

Instructions for Submitting FORMS II Lite™ XML TR/COCs to the Sample Management Office (SMO) via the Electronic Sample Documentation System (ESDS)

ESDS is a web-based tool that allows FORMS II Lite Extensible Markup Language (XML) files to be uploaded and saved to a database. The data from the XML files is collected by SMO and used to provide shipping information to Contract Laboratory Program (CLP) laboratories. FORMS II Lite users may now submit FORMS II Lite XML files to SMO via ESDS. The following are general instructions for exporting a FORMS II Lite TR/COC to an XML file and uploading an XML file to ESDS.

Requirements

Before you begin, please verify that you have the latest version of FORMS II Lite (version 5.1.47). The most current version of the application can be found by going to the FORMS II Lite Web site at <http://dyncsdao1.dyncorp.com/itg/forms2lite/> and clicking on "Upgrade".

Other requirements:

- Internet Explorer Version 5.0, or above or Netscape Version 4.0, or above;
- Working Internet connection; and
- Valid email account.

Exporting a FORMS II Lite TR/COC to an XML File

- Click the "Export TR" button from the "Print/View a Specific TR" step in FORMS II Lite.
- Select the TR(s) you wish to export, making note of their specific TR Numbers.
- Select the "Include Site and Field QC Information" checkbox.
- Click the "Export TR" button.
- Select the drive and directory where the file will be saved, and make a note of the location.
- Name the file with your Region Number, the Case number, and today's date (ex. 01 32100 05-04) and click the "Save" button.

Uploading an XML file to ESDS

- Go to the SMO Superfund Customer Service Site located at: <http://epasmoweb.dyncsc.com/scstr/login.jsp> on the Internet. Log on to the Web site using your User Name and Password.
- Select the "Browse" button and locate the XML file you wish to upload. Up to three separate XML files may be uploaded at the same time by selecting the "Browse" buttons.
- Click the "Upload" button.
- You will see a listing of your XML files separated out by TR Number. If applicable, select "Case Complete" and/or "Resubmission" checkboxes. You may also enter comments, up to 250 characters in length, into the "Comments" box.
- Enter your email address in the email address field and click "Upload".
- A message will be displayed to notify you that your file(s) has been sent to the queue. Once the file(s) has been imported, ESDS will send a verification message to your email account.

If the file(s) is not uploading successfully, please check that you have the latest version of FORMS II Lite and that you have uploaded the correct file (must have an extension of "xml").

Technical Resources

- For general questions or problems concerning ESDS please contact your SMO Coordinator.
- For questions or problems concerning FORMS II Lite, please contact the FORMS II Lite Help Desk at f2lite@dyncorp.com or (703) 818-4200.