

## ENVIRONMENTAL WORK INSTRUCTION EVR.6

From: Environmental Restoration Product Line Coordinator

To: All 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](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/sc/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 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 uploaded to the NIRIS in the manner outlined below. The policies mandating the use of NIRIS for both ER,N (Environmental Restoration, Navy) and BRAC (Base Realignment and Closure) can be found at

[https://niris.navfac.navy.mil/Private\\_Documents/Knowledge\\_Base/Sop\\_Documentation/2008-04-11%20NIRIS%20Policy.pdf](https://niris.navfac.navy.mil/Private_Documents/Knowledge_Base/Sop_Documentation/2008-04-11%20NIRIS%20Policy.pdf)

and

[https://niris.navfac.navy.mil/Private\\_Documents/Knowledge\\_Base/Sop\\_Documentation/2008-05-19%20BRAC%20NIRIS%20Policy.pdf](https://niris.navfac.navy.mil/Private_Documents/Knowledge_Base/Sop_Documentation/2008-05-19%20BRAC%20NIRIS%20Policy.pdf).

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 this task order is required to follow all relevant procedures to obtain access to the NAVFAC Portal and 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://navfac.navy.mil/niris/Knowledge\\_Base/Sop\\_Documentation/NIRIS%20Access%20Quick%20Reference%20Guide.pdf](https://navfac.navy.mil/niris/Knowledge_Base/Sop_Documentation/NIRIS%20Access%20Quick%20Reference%20Guide.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 for this task order. NIRIS training for the contractor (if needed) will be provided by the Navy upon request.

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

2. **CANCELLATION:** NFEC 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 environmental restoration activities. It is also applicable on a case-by-case basis to environmental compliance and natural resource projects if the statement of work (SOW) specifies the need for electronic data submission to support decision-making in the ER program. All environmental contracts should reference this work instruction as part of the basic contract under the delivery requirement section.

4. **PROCEDURE:**

- 4.1. The RPM will assign the project manager representing the contractor to manage this 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 this SOW and with RPM approval.

The contractor is responsible for tracking the schedule in NIRIS, and ensure that expected dates of document deliverables are kept current. 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.

This 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.

#### **4.2. Data Standards**

Analytical 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 Environmental Restoration 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 or delivery 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 environmental restoration 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, 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.

#### **4.3. 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)

#### 4.4. 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 Remedial Project Manager (RPM) for a date extension with an explanation for the delay.

##### 4.4.1. Analytical

The NEDD Specifications are a collection of tables that provide the requirements, valid values, and definitions for ER data submittals. These specifications standardize the analytical data submittal process across the Navy and Marine Corps ER program. The resulting standardized process ensures correct and complete deliverables. The NEDD SOP (which be downloaded at [https://niris.navy.mil/Private\\_Documents/Knowledge\\_Base/Sop\\_Documentation/03-000-01%20NEDD%20SOP.pdf](https://niris.navy.mil/Private_Documents/Knowledge_Base/Sop_Documentation/03-000-01%20NEDD%20SOP.pdf)) 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.

NEDD templates and associated documentation can be downloaded from the NIRIS web site at <https://niris.navy.mil/se/nirisportal/>. Access to NIRIS is required to view all of these documents.

A number of different types of information are available through the website and/or as zipped downloads:

1. NEDD Specification Tables
2. NEDD Table Templates
3. NEDD SOP
4. NEDD Quick-Start Guide

Accessing the list of NEDDs also requires NIRIS access. If NIRIS access cannot be obtained, the contractor shall contact the RPM to obtain them. A complete list of NEDD tables can be found at the following link:

<https://niris.navfac.navy.mil/niris/DataChecker/NEDD/Specifications.aspx>.

#### *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 task order SOW. 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 this 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 applicable data collected into NIRIS, provided a location for that data exists in a NEDD table.

The NEDD Table categories available for submittal are:

- People, Organizations
- Project
- Location
- Sample
- Environmental Measurement
- Chemistry Result
- Biological
- Geology
- Hydrogeology Well
- Aquifer Testing
- Munitions Survey
- Vapor Intrusion

#### *NEDD Submittal*

Prior to a field event involving the collection of analytical data associated with this task order, the contractor shall complete the WS18\_Location NEDD Table. This table requires information found in Worksheet #18 of the NAVFAC Uniform Federal Policy Sampling and Analysis Plan (UFP-SAP). The contractor shall keep the WS18\_Location NEDD table current as the UFP-SAP progresses, until the field event is complete.

Following the collection and validation of data, the contractor shall submit all data collected under this 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 this task order shall be submitted and loaded to NIRIS as soon as the data has been validated, and no later than 6 months following the collection of the sample. If the time required to load the data exceeds 6 months from the time the samples are collected, the contractor shall notify the RPM by with an explanation as to why the data cannot be loaded in a timely manner. Failure to do so will result in the 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. This 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 upload. Data HAVE NOT been successfully loaded to NIRIS until a successful load response has been received. Additional instructions for this process are available in the NEDD SOP. Enclosure 1 shows a schematic of the data flow process.

#### 4.4.2. Geospatial Data

As the Navy’s authoritative data repository for environmental restoration 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 this Task Order shall be loaded into NIRIS in accordance with guidance set forth in the GIS Submissions Guide. This guide and associated templates can be found at [https://www.navfac.navy.mil/products\\_and\\_services/ev/products\\_and\\_services/ev\\_nv\\_restoration/RKM.html](https://www.navfac.navy.mil/products_and_services/ev/products_and_services/ev_nv_restoration/RKM.html) or on the Help page in NIRIS.

All geospatial data shall be provided with metadata, using the appropriate coordinate system (WGS 84 or State Plane), in an ESRI format (preferably in a shapefile or file geodatabase format, although CAD files can be accepted) and submitted to the RDM for importing into the NIRIS geospatial database. NOTE: Geospatial data does not include geospatial data associated with analytical data. Geospatial data associated with analytical data is loaded to NIRIS in the NEDD submittal process. Required geospatial data includes:

- Site boundary data
- Land Use Control boundary data

Any geospatial data produced as a result of this 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 this task order. Any questions related to the collection of environmental restoration geospatial data should be directed to the RDM.

Additionally, the contractor can also obtain relevant geospatial data for use in official task order deliverables and environmental records in one of two ways: by contacting the appropriate RDM; or, if the contractor already has access to NIRIS, by downloading the geospatial data from the NIRIS home page for their respective installations. Geospatial data maintained within NIRIS are considered official in terms of sample locations, site boundaries, land use control 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 from NAVFAC SW.

#### 4.4.3. Internal Document Review

Draft versions of certain document deliverables associated with this 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), a Radiological Work Plan/SAP (RAD WP/SAP), a Munitions Response Program (MRP) document, and/or a document falling under NAVFAC’s Quality

Document Review (QDR) policy, the contractor shall load the applicable DRAFT documents in their respective NIRIS Document Review module for internal Navy review (MRP documents utilize the SME review module). If any expected deliverables for Installation Restoration Program (IRP) 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 Review (5YR), or a Time Critical Removal Action (TCRA) Memorandum. The RPM will verify whether any of the document deliverables is expected to require a QDR Review. Currently the QDR policy is only applicable to IRP 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.

#### 4.4.4. Documents/Environmental Records

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

[https://www.navy.mil/products\\_and\\_services/ev/products\\_and\\_services/e\\_nv\\_restoration/RKM.html](https://www.navy.mil/products_and_services/ev/products_and_services/e_nv_restoration/RKM.html).

All final hardcopy document deliverables shall include submittal of an electronic version. 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 the native file format. Bookmarks and hyperlinks should 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 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 this task order (as well as unofficial correspondence such as emails and notes from phone conversations that were essential to decision making processes) shall be prepared in a manner that allows for easy submission to NIRIS, following the guidelines set forth in Appendix K of the Environmental Restoration Recordkeeping Manual:

[https://navfac.navy.mil/niris/Knowledge\\_Base/Sop\\_Documentation/Recordkeeping\\_Manual/AppxK\\_EDMS%20NRIIS\\_pdfs.pdf](https://navfac.navy.mil/niris/Knowledge_Base/Sop_Documentation/Recordkeeping_Manual/AppxK_EDMS%20NRIIS_pdfs.pdf):

Additionally, these documents shall be submitted to the appropriate Records Manager or Regional Data Manager as outlined in Appendix O - NAVFAC SOP to Submit Documents to NIRIS of the Environmental Restoration Recordkeeping Manual, for upload into NIRIS

[https://navfac.navy.mil/niris/Knowledge\\_Base/Sop\\_Documentation/Recordkeeping\\_Manual/AppxO\\_SOP\\_to\\_Submit\\_Docs.pdf](https://navfac.navy.mil/niris/Knowledge_Base/Sop_Documentation/Recordkeeping_Manual/AppxO_SOP_to_Submit_Docs.pdf)

All documents and records associated with this task order shall be submitted to NIRIS and loaded 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.

All documents submitted to the appropriate Records Manager or Regional Data Manager for upload into NIRIS shall be accompanied by a completed Document Data Sheet. The Document Data Sheet also requires the selection of a Distribution Statement that will be added to the document. The Distribution Statement is an extremely important designation that determines what agencies or individuals are allowed to view the document, based on whether it contains sensitive information and what type of sensitive information it contains.

The Document Data Sheet may be submitted either electronically via email or as a hard copy. Please contact the appropriate regional Records Manager for specific Document Data Sheet submittal requirements. An accurate and complete Document Data Sheet 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 sensitive information. The Document Data Sheet and instructions to fill it out can be found

in Appendix N - The Document Data Sheet and Distribution Statements can be found at of the Environmental Restoration Recordkeeping Manual.

[https://navfac.navy.mil/niris/Knowledge\\_Base/Sop\\_Documentation/Recordkeeping\\_Manual/AppxN\\_Distribution\\_Statement\\_Doc\\_Data\\_Sheet\\_Marking\\_Docs.pdf](https://navfac.navy.mil/niris/Knowledge_Base/Sop_Documentation/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 appropriate Records Manager or Regional Database Manager. Do not include contract related or funding related correspondence and documents on the list. See the Environmental Restoration Recordkeeping Manual, Appendix B for a complete list of Administrative Record, Post Decision and Site Files.

[https://navfac.navy.mil/niris/Knowledge\\_Base/Sop\\_Documentation/Recordkeeping\\_Manual/AppxB\\_ARF\\_PF\\_SF.pdf](https://navfac.navy.mil/niris/Knowledge_Base/Sop_Documentation/Recordkeeping_Manual/AppxB_ARF_PF_SF.pdf)

#### 4.4.5. 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 Environmental Restoration 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.

## 5. **LAND USE CONTROL TRACKER**

*The following is applicable when the Contractor is required to perform Land Use Control (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 Land Use Control(s) specified in this SOW in the NIRIS Land Use Control (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 matches the inspection requirements outlined for the Land Use Control(s) in the LUC Remedial Design or other LUC requirements documentation. 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 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. 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 any photographs taken of any issues or potential issues found during the inspection.

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**Distribution:**

Team Leaders

RPMs

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NAVFAC SW Environmental Contractors

**ENCLOSURE 1**

**Data Flow Process**

EWI #6—NAVFAC SW—NIRIS DATA FLOW PROCESS

