



ERT

FIELD USE BASICS

Part 2

SCRIBE v3.10



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Custom Task(s) and Data Views	56

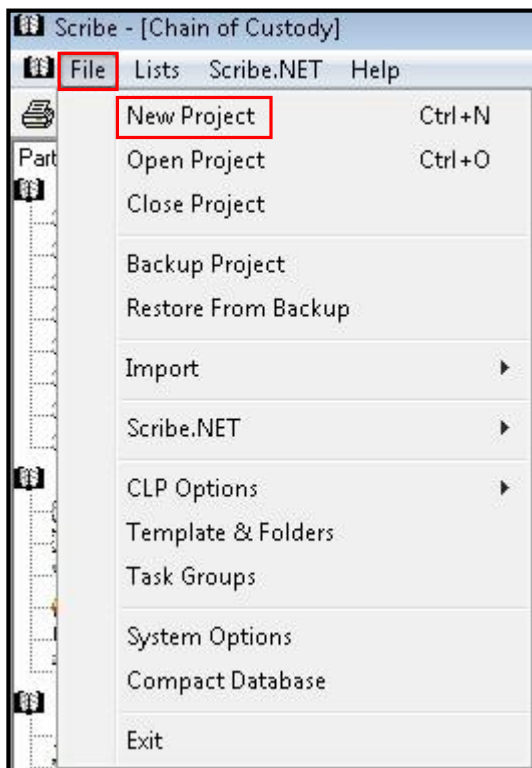


PART 2 – FIELD USE BASICS

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.

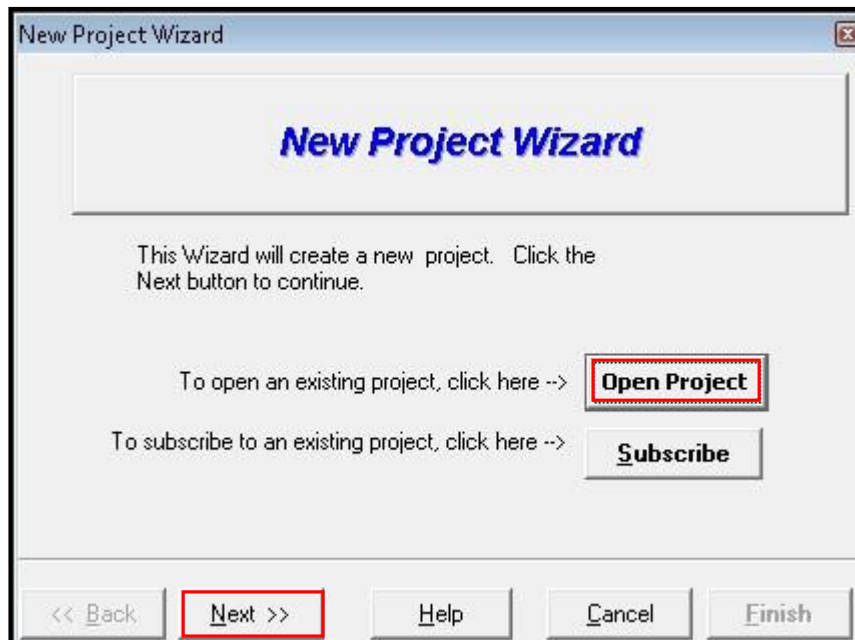




New Project Wizard

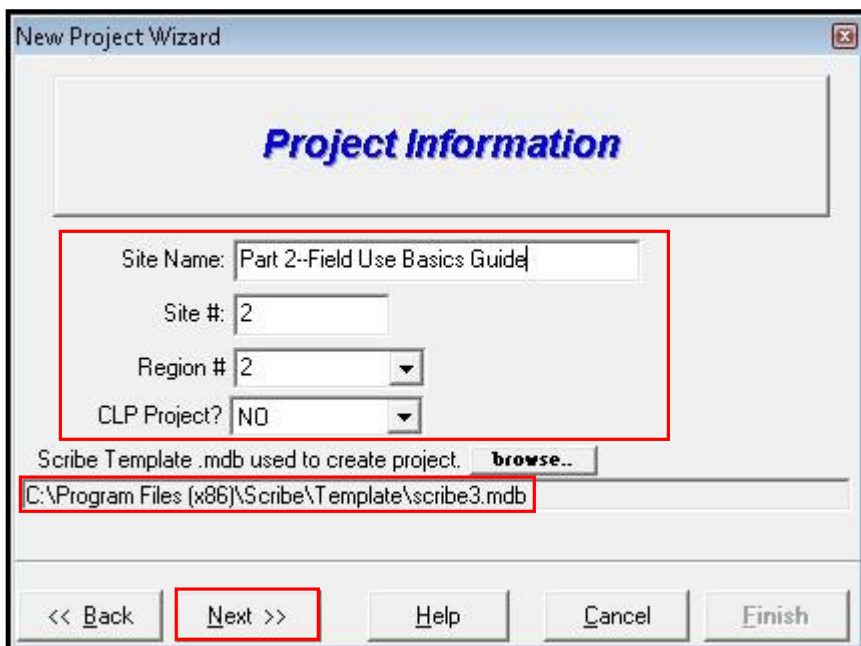
If you are starting Scribe for the first time, the dialog box shown below will be displayed.

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.



The 'New Project Wizard' dialog box is shown. It has a title bar with the text 'New Project Wizard'. The main area has a heading 'New Project Wizard' in blue. Below it, text says 'This Wizard will create a new project. Click the Next button to continue.' There are two buttons: 'Open Project' and 'Subscribe'. Below these buttons, text says 'To open an existing project, click here -->' and 'To subscribe to an existing project, click here -->'. At the bottom, there are five buttons: '<< Back', 'Next >>', 'Help', 'Cancel', and 'Finish'. The 'Next >>' button is highlighted with a red box.

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.

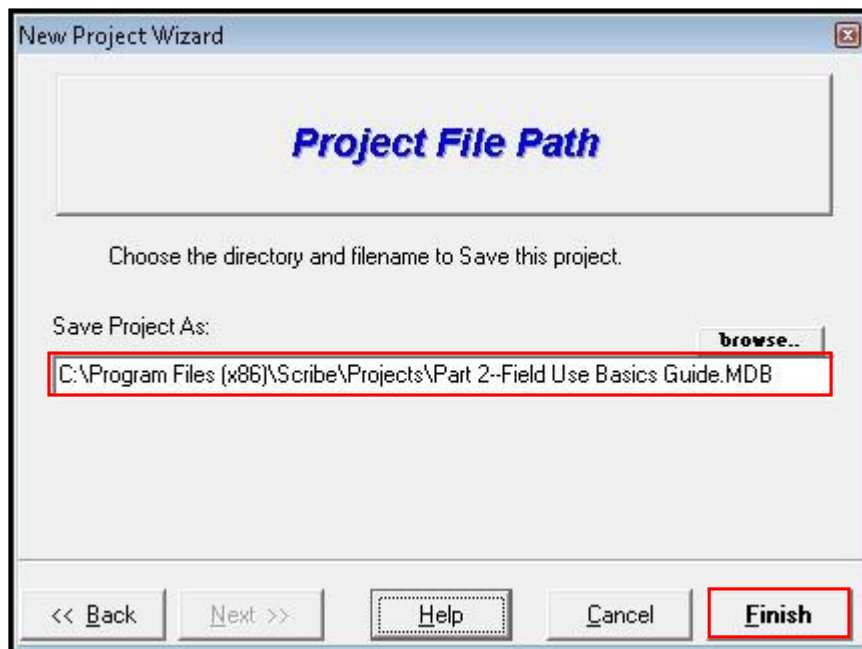


The 'Project Information' dialog box is shown. It has a title bar with the text 'New Project Wizard'. The main area has a heading 'Project Information' in blue. Below it, there are four input fields: 'Site Name' (text box), 'Site #' (text box), 'Region #' (dropdown menu), and 'CLP Project?' (dropdown menu). The 'Site Name' field contains the text 'Part 2-Field Use Basics Guide'. The 'Site #' field contains the number '2'. The 'Region #' dropdown menu is set to '2'. The 'CLP Project?' dropdown menu is set to 'NO'. Below these fields, there is a text box for 'Scribe Template .mdb used to create project.' with a 'browse...' button. The text box contains the path 'C:\Program Files (x86)\Scribe\Template\scribe3.mdb'. At the bottom, there are five buttons: '<< Back', 'Next >>', 'Help', 'Cancel', and 'Finish'. The 'Next >>' button is highlighted with a red box.

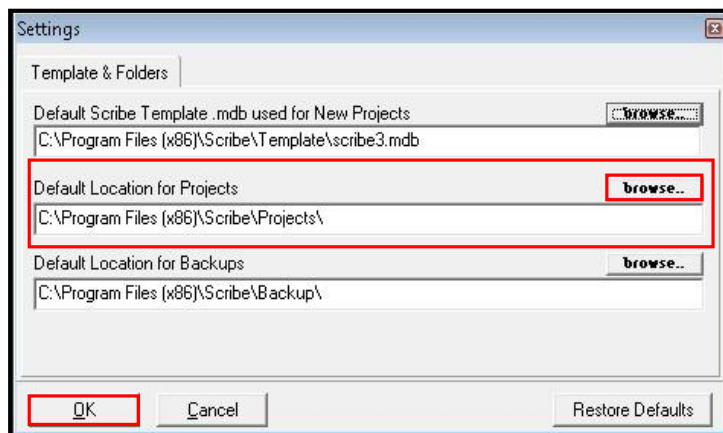
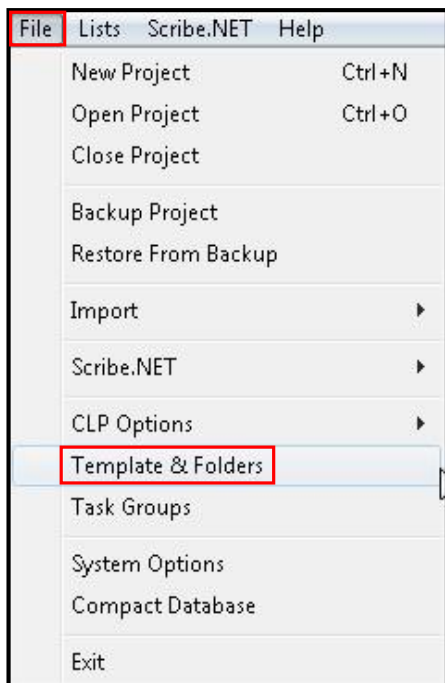


8. The Project File Path screen is displayed

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.

Part 2 -- Field Use Basics

Site Name: Part 2 -- Field Use Basics

Site #: 1

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

Contractor Contact

Contractor Phone

W/A Number

EPA Contract Number

Contract Name

Contractor

Address1

Address2

City

State

Zip

Scribe.NET Info

Project ID: N/A

Subscription: N/A

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



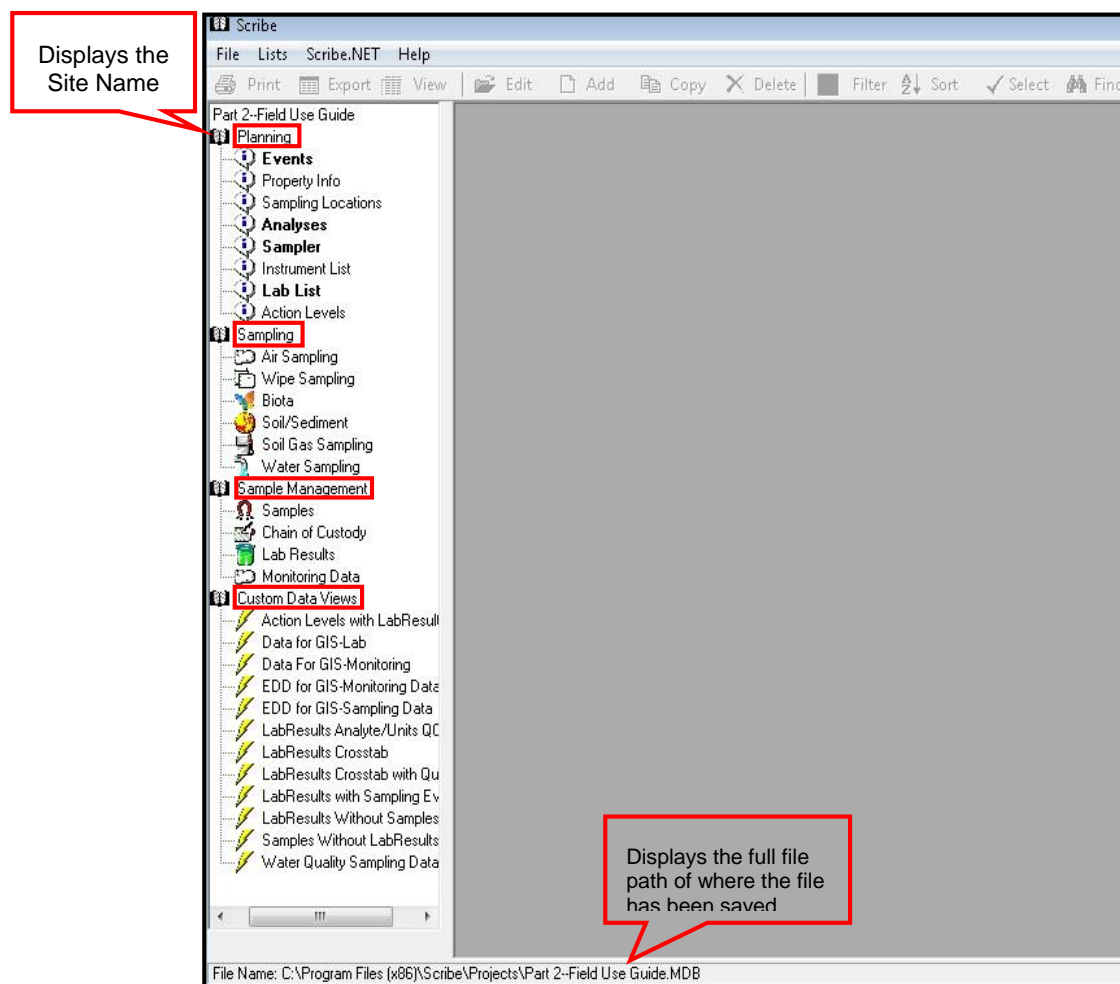
NAVIGATING SCRIBE

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

File Lists Scribe.NET Help

Print Export View Edit Add Copy Delete Filter Sort

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

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

Close

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

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



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.

The screenshot shows the Scribe - [Events] application window. The left pane displays a tree view under 'Part 2-Field Use Guide' with 'Events' selected. The right pane shows a table with columns 'EventID', 'EventDate', and 'Remarks'. The first row contains 'Initial Investigation', '3/22/2017', and 'Enter Remarks Here'. A red box highlights the table, and a red arrow points to the first row. A text box explains that the EventID, EventDate, and Remarks can be entered on the Grid View, and for Full Edit View, a doubleclick on the black arrow is required. The Close button is highlighted at the bottom.

EventID	EventDate	Remarks
Initial Investigation	3/22/2017	Enter Remarks Here

The EventID, EventDate and Remarks can be entered on the Grid View. For Full Edit View, doubleclick on the black arrow.

Close Add

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

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.

Scribe - [Events]

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

Events

EventID	EventDate	Remarks
Initial Investigation	3/22/2017	March 2017

Highlight the Event and click Delete



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.

Scribe - [PropertyInfo]

File Lists Scribe.NET Help

Print Export View Edit Add Copy Delete Filter Sort Select

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 LabR
 - Data for GIS-Lab
 - Data For GIS-Monitoring
 - EDD for GIS-Monitoring I
 - EDD for GIS-Sampling D
 - LabResults Analyte/Unit
 - LabResults Crosstab
 - LabResults Crosstab with
 - LabResults with Sampling
 - LabResults Without Sam
 - Samples Without LabRe
 - Water Quality Sampling I

PropertyID: 36 Sandalwood Lane

Property Occupants

PropertyID 36 Sandalwood Lane Access Requested 03/22/2017

Property Type Residential Access Approved / /

Property TaxID 34 PropertyDate1 / /

Property BlockID 36 PropertyDate2 / /

Property ParcelID PropertyDate3 / /

Property Zone PropertyDate4 / /

PropertyX PropertyDate5 / /

PropertyY PropertyDate6 / /

☒ OwnerOccupied ☐ TennantOccupied ☐ Access Agreement

Property Address **Owner Address** Copy From Property

First Name Victor First Name Victor

Last Name Perosi Last Name Perosi

Phone 555-555-1212 Phone 555-555-1212

Address 36 Sandalwood Lane Address 36 Sandalwood Lane

Address2 Address2

City Colonia City Colonia

State NJ Zip 07067 State NJ Zip 07067

Property Comment

Close Help Save Cancel < Previous Next >

File Name: C:\Projects\Part 2-Field Use Guide.MDB

Click on the drop down arrow then select the date from the calendar

Copies the information from the 'Property Address' to 'Owner Address'

Saves changes but does not close the screen

Saves and closes the PropertyID screen

Previous/Next Navigates back and forth through the screens



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.

PropertyID: 36 Sandalwood Lane

Property: **Occupants**

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		

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 Help Save Cancel < Previous Next >

File Name: C:\Program Files (x86)\Scribe\Projects\Pa...

Saves and Closes the Occupant Screen

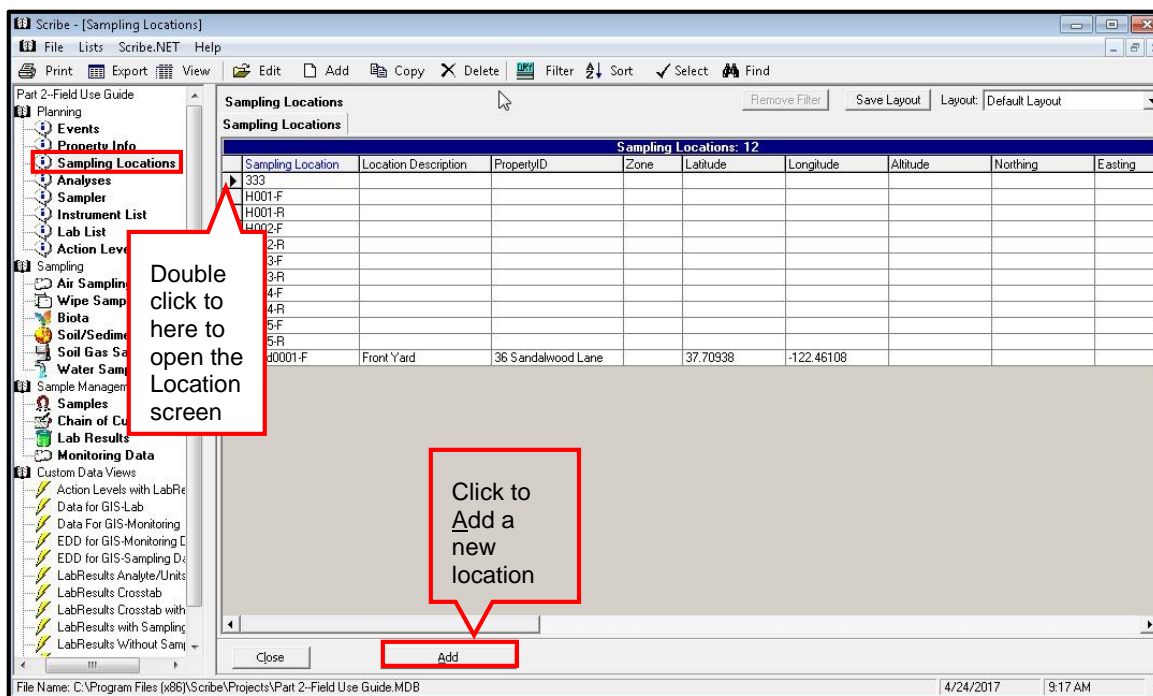
Previous/Next navigates through the different Properties or will prompt you to add another Property.



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 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.

Scribe - [Sampling Locations]

File Lists Scribe.NET Help

Print Export View Edit Add Copy Filter Sort Select Find

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 - Air Sampling
 - Wipe Sampling
 - Biota
 - Soil/Sediment
 - Soil Gas Sampling
 - Water Sampling
- Sample Management
 - Samples
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 - Monitoring Data
- Custom Data Views
 - Action Levels with LabR
 - Data for GIS-Lab
 - Data For GIS-Monitoring
 - EDD for GIS-Monitoring I
 - EDD for GIS-Sampling D
 - LabResults Analyte/Unit:
 - LabResults Crosstab
 - LabResults Crosstab with
 - LabResults with Sampling
 - LabResults Without Sam
 - Samples Without LabRe
 - Water Quality Sampling I

Sampling Location: Sand0001

Location

Sampling Location Sand0001-F PropertyID 36 Sandalwood Lane

Location Description Front Yard

Zone

Latitude 37.70938 Longitude -122.46108 Altitude Northing Easting Surface Elev Surface Elev Units Coord Sys Desc

Geo Method Datum Geo Scale Elev Method Elev Datum GPS_Date GPS_Time (hh:mm) GPS_PDOP GPS_CorrectionType

Location Remarks

Close Help Save Cancel < Previous Next >

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

Sampling Location is a Required Field.

Additional Location Information

Closes the screen and saves any changes

Saves changes but does not close the screen

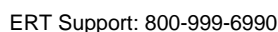
Previous/Next navigates through the different Sampling Locations or will prompt you to Add another location



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.



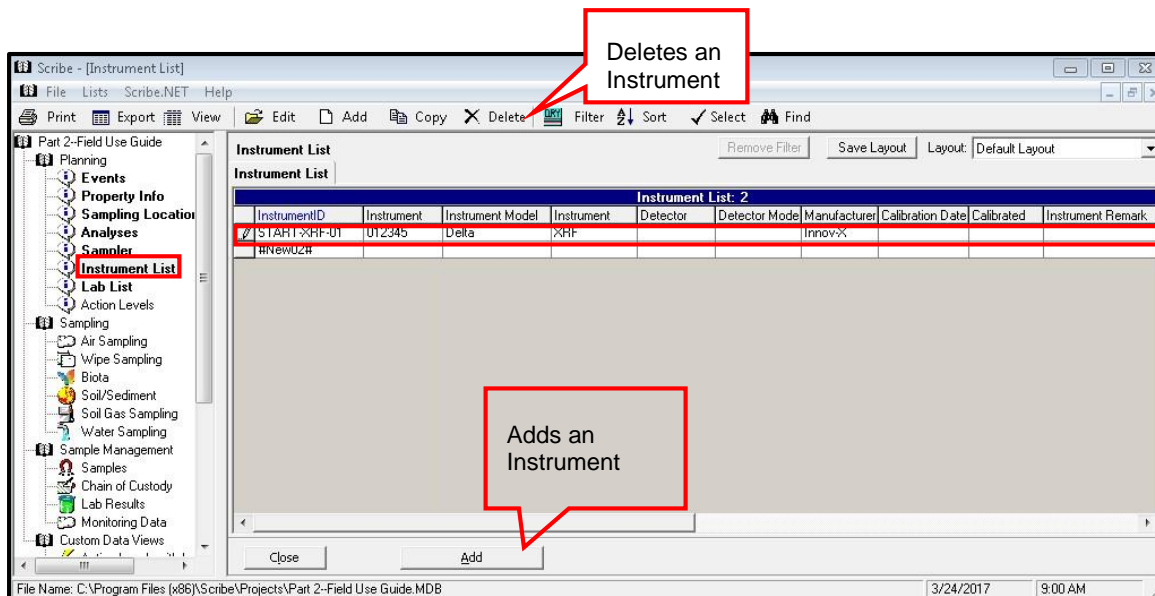
Sampler contains the names of sampling ‘teams’ or individuals. The default set of **Samplers** comes prepopulated when you start a New Scribe Project from the Scribe3.mdb Template file. If using a Regional specific Template file, your default set of Sampler(s) may be different. Optionally, **Sampler(s)**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





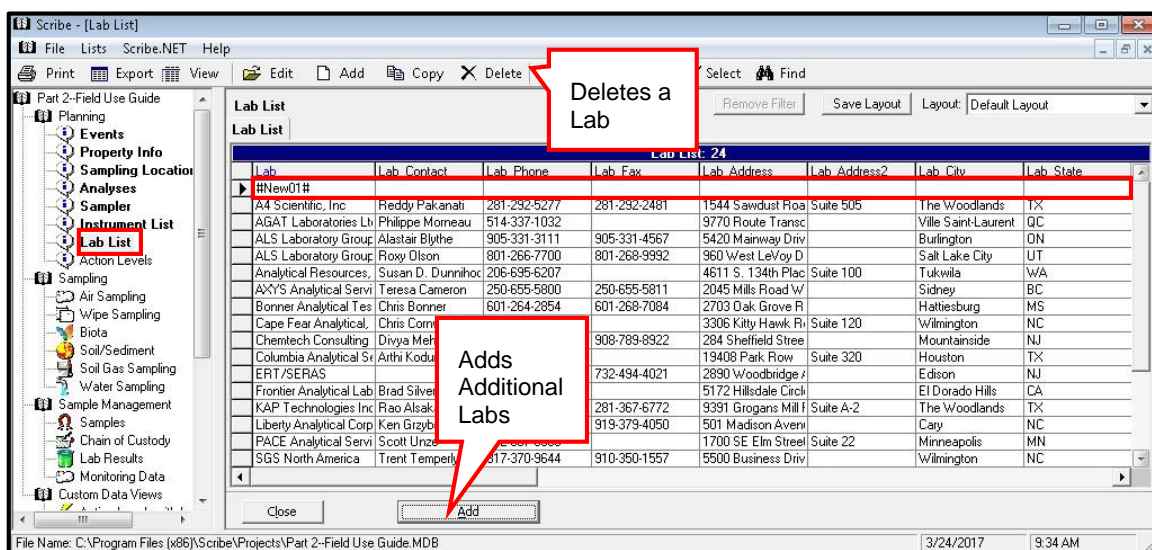
Instrument List

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 Action Levels Custom Data View will compare your Lab Results to the Action Levels established in the Action Levels Table

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

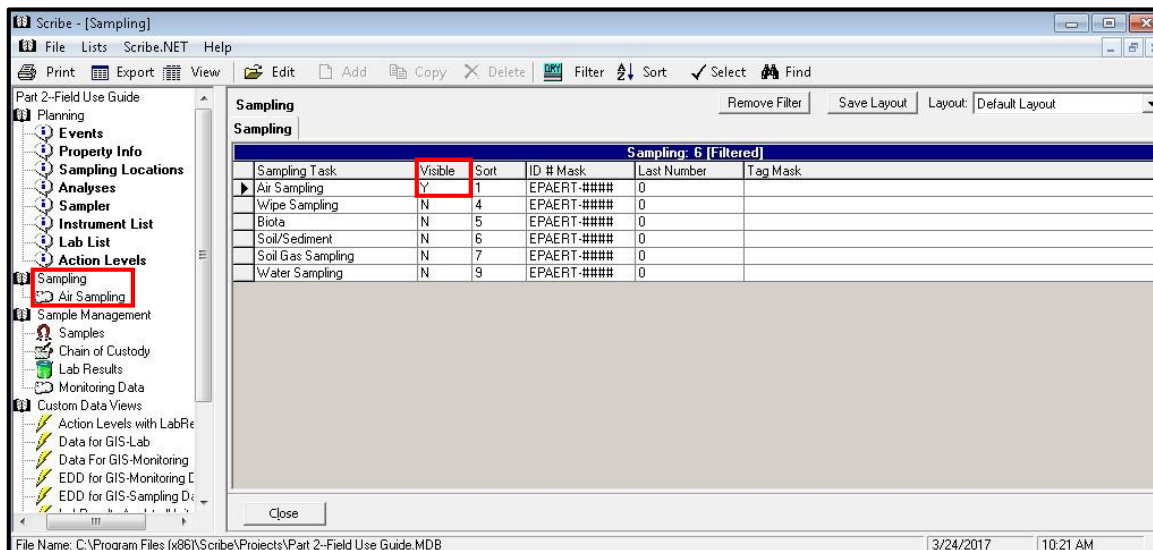


Sampling

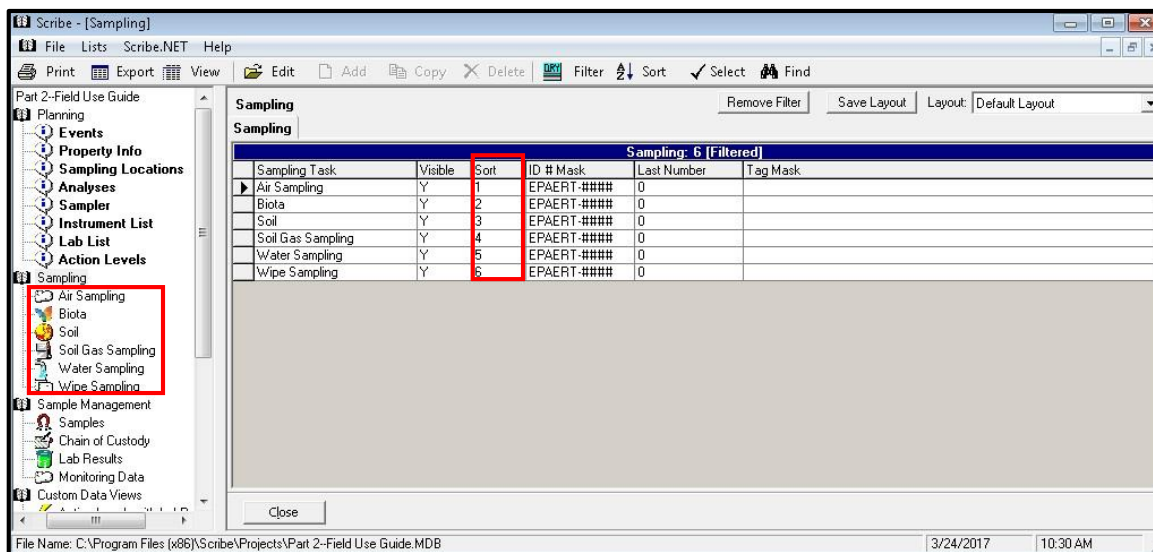
The **Sampling** section provides a means for creating, updating and viewing Sampling Tasks. Clicking on 'Sampling' in the Navigation Pane opens the 'Sampling' screen.

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.).





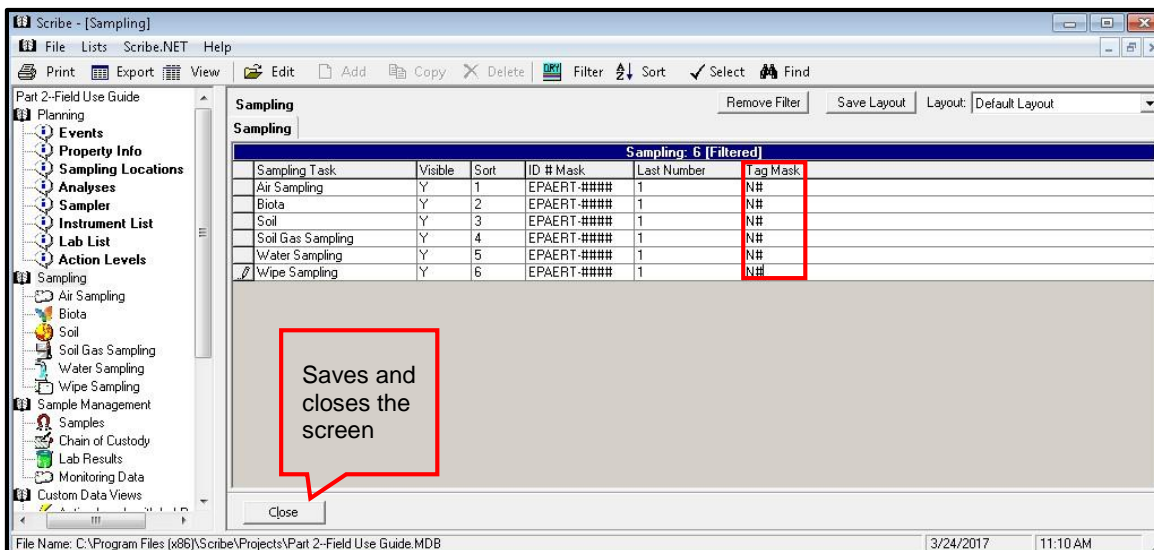
File Name: C:\Program Files (x86)\Scribe\Projects\Part 2-Field Use Guide.MDB 3/24/2017 10:30 AM

The screenshot displays the Scribe - [Sampling] application interface. The main window is titled 'Scribe - [Sampling]' and contains a menu bar (File, Lists, Scribe.NET, Help) and a toolbar with various icons for printing, exporting, viewing, editing, and filtering. The left sidebar shows a tree view of the application's structure, with 'Sampling' selected. The main area displays a table of sampling tasks, filtered to show 6 items. The table has columns for 'Sampling Task', 'Visible', 'Sort', 'ID # Mask', 'Last Number', and 'Tag Mask'. The 'Last Number' column is highlighted with a red box. The status bar at the bottom indicates the file name 'C:\Program Files (x86)\Scribe\Projects\Part 2-Field Use Guide.MDB' and the date/time '3/24/2017 11:05 AM'.

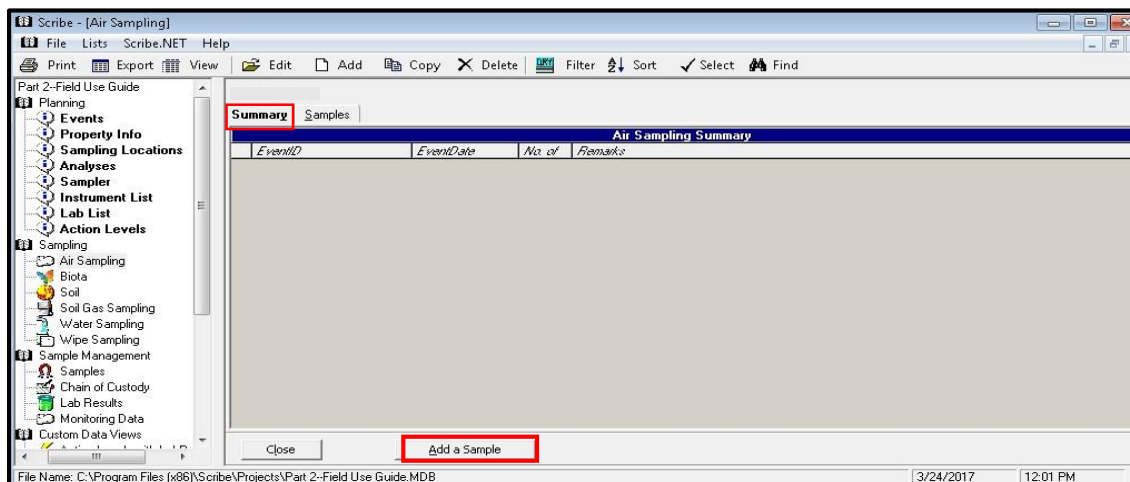
Sampling Task	Visible	Sort	ID # Mask	Last Number	Tag Mask
Air Sampling	Y	1	EPAERT #####	1	
Biota	Y	2	EPAERT #####	1	
Soil	Y	3	EPAERT #####	1	
Soil Gas Sampling	Y	4	EPAERT #####	1	
Water Sampling	Y	5	EPAERT #####	1	
Wipe Sampling	Y	6	EPAERT #####	1	

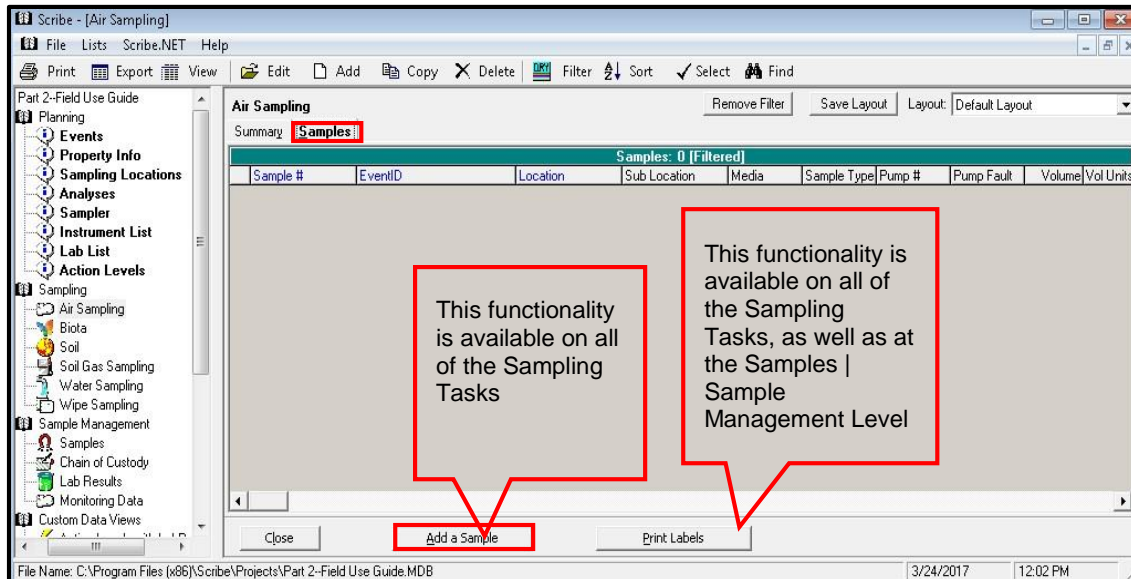


By default, the Tag settings in Scribe are set to 'Alpha' characters for generic Scribe samples and 'Numeric' for CLP Scribe samples. Some Regional Data Management Plans require that the Sample Tag consist of both an Alpha and auto-incrementing numeric field. Under Sampling, a custom **Tag Mask** can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

Sample Details Analysis

Default 'Sampling' EventID

Calendar Dropdown menu

Required fields in blue

EventID	Sampling	SampleDate	__/__/__
Sample #	EPAERT-0001	SampleTime	
Location	Sand0001-F	Sampler	
Sub Location		Media	
Matrix		Sample Type	
Collection		Activity	

Top Half Sample Details Tab -- ALL TASKS

Sur	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1



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.

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.

Scribe - [Air Sampling]

File Lists Scribe.NET Help

Print Export View Edit Add Copy Delete Filter Sort Select

Part 2-Field Use Guide

Planning

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Property Info

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Instrument List

Lab

Activities

Sampling

Air Sampling

Bio

Soil

Soil Gas Sampling

Water Sampling

Wipe Sampling

Sample Management

Samples

Chain of Custody

Lab Results

Monitoring Data

Custom Data Views

Action Levels with Lab Results

Data for GIS-Lab

Data for GIS-Monitoring

EDD for GIS-Monitoring

EDD for GIS-Sampling Data

LabResults Analyte/Units

LabResults Crosstab

LabResults Crosstab with

Air Sampling: Sample # EPAERT-0001

Sample Details Analysis

EventID Sampling SampleDate 03/24/17

Sample # EPAERT-0001 SampleTime (hh:mm)

Location Sand0001-F Sampler

Location Media

Matrix Sample Type

Collection Activity

Start Stop

Date (mm/dd/yy) / / / /

☐ Time (hh:mm)

☒ Counter Time:

Flow Rate

Pressure:

Pump #

Orifice ID:

Remarks:

Avg Flow Rate:

Total Time (min):

Vol Units:

Total Vol:

Calculate

File Name: C:\Program Files (x86)\Scribe\Projects\Part 2-Field Use Guide.MDB 3/24/2017 2:11 PM

Enter sampling details specific to the Air Sampling Task

Scribe will calculate the Total Volume based on the Flow Rate, TotalTime and Units entered

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.

Wipe Sampling: Sample # EPAERT-0003

Sample Details | Pump Info | Analysis

EventID: Sampling | SampleDate: 03/24/17 | SampleTime: (hh:mm)

Sample #: EPAERT-0003

Location: Sand0001-F | Sampler: | Media: | Sample Type: | Activity: |

Sub Location: | Matrix: | Collection: |

Area Width: | Area Length: | Total Area: | Area Units: | Area Surface: |

Remarks:

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

File Name: C:\Program Files (x86)\Scribe\Projects\Part 2-Field Use Guide.MDB | 3/24/2017 | 2:33 PM

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 with the 'Wipe Sampling' tab selected. The 'Pump Info' sub-tab is active, displaying a form for recording sampling data. The form includes fields for 'Start' and 'Stop' dates and times, a 'Flow Rate' dropdown, and checkboxes for 'Time (hh:mm)', 'Counter Time', and 'Pump Fault'. A 'Calculate' button is present. The left sidebar shows a tree view of the software's structure, with 'Wipe Sampling' highlighted. The status bar at the bottom indicates the file name, date, and time.

Wipe Sampling: Sample # EPAERT-0003

Sample Details **Pump Info** Analysis

Start		Stop	
Date (mm/dd/yy)	__/__/__	__/__/__	
<input type="checkbox"/> Time (hh:mm)			
<input checked="" type="checkbox"/> Counter Time:			
Flow Rate			
Pump #			
<input type="checkbox"/> Pump Fault			

Avg Flow Rate:

Total Time (min):

Close Help Save Cancel < Previous Next >

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Biota Sampling

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

Scribe - [Biota]

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Print Export View Edit Add Copy Delete Filter Sort Select

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Data For GIS-Monitoring

EDD for GIS-Monitoring C

EDD for GIS-Sampling D

LabResults Analyte/Units

LabResults Crosstab

LabResults Crosstab with

Biota: Sample # EPAERT-0002

Sample Details Specimen Overview Metrics Analysis

EventID Sampling Sample Date 03/24/2017

Sample # EPAERT-0002 Sample Time (hh:mm)

Location Sand0001-F Sampler

Sub Location Activity

Collection Sample Type

Matrix Whole Weight(g)

Total Length(mm)

Family Box 1

Complete Box 1 or Box 2 as appropriate

Genus Box 2 Species Common Name

Blarina alterniflora

Calinectes brevicauda

Clethrionomys cinereus

G. cooperi

G. fumeus

Leiomastomys gapperi

Microtus hudsonius

Microtus leucopus

Black Rat

Blue Claw Crab

Brown Shrimp

Deer mouse

Eastern chipmunk

Fiddler Crab

House mouse

Marsh grass

Close Help Save Cancel < Previous Next >

File Name: C:\Program Files (x86)\Scribe\Projects\Part 2-Field Use Guide.MDB 3/24/2017 3:14 PM

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.

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.



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.

Scribe - [Biota]

File Lists Scribe.NET Help

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 - EDD for GIS-Sampli
 - LabResults Analyte/U
 - LabResults Crosstab

Biota: Sample # EPAE Save Layout Layout: Default Layout

Sample Details Specimen Overview **Metrics** Analysis

Measurements for Sample #EPAERT-0002

Measurement Descr	Result	Units	Remark
#New01#			

Adrenals
Colon
Kidney
Liver
Spleen
Stomach
Thymus

Click to Add Measurement Record

Highlight and click Copy Measurements

Highlight and click Delete Measurements

Add Measurements Copy Measurements Delete Measurements

Close Help Save Cancel < Previous Next >

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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/Sediment: Sample # EPAERT-0004

Sample Details | Analysis

EventID: Sampling | Sample Date: __/__/__ | Sample Time: (hh:mm)

Sample #: EPAERT-0004 | Location: Sand0001-F | Sampler: | Sub Location: | Activity: |

Sampling Depth

Matrix: Soil | Depth From: 1 | Depth To: 3 | Depth Units: inches

Collection: Grab | Sample Type: Field Sample

Concentration: | Description: | Color: Clay, Dirt, Filter Cake, Peat like Sand, Sand, SAND, lit-Org., Grv, trc-Silt, SAND, lit-Silt, lit-Cly, SAND, lit-Silt, lit-Gvl

Remarks: | Munsell Color Code: Hue: | Value/Chroma: |

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

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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.



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: Sample Date:

Sample #: Sample Time: (hh:mm)

Location: 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 >

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

Scribe - [Soil Gas Sampling]

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 - EDD for GIS-Samplin
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 - LabResults Crosstab

Soil Gas Sampling Sample # EPAERT-0005

Sample Details **Readings** Analysis

PID (ppm)

FID (ppm)

LEL(%)

O2(%)

Temp (C)

Methane(%)

Close Help Save Cancel < Previous Next >

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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.

Water Sampling: Sample # EPAERT-0006

Sample Details | Water Quality | Measurements | Analysis

EventID: Sampling | Date Collected: 03/27/2017 |
Sample #: EPAERT-0006 | Time Collected: (hh:mm)
Location: Sand0001-F | Sampler: |
Sub Location: | Activity: |

Matrix: Water | **Sampling Depth**
Source: Monitoring Well | Depth From: 3
Collection: Discrete Interval | Depth To: 6
Sample Type: Field Sample | Depth Units: inches
Concentration: | Odor: |
Color: |
Remarks: |

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

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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.



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

Water Sampling: Sample # EPAERT-0006

Sample Details **Water Quality** Measurements Analysis

Turbidity (ntu) 3

Temp (C) 32

pH 6.5

Conductivity Conductivity Units

Diss O2 Diss O2 Units

ORP (mv)

Salinity

Depth to Water Depth to Water Units

Close Help Save Cancel < Previous Next >

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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.



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.

Water Sampling: Sam | Save Layout | Layout: Default Layout

Sample Details | Water Quality | **Measurements** | Analysis

Measurements for Sample #EPAERT-0006

Measurement Descr	Result	Units	Remark
#New01#			

Add Measurements | Copy Measurements | Delete Measurements

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

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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.



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						1				No	

Click on Add Analysis to create a new analysis record

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.



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).

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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.

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

Analytes/TAT	CLP Sample #	TAG	TAT	TAT Units	Container	No	Storage	Preservation	Lab QC	Preliminary	Description
Arsenic		A		21 Days	Jar	1				No	
	B					1				No	
	C					1				No	

Copy an Analysis(es)

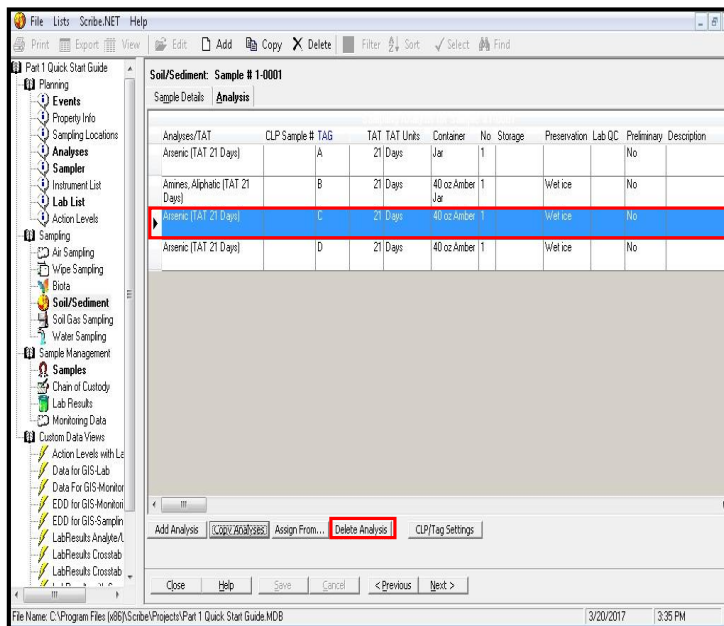
1. Highlight an analysis.
2. Click 'Copy Analyses'.
3. Click **C**lose to close the screen.

Analytes/TAT	CLP Sample #	TAG	TAT	TAT Units	Container	No	Storage	Preservation	Lab QC	Preliminary	Description
Arsenic (TAT 21 Days)		A		21 Days	Jar	1				No	
Amines, Aliphatic (TAT 21 Days)	B			21 Days	40 oz Amber Jar	1		Wet ice		No	
Arsenic (TAT 21 Days)	C			21 Days	40 oz Amber Jar	1		Wet ice		No	
Arsenic (TAT 21 Days)	D			21 Days	40 oz Amber Jar	1		Wet ice		No	



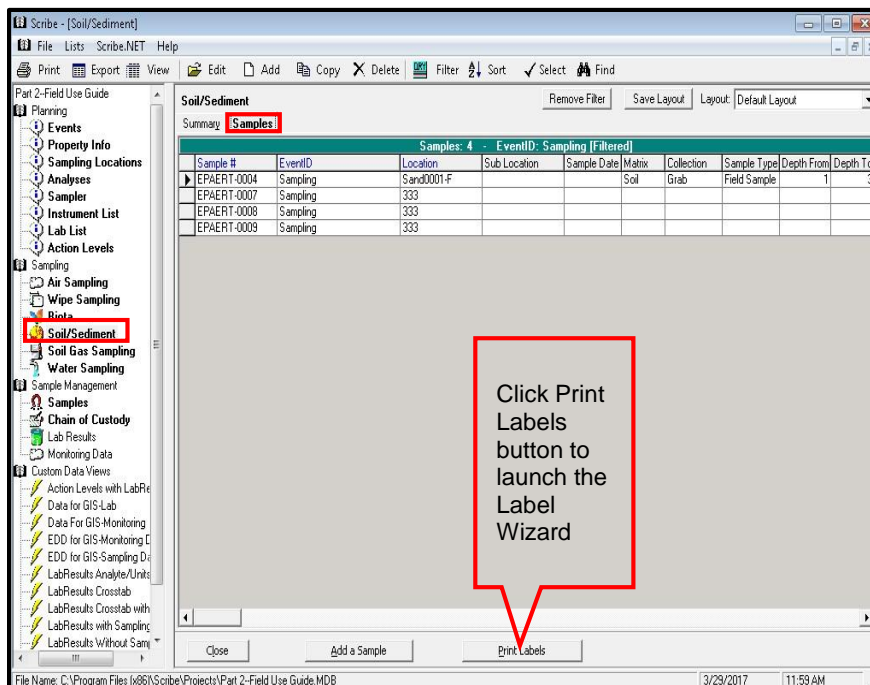
Delete an Analysis

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 1/2 x 1 3/4	4

Measure
☒ Inch ☐ Cm

Sheet
☒ One page ☐ Continuous

Show labels
☒ Predefined ☐ Custom

Customize ...

Click Next

<< Back Next >> Restore Defaults Cancel Finish

Customize your label if not available in the list



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.

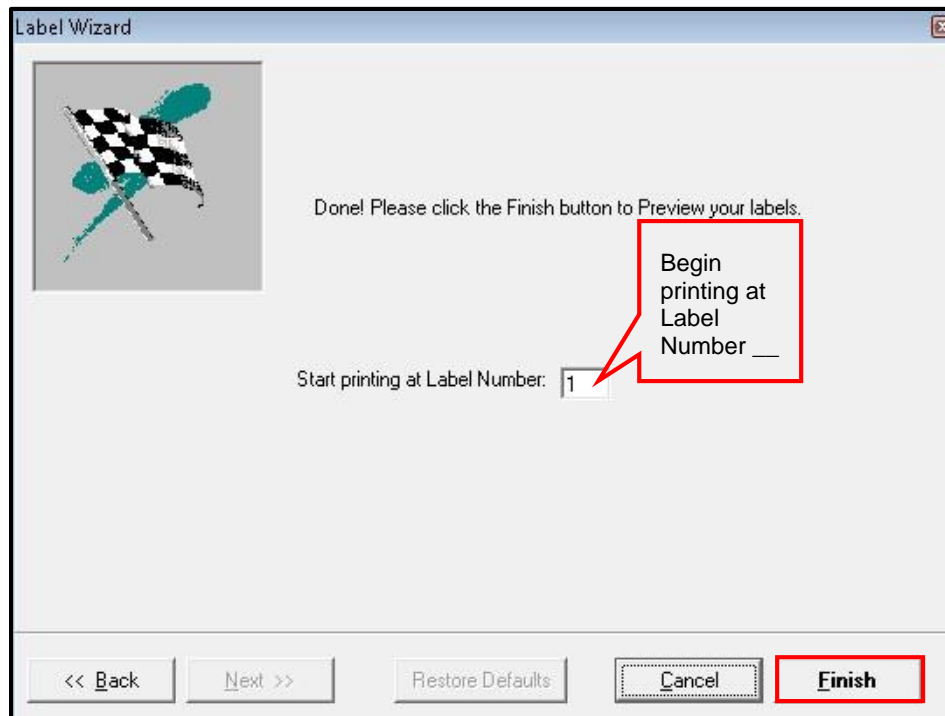
**** To add a New Label Line, Drag and Drop a field. ****

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



Sample # EPAERT-0004 Date: Location: Sand0001-F Analyses: Volatiles (VOAs) Preservation: Wet ice Depth From: 1	Sample # EPAERT-0007 Date: Location: 333 Analyses: CLP Antimony Preservation: Depth From:
Sample # EPAERT-0008 Date: Location: 333 Analyses: CLP Antimony Preservation: Depth From:	Sample # EPAERT-0009 Date: Location: 333 Analyses: Preservation: Depth From:

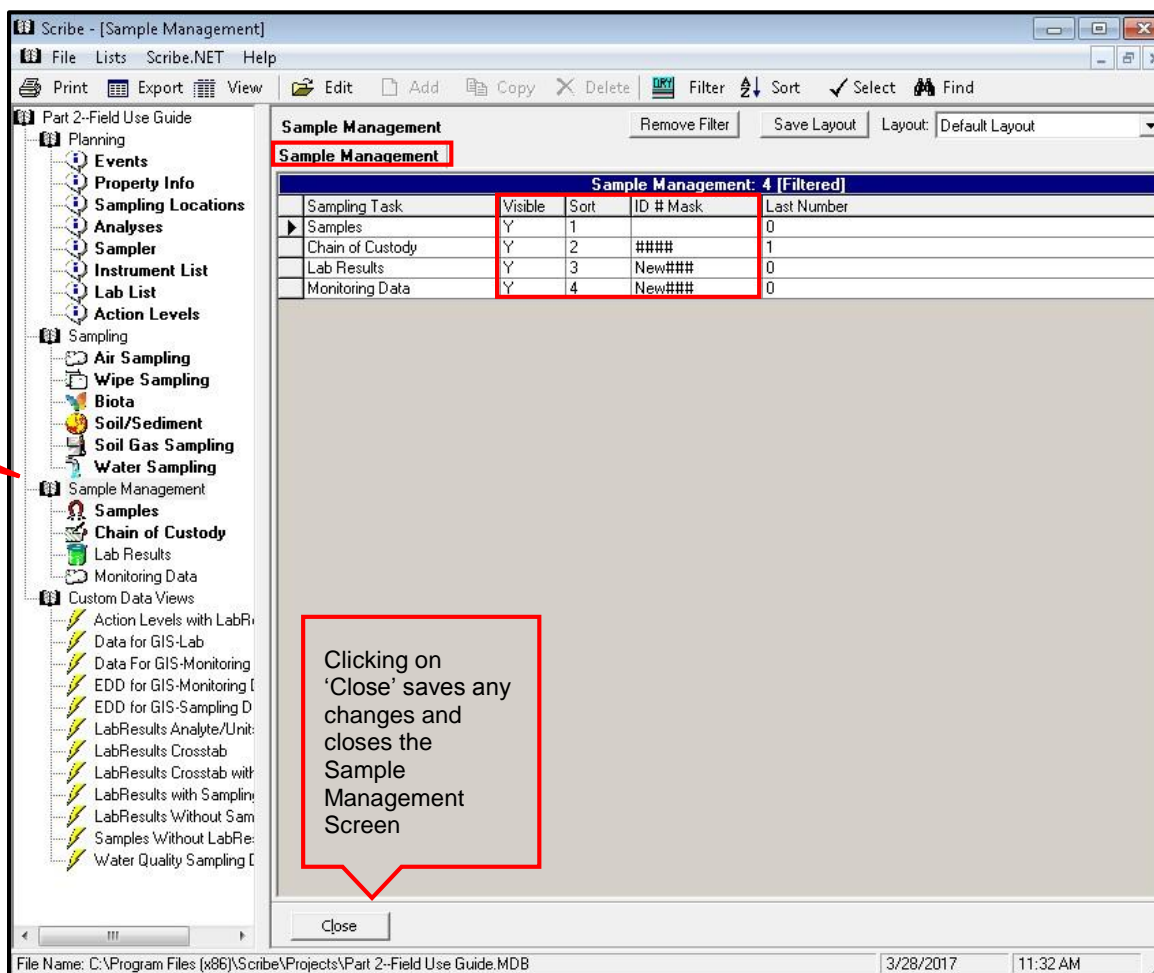
Print Preview

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.

Scribe - [Samples]

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Print Export View Edit Add Copy Delete Filter Sort Select

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Samples

Summary Samples

Samples Summary			
EventID	EventDate	# of	Remarks
Sampling		18	



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.

Samples

Summary: **Samples**

ALL Samples: 18

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 (VDAs)	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-0007	3/27/2017	Sampling	Sand0001-F	Water	Discrete Inter	Field Sample	Volatiles - TCLP	B	40mL Vial
EPAERT-0008		Sampling	333				CLP Antimony	2B-1004	
EPAERT-0009		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	VOCs	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

See Printing Labels previously discussed

Close All Samples Print Labels

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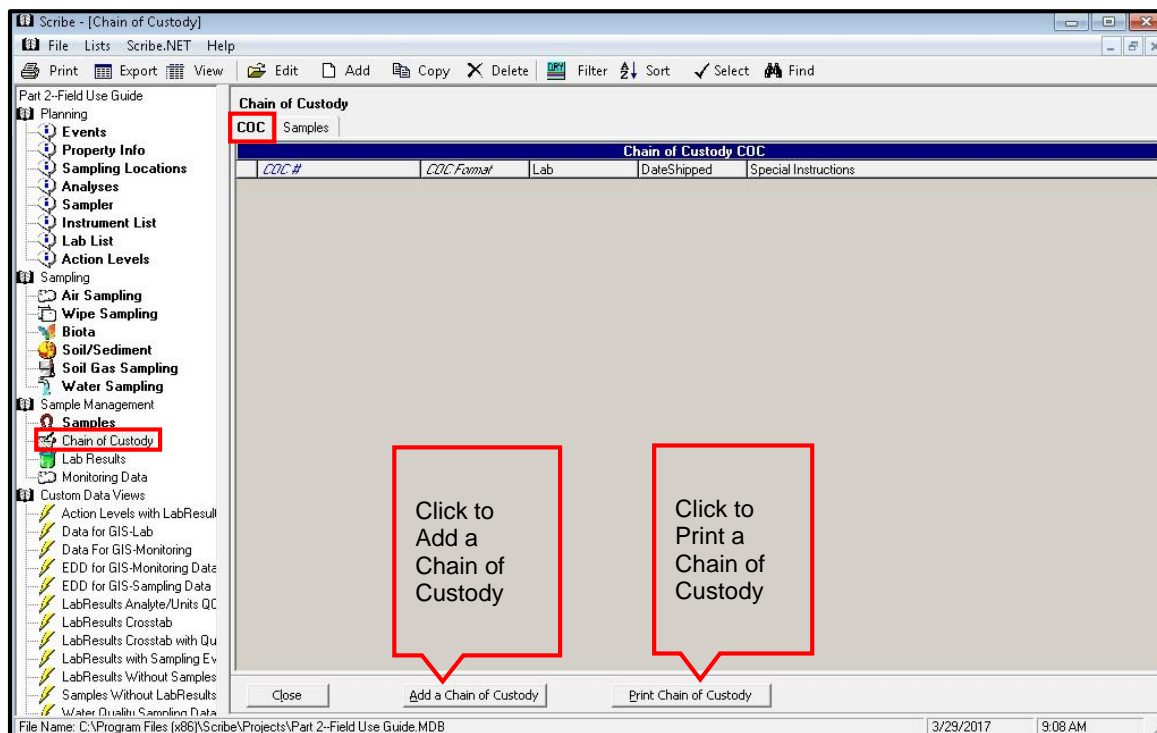
Example: ALL Samples displayed

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]

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- 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

COC Details

COC # 2-032917-094619-0001

Cooler #

Project Code 1

Case #

DAS #

COC Format Scribe

Contact Name J. Smith

Contact Phone 555-222-2222

Case Complete

Lab ABC Laboratories

Lab Contact John Q. Chemist

Lab Address 2890 Woodbridge Avenue

Lab Address2 Bldg. 205

Lab City Edison

Lab State NJ

Lab Zip 08837

Lab Phone 800-999-6990

Lab Fax 732-321-4343

DateShipped 03/29/2017

CarrierName FedEx

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

Provide any special instructions to the lab

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 'Chain of Custody' window in Scribe. The 'Chain of Custody' table is displayed with columns: COC #, EventID, Sample #, Location, Analyses, Matrix, Collected, Numb, and Container. A red box highlights the 'Select All' button in the top right corner of the table. Another red box highlights the 'Assign to 2-032917-094619-0001' button at the bottom of the window. A callout box points to this button with the text: 'Assign selected records to the COC'.

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

The screenshot shows the 'Chain of Custody' window in Scribe. The 'Chain of Custody' table is displayed with columns: COC #, EventID, Sample #, Location, Analyses, Matrix, Collected, Numb, and Container. A red box highlights the 'Assign to COC' button in the top right corner of the table. Another red box highlights the 'Yes' button in the 'Assign to COC' dialog box. The dialog box text is: 'Assign COC # 2-032917-094619-0001 to the 18 Selected Sample(s)?'.

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



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Scribe - [Chain of Custody]

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LabResults Without Samples

Samples Without LabResults

Water Quality Sampling Data

Chain of Custody

COC Samples

Remove Filter Save Layout Layout: Default Layout

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

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]

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LabResults with Sampling Ev

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Samples Without LabResults

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COC Samples

Remove Filter Save Layout Layout: Default Layout

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.

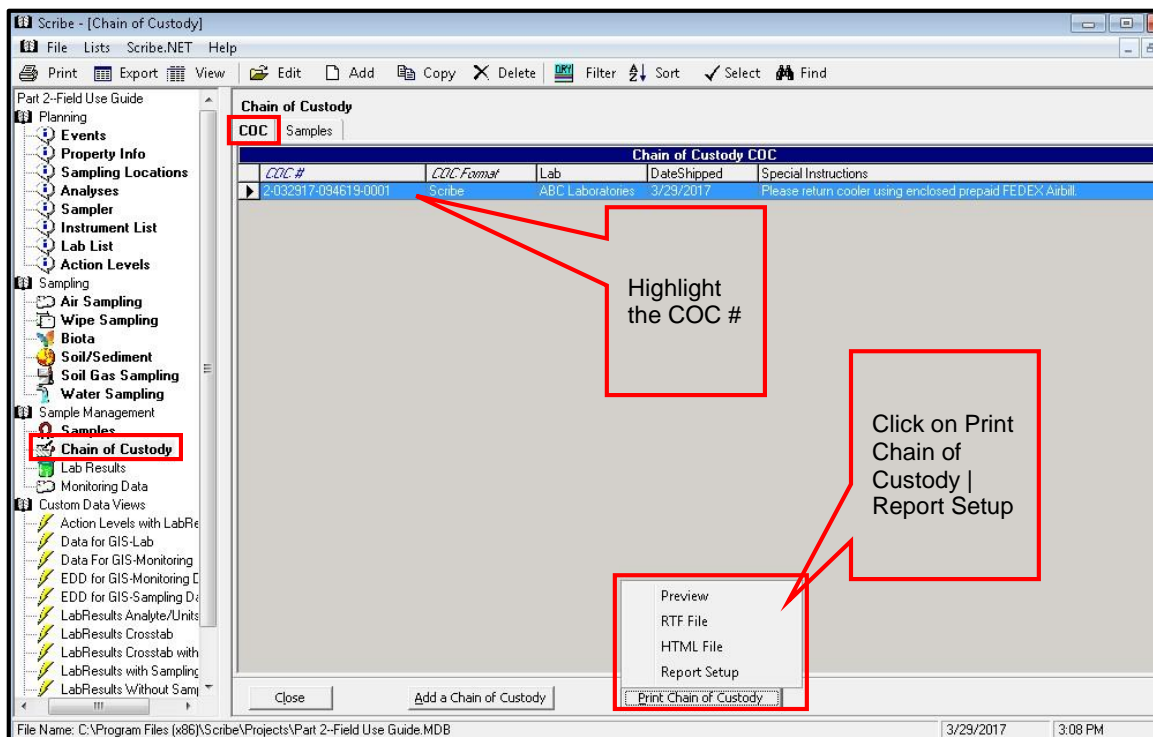
Close Assign to 2-032917-094619-0001 Print Chain of Custody

File Name: C:\Program Files (x86)\Scribe\Projects\Part 2-Field Use Guide.MDB 3/29/2017 11:52 AM

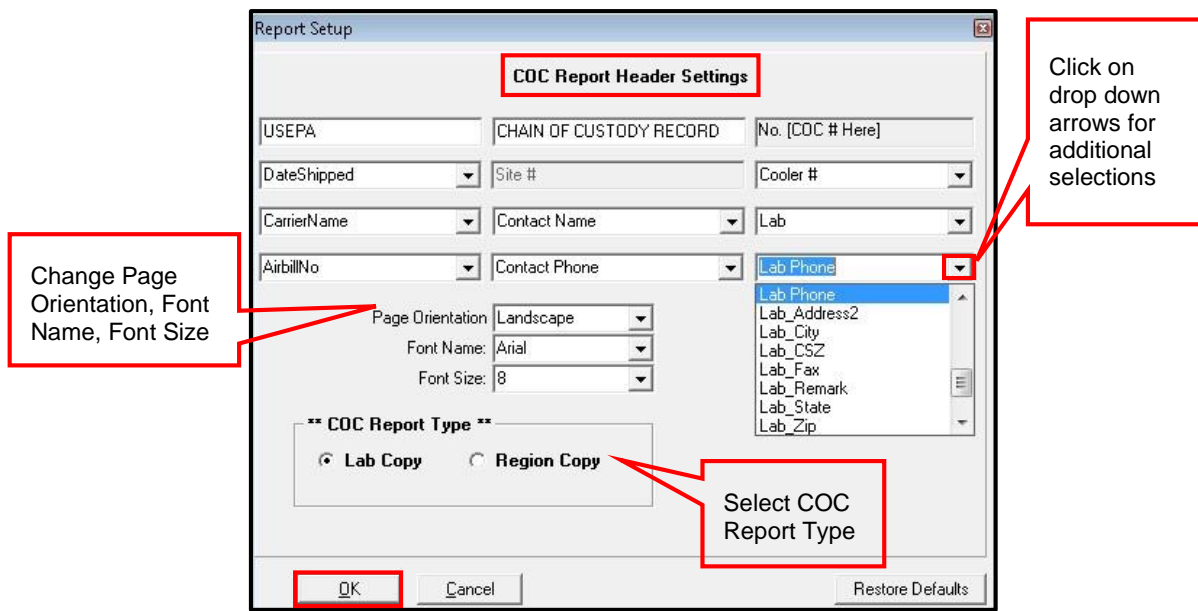


Printing a Chain of Custody

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.





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Page 1 of 1

USEPA
Date Shipped: 3/29/2017
Carrier Name: FedEx
Airbill No: 123456

CHAIN OF CUSTODY RECORD
Site #: 1
Contact Name: J. Smith
Contact Phone: 555-222-2222

No: 2-032917-094619-0001
Cooler #:
Lab: ABC Laboratories
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 (VOCs)	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 Lab Results EDD

SAMPLES TRANSFERRED FROM
CHAIN OF CUSTODY #

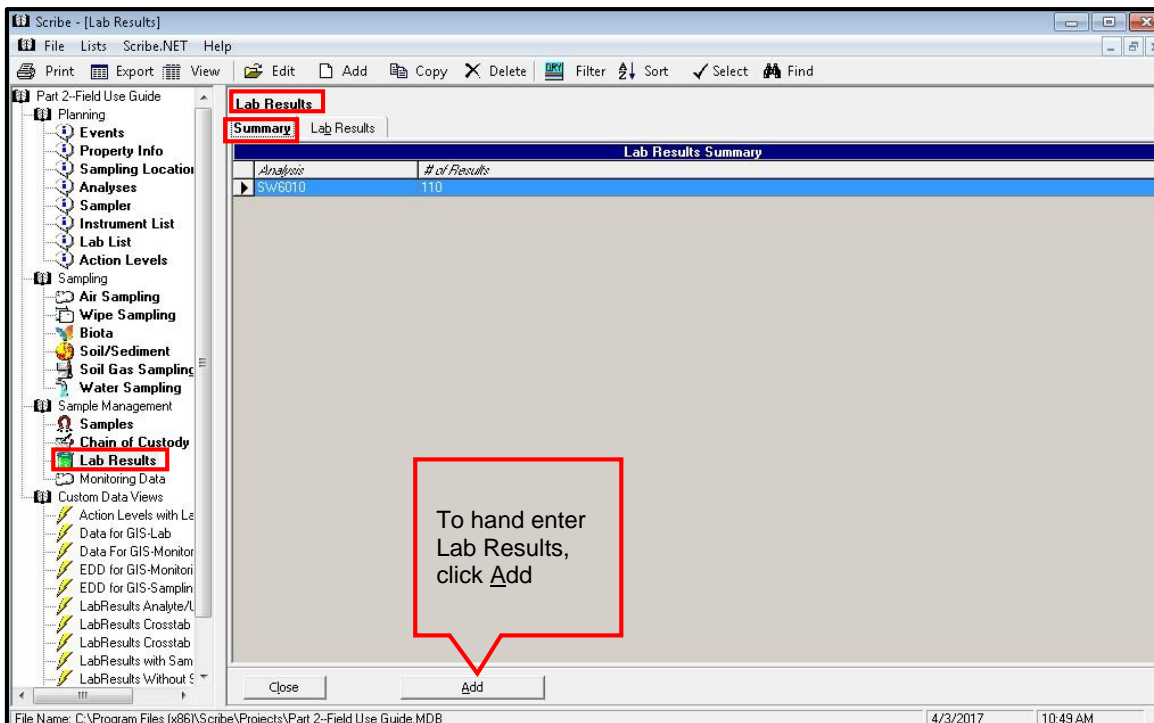
Items/Reason	Relinquished by (Signature and Organization)	Date/Time	Received by (Signature and Organization)	Date/Time	Sample Condition Upon Receipt

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.

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.)

Column based Lab Results View

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

Lab Results Table

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	1338		47	mg/Kg	1338		46	mg/Kg	8

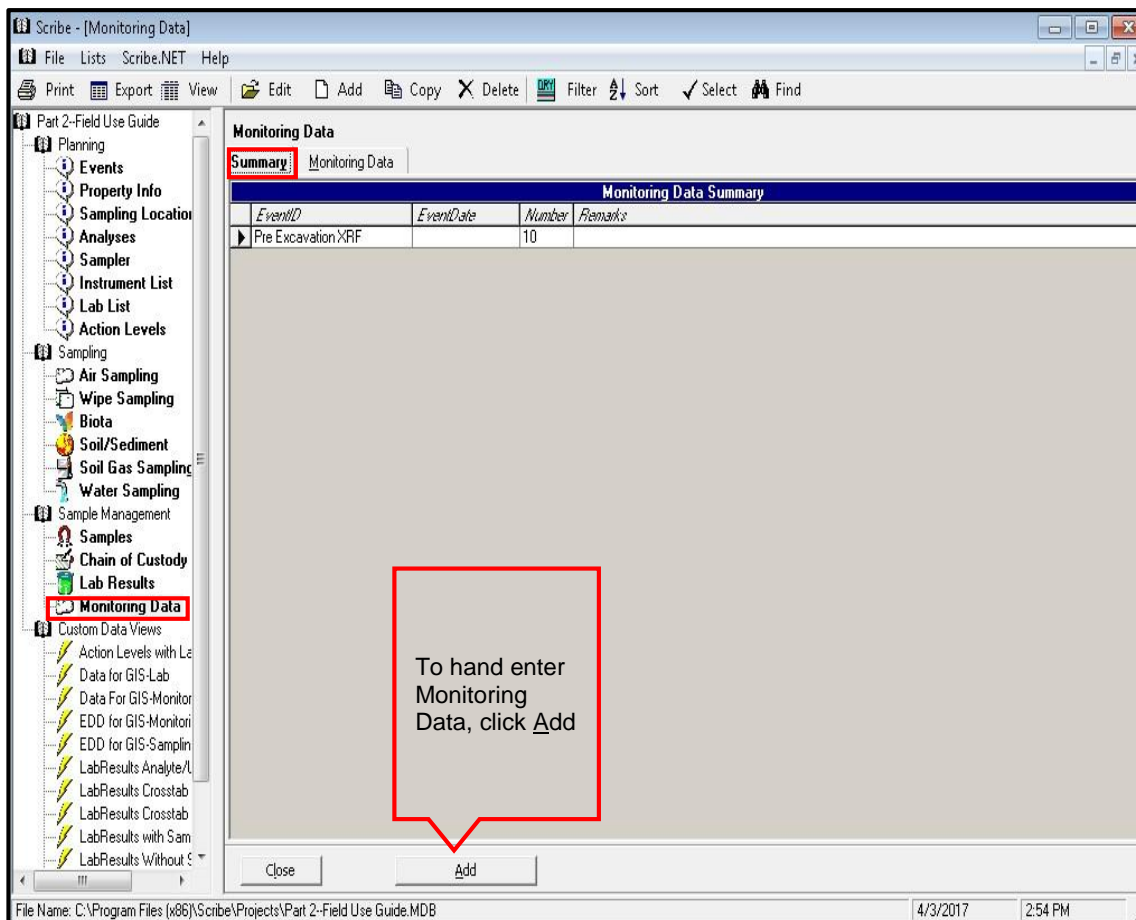
Change the # of Samples Per Page

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.

Monitoring Data: Monitoring ID #New001#

Data

EventID: Pre Excavation XRF
InstrumentID: START XRF-01
Mon Date: 04/03/2017
Mon Time: 08:00:01 (hh:mm:ss)
Location: Sand0001-F
Operator: EPA
Sub Location:
Activity:
Parameter: LEL
Source:
Measurement:
Criteria:
Units: %
Criteria Units: %
Mon_Qualifier:
Meas Surface: AIR
Remark:
Close Help Save Cancel < Previous Next >

File Name: C:\Program Files (x86)\Scribe\Projects\Part 2-Field Use Guide.MDB 4/3/2017 3:08 PM

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.



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.

