

BENEFITS OF FORMS II LITE

FORMS II Lite simplifies and accelerates the sample documentation process, reducing the generation of hand written documents by almost 70 percent.

IN ADDITION, FORMS II LITE:

- Reduces time and effort spent in the field completing complex sample documentation;
- Eliminates manual transcription errors associated with sample documentation;
- Generates sample-specific identification numbers in the field;
- Prints sample documentation in the field;
- Facilitates electronic capture of sample information into databases;
- Provides a more accurate account of the sampling event;
- Ensures samples are tracked electronically from the point of collection to the laboratory;
- Exports electronic data associated with the sampling activity into the laboratory or Regional office database; and
- Allows technical staff to spend more time on sample planning and collection activities in an effort to better manage sampling events.

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We appreciate all feedback. More information about using FORMS II Lite may be found at: <http://dyncsdao1.fedcsc.com/itg/forms2lite/>

Revised June 2005



FORMS II LITE™

*Field Operations and Records
Management System II Lite*

OVERVIEW

Collecting environmental samples at hazardous waste sites requires an enormous amount of supporting documentation. For example, 10 water volatile samples may have up to 75 separate pieces of associated sample documentation, including sample labels, sample tags, custody seals and chain-of-custody records. This documentation is vital to cleanup and litigation of sites, but the completion process is tedious and time consuming. Previously, documentation was a manual process where each item was being completed by hand.

To lessen the burden of sample documentation on individuals who collect samples, EPA Office of Superfund Remediation and Technology Innovation's (OSRTI) Analytical Services Branch (ASB) developed FORMS II Lite to assist samplers with generating their sample documentation.

WHAT IS FORMS II LITE?

FORMS II Lite is a flexible and easy-to-use, stand-alone, Windows-based application for:

- Generating bottle and tag labels;
- Generating Chain of Custody (COC) forms;
- Tracking samples from field to laboratory;
- Facilitating electronic capture of sample information into databases; and
- Exporting data electronically as *.dbf*, *.txt*, or *.xml* files.

HOW IS FORMS II LITE USED?

FORMS II Lite has a flexible design that allows a user to enter information prior to or during the sampling event. It operates in a wizard-like format taking the user through a logical sequence of steps paralleling processes

associated with documenting sampling activities. Users enter information associated with:

- Site and project;
- Sampling team members;
- Analyses to be performed;
- Location, matrix, date and time collected;
- Sample and tag numbers;
- Laboratories receiving samples; and
- Sample shipments.

FORMS II Lite allows users to customize data entry screens and view data throughout the entire documentation process. The software also allows users to customize the format and content of bottle and tag labels based on specific requirements.

FORMS II Lite is used to document samples shipped to Regional, CLP, or to other commercial laboratories for analytical services or generic sampling activities. Users can automatically generate sample numbers or manually assign their own unique project-specific sample numbers. After data is entered once from the field, samplers can export it electronically, eliminating the time and resources to manually reenter data into another end-user's database.

MINIMUM SYSTEM REQUIREMENTS:

- ✓ IBM-compatible;
- ✓ Windows® 98, NT, 2000, ME, or XP;
- ✓ Internet Explorer 4.01 or above;
- ✓ 200 MHz Pentium processor;
- ✓ Minimum 64MB RAM;
- ✓ 35MB available hard disk space;
- ✓ 2X or higher CD-ROM drive;
- ✓ 800x600 resolution using small fonts; and
- ✓ Mouse interface, printer, and remote power source for field use.

STATUS:

In August 2002 FORMS II Lite Version 5.1 was released to all USEPA Regions and selected state agencies. The development team has incorporated most of the requirements and suggestions received since Version 5.0 was released over a year ago. In FY 03, the documentation associated with over 94% of the samples shipped through the CLP was generated using FORMS II Lite.

Currently over 500 USEPA personnel and contractors in all Regions have been trained in the use of FORMS II Lite and all ten of the USEPA Regions submit COC documentation generated by it. FORMS II Lite is currently being evaluated and used in pilot programs by the US Army Corps of Engineers to document sampling activities. Environmental state agencies in AZ, FL, IL, IN, MD, MI, MN, NC, NJ, NM, OH, PR, SC, TX, UT, and WI are trained in and submit FORMS II Lite generated COC documentation.

FORMS II Lite 5.1 has several new functions. The most prominent change is that Version 5.1 now works with both the Windows 2000 and the Windows XP operating systems. Some enhancements to the program include:

- Archived TR data can be included in the import and export of FORMS II Lite Version 5.x data;
- The user can import and export Label Templates and Reference Tables from one machine to another to maintain consistency between users;
- The non-CLP Sample Number can contain slashes, dashes, and other characters; and
- Sorted information in QuickView and QuickEdit is now reflected in the print copy of the report.