
ABOUT FORMS II Lite™

FORMS II Lite™ supports the mission of EPA and contractor personnel who visit hazardous waste sites and take soil, air, water and other matrix samples. This software automates many of the processes that personnel follow to assure data quality for the analyses that are later conducted on those samples.

FORMS II Lite™ was created to:

- Automate printing of sample documentation in the field;
- Reduce the time spent completing sample collection and transfer documentation, and;
- Facilitate electronic capture of data prior to and during field sampling activities.

SUMMARY OF FEATURES

Step-By-Step Wizard Approach

- Site and sample data is entered through a logical sequence of steps that parallels the processes associated with documenting sampling activities.
- Site information is entered once through a flexible design that enables data entry prior to and/or during sampling in the field.
- Users enter information about the site, the sampling team, and the analysis to be performed for the samples collected. This data may be replicated and edited multiple times.

User Customization For Specific Sampling Events

- Full access to all Reference Tables to predefine frequently used data according to Regional requirements.
- User defined preferences in Steps 3, 4, and 5 as well as Labels, QuickView, and Traffic Report / Chain of Custody (TR/COC) form titles and footers.
- Deactivate or rename all field labels except required fields.
- Customize the TR/COC forms as necessary in the Customize TR step.

Creating Sample Documentation

- Both CLP and non-CLP sample numbers can be automatically assigned.
- Non-CLP sample numbers will accept slashes, dashes, and other characters.
- All samples collected from a Station or Location are linked to one another on the TR/COC form.
- Once all required sample data is entered, users can view or print either the Laboratory or Region copy of the TR/COC form from the Print/View a specific TR screen.

- To meet Method 5035 requirements there is a Sample Weight Log available. It provides data fields to record tared and final soil sample weights, then calculates the sample weight.
- Produce a Receipt for Samples form.

Generate Labels

- Labels can be generated and printed before sampling begins or while in the field with a portable printer.
- Sample labels can be viewed or printed using predefined label templates.
- New label templates can be created through the Generate Label Wizard.
- Produce labels for samples in all Locations for a Station or for the Site.

QuickView

- Displays an overall view of the data entered for the current site.
- Sort and filter column data, and rearrange these columns as desired.
- Print the QuickView report (filtered or unfiltered) by clicking on the Print/Preview button.

QuickEdit

- From the Print/View a specific TR screen (after Step 7) click on the QuickEdit button to edit all fields except red required fields.
- With the same format as QuickView, the user can edit data before printing the documentation.
- Print the QuickEdit report (filtered or unfiltered) by clicking on the Print/Preview button.

Importing and Exporting Functions

- Export information to a laboratory or Regional office as a text or database file through the Custom Export function.
- Specify and order the fields, as they should appear in export files.
- Choose to import or export data files to another machine through the Import/Export a site function.
- Choose to import or export label templates and Reference Tables to maintain consistency between machines.
- Export TR/COC data as an XML file that will meet future CLASS requirements, through the Export TR function on the Print/View a specific TR screen.

Traffic Reports

- Customize TR/COC forms by grouping several analyses together and assign them to a specific TR/COC form.
- Sort sample and tag numbers alphanumerically. The system automatically matches the organic and inorganic samples.
- Preview the TR/COC before printing.