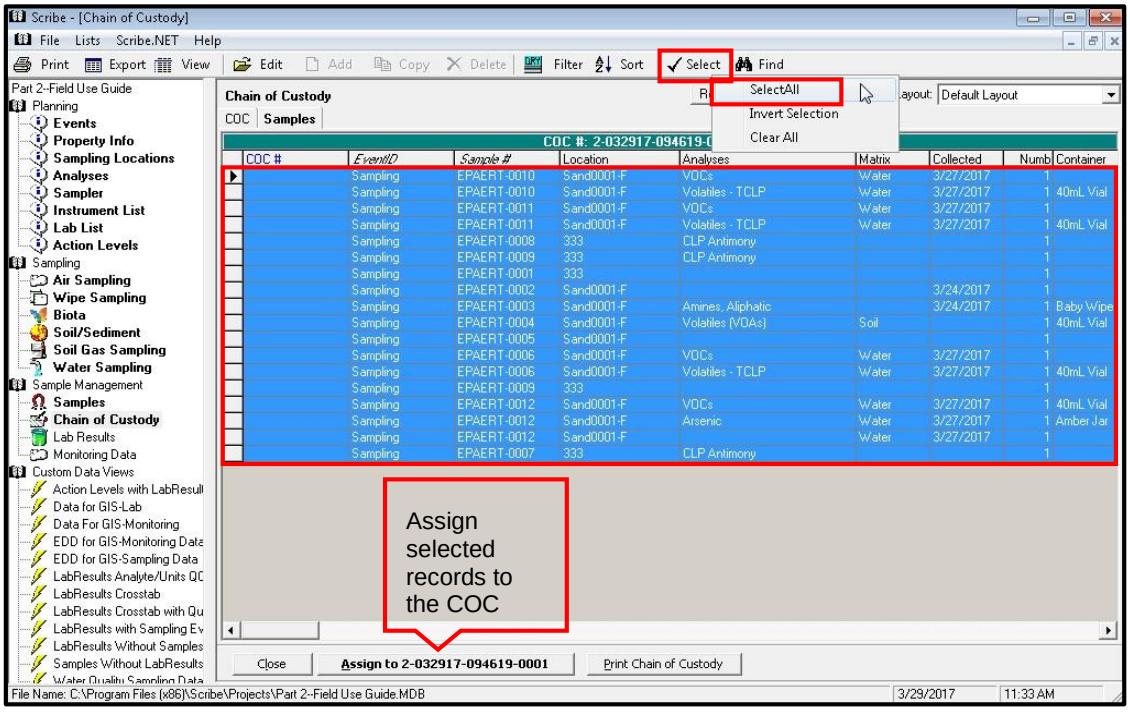


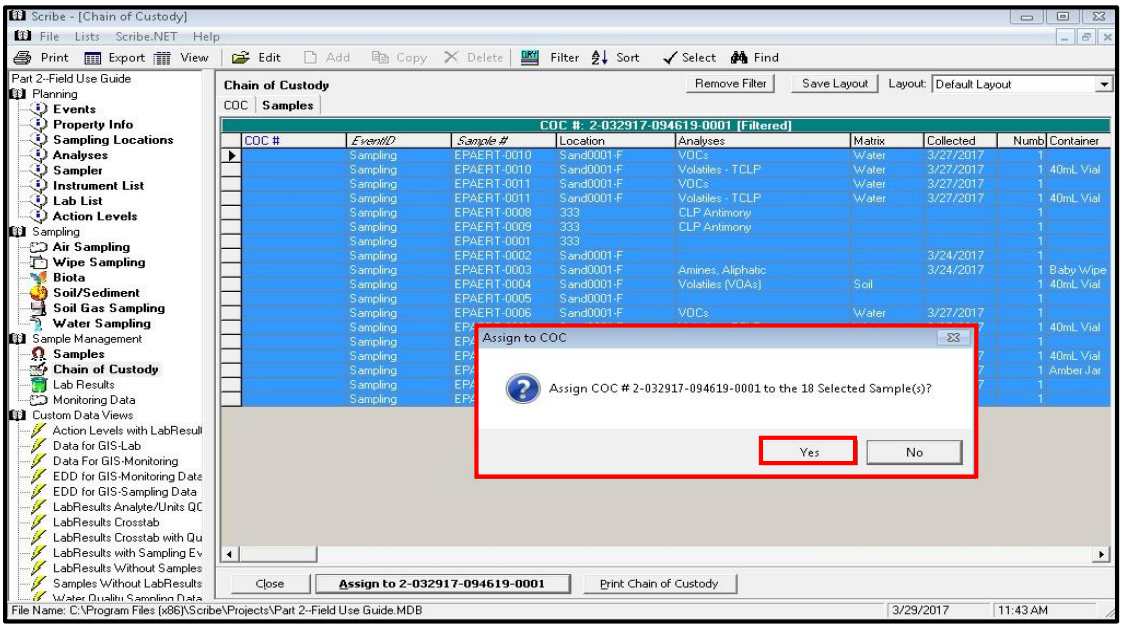
On the COC Details screen, the COC # (denoted in **blue**) is a required field. By default, Scribe will auto-generate a COC # (Region #-Date-Time-####). This number can be changed. Additional information is added to the COC by adding directly into the field, or by clicking on the dropdown arrows.

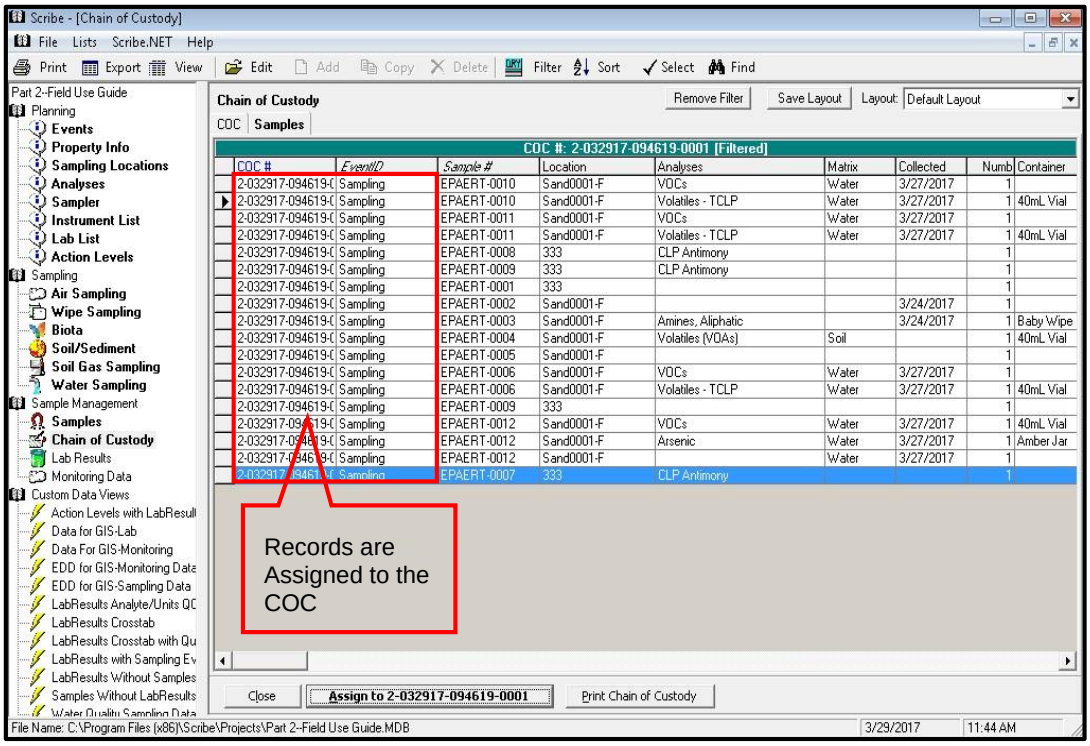


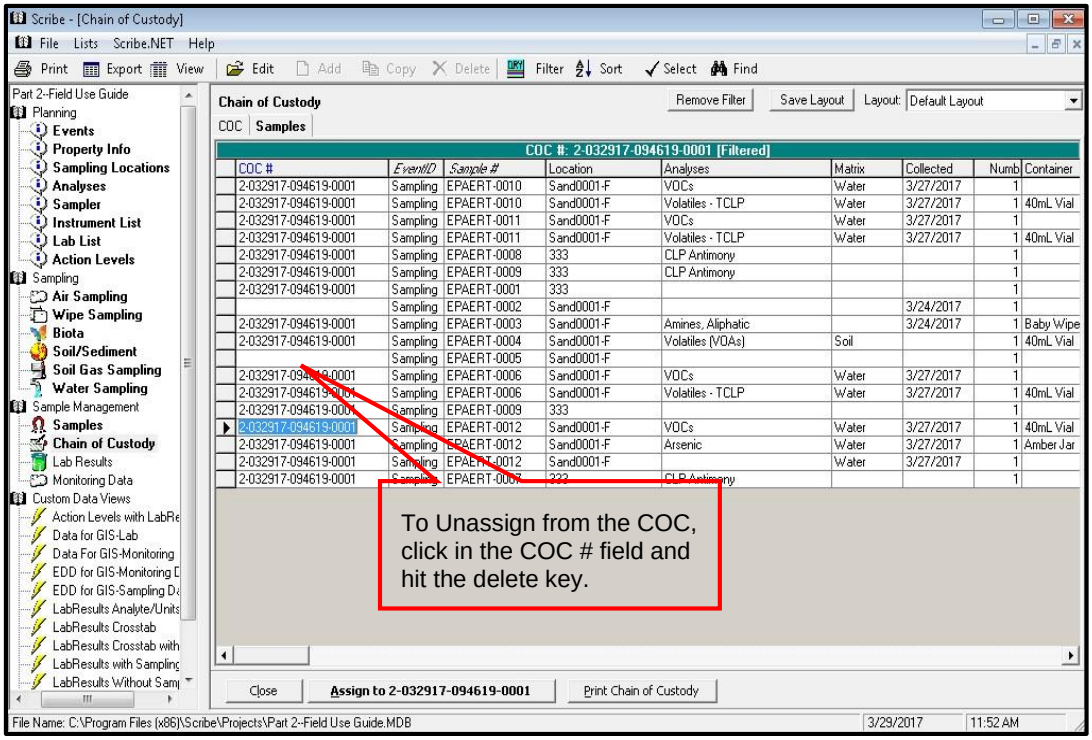
Assigning Samples to a COC

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.



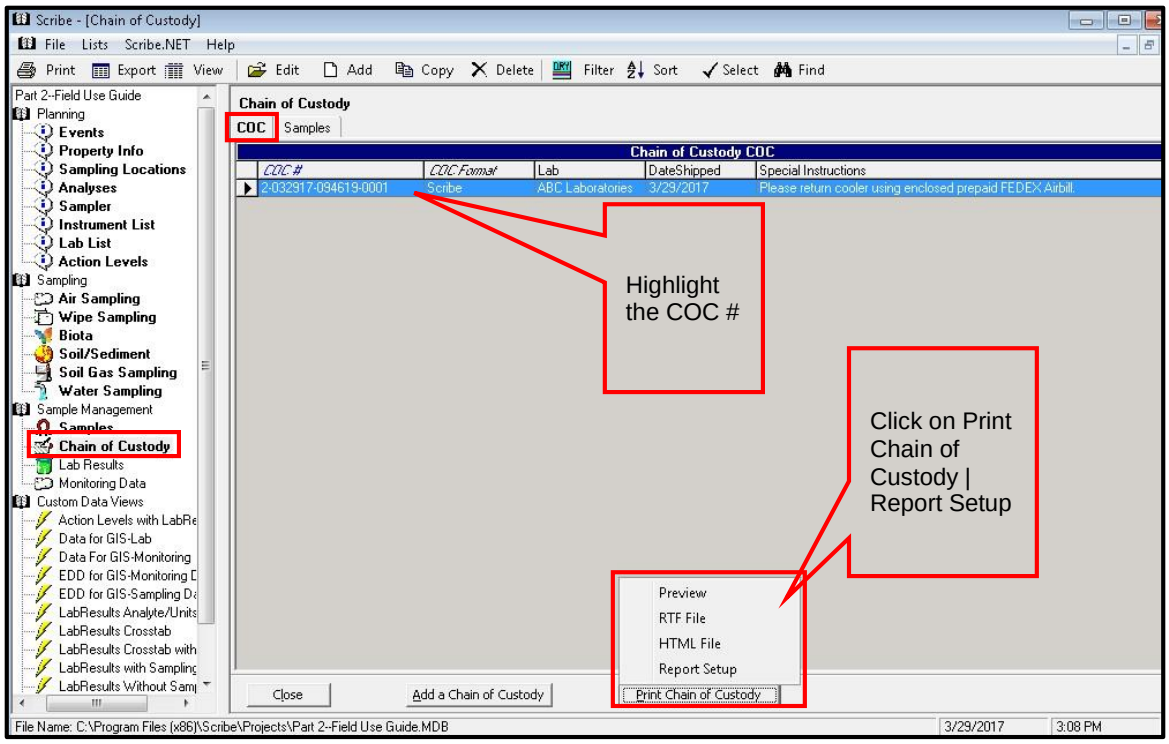



Scribe - [Chain of Custody]
File Lists Scribe.NET Help
Print Export View Edit Add Copy Delete Filter Sort Select Find
Chain of Custody
Remove Filter Save Layout Layout: Default Layout
COC Samples
COC #: 2-032917-094619-0001 [Filtered]
Records are Assigned to the COC
Close Assign to 2-032917-094619-0001 Print Chain of Custody
File Name: C:\Program Files (x86)\Scribe\Projects\Part 2-Field Use Guide.MDB
3/29/2017 11:44 AM

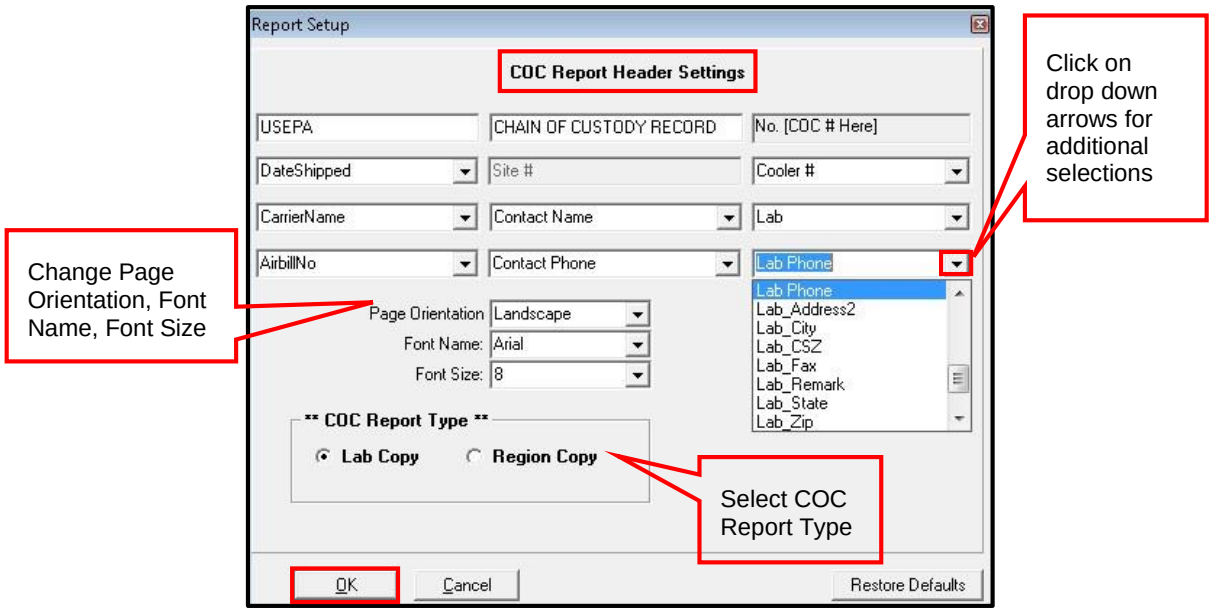

Scribe - [Chain of Custody]
File Lists Scribe.NET Help
Print Export View Edit Add Copy Delete Filter Sort Select Find
Chain of Custody
Remove Filter Save Layout Layout: Default Layout
COC Samples
COC #: 2-032917-094619-0001 [Filtered]
To Unassign from the COC, click in the COC # field and hit the delete key.
Close Assign to 2-032917-094619-0001 Print Chain of Custody
File Name: C:\Program Files (x86)\Scribe\Projects\Part 2-Field Use Guide.MDB
3/29/2017 11:52 AM

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.



Page 1 of 1

USEPA | CHAIN OF CUSTODY RECORD | **No: 2-032917-094619-0001**

DateShipped: 3/29/2017 | Site #: 1 | Cooler #:
CarrierName: FedEx | Contact Name: J. Smith | Lab: ABC Laboratories
AirbillNo: 123456 | Contact Phone: 555-222-2222 | Lab Phone: 800-999-6990

Lab #	Sample #	Location	Analyses	Matrix	Collected	Numb Cont	Container	Preservative	Lab QC
	EPAERT-0001	333				1			
	EPAERT-0003	Sand0001-F	Amines, Aliphatic		3/24/2017	1	Baby Wipe	None	
	EPAERT-0004	Sand0001-F	Volatiles (VOAs)	Soil		1	40mL Vial	Wet ice	
	EPAERT-0006	Sand0001-F	VOCs	Water	3/27/2017	1			
	EPAERT-0006	Sand0001-F	Volatiles - TCLP	Water	3/27/2017	1	40mL Vial	Wet ice	
	EPAERT-0009	333				1			
	EPAERT-0010	Sand0001-F	VOCs	Water	3/27/2017	1			
	EPAERT-0010	Sand0001-F	Volatiles - TCLP	Water	3/27/2017	1	40mL Vial	Wet ice	
	EPAERT-0011	Sand0001-F	VOCs	Water	3/27/2017	1			
	EPAERT-0011	Sand0001-F	Volatiles - TCLP	Water	3/27/2017	1	40mL Vial	Wet ice	
	EPAERT-0012	Sand0001-F	VOCs	Water	3/27/2017	1	40mL Vial	None	
	EPAERT-0012	Sand0001-F	Arsenic	Water	3/27/2017	1	Amber Jar	None	
	EPAERT-0012	Sand0001-F		Water	3/27/2017	1			
	EPAERT-0007	333	CLP Antimony			1			
	EPAERT-0008	333	CLP Antimony			1			
	EPAERT-0009	333	CLP Antimony			1			

Special Instructions: Please return cooler using enclosed prepaid FEDEX Airbill.

Please provide Scribe compatible LabResults EDD

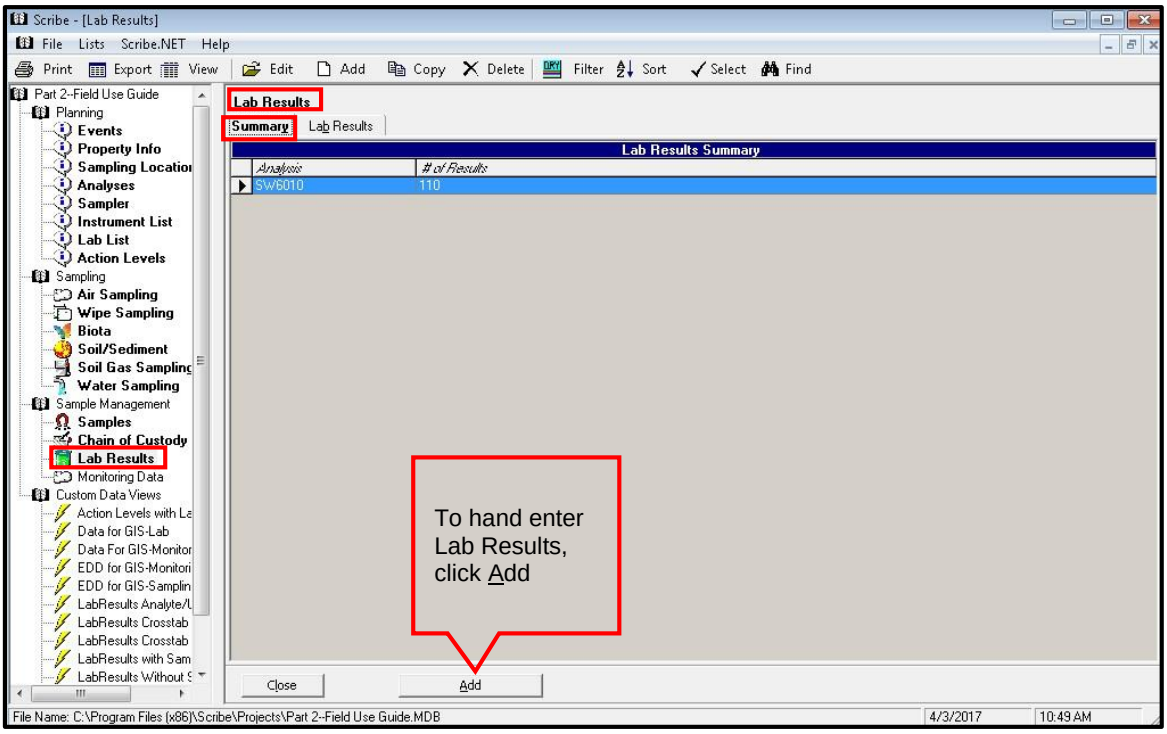
SAMPLES TRANSFERRED FROM CHAIN OF CUSTODY #

Items/Reason	Relinquished by (Signature and Organization)	Date/Time	Received by (Signature and Organization)	Date/Time	Sample Condition Upon Receipt

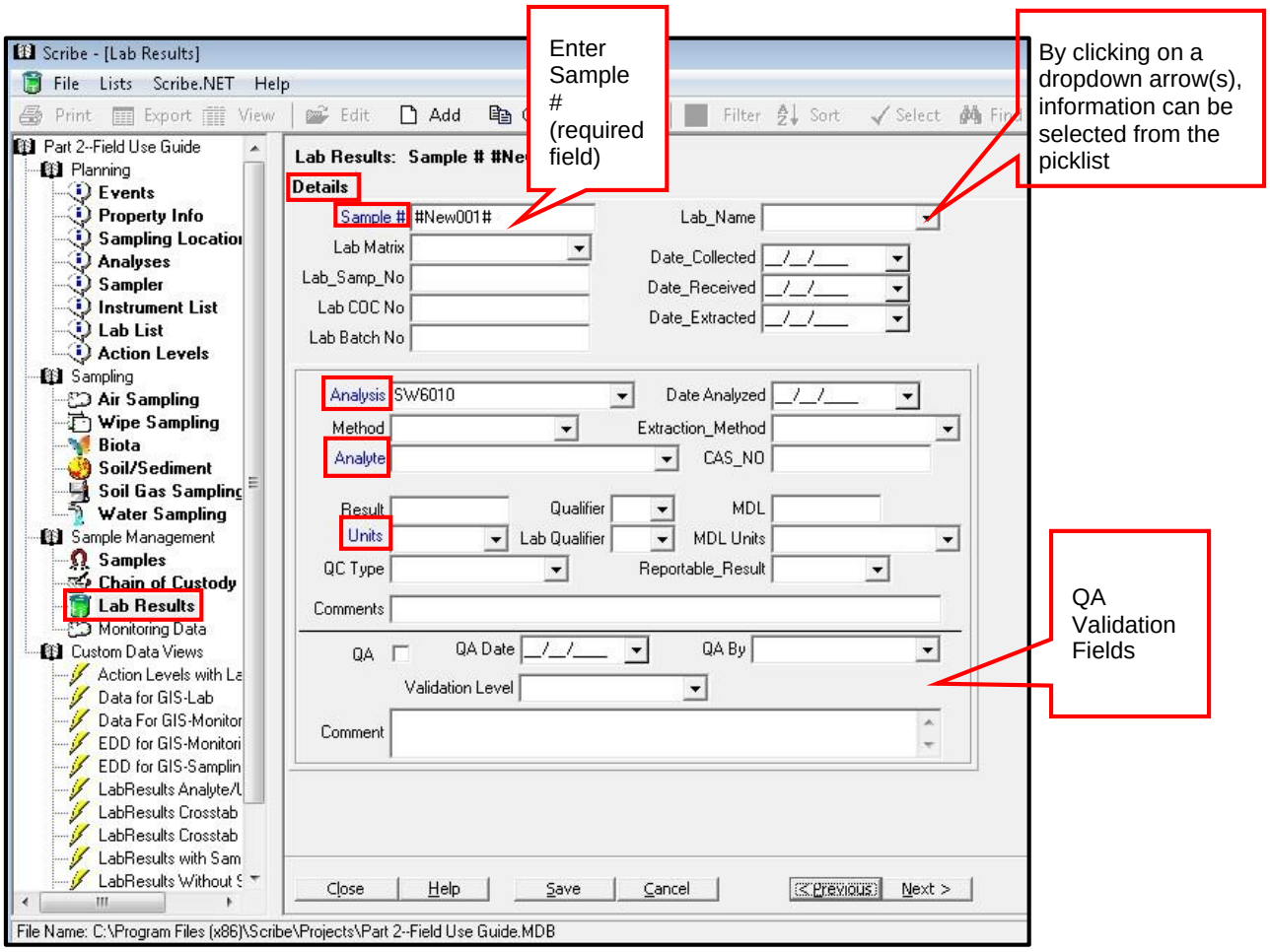
Example Scribe Chain of Custody Record

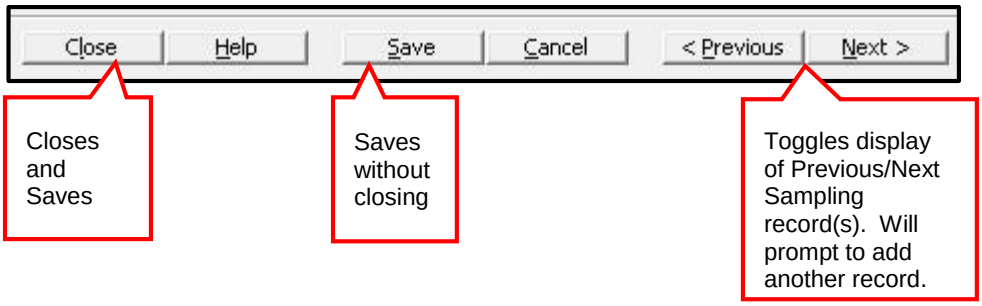
Lab Results

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.*



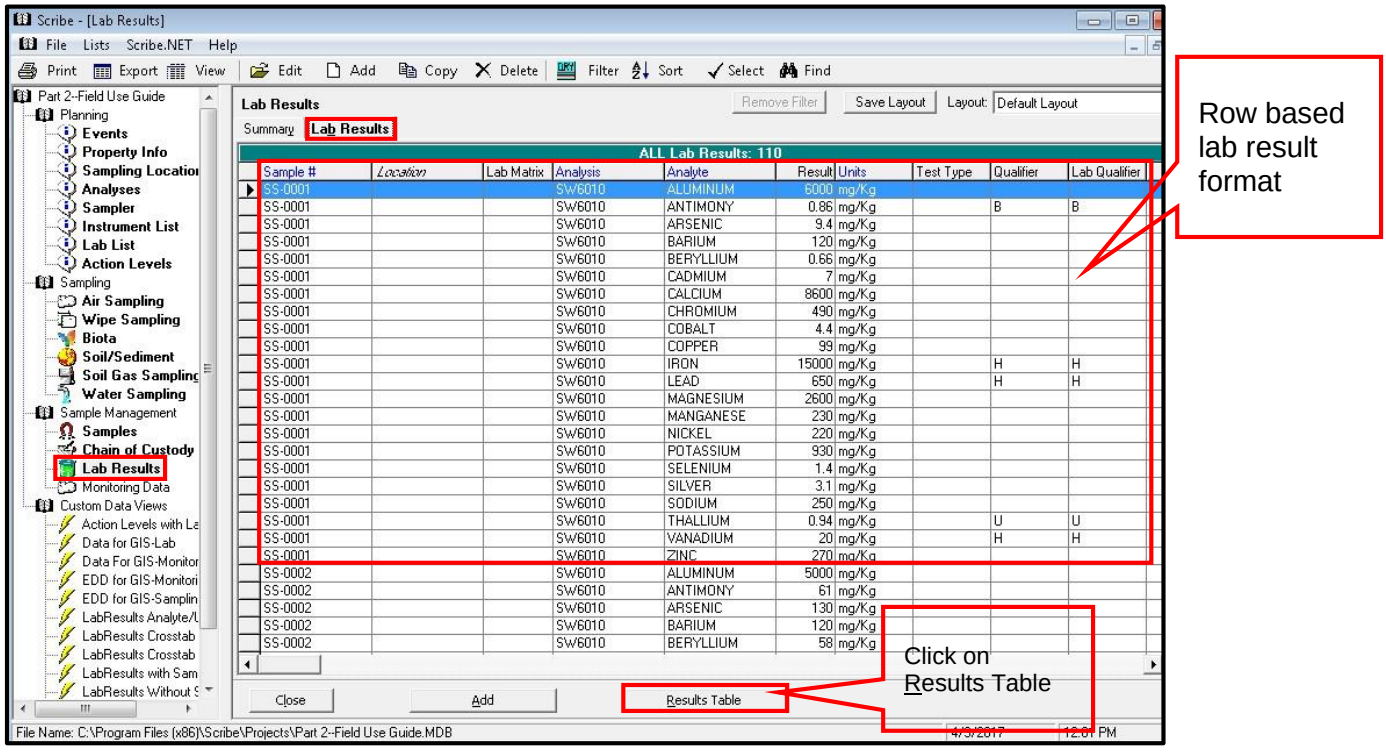
The Details tab contains several dropdown menus with information to support each sample. Fields denoted in **blue** are required fields (Sample #, Analysis, Analyte and Units).



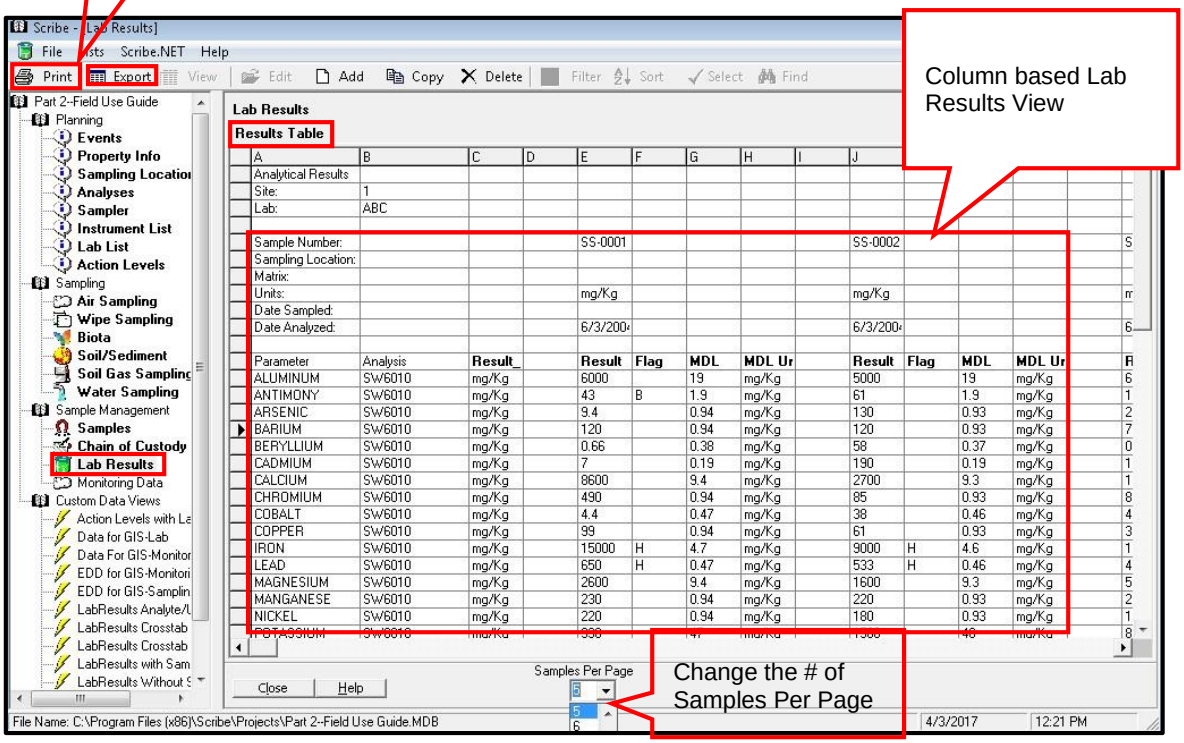


Results Table

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.



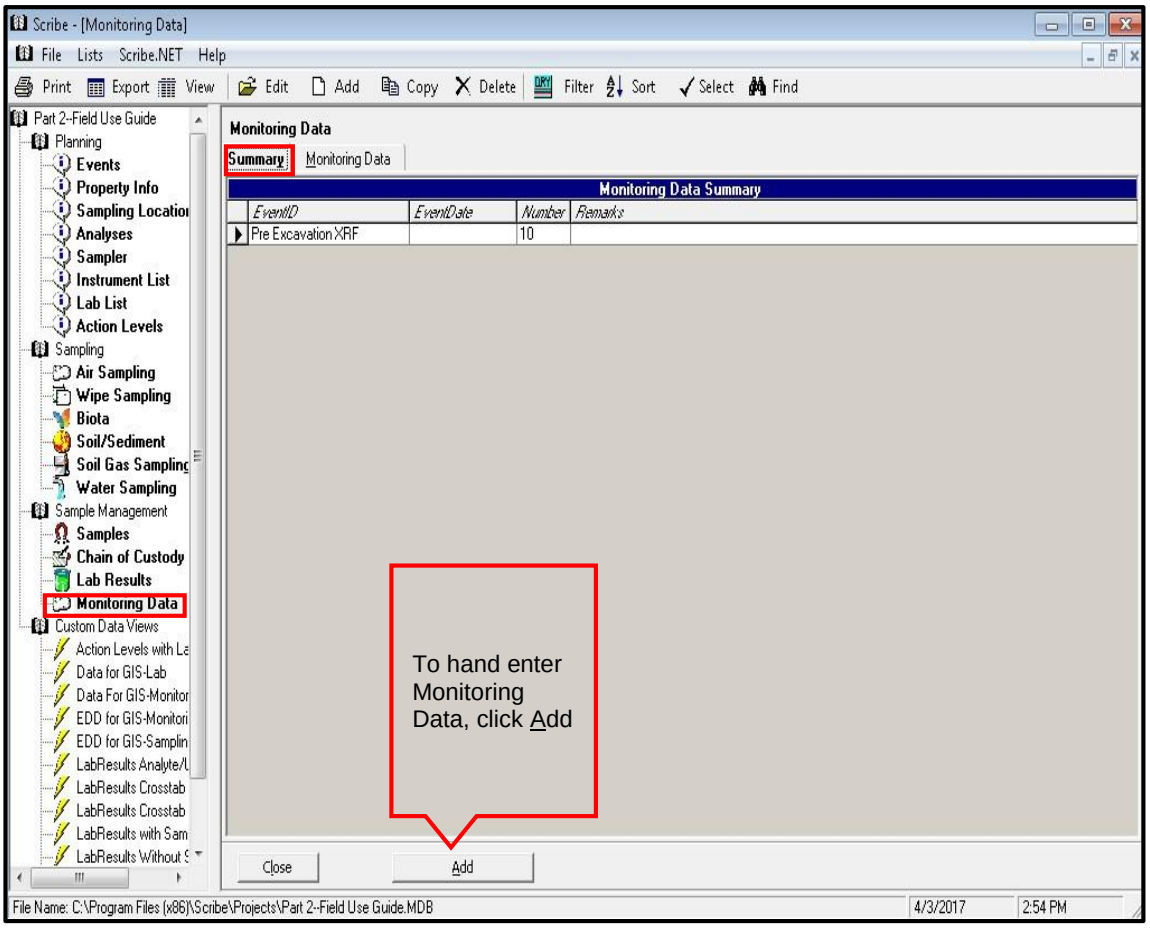
Print or Export table to different formats (preview, .html, .xls, etc.)



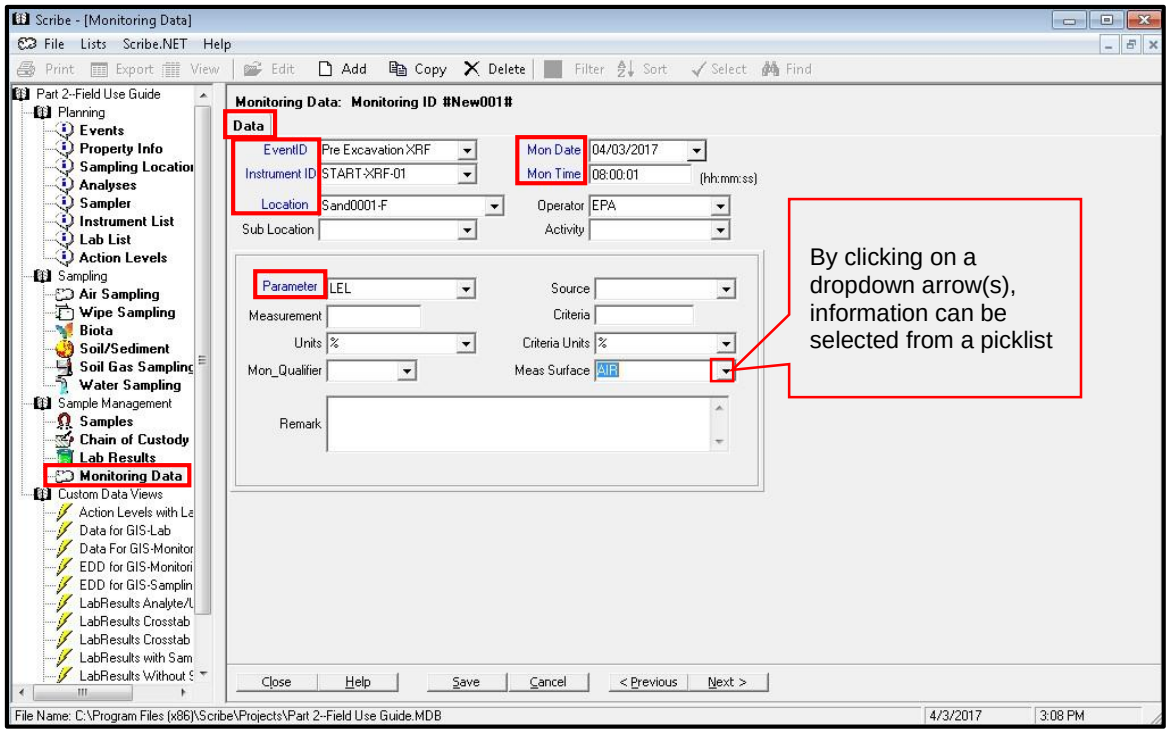
Lab Results Table

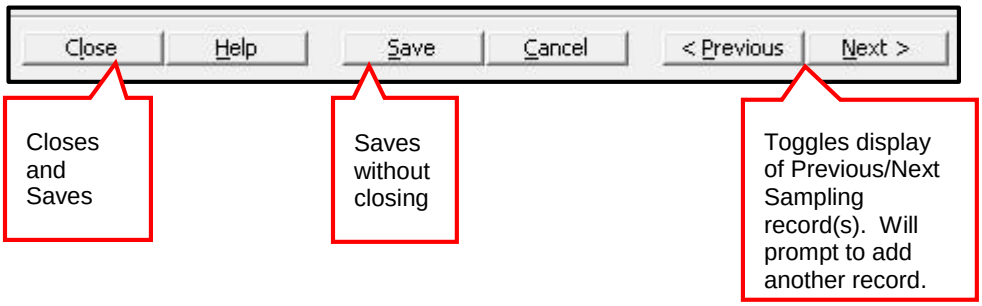
Monitoring Data

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.

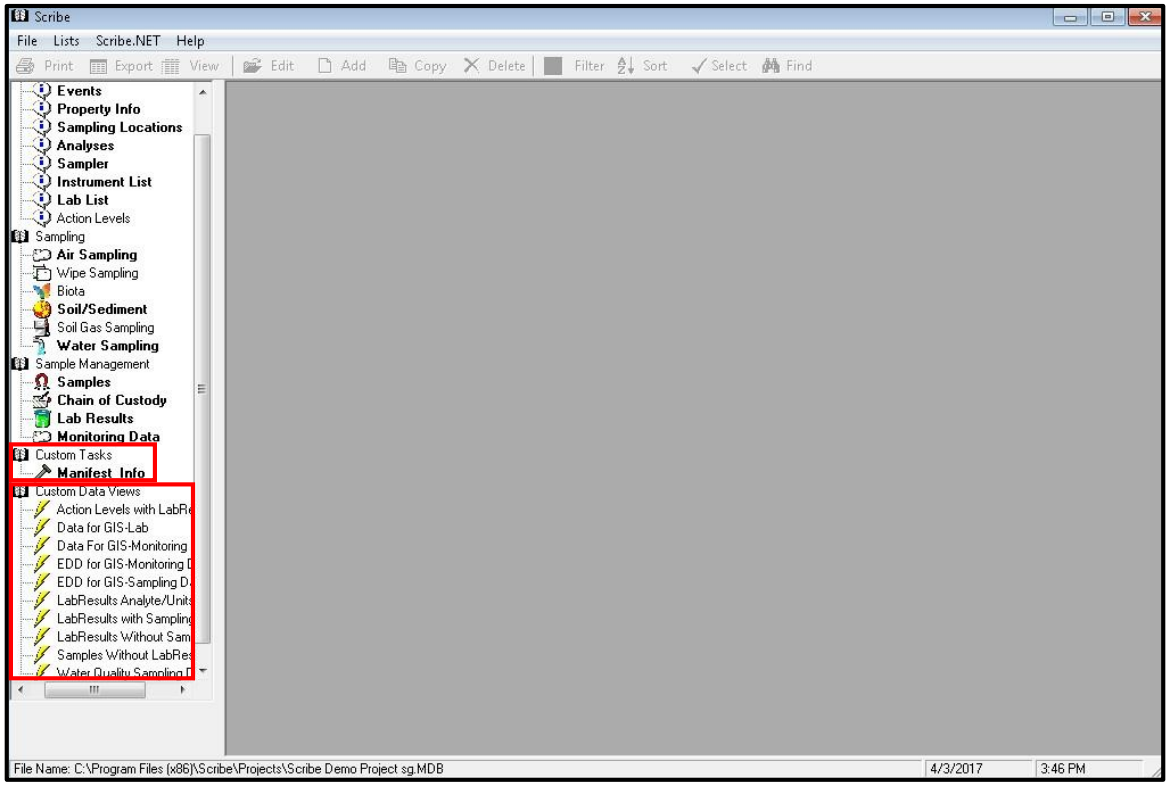


The Data tab contains fields that may contain dropdown menus with information in support of monitoring data. Fields denoted in **blue** are required fields (EventID, InstrumentID, Mon Date, Mon Time, Location and Parameter). ***Note:*** *EventID will be prepopulated with a default Sampling EventID.*





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.