

# BAWR File Submission Form Help

**Note: All field are required.**

## *Contents:*

- [Submitter Name](#)
- [BAWR Site Code](#)
- [Phone Number](#)
- [Email Address](#)
- [File To Submit](#)
- [Types of Data](#)

## **Submitter Name**

Enter the full name of the person submitting the data file.

## **BAWR Site Code**

Each DOE site is assigned a unique code for use with the Beryllium Registry. Please use the dropdown menu to select your site code. If you do not have an assigned Site Code, please contact BAWR (BAWR@orau.org) before submitting data.

## **Phone Number**

Phone number of the person submitting. You may wish to enter the phone number of a designee, if that designee has more first-hand, technical knowledge of the data file.

## **Email Address**

A valid email address is required. Please be careful when entering your email address to be sure the syntax is correct. Email communication is preferred and therefore a valid address is crucial.

## **File to Submit**

The "Choose File" button will open a dialog window to allow you to point and click on the file from your own directory. This will automatically enter the name of the file into this field and ensure that the name is entered correctly. The file to be submitted must be accessible from your PC either on your local machine, or on a LAN server accessible from your PC.

Only one file can be submitted at a time. If you have several files to submit, we recommend zipping them into one folder. File types that are acceptable: Word document, Adobe PDF, Access database, or Excel document. If you have another document type, please contact BAWR prior to submission.

## **Type of Data**

**BAWR Data Submission:** Data collection that falls under DOE Technical Standard DOE-STD-1187-2019

**BAWR Data Corrections:** Updates or corrections to prior data submissions

**Online Application Forms:** Forms associated with the BAWR online application (e.g., user access request form)

**Other:** Records or data files requiring further examination or analysis from the BAWR team. Contact BAWR@orau.org in advance.