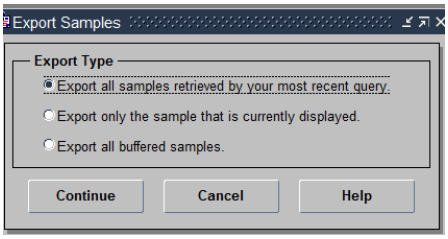
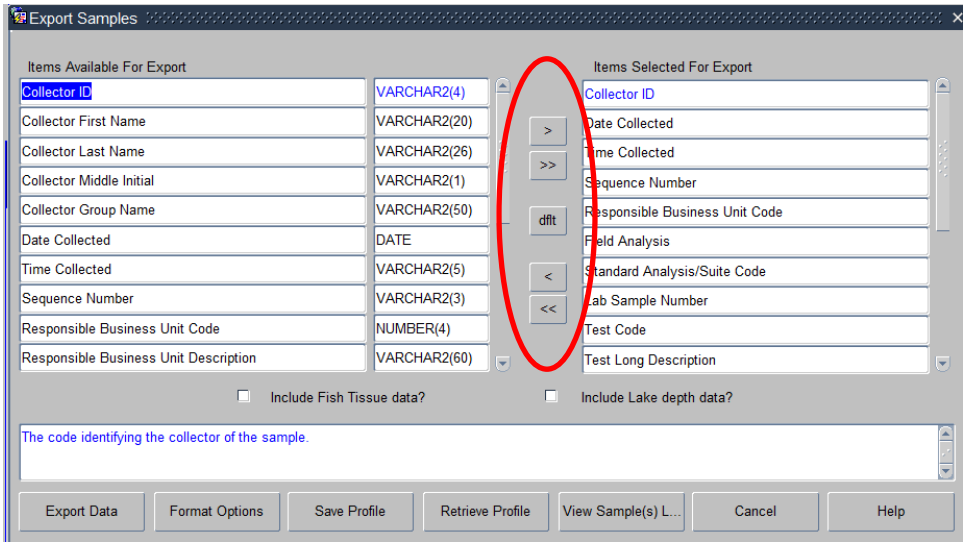
Exporting Sample Results from SIS

1. Find Samples To Export:
   - Log in to SIS and use Samples/Query Samples to pull up the samples to be exported.
   - Click the "Export" button and choose one of the options listed:



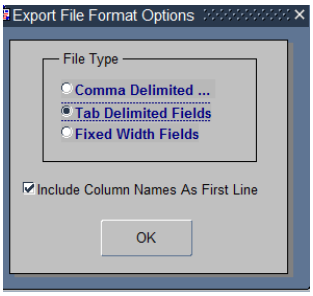
   - Click the "Continue" button
   - Click the "View Sample(s) List" button and confirm that all the samples to be exported have been queued.

2. Select Items to Export

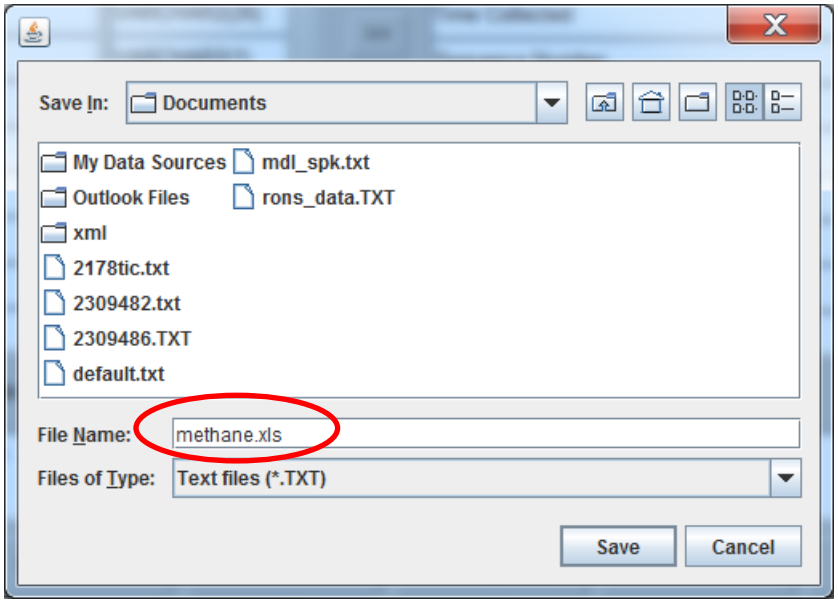


   - Usually the default export items are displayed.
   - Select the default settings by pressing the "dflt" button.
   - Add a single item by highlighting it in the left column, then pressing the ">" button.
   - Add all items by pressing the ">>" button.
   - Remove a single item by highlighting it in the right column, then pressing the "<" button.
   - Remove all items by pressing the "<<" button.
   - Refer to Appendix A for a complete list of exportable items, their descriptions, and the order in which they appear in the list.
     - Default export items are highlighted in gray.
   - IMPORTANT NOTE: IF THE ITEM WAS NOT ENTERED INTO SIS, IT WILL NOT APPEAR IN THE EXPORTED DATA.
     - Most exportable items are entered by the collector.
     - Exportable items that are sent to SIS from the Bureau of Laboratories are highlighted in yellow in Appendix A.
     - Exportable items highlighted in turquoise will be sent from BOL only if they were not already entered by the collector.

3. Export Results
   - Click the “Format Options” button. Settings should be as shown below.

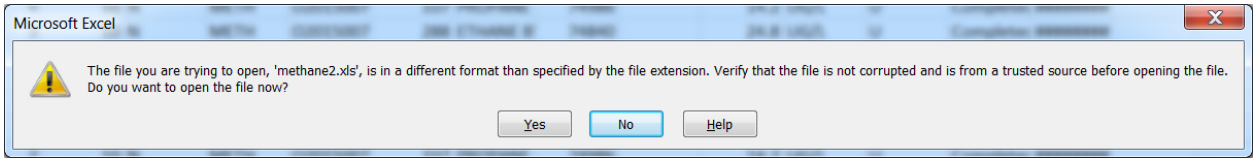


   - Click the “Export Data” button



   - Enter a file name with the extension “.xls”
   - Choose the location where the file will be saved.
   - Ignore the “Files of Type” field.
   - Click the “Save” button.
   - Depending upon the amount of data being exported, it may take awhile. Wait for the “Export Complete” message to appear

4. Review Results of Export
   - Find the exported file and double click to open.
   - Excel may pop up an error message. Click “Yes” to proceed.



   - Review the exported fields. As desired, add or remove fields and repeat the export process. Export files must be given a unique name each time. The export function will not over-write existing files.
   - Fields will appear in the order in which they are listed in the Export Samples dialogue box.

- IMPORTANT NOTES:
  - When viewing Inorganic Data, it is very important to look at the Reading Indicator Code field . A "<" indicates the test was non-detect, and the value in the Final Amount field is the laboratory Reporting Limit.
  - When viewing Organic Data, it is very important to look at the Quality Code field. A "U" indicates the test was non-detect, and the value in the Final Amount field is the laboratory Reporting Limit.
  - When exporting analytical data, always export the "COMMENT TEXT" and "STANDARD_COMMENT DESC" fields. They may contain important information about the analytical results.

Appendix A: Complete List of Items for Export

Item	Format	Description
Collector ID	VARCHAR2(4)	The name of the organization or group for which the sample was collected
Collector First Name	VARCHAR2(20)	The first name of the individual who collected the sample
Collector Last Name	VARCHAR2(26)	The last name of the individual who collected the sample
Collector Middle Initial	VARCHAR2(1)	The middle initial of the individual who collected the sample
Collector Group Name	VARCHAR2(50)	The name of the company, devise, or group that collected the sample
Date Collected	DATE	The date that the sample was collected
Time Collected	VARCHAR2(5)	The time that the sample was collected
Sequence Number	VARCHAR2(3)	The sequence number used to differentiate samples collected on the same date.
Responsible Business Unit Code	NUMBER(4)	The code identifying the organization or group for which the sample was collected. This code is often referred to as the program code.
Responsible Business Unit Description	VARCHAR2(60)	The name of the organization or group for which the sample was collected.
Cost Center Abbreviation	VARCHAR2(10)	The abbreviation for the cost center charged for the laboratory analyses of the sample.
Cost Center Description	VARCHAR2(60)	The description of the cost center charged for the laboratory analyses of the sample.
Sampling Reason Code	NUMBER(2)	The code indicating the reason the sample was collected.
Sampling Reason Description	VARCHAR2(60)	The description of the reason that the sample was collected.
Project Business Unit Code	NUMBER(4)	The code that identifies the business unit that is responsible for the project for which the sample was collected.
Project ID	VARCHAR2(12)	The code that identifies the project for which the sample was collected.
Project Description	VARCHAR2(60)	The description of the project for which the sample was collected.
Primary Facility ID	NUMBER()	The FIX system generated ID that identifies the primary facility where the sample was collected.
Primary Facility Other ID	VARCHAR2(15)	The FIX Other ID that identifies the primary facility where the sample was collected.
Primary Facility Name	VARCHAR2(60)	The name of the primary facility where the sample was collected.
Sub-Facility ID	NUMBER()	The FIX system generated ID that identifies the sub-facility where the sample was collected.
Sub-Facility Other ID	VARCHAR2(15)	The FIX Other ID that identifies the sub-facility where the sample was collected.
Sub-Facility Name	VARCHAR2(60)	The name of the primary facility where the sample was collected.
Monitoring Point ID	NUMBER(15)	The system generated ID that identifies the monitoring point where the sample was collected.
Monitoring Point Alias ID	VARCHAR2(12)	The alias that identifies the monitoring point where the sample was collected.
State Code	VARCHAR(2)	The code that identifies the state where the sample was collected.
PA County Code	VARCHAR2(2)	The Pennsylvania county code for the county where the sample was collected.
County Name	VARCHAR2(25)	The name of the county where the sample was collected.
PA Municipality Code	VARCHAR2(5)	The Pennsylvania municipality code for the municipality where the sample was collected.
Municipality Name	VARCHAR2(101)	The name of the county where the sample was collected.
Latitude	VARCHAR2(12)	The latitude at the point where the sample was collected.

Item	Format	Description
Longitude	VARCHAR2(13)	The longitude at the point where the sample was collected.
Horizontal Reference Datum	VARCHAR2(5)	The reference datum used for the latitude/longitude reading at the point where the sample was collected.
UTM Zone	VARCHAR2(2)	The Universal Transverse Mercator (UTM) zone in where the sample was collected.
Northing	NUMBER(7)	The UTM Northing coordinate of the point where the sample was collected.
Easting	NUMBER(7)	The UTM Easting coordinate of the point where the sample was collected.
Quadrangle Map Code	VARCHAR2(4)	The code that identifies the quadrangle map for the location where the sample was collected.
Quadrangle Map Name	VARCHAR2(60)	The name of the quadrangle where the sample was collected.
Stream Code	VARCHAR2(5)	The code that identifies the stream where the sample was collected.
Stream Name	VARCHAR2(60)	The name of the stream where the sample was collected.
Stream Condition Code	VARCHAR2(2)	The code that identifies the condition of the stream where the sample was collected.
Stream Condition Description	VARCHAR2(60)	The description of the condition of the stream where the sample was collected.
River Mile	NUMBER(5,2)	The distance along the stream from its mouth to the point where the sample was collected.
Watershed Code	VARCHAR2(4)	The code that identifies the watershed (major basin, subbasin, watershed) where the sample was collected.
Location	VARCHAR2(60)	A textual description of the location where the sample was collected.
Location Method Abbreviation	VARCHAR2(5)	The code that identifies the method used to locate the point where the sample was collected.
Location Method Description	VARCHAR2(60)	Thedescription of the method used to locate the point where the sample was collected.
Surface Elevation	NUMBER(8,2)	The elevation (in feet) at the point where the sample was collected.
Surface Elevation Accuracy	NUMBER(5,2)	The degree of accuracy of the elevation measurement where the sample was collected.
Surface Elevation Measurement Method Description	VARCHAR2(60)	The description of the method used to measure the elevation where the sample was collected.
Addressee	VARCHAR2(45)	The name of the addressee at the location where the sample was collected.
Address Line 1	VARCHAR2(45)	The first line of the address of the location where the sample was collected.
Address Line 2	VARCHAR2(45)	The second line of the address of the location where the sample was collected.
City	VARCHAR2(30)	The city where the sample was collected.
Zip Code	VARCHAR2(10)	The zip code where the sample was collected.
Phone Number	VARCHAR2(13)	The phone number of the addressee at the location where the sample was collected.
Appearance	VARCHAR2(80)	A desciption of the appearance of the sample.
Quality Assurance Type Description	VARCHAR2(60)	The description of the quality assurance type. This only applies when the sample was collected for quality assurance (Duplicate, Blank, Spike).
Confidentiality Reason Code	NUMBER(2)	The code that identifies the reason that information about the sample is confidential.
Confidentiality Reason Description	VARCHAR2(60)	The description of the reason that the information about the sample is confidential.
Void Sample	VARCHAR2(1)	A "Y" (Yes) indicates that the sample was voided.
Dry Sample	VARCHAR2(1)	A "Y" (Yes) indicates that the sampling event resulted in a dry sample.
Sampling Method Code	NUMBER(2)	The code that identifies the method used to collect the sample.
Sampling Method Description	VARCHAR2(60)	The description of the method used to collect the sample.
Sample Medium Type Code	VARCHAR2(2)	The code that identifies the type of medium of the sample.
Sample Medium Type Description	VARCHAR2(60)	The description of the type of medium of the sample.
Sample Medium Code	VARCHAR2(5)	The code that identifies the medium of the sample.
Sample Medium Description	VARCHAR2(60)	The description of the medium of the sample.
Sampling Start Date	DATE	The date and time that the sampling process started.

Item	Format	Description
Sampling End Date	DATE	The date and time that the sampling process ended.
Initial Flow Rate	NUMBER(16,6)	The flow rate at the time the sampling process started.
Final Flow Rate	NUMBER(16,6)	The single flow rate (Water or Air) or the flow rate at the time the sampling process ended.
Flow Units Abbreviation	VARCHAR2(8)	The abbreviation of the unit of measure for the flow rate measurement.
Flow Determination Method	VARCHAR2(1)	The code that identifies the method used to determing the flow rates. (E - Estimated, C - Calculated, M - Measured)
From Sampling Depth	NUMBER(7,2)	The single depth or highest depth where the sample was collected.
To Sampling Depth	NUMBER(7,2)	The lowest depth at which the sample was collected.
Sampling Depth Units Abbreviation	VARCHAR2(8)	The abbreviation of the unit of measure for the sampling depth where the sample was collected.
Depth To Water	NUMBER(10,2)	The depth of the water level when the sample was collected.
Depth To Water Units Abbreviation	VARCHAR2(8)	The abbreviation of the unit of measure for the depth of the water level measurement.
Depth To Water Determination Method	VARCHAR2(1)	The code used to identify the method used to determine the depth to the water level measurement. (E - Estimated, C - Calculated, M - Measured)
Well Purged	VARCHAR2(1)	A "Y" (Yes) indicates that the sampled well was purged prior to sampling.
Purge Volume	NUMBER(3,1)	The number of gallons purged from the well prior to sampling.
Abandoned Mine Problem Area ID	VARCHAR2(6)	The code that identifies the abandoned mine problem area where the sample was collected.
Abandoned Mine Feature Number	VARCHAR2(2)	The feature number at the abandoned mine location where the sample was collected.
Lithology Code	VARCHAR(4)	The code that identifies the lithology.
Lithology Description	VARCHAR2(60)	The description of the lithology.
Coal Seam Code	VARCHAR2(5)	The code that identifies the coal seam where the sample was collected.
Coal Seam Description	VARCHAR2(40)	The name or description of the coal seam where the sample was collected.
Munsell Color Code	VARCHAR2(11)	The code that idenitifies the Munsell color.
Munsell Color Description	VARCHAR2(60)	The description of the Munsell color.
Air Filter Type Code	VARCHAR2(1)	The code that identifies the type of air filter.
Air Filter Type Description	VARCHAR2(60)	The description of the type of air filter.
HiVol Filter Number	VARCHAR2(15)	The number of the HiVol filter for the sample.
Field Analysis	VARCHAR2(1)	A "Y" (Yes) indicates that the test was performed by the collector in the field.
Laboratory Name	VARCHAR2(60)	The name of the laboratory that performed the analysis.
Standard Analysis/Suite Code	VARCHAR2(60)	The code that identifies the standard analysis or suite used for the sample.
Lab Sample Number	VARCHAR2911)	The ID assigned to the sample by the Bureau of Laboratories. This ID is comprised of the year that the sample was logged, the section of the lab performing the analysis, and a sequential number.
Lab Sample Matrix Code	VARCHAR2(2)	The code that identifies the matrix for the sample.
Lab Sample Matrix Description	VARCHAR2(60)	The description of the matrix for the sample.
Date Received By Lab	DATE	The date the sample was received by the lab.
Lab Sample Final Status Description	VARCHAR2(30)	The description of the final status (Completed, Cancelled) of the lab sample.
Lab Sample Final Status Date	DATE	The effective date of the lab sample final status. That is, the date that the lab sample was completed or cancelled.
Final Report Date	DATE	The date that the SIS issued the report of the sample results.
Total Charge Time	NUMBER(2,6)	The total time charged for the sample by the lab.
Test Code	VARCHAR2(7)	The code that identifies the test performed on the sample.
Test Short Description	VARCHAR2(12)	A brief or short description of the test performed on the sample.
Test Long Description	VARCHAR2(60)	The complete description of the test performed on the sample.
Chemical Abstract Code	VARCHAR2(10)	The chemical abstract code associated to the analyte that is the subject of the test.

Item	Format	Description
Analyte Short Description	VARCHAR2(30)	A short description of the analyte that is the subject of the test.
Reading Indicator Code	VARCHAR(1)	The indicator (<, >) that qualifies the result.
Final Amount	VARCHAR2(18)	The amount portion of the test result.
Final Amount Units Abbreviation	VARCHAR2(8)	The unit of measure used for the test result.
Degree Of Error	NUMBER(17,8)	The degree of error for the test result.
Degree Of Error Units Abbreviation	VARCHAR2(8)	The unit of measure for the degree of error for the test result.
Quality Code	VARCHAR2(5)	The laboratory quality code for the test result. This code applies only to organic tests.
Result Final Status Description	VARCHAR2(30)	The description of the final status (Completed, Cancelled) of the test.
Result Final Status Date	DATE	The effective date of the final status for the test. That is, the date that the test was completed or cancelled.
Date Analyzed	DATE	The date that the test result was produced.
Date Verified	DATE	The date that the analysis data was verified.
Verified By	VARCHAR2(30)	The name or description of the result verifier.
Analysis Type Description	VARCHAR2(60)	The description of the analysis type.
Result Type Description	VARCHAR2(60)	The description of the result type.
Result Sequence Number	NUMBER(3)	The sequence number which differentiates multiple results for a single analysis.
Lab Instrument Description	VARCHAR2(60)	The description of the lab instrument used to perform the test.
Dilution Factor	NUMBER(8,2)	The degree to which the sample was diluted to produce the result.
Use Result	VARCHAR2(1)	An "N" (No) indicates that the result should not be used.
Test Charge Time	NUMBER(6,2)	The amount of time charged for the test by the lab.
Qualitative Result	VARCHAR2(1)	A "Y" (Yes) indicates that the result is qualitative.
Raw Amount	NUMBER(17,8)	The raw amount of the test result.
Raw Amount Units Abbrev	VARCHAR2(8)	The unit of measure associated to the raw amount.
Counting Error	NUMBER(17,8)	The counting error associated to the test result.
Target Detection Limit	NUMBER(17,8)	The target detection limit associated to the test.
Low Detection Limit	NUMBER(17,8)	The low detection limit associated to the test.
Low Low Detection Limit	NUMBER(17,8)	The low low detection limit associated to the test.
High Detection Limit	NUMBER(17,8)	The high detection limit associated to the test.
High High Detection Limit	NUMBER(17,8)	The high high detection limit associated to the test.
Lower Limit Of Detection	NUMBER(17,8)	The lower limit of detection applied to the sample.
Lower Reporting Limit	NUMBER(17,8)	The lower reporting limit associated to the test.
Upper Reporting Limit	NUMBER(17,8)	The upper reporting limit associated to the test.
Sample ID	NUMBER(12)	A system generated number uniquely identifying the sample.
Lab Sample ID	NUMBER(12)	A system generated number uniquely identifying the lab sample.
Analysis ID	NUMBER(12)	A system generated number uniquely identifying the analysis.
Result ID	NUMBER(12)	A system generated number uniquely identifying the result.
COMMENT TEXT	VARCHAR2(2000)	
STANDARD_COMMENT DESC	VARCHAR2(60)	