



United States
Environmental Protection
Agency

Notification Submission Corrections User Guide

February 2007

Table of Contents

Table of Contents	2
Contact Information for Administrative Assistance	3
Revision History	4
Introduction.....	5
State-Correctable Data Issues	5
Overview.....	5
Beach Data.....	6
Beach Procedure	6
Beach Person/Organization Role	7
Organization Data	8
Mailing Address.....	9
Electronic Address.....	10
Telephone.....	11
Person Data	12
Data Issues Requiring Administrative Assistance	14
Overview.....	14
Beach Attribute Data.....	15
Beach Activity Data.....	16

Contact Information for Administrative Assistance

For questions regarding Notification data and submission, please email ebeaches@cgifederal.com.

For general questions about the eBeaches project, please email Bill Kramer at Kramer.Bill@epamail.epa.gov.

For questions regarding Monitoring data and submission, please contact owsupport@rti.org, or Paul Andrews at andrewsp@rti.org.

Introduction

Not all submissions of data to PRAWN are completely accurate. This document details the process of modifying incorrect information that has already been submitted to PRAWN.

Most incorrect data can be corrected by the states, tribes, or territories (states) without administrative intervention; however, certain types of data, primarily beach attribute and beach activity data, require administrative assistance from the EPA and the EPA's contractors (EPA) to correct incorrectly submitted information. Please see below for instructions on both state-correctable and administrator-correctable data.

State-Correctable Data Issues

Overview

Once a state realizes there is an error in PRAWN, the following procedure is generally followed if a state is able to correct the data themselves:

1. If the state is using the Access database provided by the EPA
 - a. The state will find and correct any incorrect information in the Access database
 - b. In the table(s) that contains the incorrect data, the state should set the "Send to EPA" column as "N" for all rows except the ones with the corrected data. The rows containing the incorrect data should set the "Send to EPA" column as "Y". Note, some tables do not have a "Send to EPA" column, so this step can be safely skipped on those tables.
 - c. If the table with the incorrect data has a TRANSACTION column, set the TRANSACTION value to "EDIT" in that row.
 - d. The state then uses the "Custom XML Generation" macro in the Access database to create a new XML submission file marking only the tables where data was corrected.
 - e. This newly generated file is then submitted to CDX.
2. If the state uses their own solution to generate the XML submission file
 - a. The state will find and correct any incorrect information.
 - b. An XML file must be generated that contains only the data that is to be corrected.
 - c. This newly generated file is then submitted to CDX.

Note that any state may choose to send the XML file to ebeaches@cgifederal.com for validation before they submit to CDX. Some specific examples of data that are state-correctable include: beach/organization/person name information, beach role information, beach procedure information, organization/person mailing address information, organization/person electronic address information, and organization/person telephone information. A complete list of state correctable and administrator correctable data types follows.

Beach Data

When an error is found in the BEACH table of the database, the following steps can be taken to correct the error when using the Access database:

1. In the BEACH table of the access database, set all the values in the SEND_TO_EPA column to “N” except the row with the incorrect data.
2. In the row with the incorrect data, set the TRANSACTION value as “EDIT”
3. Change the value in the incorrect column to the correct value
4. In the Macro tab of the database, open “Custom XML Generation”
5. Check only “Include Beach Data?” and “Include Beach Name Data?”
6. Click Browse and choose a location and file name
7. Click “Go!”
8. Submit the file that was generated to CDX

If the state is using a different method to generate the XML document follow these steps:

1. Make any necessary corrections to the data.
2. Generate an XML file that contains only the beach name data for the beach that had the incorrect information. The XML file should have a structure similar to this:

```
<BeachDataSubmission ...>
  <BeachDetail>
    <BeachIdentifier>...</BeachIdentifier>
    <BeachNameDetail>
      ...
    </BeachNameDetail>
  </BeachDetail>
</BeachDataSubmission>
```

3. If desired, this file can be sent to ebeaches@cgifederal.com for validation.
4. Submit the file that was generated to CDX.

Beach Procedure

When an error is found in the PROCEDURE table of the database, the following steps can be taken to correct the error when using the Access database:

1. In the PROCEDURE table of the access database, set all the values in the SEND_TO_EPA column to “N” except the row with the incorrect data.
2. In the row with the incorrect data, set the TRANSACTION value to “EDIT”
3. Change the value in the incorrect column to the correct value
4. In the Macro tab of the database, open “Custom XML Generation”
5. Check only “Include Procedure Data?”
6. Click Browse and choose a location and file name
7. Click “Go!”
8. Submit the file that was generated to CDX

If the state is using a different method to generate the XML document follow these steps:

1. Make any necessary corrections to the data.
2. Generate an XML file that contains only the beach attribute data for the beach that had the incorrect information. The XML file should have a structure similar to this:

```
<BeachDataSubmission ...>
  <BeachProcedureDetail>
    ...
  </BeachProcedureDetail>
</BeachDataSubmission>
```

3. If desired, this file can be sent to ebeaches@cgifederal.com for validation.
4. Submit the file that was generated to CDX.

Beach Person/Organization Role

When an error is found in either the BEACH_ORGANIZATION_ROLE_ASSIGN table or the BEACH_PERSON_ROLE_ASSIGN table, the following steps can be taken to correct the error when using the Access database:

1. In the table containing the error, change the STATUS column of the row with the incorrect data to "INACTIVE"
2. In the PERSON table, set all the values in the SEND_TO_EPA column to "N" except rows that are being updated
3. In the ORGANIZATION table, set
4. Add a new row with the correct information
5. In the Macro tab of the database, open "Custom XML Generation"
6. Check only "Include Org./Person Data?"
7. Click Browse and choose a location and file name
8. Click "Go!"
9. If desired, this file can be sent to ebeaches@cgifederal.com for validation.
10. Submit the file that was generated to CDX.

If the state is using a different method to generate the XML document follow these steps:

1. Make any necessary corrections to the data.
2. Generate an XML file that contains only the role data for the beach that had the incorrect information. The XML file should have a structure similar to this:

```
<BeachDataSubmission ...>
  <BeachDetail>
    <BeachIdentifier>...</BeachIdentifier>
    <BeachRoleDetail>
      ...
    </BeachRoleDetail>
```

</BeachDetail>
</BeachDataSubmission>

5. If desired, this file can be sent to ebeaches@cgifederal.com for validation.
6. Submit the file that was generated to CDX.

Organization Data

When an error is found in the ORGANIZATION table of the database, the following steps can be taken to correct the error when using the Access database:

1. In the ORGANIZATION table of the access database, set the TRANSACTION value as "EDIT" for all rows that aren't new
2. Change the value in the incorrect column to the correct value
3. In the Macro tab of the database, open "Custom XML Generation"
4. Check only "Include Org./Person Data?"
5. Click Browse and choose a location and file name
6. Click "Go!"
7. If desired, this file can be sent to ebeaches@cgifederal.com for validation.
8. Submit the file that was generated to CDX.

If the state is using a different method to generate the XML document follow these steps:

1. Make any necessary corrections to the data.
2. Generate an XML file that contains only the data for the organization that had the incorrect information. The XML file will likely have a structure similar to this:

```
<BeachDataSubmission ...>
  <OrganizationDetail>
    <OrganizationIdentifier>...</OrganizationIdentifier>
    <OrganizationNameDetail>
      ...
    </OrganizationNameDetail>
    <OrganizationElectronicAddressDetail>
      ...
    </OrganizationElectronicAddressDetail>
    <OrganizationTelephoneDetail>
      ...
    </OrganizationTelephoneDetail>
    <OrganizationPersonDetail>
      <PersonIdentifier>...</PersonIdentifier>
      <PersonNameDetail>
        ...
      </PersonNameDetail>
      <PersonMailingAddressDetail>
        ...
      </PersonMailingAddressDetail>
      <PersonTelephoneDetail>
```



```

...
    </PersonTelephoneDetail>
  </OrganizationPersonDetail>
</OrganizationDetail>
</BeachDataSubmission>

```

3. If desired, this file can be sent to ebeaches@cgifederal.com for validation.
4. Submit the file that was generated to CDX.

Mailing Address

When an error is found in either the MAILING_ADDRESS, the following steps can be taken to correct the error if when using the Access database:

1. In the MAILING_ADDRESS table, change the STATUS column of the row with the incorrect data to "INACTIVE"
2. Add an new row with the correct information
3. In the Macro tab of the database, open "Custom XML Generation"
4. Check only "Include Org./Person Data?"
5. Click Browse and choose a location and file name
6. Click "Go!"
7. If desired, this file can be sent to ebeaches@cgifederal.com for validation.
8. Submit the file that was generated to CDX.

If the state is using a different method to generate the XML document follow these steps:

1. Make any necessary corrections to the data.
2. Generate an XML file that contains only the mailing address data for the organization/person that had the incorrect information. The XML file will likely have a structure similar to this:

```

<BeachDataSubmission ...>
  <OrganizationDetail>
    <OrganizationIdentifier>...</OrganizationIdentifier>
    <OrganizationNameDetail>
      ...
    </OrganizationNameDetail>
    <OrganizationElectronicAddressDetail>
      ...
    </OrganizationElectronicAddressDetail>
    <OrganizationTelephoneDetail>
      ...
    </OrganizationTelephoneDetail>
    <OrganizationPersonDetail>
      <PersonIdentifier>...</PersonIdentifier>
      <PersonNameDetail>

```

```

...
</PersonNameDetail>
<PersonMailingAddressDetail>
...
</PersonMailingAddressDetail>
<PersonTelephoneDetail>
...
</PersonTelephoneDetail>
</OrganizationPersonDetail>
</OrganizationDetail>
</BeachDataSubmission>

```

3. If desired, this file can be sent to ebeaches@cgifederal.com for validation.
4. Submit the file that was generated to CDX.

Electronic Address

When an error is found in either the ELECTRONIC_ADDRESS, the following steps can be taken to correct the error when using the Access database:

1. In the ELECTRONIC_ADDRESS table, change the STATUS column of the row with the incorrect data to "INACTIVE"
2. Add an new row with the correct information
3. In the Macro tab of the database, open "Custom XML Generation"
4. Check only "Include Org./Person Data?"
5. Click Browse and choose a location and file name
6. Click "Go!"
7. If desired, this file can be sent to ebeaches@cgifederal.com for validation.
8. Submit the file that was generated to CDX.

If the state is using a different method to generate the XML document follow these steps:

1. Make any necessary corrections to the data.
2. Generate an XML file that contains only the electronic address data for the organization/person that had the incorrect information. The XML file will likely have a structure similar to this:

```

<BeachDataSubmission ...>
  <OrganizationDetail>
    <OrganizationIdentifier>...</OrganizationIdentifier>
    <OrganizationNameDetail>
      ...
    </OrganizationNameDetail>
    <OrganizationElectronicAddressDetail>
      ...
    </OrganizationElectronicAddressDetail>
  </OrganizationDetail>
</BeachDataSubmission>

```

```

    <OrganizationTelephoneDetail>
      ...
    </OrganizationTelephoneDetail>
  <OrganizationPersonDetail>
    <PersonIdentifier>...</PersonIdentifier>
    <PersonNameDetail>
      ...
    </PersonNameDetail>
    <PersonMailingAddressDetail>
      ...
    </PersonMailingAddressDetail>
    <PersonTelephoneDetail>
      ...
    </PersonTelephoneDetail>
  </OrganizationPersonDetail>
</OrganizationDetail>
</BeachDataSubmission>

```

3. If desired, this file can be sent to ebeaches@cgifederal.com for validation.
4. Submit the file that was generated to CDX.

Telephone

When an error is found in either the TELEPHONE, the following steps can be taken to correct the error when using the Access database:

1. In the TELEPHONE table, change the STATUS column of the row with the incorrect data to "INACTIVE"
2. Add an new row with the correct information
3. In the Macro tab of the database, open "Custom XML Generation"
4. Check only "Include Org./Person Data?"
5. Click Browse and choose a location and file name
6. Click "Go!"
7. If desired, this file can be sent to ebeaches@cgifederal.com for validation.
8. Submit the file that was generated to CDX.

If the state is using a different method to generate the XML document follow these steps:

1. Make any necessary corrections to the data.
2. Generate an XML file that contains only the telephone data for the organization/person that had the incorrect information. The XML file will likely have a structure similar to this:

```

<BeachDataSubmission ...>
  <OrganizationDetail>
    <OrganizationIdentifier>...</OrganizationIdentifier>

```

```

    <OrganizationNameDetail>
      ...
    </OrganizationNameDetail>
    <OrganizationElectronicAddressDetail>
      ...
    </OrganizationElectronicAddressDetail>
    <OrganizationTelephoneDetail>
      ...
    </OrganizationTelephoneDetail>
    <OrganizationPersonDetail>
      <PersonIdentifier>...</PersonIdentifier>
      <PersonNameDetail>
        ...
      </PersonNameDetail>
      <PersonMailingAddressDetail>
        ...
      </PersonMailingAddressDetail>
      <PersonTelephoneDetail>
        ...
      </PersonTelephoneDetail>
    </OrganizationPersonDetail>
  </OrganizationDetail>
</BeachDataSubmission>

```

3. If desired, this file can be sent to ebeaches@cgifederal.com for validation.
4. Submit the file that was generated to CDX.

Person Data

When an error is found in the PERSON table of the database, the following steps can be taken to correct the error when using the Access database:

1. In the PERSON table of the access database, set the TRANSACTION value as "EDIT"
2. Change the value in the incorrect column to the correct value
3. In the Macro tab of the database, open "Custom XML Generation"
4. Check only "Include Org./Person Data?"
5. Click Browse and choose a location and file name
6. Click "Go!"
7. If desired, this file can be sent to ebeaches@cgifederal.com for validation.
8. Submit the file that was generated to CDX.

If the state is using a different method to generate the XML document follow these steps:

1. Make any necessary corrections to the data.

2. Generate an XML file that contains only the person data for the organization/person that had the incorrect information. The XML file will likely have a structure similar to this:

```
<BeachDataSubmission ...>
  <OrganizationDetail>
    <OrganizationIdentifier>...</OrganizationIdentifier>
    <OrganizationNameDetail>
      ...
    </OrganizationNameDetail>
    <OrganizationElectronicAddressDetail>
      ...
    </OrganizationElectronicAddressDetail>
    <OrganizationTelephoneDetail>
      ...
    </OrganizationTelephoneDetail>
    <OrganizationPersonDetail>
      <PersonIdentifier>...</PersonIdentifier>
      <PersonNameDetail>
        ...
      </PersonNameDetail>
      <PersonMailingAddressDetail>
        ...
      </PersonMailingAddressDetail>
      <PersonTelephoneDetail>
        ...
      </PersonTelephoneDetail>
    </OrganizationPersonDetail>
  </OrganizationDetail>
</BeachDataSubmission>
```

3. If desired, this file can be sent to ebeaches@cgifederal.com for validation.
4. Submit the file that was generated to CDX.

Data Issues Requiring Administrative Assistance

Overview

When administrative assistance is required, depending on the amount of information that needs corrected, different solution paths are taken.

A. If there are only a few pieces of data that are incorrect, the following steps are an overview of the actions that will be taken to resolve the problem:

1. The state will send a description of the incorrect data, then EPA will pinpoint the data in PRAWN and remove it manually. The state will be notified when this process is complete.
2. If the state uses the Access database provided by the EPA
 - a. The state will find and correct any incorrect information in the Access database.
 - b. In the table(s) that contains the incorrect data, the state will set the “Send to EPA” column as “N” for all rows except the ones with the corrected data. The rows containing the incorrect data should set the “Send to EPA” column as “Y”.
 - c. If the table with the incorrect data has a TRANSACTION column, set the TRANSACTION value to “EDIT” in that row.
 - d. The state then uses the “Custom XML Generation” macro in the Access database to create a new XML submission file. Only the tables where data was corrected should be sent.
 - e. After hearing from the EPA that all incorrect data has been removed, this newly generated file is then submitted to CDX.
3. If the state uses their own solution to generate the XML submission file
 - a. The state will find and correct any incorrect information.
 - b. An XML file must be generated that contains only the data that is to be corrected.
 - c. After hearing from the EPA that all incorrect data has been removed, this newly generated file is then submitted to CDX.

B. Problems that will be too large scale for the solution described above would be submissions with a lot of incorrect data or incorrect data that span multiple tables. If this is the case, the following steps are an overview of the procedure commonly taken to resolve the issue:

1. The state will send a description of the incorrect data, then the EPA will pinpoint which submission contains the errors and remove all data in that submission from PRAWN. The state will be notified when this process is complete.
2. The state will find and correct any incorrect information.
3. The state will then generate a new XML submission file.

4. After hearing from the EPA that the submission has been removed, the state will submit the XML file to CDX.

Beach Attribute Data

The following data is considered the beach attribute data:

- The attribute's effective year
- The beach extent
- The swim season length
- The monitoring frequency information
- The pollution information
- The tier ranking of a beach

A. When there is an error in any of this information besides the pollution information (see B, below) the following steps should be taken when the state is using the Access database provided by the EPA:

1. Send an email to ebeaches@cgifederal.com with the following information:
 - a. BeachID containing the error
 - b. Explanation of information which is incorrect
 - c. If possible, also include the submission ID
2. In the BEACH_ATTRIBUTE table, change the value in the incorrect column to the correct value
3. In the Macro tab of the database, open "Custom XML Generation"
4. Check only "Include Beach Data?" and "Include Beach Attributes?"
5. Click Browse and choose a location and file name
6. Click "Go!"
7. After hearing from the EPA that the incorrect data has been removed, submit the file that was generated to CDX

B. To correct errors in the pollution information, the following steps should be taken when the state is using the Access database provided by the EPA:

1. Send an email to ebeaches@cgifederal.com with the following information:
 - a. BeachID containing the error
 - b. Explanation about what information is incorrect
 - c. If possible, also include the submission ID
2. In the BEACH_POLLUTION table, change the value in the incorrect row to the correct value
3. In the Macro tab of the database, open "Custom XML Generation"
4. Check only "Include Beach Data?" and "Include Beach Attributes?"
5. Click Browse and choose a location and file name
6. Click "Go!"
7. After hearing from the EPA that the incorrect data has been removed, submit the file that was generated to CDX

To correct errors in the beach attribute data when not using the database provided by the EPA, follow these steps:

1. Send an email to ebeaches@cgifederal.com with the following information:
 - d. BeachID containing the error
 - e. Explanation about what information is incorrect
 - f. If possible, also include the submission ID
2. Generate an XML file that contains only the beach attribute information. The XML file will likely have a structure similar to this:

```
<BeachDataSubmission ...>
  <BeachDetail>
    <BeachIdentifier>...</BeachIdentifier>
    <BeachAttributeDetail>
      ...
    </BeachAttributeDetail>
  </BeachDetail>
  ...
</BeachDataSubmission>
```

3. After hearing from the EPA that the incorrect data has been removed, submit the file that was generated to CDX

Beach Activity Data

The following data is part of the beach activity data:

- Activity type code
- Activity name
- Activity start and stop date
- Activity reason information
- Activity source information
- Activity indicator information
- Activity monitoring station identifier
- Activity description text
- Activity comment text
- Activity extent information

To correct activity monitoring station identifier information, the following steps should be taken when using the Access database provided by the EPA:

1. Send an email to ebeaches@cgifederal.com with the following information:
 - a. BeachID containing the error
 - b. Explanation about what activity is incorrect
 - c. If possible, also include the submission ID
2. In the BEACH_ACTIVITY_STATION table, change the value in the incorrect row to the correct value

3. In the Macro tab of the database, open “Custom XML Generation”
4. Check only “Include Beach Data?” and “Include Beach Activities?”
5. Click Browse and choose a location and file name
6. Click “Go!”
7. After hearing from the EPA that the incorrect data has been removed, submit the file that was generated to CDX

To correct beach activity reason information, the following steps should be taken when using the Access database provided by the EPA:

1. Send an email to ebeaches@cgifederal.com with the following information:
 - d. BeachID containing the error
 - e. Explanation about what activity is incorrect
 - f. If possible, also include the submission ID
2. In the BEACH_ACTIVITY_REASON table, change the value in the incorrect row to the correct value
3. In the Macro tab of the database, open “Custom XML Generation”
4. Check only “Include Beach Data?” and “Include Beach Activities?”
5. Click Browse and choose a location and file name
6. Click “Go!”
7. After hearing from the EPA that the incorrect data has been removed, submit the file that was generated to CDX

To correct any other beach activity information, the follow steps should be taken when using the Access database provided by the EPA:

1. Send an email to ebeaches@cgifederal.com with the following information:
 - g. BeachID containing the error
 - h. Explanation about what activity is incorrect
 - i. If possible, also include the submission ID
2. In the BEACH_ACTIVITY table, change the value in the incorrect row to the correct value
3. In the Macro tab of the database, open “Custom XML Generation”
4. Check only “Include Beach Data?” and “Include Beach Activities?”
5. Click Browse and choose a location and file name
6. Click “Go!”
7. After hearing from the EPA that the incorrect data has been removed, submit the file that was generated to CDX

To correct errors in the beach activity data when not using the database provided by the EPA, follow these steps:

1. Send an email to ebeaches@cgifederal.com with the following information:
 - g. BeachID containing the error
 - h. Explanation about what information is incorrect
 - i. If possible, also include the submission ID

2. Generate an XML file that contains only the beach activity information. The XML file will likely have a structure similar to this:

```
<BeachDataSubmission ...>
  <BeachDetail>
    <BeachIdentifier>...</BeachIdentifier>
    < BeachActivityDetail>
      ...
    </ BeachActivityDetail>
  </BeachDetail>
  ...
</BeachDataSubmission>
```

3. After hearing from the EPA that the incorrect data has been removed, submit the file that was generated to CDX