

Private Drinking Water Test Reports/Results – Laboratory Reported Information

The new file format is a comma separated file format (.csv). Each file name must be unique. The file name should start with the Vermont State Laboratory ID followed by the file creation date (yyyymmdd) and then any additional text to ensure the file name is unique. If you are submitting each record or sample separately you may want to include the sample id or timestamp to ensure the file name is unique. Example: VT012320150218123206.csv. Otherwise, you may want to include a number or letter after the file creation date in case more than one file is created on a given date, VT012320150218A.csv. Batched files are acceptable.

All required fields (R) must be reported and any additional data elements collected must be reported (as indicated by R¹ in the table below). A separate row of data for each analyte is required, so a unique lab ID for a test record may be reported more than once. Text is not case sensitive. All dates and times should be reported as mm/dd/yyyy hh:mm (further precision is optional). Example: 01/14/2016 16:45. All times must be reported in the 24 hour format. If a date is known but the time is unknown, report time portion as 00:00. Example: 01/14/2016 00:00. All “Fields” indicated in the table below will be a column header in your csv file. The “Fields” do not need to be in the order shown in the table. However, the column names in your csv file must be the same as the column names determined by the State, in order for the data to be submitted accurately.

Data Element Fields to be reported to the State:

	Required (R)	Field	Description	Data type	Format and limited responses
1	R	VT State Laboratory ID	VT State Laboratory ID	String	
2	R	Laboratory Name	Laboratory name	String	
3	R	Laboratory Mailing Address Line 1	Laboratory Mailing address line 1	String	
4		Laboratory Mailing Address Line 2	Laboratory Mailing address line 2	String	
5	R	Laboratory Mailing Address City	Laboratory Mailing address city	String	
6	R	Laboratory Mailing Address State	Laboratory Mailing address state	String	
7	R	Laboratory Mailing Address Zip code	Laboratory Mailing address zip code	String	xxxxx-xxxx or xxxxx
8	R	Laboratory Contact	Contact person first name last name	String	
9	R	Laboratory Contact Email	Email for lab contact; results of import are sent here. Example: “The groundwater test results submitted by your laboratory were successfully imported to the database.”	String	Email address
10		Laboratory Certification Expiration Date	Date that lab certification expires	Date	mm/dd/yyyy
11	R	Client Name	Submitter or client’s first name & last name, or business name. Example: Fred Smith	String	
12	R	Client Mailing Address Line 1	Submitter or client’s mailing address line 1	String	
13		Client Mailing Address Line 2	Submitter or client’s mailing address line 2	String	
14	R	Client Mailing Address City	Submitter or client’s mailing address city	String	
15	R	Client Mailing Address State	Submitter or client’s mailing address state	String	
16	R	Client Mailing Address Zip Code	Submitter or client’s mailing address zip code	String	xxxxx-xxxx or xxxxx
17	R	Unique Lab ID for the test record	Unique number the lab uses to identify the test record/sample	String	

	Required (R)	Field	Description	Data type	Format and limited responses
18	R	Received Date Time	Date and time sample received at laboratory	Date Time	mm/dd/yyyy hh:mm[:ss] [:fractional seconds]
19		Sample Collector	Person who collected the sample, first name & last name. Example: Fred Smith	String	
20	R	Sample Collected Date Time	Date and time sample was collected	Date Time	mm/dd/yyyy hh:mm
21	R ¹	Sample Location Physical Address Line 1	Physical (E911) address of sample location line 1	String	
22		Sample Location Physical Address Line 2	Physical (E911) address of sample location line 2	String	
23	R	Sample Location Physical Address City	Physical (E911) address of sample location city	String	
24	R	Sample Location Physical Address State	Physical (E911) address of sample location state	String	
25	R	Sample Location Physical Address Zip Code	Physical (E911) address of sample location zip code	String	xxxxx-xxxx or xxxxx
26	R	Sampling Location Description	Sample location description (sink for example)	String	
27		SPAN	School Parcel Account Number	Numeric	
28	R ¹	Water Source	Water source, if known (for example, well or spring)	String	'well', 'spring', 'surface', other, unknown
29		Chlorinated	Chlorinated	String	'y' or 'n'
30		Composite	Composite	String	'y' or 'n'
31		pH	pH	Numeric	
32		Preservative	Preservative	String	
33		Lab Sampling Amount	Sample amount	Numeric	
34		Lab Sampling Amount Units	Sample amount units	String	
35		Lab Sampling Volume	Volume of sample	Numeric	
36		Lab Sampling Volume Units	Volume of sample units	String	
37		Lab Sampling Weight	Weight of sample	Numeric	
38		Lab Sampling Weight Units	Weight of sample units	String	
39		Lab Sampling start time	Sampling start time	Time	hh:mm
40		Lab Sampling finish time	Sampling finish time	Time	hh:mm
41		Lab Sampling start volume	Sampling start volume	Numeric	
42		Lab Sampling start volume units	Sampling start volume units	String	
43		Lab Sampling finish volume	Sampling finish volume	Numeric	
44		Sampling finish volume units	Sampling finish volume units	String	
45		Temperature at time of receipt at laboratory	Temperature at time of receipt at laboratory	Numeric	
46		Temperature Unit at time of receipt at laboratory	Temperature unit at time of receipt at laboratory	String	
47	R	Analyte name	Analyte name. Example: Fluoride	String	
48		CAS Registry Number	If available, CAS Registry Number	String	
49	R	Reported result	Reported test result	String	
50	R	Reported result unit	Result concentration or units	String	
51	R ²	Result Uncertainty	Uncertainty + -	Numeric	
52	R	Result Type	Result type	String	'>', '=','<', 'positive', 'negative'

	Required (R)	Field	Description	Data type	Format and limited responses
53	R	Reporting Limit	Laboratory reporting limit value	Numeric	
54	R	Reporting Limit Units	Laboratory reporting limit units	String	
55	R	Reporting Limit Type	Laboratory reporting limit type. Examples: LOQ, MDL, MRL	String	
56	R	Qualifiers and notes	Qualifiers and notes related to the test or sample; may include notes from client	String	
57		Rejection Reason	Sample or test rejection reason	String	
58	R ³	Analysis Date and Time	Date and time of analysis, if recorded.	Date Time	mm/dd/yyyy hh:mm[:ss] [:fractional seconds]
59		Analyzed Amount	Analyzed amount	Numeric	
60		Analyzed Amount Units	Analyzed amount unit	String	
61		Analysis Type	Analysis type	String	'original', 're-extraction', 'dilution', 'reanalysis'
62		Dilution Factor	Dilution factor	Numeric	
63	R	Test Method Name	Test method name	String	
64	R	Test Method Code	Test method EPA code, if available	String	
65		Lab Qualifiers Definition	Lab qualifiers definition	String	
66		Date Reported	Date results were approved, released, reported	Date	mm/dd/yyyy hh:mm[:ss] [:fractional seconds]
67	R ¹	Client notes	Client notes or comments about the sample including treatment	String	
68	R ²	Report Type	Final, Preliminary original, amended, corrected	String	
69	R ²	Subcontracted results	Subcontracted results will be appropriately noted	String	'y' or 'n'
70	R ¹	VT Well Tag ID	VT well tag id	String	
71		Sample Latitude	Sample latitude	String	
72		Sample Longitude	Sample longitude	String	
73		Sample Latitude Longitude Format	Options: degrees minutes seconds (DMS), degrees decimal minutes (DDM), or decimal degrees (DD).	String	'DMS', 'DDM', 'DD'
74	R ¹	Post treatment sample	For example, sample collected after water softener, UV, or charcoal filter	String	'y' or 'n'
75	R	Additional Email	Report of import results is CC'd to this email address	String	Email address

¹Information only required if collected on the sample requisition. Laboratories are not required to collect this information from Private individuals.

²Information only required if applicable.

³Required by accreditation standard or EPA approved method, when applicable (e.g., nitrate, nitrite)