

The Arizona Border Study

*An Extension of the
Arizona National Human Exposure Assessment Survey (NHEXAS) Study
Sponsored by the Environmental Health Workgroup of the Border XXI Program*

Quality Systems and Implementation Plan for Human Exposure Assessment

The University of Arizona
Tucson, Arizona 85721

Cooperative Agreement CR 824719

Standard Operating Procedure

SOP-UA-D-29.0

Title: Transfer and Receipt of Data

Source: The University of Arizona

U.S. Environmental Protection Agency
Office of Research and Development
Human Exposure & Atmospheric Sciences Division
Exposure & Dose Research Branch

Notice: The U.S. Environmental Protection Agency (EPA), through its Office of Research and Development (ORD), partially funded and collaborated in the research described here. This protocol is part of the Quality Systems Implementation Plan (QSIP) that was reviewed by the EPA and approved for use in this demonstration/scoping study. Mention of trade names or commercial products does not constitute endorsement or recommendation by EPA for use.

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APPROVALS

☒ Full SOP ☐ Working SOP #pages 24

On Site Principal Investigator:

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Project QA Director:

Revision No. 29.0

Independent Reviewer:

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On Site PI:

Project QA Director:

Independent Reviewer:

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Transfer and Receipt of Data

1.0 Purpose and Applicability

This SOP describes the procedures to be used for transferring and receiving data to and from other institutions. This procedure applies to NHEXAS, the Border Study, and other Health and Environment projects.

2.0 Definitions

2.1 **BORDER STUDY:** An alias for "Total Human Exposure Arizona: A Comparison of the Border Communities and the State" conducted in Arizona by the University of Arizona/Battelle/Illinois Institute of Technology consortium.

2.2 **HEALTH AND ENVIRONMENT PROJECTS (or H&E):** An umbrella title for all projects funded to M.D. Lebowitz and/or M.K. O'Rourke (or their designees) which examine purported or real relationships among environmental factors and any aspect of human health.

2.3 **HRP SITE:** The **H**ealth **R**elated **P**rofessions building, located at 1435 North Fremont Avenue, Tucson, AZ 85719. This is an annex of the Arizona Prevention Center and the primary site of NHEXAS Arizona.

2.4 **NHEXAS Arizona:** Acronym for **N**ational **H**uman **E**Xposure **A**ssessment **S**urvey, a research project conducted in Arizona by the University of Arizona/Battelle/Illinois Institute of Technology consortia.

3.0 References

SOP# UA-D-27.X

4.0 Discussion

After samples are sent to outside agencies for analysis (see SOP# BCO-G-1.X), the are received by the independent laboratory and the presence of specific Volatile Organic Chemicals, Metals and Pesticides are taken and recorded (see SOP# BCO-G-3.X). The results of these measurements and their related tracking components are then sent back to the University of Arizona and converted to be consistent with existing tracking and data files. The data are then appended to their respective master and tracking databases (see SOP# UA-D-27.X).

5.0 Responsibilities

The Project Data Manager is responsible for each transfer and receipt of data .

6.0 Materials and Reagents

H&E Local Area Network

7.0 Procedure

7.1 Transfer of data to other institutions

- 7.1.1 Obtain, from the institution, a site account usable for FTP data transfer.
- 7.1.2 The requested data is then converted into an SPSS V4 portable file
- 7.1.3 If the data requested is from the Descriptive Questionnaire, certain fields (see Appendix A) are removed from the portable file before transfer.
- 7.1.4 The portable file is FTP'd to the institution along with the dictionary and a flat ASCII version of the portable file.
- 7.1.5 E-mail is then sent to the institution telling of the completed transfer.

7.2 Receipt of data from other institutions

Data received from other institutions are immediately appended to their appropriate master databases. See UA-D-27.X for the receipt and append procedures.

8.0 Records

Data may only be transferred when approval is given by Dr. M.K. O'Rourke. This is done via electronic mail, which is saved to /rsc53/NHEXAZdata/docs/data/logs/transfer.

Inclusions:

Appendix A: Omitted Fields (1 page)

Appendix A: Omitted Fields

The following fields are omitted during transfer of the Descriptive Questionnaire:

Street
Apt
City
Zip
State
M_strt
M_city
M_county
M_zip
M_state
Pfname
Prmid_in
Prlname
Gfname
Gmid_in
Glname
Homenum
Altnum