



Thank you for beginning the process of data submission to Vermont's Groundwater Chemistry Database. As per Act 163 (18 V.S.A § 501b), all laboratories that are certified by the Vermont Department of Health to analyze groundwater drinking water samples shall submit sample data to the State in the format required by the Department of Health. The purpose of this guide is to outline the steps that a certified laboratory must take in order to be compliant with this law.

Submission Instructions

1. Establish a data submission plan as your laboratory licensing or licensing renewal process is completed. The data submission plan is an informal process to prepare your data for the state. Steps to complete a plan include:
 - a. Identify a primary point of contact to manage data submission.
 - b. Read through the submission documents in the table below to create a test CSV (comma separated value) file with test data that meets all of the specifications in the [Data Elements and File Format Guide](#).
 - c. Email your test file to: AHS.VDHPriateWellTestResults@vermont.gov. Upon receiving your email, the Health Department will contact you to formally begin the data submission process.
2. The Health Department will submit your test file to the database and work with you to resolve any issues, if necessary.
3. Once the testing is complete, you will receive notification from the Health Department to begin submitting data to the database on a regular schedule that is appropriate for your lab. Batched files are acceptable.
4. A status report of your data import (i.e., successful, rejected, errors) will be sent to the "lab contact" email address indicated in your test file
5. Data from samples that were analyzed before you began submitting data to the state should also be submitted within a reasonable time period.



Submission Documents



Document	Description
Data Elements and File Format Guide	This guide outlines file format, data elements, and required data
GCD_AllDataElements.csv (see PDF attachment)	A csv file that contains column headers for all data elements both required and optional

[Act 163 As Enacted](#)

The act relating to the testing of potable water supplies that requires data submission to the State of Vermont

Required Data Elements



- VT State Laboratory ID
- Unique ID for the Test Record
- Sample Location Physical Address City (*City/Town where the sample was collected*)
- Analyte Name
- Reported Result
- Reported Result Unit (if reported result is numeric)
- Water Source
 - *A special note: Water source is an important field for utilization of this data. If this column is "not reported by client" it negates the use of these data for many public health purposes. If you do not currently collect this data from your clients, we would appreciate you adding this field to your sample collection forms.*

Common errors to avoid:



- Duplicate header rows
- Each file submitted to the State must have a unique file name.
- Headers in CSV file must match as they are shown in the Data Elements and File Format Guide
- Missing a value in a required column
- A numeric result must have units
- Exponential and scientific notation are not allowed
- Invalid date and time formatting
- Values that are not an acceptable limited response (e.g., water source must be Spring, Surface, Other, Public, Not Reported by Client)
- Result Type does not match the Reported Result