DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON, DC 20310-0600

REPLY TO
ATTENTION OF

SFIM-AEC-IER (200-1a)

12 NOV 2003

MEMORANDUM FOR

OFFICE OF THE DIRECTOR (SFIM-OP/COL SITTNICK), US ARMY INSTALLATION MANAGEMENT AGENCY, 2511 JEFFERSON DAVIS HIGHWAY, ARLINGTON, VA 22202-3926
ENVIRONMENTAL OFFICE (CEMP-R/MS. RIVERS), (CEMP-RI/MR. GREGG/ MR. ROSS), (CELD-ZE/MR. ROBINSON), US ARMY CORPS OF ENGINEERS, 441 G ST, NW, WASHINGTON, DC 20314-1000
ENVIRONMENTAL OFFICE (NGB-ARE-I/MR. HILYARD), NATIONAL GUARD BUREAU, BLDG E4430, 1ST FLOOR, ABERDEEN PROVING GROUND, MD 21010-5420

SUBJECT: Implementation Guidance for the Use of the Environmental Restoration Information System (ERIS)

1. Reference memorandum, HQDA, SFIM-AEC-ERO, subject: Policy on Electronic Storage of Environmental Restoration Data, 17 Feb 99 (enclosure 1).

2. In the referenced memorandum, the Assistant Chief of Staff for Installation Management (ACSIM) established Army policy that requires the storage of environmental restoration data in a centralized database. This memorandum provides guidance for adherence to this policy using ERIS.

3. When the ACSIM established the 1999 policy, the Installation Restoration Information System (IRIS) database was under development for replacement of the old Installation Restoration Data Management Information System (IRDMIS). The Army intended to implement the IRIS database in January 2000; however, the IRIS was not completed as scheduled. In November 2001, ERIS became operational, and replaced the IRIS and IRDMIS systems. ERIS version 2.0 was released in April 2003. The referenced memorandum states that all installations using Environmental Restoration, Army (ER, A), funds to collect restoration data are required to enter their data into ERIS.

4. To ensure all data is entered into ERIS, the US Army Environmental Center (USAEC) Cleanup Division is conducting a study to determine the availability of historical installation analytical data and to address the feasibility of loading it into ERIS. As for current data, installations that are not currently uploading their data into ERIS

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must begin to do so upon receipt of this memorandum. Installations that must modify existing laboratory contracts to meet this requirement must do so no later than 15 January 04. Enclosure 2 contains suggested contract language to modify existing laboratory contracts to bring them into compliance with the referenced HQDA policy at enclosure 1.

5. The ERIS data is used for fate and transport modeling, data sorting and screening, statistical analysis, risk assessment, and reporting. Only data that has passed chemical quality assurance validation is uploaded into ERIS.

6. General information about ERIS is available on the USAEC website at *http://aec.army.mil/usaec/reporting/eris00.html*. Enclosure 3 provides frequently asked questions concerning ERIS. The USAEC plans to begin ERIS training for installation remedial project managers, contractors, and laboratory personnel in the 4QFY03.

7. The USAEC POC is Mr. Mark Eldridge, DSN 584-6325 or (410) 436-6325; e-mail: *mark.eldridge@us.army.mil*.

FOR THE ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT:

3 Encls
as

RICHARD A. HOEFERT
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Director, Environmental Programs

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600 ARMY PENTAGON
WASHINGTON DC 20310-0600

REPLY TO ATTENTION OF

Barb Received Copy on 24 Feb 99

SFIM-AEC-ERO (200) 17 FEB 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy on Electronic Storage of Environmental Restoration Data

1. Under the Environmental Restoration (ER) and Base Realignment and Closure (BRAC) programs the Army collects approximately 15,000 environmental samples per year. Some of this data is stored electronically either in the U.S. Army Environmental Center's (USAEC) Installation Restoration Data Management Information System (IRDMIS) or by contractor-generated databases. The rest of the data, however, is not being stored permanently in an electronic format.

2. The availability of data in an electronic format is a critical necessity for environmental restoration projects. It greatly simplifies tasks such as data sorting and screening, statistical analysis, risk assessment, fate and transport modeling, and quality assurance. Many of the functions performed during the course of a remedial investigation (RI) or remedial action (RA) cannot be done in a cost-efficient manner without the use of electronic data. In addition, electronic databases act as an historical archive which allow for easy retrieval of data at some future date if needed.

3. The Army will be establishing and implementing a central environmental restoration database called the Installation Restoration Information System (IRIS) by 1 Jan 00. All installations collecting data with BRAC or ER,A money will be expected to begin using IRIS at that time. IRIS will serve as a central storage location for all critical geotechnical, spatial, and chemical environmental restoration data. IRIS will be available to all users via the World Wide Web.

4. Until IRIS is implemented, it is strongly recommended that installations that are using IRDMIS continue to do so. For those installations not using IRDMIS, every effort should be made to save electronic data generated by the laboratories or the prime contractors. This will ensure that data will be available in an electronic format for future input into IRIS.

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17 FEB 1999

5. The USAEC will issue guidance to the major Army commands (MACOMs) and installations on how to implement the Army-wide use of IRIS. This will include scope of work language for contracts and field guidance on the IRIS database.

6. The POCs for this action are Mr. Ira May, (410) 436-6825, DSN 584-6825, email "imay@aec.apgea.army.mil" or Mr. Todd Beckwith, (410) 436-1607, DSN 584-1607, email "ttbeckwi@aec.apgea.army.mil."

R. L. VAN ANTWERP
Major General, GS
Assistant Chief of Staff
for Installation Management

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Enclosure 2: Suggested Contract Revision Text

Electronic Data Deliverables (EDD)
The Contractor shall secure a state-certified and/or Army-approved laboratory that can provide analytical data in the electronic format presented in the Help section of the US Army Environmental Center's (USAEC) Environmental Restoration Information System (ERIS). All samples collected and analyzed under this Statement of Work (SOW) shall be generated in the referenced EDD format and uploaded into ERIS. The contractor will obtain a valid ERIS account for each staff member who will be accessing ERIS. The contractor shall successfully upload all required electronic data into ERIS for each sampling event no later than 120 days from the submittal of the last sample by the in-house project team. The ERIS Upload file will accurately reflect all of the analytical quality requirements as documented in the final Quality Assurance Plan for this project ***(note project QAP or installation Chemical Data Quality Management Plan, title, revision number, and date is referenced here)*** and will be provided to the installation Remedial Project Managers for use in screening EDD submittals.

All electronic data submitted by the contract laboratory is required to be error-free and in complete agreement with the hard copy data. Laboratories are also required to provide the appropriate Chemical Abstract Services (CAS) number to a specific analyte, before data uploads. Data files are to be uploaded to ERIS through the Batch upload process and a "Load Summary" report shall accompany the hard copy data reports. The report must be submitted with a transmittal letter from the laboratory that certifies that the upload is in agreement with hard copy data reports and has been found to be free of errors. The contract laboratory, at their cost, will correct any errors identified by the ***(enter appropriate installation here)***. The Contractor is responsible for the successful electronic transmission of field and laboratory data under this SOW.

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ERIS Frequently Asked Questions (FAQs)

1. What is ERIS?

The Environmental Restoration Information System (ERIS) is a web-based application that is intended to serve as a central repository of environmental restoration field data for US Army installations. It currently contains over thirty two million records.

2. What is the difference between IRDMIS and ERIS?

The Installation Restoration Data Management System (IRDMIS) was retired because it was based on old technology that became obsolete. The ERIS takes advantage of a more advanced technology that allows easy and rapid data entry and retrieval, as well as data analysis, by remedial project managers, engineers, chemists, geologists, geographers and laboratory personnel. It is based on the Department of Energy Environmental Management Electronic Data Deliverable Master Specification (DEEMS) format. It also has a Geographical Information System (GIS) component.

3. Is the use of ERIS required?

Yes, the requirement is contained in the Policy on Electronic Storage of Environmental Restoration Data memorandum dated 17 Feb 99 and signed by the Assistant Chief of Staff for Installation Management (ACSIM).

4. What is the status of ERIS?

ERIS v2.0 was deployed on 30 Apr 03. Authorized users are successfully performing batch upload, interface entry, and reporting capabilities. Features have been added, including: locate functionality for AEDB-R sites, environmental sites, and surveys; GIS reports; polygon creation for environmental sites and surveys; viewer zoom level changes; and geography batch upload changes.

5. Who are the primary ERIS users?

The primary ERIS users are installation remediation project managers.

6. How does one sign up to use ERIS?

Obtain an ERIS User Account Request Form from the US Army Environmental Center (USAEC) Help Desk, (410) 436-1244, and follow the accompanying instructions for completing the form. You need to have a Requestor to sponsor you as an ERIS user. The Requestor must be the government POC at the installation.

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ERIS Frequently Asked Questions (FAQs) (cont)

7. How does one access ERIS?

Once your ERIS User Account Request Form is approved, you will receive an ERIS User Account Notification e-mail which will contain the following information: the URL for the ERIS application, the phone number of the USAEC Help Desk, the URL for the ERIS Web page, the URL for the Defense Environmental Network and Information Exchange (DENIX), the URL for the Open Department of Defense (DOD) ERIS Work Group Area in DENIX. A few days later you will receive by mail your username and password in two separate envelopes.

8. Where are the file formats for ERIS?

The batch upload file formats for ERIS are stored in the Help Section of ERIS. In addition to the file formats and accepted values, example files are accessible.

9. Do you have a Data Dictionary for ERIS?

A link to the ERIS Data Dictionary is in the Help Section of ERIS.

10. Where can one find more information on ERIS?

You can find more information on the ERIS Web page at:
http://aec.army.mil/usaec/reporting/eris00.html

11. Is ERIS Training available?

Training is tentatively planned for 4QFY03.

12. Who do I contact if I have questions while using ERIS?

You should contact the USAEC Help Desk. You will receive their phone number in the ERIS User Account Notification e-mail.

13. What data should be loaded into ERIS?

All validated results from environmental restoration fieldwork for US Army installations should be loaded into ERIS.

14. Is Quality Control (QC) data required to be loaded into ERIS?

No, QC data is not loaded into ERIS. Installations are advised to locally save QC data if it is required or desired for future uses.