Alpha Analytical NJDEP Hazsite EDD Format Instructions

These instructions are provided to assist in downloading and accessing the three files necessary for submission of the NJDEP Hazsite EDD. Files are compliant with the new NJDEP Hazsite format as published in the May 7, 2012 Technical Requirements for Site Remediation (N.J.A.C. 7:26E, Tech Regs). These files may be validated using the new EDSAv7 software that may be accessed at the following link: **http://www.state.nj.us/dep/srp/hazsite/software/edsa/**

To begin, access your data and job information on ADEx as typically done. There will be a file listed in the "Download" section of the ADEx window. It will be named L#######_haz.zip where the L number represents the Alpha Job Number.

1. Click on the .zip file and depending on your browser, you will be given the option to either open or save the file.

2. Choose the **OPEN** option.

3. There will be a prompt in the window to **EXTRACT ALL FILES** select **"EXTRACT"**.

4. In the browser window that opens, save the files to a folder that you create on your Desktop. You may elect to name the folder the same as the Alpha Job Number – L#######

5. Three files will be extracted to the folder. They are:
   a. *HZRESULT.txt – New Jersey Hazsite - Result Table*
   b. *DTST.txt – New Jersey Hazsite - Dataset Table*
   c. *HZSAMPLE.txt – New Jersey Hazsite - Sample Table*

6. Right click on each file and select **OPEN WITH** and then **EXCEL**.

7. The text file will open in EXCEL and now be ready for data entry. The column headers indicate the information that is required for each field. Check the following link on NJDEP Website for Field Descriptions, Mandatory Fields, Field Types (numeric or text) and maximum field characters.
   http://www.state.nj.us/dep/srp/hazsite/docs/edi/

8. Once the data has been entered, click on **"File"**, then **"Save"**

9. A dialogue box will open asking if you would like to keep the workbook in this format – Click **YES**. The file **MUST** remain as a **TEXT** file with at **.TXT extension**.

10. Close the file you are working on, or exit EXCEL if you have completed all of the data entry for the three HAZSITE files. In either case, a dialogue box will open asking, "Do you want to save the changes made to "????.TXT". As long as you have completed STEP 9 and 10 above, your answer must be **NO** for this prompt.

Notes: Remember, because the three files for the HAZ SITE deliverable have the same name, DTST, HZSMPLE and HZRESULT, you need to save them in different subdirectories to prevent over-writing your work. You can set up those different sub directories on your desktop.

Note: There are common fields that link the three files, primarily the SRPID. Make sure this number is the same between the three files.

Modified: October 30, 2012

How To Reach Us

800-624-9220 I info@alphalab.com I www.alphalab.com
Westborough, MA I Mansfield, MA I Mahwah, NJ I Albany, NY | Buffalo, NY