Specifications

File Type

- Save the data file as a comma separated file (.csv).

File Name

- Each file name must be unique.
  - Example 1: the Vermont State Laboratory ID, followed by the file creation date, and a 24-hour time stamp **VT270020190401123000.csv**.
  - Example 2: If more than one file is created on a given date, you can include a number or letter after the file creation date **VT270020190401A.csv**.

Data Submission

- 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.

General

- Text is not case sensitive.
- All dates in the file should be reported as mm/dd/yyyy (time is optional). Example: 04/02/2019
- All times must be reported in the 24-hour format. Example: 16:45:00. If a date is known but the time is unknown, only report the date.
- The "CSV Column Header" in the table below should be a column header in your csv file. The headers do not need to be in the order shown.

Required data (*if the file does not contain these data, the file will be rejected*)

- VT State Laboratory ID
- Unique ID for the Test Record
- Sample Location Physical Address City
- Analyte Name
- Reported Result
- Reported Result Unit (if reported result is numeric)
- Water Source (examples for limited responses are in the table below)

Data Elements to be Reported to the State

CSV Column Header	Data Type	Description	Format or limited responses
VT State Laboratory ID	String (20)	VT State Laboratory ID	
Laboratory Name	String (100)	Laboratory Name	
Laboratory Mailing Address Line 1	String (50)	Laboratory Mailing Address Line 1	
Laboratory Mailing Address Line 2	String (50)	Laboratory Mailing Address Line 2	
Laboratory Mailing Address City	String (50)	Laboratory Mailing Address City	
Laboratory Mailing Address State	String (13)	Laboratory Mailing Address State	
Laboratory Mailing Address Zip code	String (10)	Laboratory Mailing Address Zip Code	
Laboratory Contact	String (100)	Contact Person First Name Last Name	
Laboratory Contact Email	String (100)	Email for lab contact; results of import are sent here	Email Address
Laboratory Certification Expiration Date	Date	Date the lab certification expires	mm/dd/yyyy
Client Name	String (100)	Client's First Name Last Name, or business name.	
Client Mailing Address Line 1	String 50)	Client's mailing address line 1	
Client Mailing Address Line 2	String (50)	Client's mailing address line 2	
Client Mailing Address City	String (50)	Client's mailing address city	
Client Mailing Address State	String (13)	Client's mailing address state	
Client Mailing Address Zip Code	String (10)	Client's mailing address zip code	
Client Email	String (100)	Client's Email address	Email Address
Client Phone Number	String (17)	Client's Phone Number	
Unique Lab ID for the test record	String (20)	Unique number the lab uses to identify the test record/sample per Analyte tested	
Received Date Time	Date Time	Date and time sample received at laboratory	mm/dd/yyyy (time is optional)
Sample collector	String (100)	Person who collected the sample, First Name Last Name.	
Sample Collected Date Time	Date Time	Date and time sample was collected	mm/dd/yyyy (time is optional)
Sample Location Physical Address Line 1	String (50)	Physical (E911) address of sample location line 1	
Sample Location Physical Address Line 2	String (50)	Physical (E911) address of sample location line 2	Sample Location Physical Address Line 2
Sample Location Physical Address City	String (50)	Physical (E911) address of sample location city	Sample Location Physical Address City

CSV Column Header	Data Type	Description	Format or limited responses
Sample Location Physical Address State	String (13)	Physical (E911) address of sample location state	
Sample Location Physical Address Zip Code	String (10)	Physical (E911) address of sample location zip code	
Sampling Location Description	String (200)	Sample location description (for example, sink)	
SPAN	String (13)	School Property Account Number	
Water Source	String (22)	Water source	'well', 'spring', 'surface', 'other', 'public', 'not reported by client'
Chlorinated	String (1)	Chlorinated	'y' or 'n'
Composite	String (1)	Composite	'y' or 'n'
pH	Numeric (21) (6 decimal positions)	pH	
Preservative	String (50)	Preservative	
Lab Sampling Amount	Numeric (21) (6 decimal positions)	Sample amount	
Lab Sampling Amount Units	String (50)	Sample amount units	
Lab Sampling Volume	Numeric (21) (6 decimal positions)	Volume of sample	
Lab Sampling Volume Units	String (50)	Volume of sample units	
Lab Sampling Weight	Numeric (21) (6 decimal positions)	Weight of sample	
Lab Sampling Weight Units	String (50)	Weight of sample units	
Lab Sampling start time	Time	Sampling start time	hh:mm:ss (Seconds are optional)
Lab Sampling finish time	Time	Sampling finish time	hh:mm:ss (Seconds are optional)
Lab Sampling start volume	Numeric (21) (6 decimal positions)	Sampling start volume	
Lab Sampling start volume units	String (50)	Sampling start volume units	
Lab Sampling finish volume	Numeric (21) (6 decimal positions)	Sampling finish volume	
Sampling finish volume units	String (50)	Sampling finish volume units	
Temperature at time of receipt at laboratory	Numeric (21) (6 decimal positions)	Temperature at time of receipt at laboratory	
Temperature Unit at time of receipt at laboratory	String (30)	Temperature unit at time of receipt at laboratory	
Analyte name	String (50)	Analyte name (for example, fluoride)	
CAS Registry Number	String (12)	CAS Registry Number	

CSV Column Header	Data Type	Description	Format or limited responses
Reported result	String (60)	Reported test result	
Reported result unit	String (50)	Result concentration or units	
Result Uncertainty	Numeric (21) (6 decimal positions)	Uncertainty +/-	
Result Type	String (8)	Result type	'>', '=', '<', '+', '-'
Reporting Limit	Numeric (21) (6 decimal positions)	Laboratory reporting limit value	
Reporting Limit Units	String (50)	Laboratory reporting limit units	
Reporting Limit Type	String (30)	Laboratory reporting limit type (for example, LOQ, MDL, MRL)	
Qualifiers and notes	String (300)	Qualifier and notes related to the test or sample	
Rejection Reason	String (200)	Sample or test rejection reason	
Analysis Date and Time	Date Time	Date and time of analysis	mm/dd/yyyy (time is optional)
Analyzed Amount	Numeric (21) (6 decimal positions)	Analyzed amount	
Analyzed Amount Units	String (50)	Analyzed amount unit	
Analysis Type	String (13)	Analysis type	'original', 're-extraction', 'dilution', 'reanalysis'
Dilution Factor	Numeric (21) (6 decimal positions)	Dilution factor	
Test Method Name	String (50)	Test method name	
Test method code	String (50)	Test method EPA code	
Lab Qualifiers Definition	String (100)	Lab qualifiers definition	
Date Reported	Date Time	Date results were reported	mm/dd/yyyy (time is optional)
Client notes	String (300)	Client notes or comments about the sample including treatment	
Report Type	String (20)	Type of result report (for example, final, preliminary, original, or amended)	
Subcontracted results	String (1)	Subcontracted results will be appropriately noted	'y' or 'n'
VT Well Tag ID	String (50)	VT well tag id (for example, 41172)	
Sample Latitude	String (50)	Sample latitude	
Sample Longitude	String (50)	Sample longitude	
Sample Latitude Longitude Format	String (3)	For example, degrees minutes seconds (DMS), degrees decimal minutes (DDM), or decimal degrees (DD).	'DMS', 'DDM', 'DD'
Post treatment sample	String (1)	Sample collected after water softener, UV, RO, or charcoal filter, other	'y' or 'n'
Additional Email	String (100)	File import status is CC'd here	Email Address