

ENVIRONMENTAL WORK INSTRUCTION EVR.6

From: Environmental Restoration Program Manager

To: Environmental Restoration Remedial Project Managers

Subj: ENVIRONMENTAL DATA MANAGEMENT AND REQUIRED ELECTRONIC
DELIVERY STANDARDS

Ref:

1. NAVFAC Environmental Restoration Program Implementation of the Naval Installation Restoration Information Solution (NIRIS), April 2008.
2. The NEDD Standard Operating Procedures (SOP):
https://niris.navfac.navy.mil/Private_Documents/Knowledge_Base/Sop_Documentation/03-000-01%20NEDD%20SOP.pdf
3. NIRIS website <https://niris.navfac.navy.mil/se/nirisportal/>

Encl:

1. Data Flow Process

1. INTRODUCTION AND PURPOSE:

The purpose of this work instruction is to ensure consistent delivery of environmental information in electronic format from all Naval Facilities Engineering Systems Command—Southwest (NAVFAC SW) environmental contracts and other data sources used by the Environmental Restoration (ER) Program. NAVFAC has developed a corporate solution to manage environmental data--the Naval Installation Restoration Information Solution (NIRIS). NIRIS is the authoritative data source and the information management system implemented and utilized to ensure continuity and support of Navy decisions in the ER Program. NIRIS consists of a centralized database, tools, and applications used to store and manage ER data and documents. It uses standard protocols, valid values, and formats to ensure that data and documents are loaded, stored, and accessed in a consistent manner. All data (including, but not limited to analytical data, geospatial data, and documents) that are produced as a result of the work under the contract task order shall be loaded to NIRIS in the manner outlined below. The policies mandating the use of NIRIS for both Environmental Restoration, Navy (ER,N) and Base Realignment and Closure (BRAC) can be found at:

https://exwc.navfac.navy.mil/Portals/88/Documents/EXWC/Restoration/er_pdfs/gpr/navfac-ev-inst4715.1-niris-20080411.pdf?ver=JXPpr2saCokn54TVtsYPUg%3d%3d×tamp=1651190360253

and

https://exwc.navfac.navy.mil/Portals/88/Documents/EXWC/Restoration/er_pdfs/gpr/bpmo-ev-pol-niris-20080519.pdf?ver=fWb1hZwUaze9zUUPhewBPw%3d%3d×tamp=1651190327547

The Contractor shall enter, track, and update the dates of expected task order deliverables and their related dependencies throughout the duration of the task order in NIRIS. The Contractor shall also prepare all analytical data, spatial data, and environmental records/documents in accordance with the Standard Operating Procedures (SOPs) and records guidance outlined in the language below. In order to do this, a project manager representing the Contractor on a task order is required to follow all relevant procedures to obtain access to NIRIS to complete the tasks outlined in this Environmental Work Instruction (EWI). If the project manager representing the Contractor on this task order does not already have access to NIRIS, instructions for gaining access can be found at:

https://administrative-records.navfac.navy.mil/Public_Documents/Knowledge_Base/SOP_Documentation/NIRIS_Access_Quick_Reference_Guide.pdf

When requesting NIRIS access, the “CONTRACTOR” role will be sufficient to complete the basic requirements of the task order. Required costs for obtaining NIRIS access (i.e. purchase of a PKI certificate and/or card reader) will be included in the cost under the task order. NIRIS training for the Contractor (if needed) will be provided by the Navy upon request.

NOTE: NIRIS contains Controlled Unclassified Information (CUI) and must be handled accordingly. Any export of data from NIRIS must only be used for official purposes and must not be disseminated to 3rd parties without the written consent of the NAVFAC / BRAC Remedial Project Manager (RPM).

NIRIS training (on a variety of topics) is available throughout the year. On-demand training materials (slides, videos, etc.) are available in the NIRIS help section. If necessary, the Contractor may request additional training by submitting a Support Request in NIRIS.

This work instruction provides guidance regarding the standards for electronic data deliverables for ER projects and provides direction for uploading these deliverables to NIRIS. The SOP provides additional guidance on helping plan projects to facilitate consistent collection and organization of analytical data gathered during field activities.

2. CANCELLATION:

NAVFAC SW EWI #6 dated 16 November 2020.

3. APPLICABILITY:

This work instruction is applicable to all projects where environmental data is collected in conjunction with ER activities. It is also applicable on a case-by-case basis to environmental

compliance and cultural and natural resource projects if the Statement of Work (SOW) specifies the need for electronic data submission to support decision-making in the ER,N program. All environmental contracts shall reference this work instruction as part of the basic contract under the delivery requirement section.

4. **PROCEDURE:**

The RPM will assign the project manager representing the Contractor to manage the task order in NIRIS RPM Tools (NIRIS access is required for the project manager before this can be done). Within 30 days of the receipt of the awarded contract, the Contractor shall establish the list and planned schedule of expected deliverables (and all associated dependencies) in NIRIS RPM Tools, based on the deliverables and schedule outlined in the SOW and with RPM approval. This includes anticipated start and end dates for any required task order field work, if applicable.

The Contractor is responsible for tracking the schedule in NIRIS, and will ensure that expected dates of document deliverables are kept current. Deliverable schedule updates shall occur routinely when the project schedule is updated or on an as needed basis, with RPM concurrence/approval. Additionally, with RPM approval, the Contractor shall add additional dependencies or delete dependencies associated to a deliverable, depending on the requirements of the task order and/or specific deliverable.

The task order will not be considered complete until all deliverables and their associated dependencies outlined in this SOW are marked complete in RPM Tools or are no longer needed and removed from the list of expected deliverables.

4.1. **Data Standards**

All data are entered into NIRIS via NAVFAC Electronic Data Deliverables (NEDDs). The NEDD format shall be used for the electronic delivery of data for all NAVFAC SW projects involving the collection of environmental measurements and scientific analyses. NEDD deliverables are required for all site investigation, site assessment, site verification, remedial investigation, and confirmation sampling activities. NEDD deliverables are also required whenever information is collected that might provide useful information for decision-making processes in the ER Program.

Electronic delivery standards are herein established which must be applied to all environmental contractual procurements and are applicable regardless of whether the contract task order is administered by the Navy or is a contract between the Navy and another organization, such as the Army, United States Geological Survey, etc. All ER projects that collect environmental data will be required to submit the NEDD tables. In addition to the NEDD tables, users may be required to submit other electronic deliverables. Non-NEDD submittals include Electronic Data Format (EDF) deliverables for submission to the State Water Resources Control Board's (SWRCB) GeoTracker database; and Geographic Information System (GIS) files, Computer-Aided Design

(CAD) files developed as part of an ER investigation, electronic project reports and deliverables, electronic source files and raw data associated with surveys or geophysical investigations, and other electronic materials such as data packages provided to users by laboratories to the Navy.

4.2. Control Information

NAVFAC SW projects in California are required to collect horizontal control information in two coordinate systems. Horizontal control information will be captured in the State Plane Coordinate System for NEDD uploads and as latitude and longitude (measured as decimal degrees to seven decimal places XXXX.XXXXXXX). NAVFAC SW projects outside of California require only State Plane Coordinates. Vertical control standards will be the same for both NEDDs and GeoTracker. The following standards should be used for all deliverables unless otherwise specified by the Contracting Officer:

EDD Type	Horizontal Controls	Vertical Controls
NEDD	State Plane Coordinate System NAD 83 (feet)	MSL, NAVD 88 (feet)

4.3. NIRIS Delivery Requirements

All contractors tasked with environmental management, monitoring, investigation or restoration projects that result in the acquisition of either new data or in the confirmation of existing data are required to submit the data in accordance with the standards identified below. All data (including, but not limited to analytical data, geospatial data, and documents) that are produced as a result of the work under a NAVFAC SW contract task order shall be uploaded to NIRIS prior to task order closeout. NIRIS requires timely data deliveries; therefore, electronic deliverables should be submitted to NAVFAC SW as soon as the data for a sampling event has been compiled and checked for validity.

The Contractor shall prepare all analytical data, spatial data, and environmental records/documents in accordance with the SOP (Reference 2) and records guidance outlined in the language below. All data shall be uploaded into NIRIS by 60 days after collection. If this timeline cannot be met, the Contractor must submit a request to the RPM for a date extension with an explanation for the delay.

4.3.1. Analytical

The NEDD Specifications are a collection of tables that provide the requirements, valid values, and definitions for ER,N data submittals. These specifications standardize the analytical data submittal process across the Navy and Marine Corps ER Program. The NEDD Standard Operating Procedures (SOP), which can be downloaded at:

https://niris.navfac.navy.mil/Document_Management/Knowledge_Base/SOP_Documentation/03-000-01%20NEDD%20SOP.pdf (NIRIS access required)

This SOP provides guidance and support for the submittal of NEDD tables in NIRIS, along with detailed instructions for compiling and submitting data to NAVFAC.

The SOP additionally provides guidance on helping plan projects to facilitate consistent collection and organization of analytical data gathered during field activities.

PLEASE NOTE: If the task order includes munitions response (MR) and/or vapor intrusion (VI) related work/sampling, the collection of specific types of additional data may be required in order to submit MR and VI specific NEDDs to NIRIS. It is important to carefully plan sample collection events to ensure that appropriate data is collected to ensure a successful submittal of that data to NIRIS.

NEDD Selector

During the planning process and prior to conducting field work, the Contractor shall discuss with the RPM, and NIRIS Regional Data Manager (RDM) if necessary, which NEDD tables will be populated. Certain NEDDs will be required based on the data collection requirements outlined in the SOW, including specialized NEDDs for MR and/or VI data. The NEDD selector (located in NIRIS) can help determine which NEDDs are required based on the work outlined in the task order. Once the NEDD tables are selected, the Contractor shall consult with the RPM as to which optional fields in each NEDD table will be required to be populated for the task order. Even if a field in a NEDD table is considered optional (i.e. NIRIS will not reject the data submittal if left blank), it is good practice to upload ALL data collected into NIRIS, provided a location for that data exists in a NEDD table. A complete list of NEDD tables can be found at the following link:

<https://niris.navfac.navy.mil/DataChecker/NEDD/Specifications.aspx> (NIRIS access required)

NEDD Submittal

Prior to a field event involving the collection of analytical data associated with the task order, the Contractor shall complete the WS18_Location NEDD Table. This table requires information found in Worksheet #18 of the Tier I NAVFAC Uniform Federal Policy Sampling and Analysis Plan (UFP-SAP). The requirement to submit WS18_Location NEDD in NIRIS is applicable regardless of the specific type of SAP deliverable for the SOW. The Contractor shall keep

the WS18_Location NEDD table current as the UFP-SAP progresses, until the field event is complete. Keeping the WS18_Location NEDD current requires loading a new NEDD to NIRIS, replacing the previous one.

Following the collection and validation of data, the Contractor shall submit all tabular data collected under the task order in the specified NEDD format, including data for optional fields in NEDD tables as initially directed by the RPM. Analytical data associated with the task order shall be submitted to NIRIS as soon as the data has been validated, and no later than 3 months following the collection of the sample. If the time required to submit the data exceeds 3 months from the time the samples are collected, the Contractor shall notify the RPM with an explanation as to why the data cannot be submitted in the established time frame. Failure to do so will result in the data submittal being classified as “late” and could affect the Contractor’s performance evaluation following the completion of the task order.

The NEDD is critical for effectively importing and managing NIRIS data. These data must be submitted via the NEDD Data Checker and be complete (i.e. include supporting data set NEDDs as outlined in the current version of the NEDD SOP). The Data Checker runs tests on NEDDs, ensures that key business rules are adhered to, and checks submittals against the NIRIS central data base. The Contractor shall request technical support and training (as needed) to ensure that data are submitted in a complete and correct format.

After successful completion of the data checking process, the user is presented with a submittal form that includes contact information and comments for the RDM. When the “Submit” button is clicked, the NEDD submittal is automatically transferred to the RDM and an e-mail is sent to the contacts listed on the submittal form. The e-mail will include a tracking number that can be used to check the status of the data as they move through the loading process. Within 10 days of the submittal, the RDM will send an e-mail notification that the upload was successful, or posing questions to be answered before the upload can be completed, or rejecting the submittal.

Data HAVE NOT been successfully loaded to NIRIS until a successful loading response has been received. Additional instructions for this process are available in the NEDD SOP.

4.3.2. Geospatial Data

As the Navy’s authoritative data repository for ER data, NIRIS also maintains ER spatial data and displays the data in NAVFAC’s WebGIS browser, the GRX Viewer. Geospatial data produced as a result of the task order shall be loaded into

NIRIS in accordance with guidance set forth in the GIS Submissions Guide. The guide (and associated templates) can be found at:

<https://www.navfac.navy.mil/Divisions/Environmental/Products-and-Services/Environmental-Restoration/Data-Submittal-Guidance> or on the Help page in NIRIS.

All geospatial data shall be provided with metadata, using the appropriate coordinate system (e.g., WGS 1984), in an ESRI format (preferably in shapefile or geodatabase file format, although CAD files can be accepted) and submitted to the RDM for loading into the NIRIS geospatial database.

NOTE: Geospatial data as it pertains to this requirement include data such as site boundaries, Land Use Controls (LUC) boundaries, contaminant plumes, general contours, etc). It does not include geospatial data associated with analytical data. Geospatial data associated with analytical data and sample locations is loaded to NIRIS in the NEDD submittal process. **Any geospatial data produced as a result of the task order shall be submitted for upload in NIRIS concurrently with the document containing that information.**

All task orders/projects in NIRIS RPM Tools, by default, contain an expected deliverable named "Spatial Data Upload." Additional GIS deliverables can be added to RPM Tools as necessary, depending on the specific requirements outlined in the task order. Any questions related to the collection or submission of ER geospatial data should be directed to the RDM via a NIRIS Support Request.

Additionally, the Contractor shall contact the appropriate RDM to obtain relevant geospatial data for use in official task order deliverables and environmental records. Geospatial data maintained within NIRIS are considered official in terms of sample locations, site boundaries, legal descriptions of LUC boundaries, etc. Using geospatial data from any other source could lead to the production of inaccurate maps and figures. If there is a dispute as to whether the geospatial information located in NIRIS is correct, the Contractor shall contact the RDM, RPM, and/or a NIRIS Work Group member for the Naval Facilities Engineering Command (FEC). Contact information for the RDM can be found in the NIRIS Help Section.

4.3.3. Internal Document Review

Draft versions of certain document deliverables associated with the task order may be required to be submitted through the NIRIS Document Review Tool. If task order requirements include the development of a Uniform Federal Policy Sampling and Analysis Plan (UFP-SAP), a Remedial Alternative Analysis

(RAA), and/or a document falling under NAVFAC's Quality Document Review (QDR) policy, the Contractor shall coordinate with the RPM on the submittal of the applicable Draft document and upload the Draft document in the respective NIRIS Document Review module for internal Navy review. If any expected deliverables for ER Program documents do not fall into one of the above categories, the RPM may request a formal review be completed using the SME review module in the Document Review Tool.

NOTE: QDR eligible documents typically consist of a Feasibility Study (FS), Engineering Evaluation Cost Analysis (EE/CA), Proposed Plans (PP), Record of Decision (ROD), Five Year (5YR) Review, or a Time Critical Removal Action (TCRA) Memorandum. The RPM will verify whether any of the document deliverables are expected to require a QDR Review. Currently, the QDR policy is only applicable to ER Program documents. MRP and BRAC FS, EE/CA, PP, and ROD should be submitted under the NIRIS Document Review Tool SME Review module.

The Contractor shall expect to address comments from all forms of document reviews and load responses to the applicable review in the NIRIS Document Review Tool, in coordination with the RPM.

4.3.4. Documents/Environmental Records

All Administrative Records, Post Decision, and Site File documents that are produced under the task order shall follow EWI #4, as well as guidelines outlined in the Environmental Restoration Recordkeeping Manual. The manual has been established to consistently manage and maintain the Administrative Record, Post Decision, and Site File documents across NAVFAC Commands for incorporation into NIRIS. The ER Recordkeeping Manual is a valuable resource that provides information on the different types of ER documents and how to prepare them. The ER Recordkeeping Manual can be found in its entirety at:

<https://www.navfac.navy.mil/Divisions/Environmental/Products-and-Services/Environmental-Restoration/Data-Submittal-Guidance/>

All final hardcopy document deliverables shall include submittal of electronic copies. Hardcopy documents include project reports and appendices, raw data files associated with ER investigations (i.e. survey subcontractor deliverables, geophysical anomaly data, etc.), and other deliverable source files produced as part of a project. Each electronic document must be provided as one Portable Document Format (PDF) file as well as any native source files. Bookmarks and hyperlinks shall be created for each major section and subsection header, appendix, attachment, figure and table of the report or document. The hyperlinks

should be organized to appear and function as an electronic table of contents. Do not submit the PDF version of a document in multiple files.

All final document deliverables, including but not limited to Accident Prevention Plans, reports, official NAVFAC correspondence (such as letters to/from regulators, emails that provide context to a site cleanup decision, etc.), lab analytical data packages, meeting minutes, PDF maps or drawings, photographs, fact sheets, and public notices associated with the task order (as well as unofficial correspondence such as emails and notes from phone conversations that were essential to the decision-making processes) shall be prepared in a manner that allows for easy submission to NIRIS, following the guidelines set forth in EWI # 4 and Appendix K of the ER Recordkeeping Manual:

https://administrative-records.navy.mil/Public_Documents/Knowledge_Base/SOP_Documentation/Recordkeeping_Manual/AppxK_EDMS%20NRIIS_pdfs.pdf

Additionally, these documents shall be submitted to the appropriate SW Records Manager as outlined in **Appendix O - NAVFAC SOP to Submit Documents to NIRIS** of the ER Recordkeeping Manual, for upload into NIRIS:

https://administrative-records.navy.mil/Public_Documents/Knowledge_Base/SOP_Documentation/Recordkeeping_Manual/AppxO_SOP_to_Submit_Docs.pdf

All documents and records associated with the task order shall be submitted to the Records Manager at the SW Records Management Office for inclusion into NIRIS immediately after they have been categorized as “Final.” Final is defined here as “all relevant parties/stakeholders have resolved any outstanding comments or issues and have agreed that the document needs no other changes.”

The Contractor shall work with the RPM to make every effort to exclude CUI (**not** redacted) in all document deliverables. However, if this cannot be achieved, then any documents on this task order that contain CUI shall follow the guidance outlined in Appendix G of the ER Recordkeeping Manual, which can be found at:

https://administrative-records.navy.mil/Public_Documents/Knowledge_Base/SOP_Documentation/Recordkeeping_Manual/AppxG_CUI.pdf

Final documents containing CUI shall be submitted to the applicable Records Manager in their entirety and without redactions. If the RPM tasks the Contractor to provide a redacted version of the final document, the Contractor shall follow the guidance outlined in the ER Recordkeeping Manual Appendix Z, and submit the redacted version to the appropriate Records Manager or RDM with the non-redacted version. Appendix Z can be found at:

https://administrative-records.navfac.navy.mil/Public_Documents/Knowledge_Base/SOP_Documentation/Recordkeeping_Manual/AppxZ_Redaction_Policy.pdf.

NOTE: Redacted documents will not be accepted without a non-redacted version concurrently submitted (or was previously submitted).

All documents submitted to the appropriate Records Manager for upload into NIRIS shall be accompanied by a completed Document Data Sheet (DDS). The DDS also requires the selection of a Distribution Statement that will be added to the document cover page only. The Distribution Statement is an extremely important designation that determines what agencies or individuals are authorized to view the document, based on whether it contains CUI (sensitive information) and what type of sensitive information it contains. For additional information on Distribution Statements, please refer to Part 4 of Appendix N of the ER Recordkeeping Manual at:

https://administrative-records.navfac.navy.mil/Public_Documents/Knowledge_Base/SOP_Documentation/Recordkeeping_Manual/DDS_Distribution_Statement_Guide.pdf and Appendix G (URL provided above).

The Document Data Sheet must be printed and submitted with the original paper document as well as electronically with the complete document deliverable package. Please contact the SW Records Manager for specific DDS submittal requirements.

An accurate and complete DDS is essential to ensuring that environmental records are loaded into NIRIS using the correct metadata, help NAVFAC Records Managers identify the appropriate distribution of the document, and protect CUI (sensitive information). The DDS and instructions are included in **Appendix N - The Document Data Sheet and Distribution Statements** of the ER Recordkeeping Manual at:

https://administrative-records.navfac.navy.mil/Public_Documents/Knowledge_Base/SOP_Documentation/Recordkeeping_Manual/DDS_Distribution_Statement_Guide.pdf

[on/Recordkeeping Manual/AppxN Distribution Statement Doc Data Sheet Marking Docs.pdf](#)

Upon completion of the project and before closeout, a list of all deliverables, including official, formal comments and response to comments shall be submitted to the SW Records Manager at the SW Records Management Office. Do not include contract or funding related correspondence and documents on the list. See the ER Recordkeeping Manual, Appendix B for a list of typical Administrative Record, Post Decision and Site File documents:

https://administrative-records.navy.mil/Public_Documents/Knowledge_Base/SOP_Documentation/Recordkeeping_Manual/AppxB_ARF_PF_SF.pdf

4.3.5. GeoTracker Submittals

GeoTracker is the California State Water Resources Control Boards' data management system for sites that impact, or have the potential to impact, water quality in California, with emphasis on groundwater. For projects following the CERCLA process as outlined under the Navy's ER Program, the Navy does not upload data or documents to Geotracker. The Navy has determined that the Geotracker requirement for CERCLA projects is not an Applicable or Relevant and Appropriate Requirement (ARAR); however, as required by law, the Navy does provide project documents and data to GeoTracker for the Underground Storage Tank (UST) Program only. Each ER,N and BRAC team are allowed to develop their own procedures to ensure that UST EDF deliverables are submitted to the GeoTracker database in a timely manner. Contractors should check with their NAVFAC SW RPM to determine whether they will be asked to submit EDF deliverables to NAVFAC SW or directly to the GeoTracker website.

4.3.6. EnviroStor Submittals

EnviroStor is the California Department of Toxic Substances Control's data management system for tracking our cleanup, permitting, enforcement and investigation efforts at hazardous waste facilities and sites with known contamination or sites where there may be reasons to investigate further. For projects following the CERCLA process as outlined under the Navy's ER Program, the Navy does not upload data or documents to EnviroStor. The Navy has determined that the EnviroStor requirement for CERCLA projects is not an Applicable or Relevant and Appropriate Requirement (ARAR).

5. **LAND USE CONTROL (LUC) TRACKER**

The following is applicable when the Contractor is required to perform LUC Tracker related activities (adding LUC checklists, adding/editing Controlled Areas, and/or filling out LUC inspections in the LUC Tracker):

The Contractor shall set up “controlled areas” for the LUC(s) specified in this SOW in the NIRIS LUC Tracker module in accordance with the NIRIS specifications. The Contractor shall enter all relevant LUC information required by NIRIS (e.g., LUC boundaries, monitoring reporting requirements, and responsible project team members’ contact information) into the LUC Tracker. Additionally, the Contractor shall create a customized inspection checklist in the NIRIS LUC Tracker (if an applicable one does not already exist) that is consistent with the inspection requirements outlined for the LUC(s) in the LUC Remedial Design or other LUC requirements documentation and approved by the RPM. The Contractor shall prepare a Draft version of the relevant LUC information for the RPM’s review and approval prior to entering into the LUC Tracker.

The Contractor shall ensure the inspection is performed before the deadline listed in the LUC Tracker for the subject site and also enter any and all required data and documentation from LUC inspections identified in this SOW into NIRIS within 3 months of completing the inspection or before the deadline listed in the LUC Tracker, whichever comes first. As part of the LUC inspection data entry process, the Contractor shall also include a scanned copy of the inspection form that was filled out in the field as well as required figures, tables, supporting documentation and any photographs taken of any issues or potential issues found during the inspection.

ALLISON CANTU
Environmental Restoration Program
Manager

Distribution:

Supervisors

RPMs

RTMs

Installation Environmental Coordinators

NAVFAC SW Environmental Contractors

ENCLOSURE 1

Data Flow Process

EWI #6—NAVFAC SW—NIRIS DATA FLOW PROCESS

