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To: Responsible Parties, Environmental Consultants, Laboratories, and Other Interested Parties

From: NC DEQ Division of Waste Management, Inactive Hazardous Sites Branch

Re: Implementation of New Electronic Data Deliverable (EDD) Format

The North Carolina Department of Environmental Quality (NC DEQ) has adopted a standardized Electronic Data Deliverable (EDD) format to streamline the submittal, organization, and presentation of environmental data collected across the state. This system utilizes EQiS database software. A blank EDD and guidance documents may be found on the [NCDEQ EDP Format webpage](https://earthsoft.com/products/edp/ncdeq-edp-format/) (<https://earthsoft.com/products/edp/ncdeq-edp-format/>).

To better facilitate data review and decision-making, the Inactive Hazardous Sites Branch (IHSB) requires that all site data be submitted using this new standardized EDD format. Since this standardized format is being adopted across multiple divisions, it will ultimately ease the reporting burden on facilities, laboratories, and consultants.

Please note that this EDD format does not replace any required reports or narratives that accompany lab data. Data providers (e.g., remediating parties and/or their environmental consultants) are responsible for submitting a complete data package in the site-related documents submitted to IHSB.

To maintain the integrity of the environmental data management system, it is critical that remediating parties, consultants, and laboratories review the attached **Electronic Data Deliverable (EDD) Guidance** document and work closely with their IHSB Project Managers to ensure that data is formatted and transferred accurately. Training sessions will be provided to those not yet familiar with this new process.

Thank you for your cooperation as we transition to this improved data management system.



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Inactive Hazardous Sites Branch

Electronic Data Deliverable (EDD) Guidance

April 2026

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Division of Waste Management
Superfund Section
Inactive Hazardous Sites Branch

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Inactive Hazardous Sites Program website:

<https://deq.nc.gov/about/divisions/waste-management/superfund-section/inactive-hazardous-sites-program>

Registered Environmental Consultant Program website:

<https://deq.nc.gov/about/divisions/waste-management/superfund-section/registered-environment-consultant-program>



List of Acronyms

Branch	Inactive Hazardous Sites Branch
DEQ	Department of Environmental Quality
DWM	Division of Waste Management
EDD	Electronic Data Deliverable
EDP	EQulS Data Processor
EQulS	EQulSTM from EarthSoft® Inc
IHSB	Inactive Hazardous Sites Branch
PM	Project Manager

Related Links

Inactive Hazardous Sites Branch Information

[Inactive Hazardous Sites Program | NC DEQ](#)

[Registered Environmental Consultant Program | NC DEQ](#)

Division of Waste Management EQulS Resources

[NC DEQ EDP Format Website](#)

[NC DEQ Format and Reference Files](#)

1.0 Purpose

The purpose of this guidance document is to provide instructions on how to report environmental data electronically to The North Carolina Department of Environmental Quality (NC DEQ) Division of Waste Management (DWM) Inactive Hazardous Sites Branch (IHSB). NC DEQ has procured an environmental data management system to streamline the submittal, organization, and presentation of environmental data collected across the state. The new data management system uses the database software application EQuISTM (EQuIS) from EarthSoft® Inc. (EarthSoft).

Special Note: Data providers (e.g., remediating parties and/or their environmental consultants) are responsible for submitting a complete data package. A lab or other subcontractor should provide their data to the primary consultant, who must ensure the supporting tables (such as sample location coordinates) are complete. Use of the new NC DEQ Electronic Data Deliverables (EDD) is intended to replace existing EDDs or spreadsheets of field and lab analytical data. It is not intended to replace any reports or narratives that already accompany this data.

Data providers should consult with their NC DEQ Project Manager (PM) prior to preparing and submitting EDDs to verify what data is required for their project. DWM is committed to provide training to data providers new to this process, so communication with the PM can help to avoid unnecessary efforts.

2.0 Initial Setup

If a data provider is already submitting EDDs to another program within NC DEQ, then setup is already completed. The same EDD process used in other NC DEQ programs will also be used for data submitted to IHSB.

The EQuIS Data Processor (EDP) will need to be installed. It is a standalone application that is used by data providers to check their EDD packages prior to submission to NC DEQ. The EDP performs a series of formatting checks on the EDD and then identifies any records that have errors.

Instructions and files for installing the EQuIS Data Processor (EDP) software are available on the [NC DEQ EDP Format Website](#). The EQuIS Data Processor is the first .zip file download, and instructions are found by clicking “Instructions for installing EQuIS 7 Data Processor(EDP)”

Note: The NC DEQ Format (.zip) and Reference (.rvf) files are periodically updated, and data providers should ensure their downloaded copy is the most recent version by occasionally checking the [NC DEQ Format and Reference Files](#) website.

EDP software must be registered with EarthSoft before use (registration is free). Instructions for registering the EDP software are located in the EDP Installation Guide on the NC DEQ EDP Format Website. An email will typically be received within 5 business days from the NC DEQ EDAMS Administrator confirming the software registration and providing a user login id and password to submit the checked EDD. If you do not receive a confirmation email within 5 days, please do not attempt to reregister, contact your NC DEQ PM.

3.0 Facility Creation in EQuIS

Prior to the first EDD submittal, each individual facility must be added to the EQuIS database. EQuIS organizes all environmental data by specific "Facilities," which are assigned a unique Facility Code.

If a site does not already exist in EQuIS, the data provider must request the creation of a new facility by contacting their NC DEQ PM. Do not attempt to submit an EDD without a valid Facility Code, as the EDP software will reject the submittal.

When requesting a new facility, please provide the PM with the following information:

IHSB Site Name

IHSB Site ID #

Physical Address (Street, City, County, Zip Code)

Site coordinates (Latitude and Longitude, if available)

Once the PM and the EQuIS Administrator establish the facility in the system, you will be provided with the exact Facility Code required for your EDD submittals.

4.0 EDD Data Tables & Requirements

EDDs are electronic tabular formats for sharing, manipulating, and using data. In most circumstances, these take the form of spreadsheets of sampling data. A blank NC DEQ EDD can be found on the NC DEQ EDP Format Website. The blank EDD.xls has a number of tabs at the bottom known as reference tables. Explanations of the tabs and fields within an EDD can be found in the NC DEQ EDD Description spreadsheet located on the NC DEQ EDP Format Website.

It is not required that every field is filled out; however, when sampling of any media occurs it is required that a minimum of the following tables have their required fields completed:

Location_v1

Sample_v1 (start_depth and end_depth columns will be required for SOIL sampling data only)

TestResultQC_v1

Batch_v1

Any EDDs received that do not have these four tables and their required fields completed will not be able to be loaded into the EQuIS Data Processor (EDP) and must be resubmitted with the necessary information. These four tables are universally applicable and must be included for each media being tested (i.e., soil gas sampling, groundwater sampling, indoor air sampling, etc.).

Which additional tables and fields that are completed depend on the data that is collected during the sampling event. Any specific information collected during a sampling event that would typically be provided in a report (e.g., water quality parameters, static water levels, etc.) can be included in the submitted EDD. Specific questions about what data needs to be provided in an EDD should be discussed with the data provider's NC DEQ PM.

Data providers should work with analytical laboratories to reduce the workload associated with preparing EDDs in NC DEQ format. Laboratories are often able to provide analytical results in a formatted NC DEQ EDD if requested.

5.0 EDD Submittal

Prior to submitting an EDD, the EDP should be used by data providers to check that their EDD is formatted properly.

Step 1: Load the Reference File

Load the EDP program, then select FILE in the upper left corner. Select Reference Values (*.rvf) and load in the most recent NC DEQ Reference file. Once the reference file is loaded, select the back arrow to return to the home page.

Step 2: Load and Check the EDD

Load the completed EDD file into the EDP. The software will automatically check the EDD against NC DEQ's valid values and formatting rules. Any errors will be highlighted in red or orange. All errors must be resolved within the EDP or the original spreadsheet before the file can be successfully packaged.

Step 3: Sign and Submit

Once the EDD is free of errors, use the "Sign and Submit" function within the EDP. The EDP will automatically compress your EDD and generate a properly named zip file. The file will then be named by the EDP, and it is necessary that you use this name, which contains three parts: the file creation date and time, and the EQUIS facility code.

Step 4: Email the Package

The completed sign and submit file should be emailed to ncdeq@equisonline.com. The system will then assess your attached EDD zip file, and you should receive an email informing whether your submittal has been successful or if it was rejected.

If your submittal was rejected, an error log will be received which contains information that can help in fixing the EDD. If this occurs, correct the issues in your original file, run it through the EDP again, and submit a new zip file.

Once the EDD is successfully submitted, inform your NC DEQ PM. EDDs can also be submitted directly to your NC DEQ PM for uploading, however using the sign and submit process is preferred.