

U.S. EPA Region 8 Emergency Management Branch (EMB) Site-Specific Data Management Plan			
<b>Site Name</b>	Lafayette Mercury	<b>SSID</b>	B8N3
<b>City, State</b>	Lafayette, Colorado	<b>Response Site Link</b>	TBD
<b>Response Type</b>	<input type="checkbox"/> OPA <input checked="" type="checkbox"/> CERCLA <input type="checkbox"/> Stafford <input type="checkbox"/> Other: [EXPLAIN]		
	<input checked="" type="checkbox"/> ER <input type="checkbox"/> RSE <input type="checkbox"/> TCRA <input type="checkbox"/> NTCR <input type="checkbox"/> Other: [EXPLAIN]		
Key Personnel			
Position/Role	Name	Agency/ Organization	Approval Signature
On-Scene Coordinator (OSC)	Abigail Hasenstab	U.S. EPA	
START Project Manager (PM)	Maura McAleese	Tetra Tech	
Project Quality Assurance Officer (PQAO)	Ellen McEntee	Tetra Tech	
Community Involvement Coordinator (CIC)	Katherine Jenkins	U.S. EPA	
START Data Manager	Suddha Graves	Tetra Tech	
Revision History			
Date	Version	Author(s)	Description of Change
2/12/2025	1.0	Evan Cowles	

The Site Data Management Plan (SDMP) is implemented under the U.S. Environmental Protection Agency (EPA) Region 8 EMB Programmatic Quality Assurance Project Plan (PQAPP). The SDMP addresses key data management components. Supplemental information can be found in other site documentation, such as: the sampling and analysis plan (SAP), Regional Data Management Plan (RDMP), and contracting documentation. For programmatic documentation, please refer to [response.epa.gov/RECORDS](https://response.epa.gov/RECORDS), the site-specific response website, or ask the On-Scene Coordinator (OSC) for more information. This document is considered a "living document" and may be updated frequently.

In the event that the OSC authors this SDMP, they will submit it to the Region 8 Quality Assurance (QA) Branch for review and approvals, or to a Delegated Approving Officer (DAO) that is independent from project information generation and collection.

**Key Links:** N/A

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## PROJECT RESPONSIBILITIES

Data management project responsibilities for all site participants, including EPA and Superfund Technical Assessment and Response Team (START) are listed in the table below.

Responsibility	Task	Frequency*	Description	Method
EPA	Notices	As needed	Document site conditions and progress for use in the development of Site Updates and sharing information with stakeholders and the public.	<a href="https://response.epa.gov">https://response.epa.gov</a>
START	Field screening for mercury vapors	Upon arrival, as needed (based on field operations)	Implement field screening using a Lumex 915M and Jerome J405 to identify the presence and extent of mercury contamination and safety of breathing zone.	Lumex 915M Arizona Instruments (Jerome J405) Hardcopy forms
	Site Documentation (photos/videos)	Daily	Take photos and/or make videos that document site conditions and progress.	Survey123 Form
	Site Documentation (Field Data Sheet)	Daily	Document mercury screening results and other air monitoring data from direct-read instruments as appropriate. Upload forms to webpage.	<a href="https://response.epa.gov">https://response.epa.gov</a>
	Site Documentation (Logbook)	Daily	Prepare detailed logbook notes capturing all site activities performed or observed by START.	<a href="https://response.epa.gov">https://response.epa.gov</a>

Note:

## DATA QUALITY OBJECTIVES AND CRITERIA

Data quality objective (DQO) information is listed below.

Obj. #	Incident Objective	Quality Objective	Criteria	Responsibility	Output
1	Assess the site for the presence and extent of mercury contamination, including safety of breathing zone.	Determine potential presence and extent of contamination by using a mercury vapor analyzer for all areas of interest. Air monitoring will be recorded on field data forms.	Per OSC direction, implement air monitoring and document concentrations from mercury vapor analyzers on field data forms.	START	Field Data Forms

Obj. #	Incident Objective	Quality Objective	Criteria	Responsibility	Output
2	Document site activities	Conduct written and photographic documentation of cleanup of the spill.	Logbook and Survey123 App on mobile device.	START	Logbook, General Photos QC'd from Survey123 form uploaded to OSC response website.
3	Communicate with public and/or stakeholders.	EPA will utilize the OSC Response Website to provide updates to the public and/or stakeholders.	The OSC Response Website will be periodically reviewed to evaluate whether content is posted in accordance with the Response Website & Data Team Playbook.	EPA	<a href="https://response.epa.gov/">https://response.epa.gov/</a>

## DATA STREAM SUMMARY

The following table provides an overview of the data streams (including non-direct measurements – or secondary data) that are expected to be managed to meet the objectives identified in the previous section. Detailed data elements, valid values, and data flow diagrams for standard data streams can be found in the RDMP. Any non-direct measurement sources not already approved in the RDMP and expected to be used on the project, will be reviewed to evaluate acceptability based on their intended use and relevance. If new site-specific data streams (for example, data provided by a stakeholder or potentially responsible party) are needed for the project, they should be added to the table below along with related data elements, valid values, and data flow diagrams in the applicable appendices.

Data Stream	Data Stream Used?	Responsibility	Data Collection/ Entry Tool(s)	Objective
Photos	<input checked="" type="checkbox"/>	START	Survey123	1, 2, 3
Samples, Locations, and Monitoring Data	<input checked="" type="checkbox"/>	START	Lumex/Jerome, Field Data Forms	1
Analytical Results	<input type="checkbox"/>			
Field Mapping	<input type="checkbox"/>			
Videos	<input type="checkbox"/>			
Notices	<input checked="" type="checkbox"/>	EPA	Response Website	1, 2, 3
Documents	<input checked="" type="checkbox"/>	START	Response Website	2, 3
Logged Field Monitoring Data	<input type="checkbox"/>			
Real-Time Monitoring Data (VIPER)	<input type="checkbox"/>			
Unmanned Aircraft Systems-Derived Data	<input type="checkbox"/>			

## SPECIAL REPORTING REQUIREMENTS

EPA's OSC has determined that the following data deliverables are also necessary to support the project. Below is a list of reporting requirements not already noted in the previous section of the SDMP.

Reporting Deliverable	Responsibility	Update Frequency	Description
Photos	EPA START	Daily	Upload photos to <a href="https://response.epa.gov/">https://response.epa.gov/</a>
Notices	EPA	As needed	Document site conditions and progress for use in Site Updates and sharing information with stakeholders.

## ATTACHMENT 1. DATA FORMS AND APPS

A list of data forms and applications to be used for this site are included below. The RDMP provides information on the types of data forms available for use. These can be modified by working with the data managers.

Name	Type	Intended Use	Intended Users
<b>ER-General Photos-R8 STARTV</b>	Survey123	Collect photos of site conditions and activities.	START
<b>ER – Photo Review App</b>	Survey123	Select photos to upload to Response Website, and QC photo description, category, and tag.	START

## ATTACHMENT 2. DATA REVIEW AND VERIFICATION

Activity	Objective	Data Source(s)	Action	Frequency	Responsibility
Field Data Collection Review	Make sure field teams input correct data.	Survey123, Field Maps, Power Apps, or equivalent	Data quality will start with development of field smart forms with pick lists, formulas, required fields, calculations, etc.  Queries may be scheduled to look for bad data (for example, duplicates, not meeting logic, missing data, data entry errors, etc.)	Daily	START
OSC Response Website Audit	Ensure content on OSC Response Website meets the Region 8 reporting requirements.	Response.epa.gov	Run SQL queries to audit the content of the response.epa.gov website. Email results of the audit to the data team. Data team to provide notice when the content is corrected.	As requested	START
Review/Edit Photos	Review photos, select photos to upload to OSC Response Website, and edit photo details (for example, Description, Category).	Survey123 and Experience Builder	The original photo will not be edited when possible. However, if a photo must be edited, a change log will be maintained with the photo file, along with the original un-edited photo.  Application to review photos, and select photos for upload to OSC Response Website.	Daily	START and/or EPA

## ATTACHMENT 3. DATA PROCESSING SCRIPTS

<b>Script Name 1</b>	PhotoFCImageExtractor.bat
<b>Purpose</b>	Extract Survey123 images
<b>Location</b>	R08-GIS-2019 (Task Scheduler) at D:\Projects\<SiteName>\ExtractorScripts\PhotoFCImageExtractor.bat
<b>Stored Procedures</b>	N/A
<b>Schedule</b>	Manual, or at a frequency requested by the PM.
<b>Description</b>	Extracts the images (full size and thumbnail) from Survey123 and puts them in a web-enabled folder on R08-DOC, D:\Photographs\<SiteName>\.

<b>Script Name 2</b>	UpdatePhotoFCPhotoQC.sql
<b>Purpose</b>	Updates metadata field on photos as edited from the Photo QC/Review app
<b>Location</b>	R08-DB-2019 at D:\Project_Queries\<SiteName>\UpdatePhotoFCPhotoQC.sql
<b>Stored Procedures</b>	N/A
<b>Schedule</b>	Manual. After field team notifies the data team that they have reviewed the photos.
<b>Description</b>	Script will update selected fields, using the Last_Edited_Date and UploadToWebSite_YN to only update and process photos which are selected for upload to response.epa.gov.

<b>Script Name 3</b>	PhotoFCImageExtractorEXIF.bat
<b>Purpose</b>	Writes metadata to images
<b>Location</b>	R08-GIS-2019 at D:\Projects\<SiteName>\ExtractorScripts\PhotoFCImageExtractorEXIF.bat
<b>Stored Procedures</b>	N/A
<b>Schedule</b>	Manual. After field team notifies the data team that they have reviewed the photos
<b>Description</b>	Extracts the photo and writes selected fields to the EXIF metadata on the image. This will allow the required fields (Date Taken, Description, Category, etc.) necessary to upload to response.epa.gov to auto-populate.

<b>Script Name 4</b>	UpdateMobilePhotoViewer_PhotoFC.sql
<b>Purpose</b>	Update the Mobile Photo Viewer with new image
<b>Location</b>	R08-DB-2019
<b>Stored Procedures</b>	N/A
<b>Schedule</b>	Manual, or at a frequency requested by the PM.
<b>Description</b>	The process updates the Mobile Photo Viewer feature class with selected fields from the combined PhotoFC Feature and Attachment table, along with the file path to the web-enabled image folder.

<b>Script Name 5</b>	PhotoLogOutput_PhotoFC_New_ConfigFormat.sql
<b>Purpose</b>	Create Excel import file used for the Photo Log Generator tool.
<b>Location</b>	R08-DB-2019
<b>Stored Procedures</b>	N/A
<b>Schedule</b>	Manual, or as requested by the PM. Typically, this is at the end of the field effort once no additional photos are expected to be taken.
<b>Description</b>	Creates a formatted Excel (.xlsx) file with the correct column names and data types for use in the Photo Log Generator tool to create a photo log.