

National Human Exposure Assessment Survey (NHEXAS)

Maryland Study

Quality Systems and Implementation Plan for Human Exposure Assessment

Emory University
Atlanta, GA 30322

Cooperative Agreement CR 822038

Standard Operating Procedure

NHX/SOP-D09

Title: Receipt of Data from Outside Agencies

Source: Harvard University/Johns Hopkins University

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

1 Title of Standard Operating Procedure

Harvard University/Johns Hopkins University Standard Operating Procedures:
D09 Receipt of Data from Outside Agencies, Rev. 1.0.

2 Overview and Purpose

The purpose of this operating procedure is to outline the steps taken when data are received from outside agencies.

3 Discussion

Data will be received from outside agencies, for example, sample analysis results from independent laboratories. Assuring that this data is consistent with and incorporated into the information systems of the project will be important to the success of the project.

4 Personnel Responsibilities

The Project Data Coordinator or his/her designate has the responsibility for receiving data and delegating data tracking.

5 Required Equipment and Reagents

Chain-of-custody forms
Information systems
3.5" HD diskettes
Printer

6 Procedure

6.1 Receiving Data

- 6.1.1 Data may arrive via Federal Express or U.S. Mail (in electronic format or hardcopy), or by electronic mail. The Project Data Coordinator or his or her designate will check these sources daily for incoming data.
- 6.1.2 The Project Data Coordinator or his or her designate will log in data received on the log sheet and will be assigned an identification number (see SOP G03, "Identification Numbers for Samples and Forms").
- 6.1.3 The Project Data Coordinator or his or her designate will initiate a new chain-of-custody form for those data (see SOP G04, "Chain-of-Custody and Sample Tracking" for instructions).

6.1.4 The Project Data Coordinator or his or her designate will copy data received in or copied to magnetic format (computer disk), make a hard copy, and store the original disk with the project data files. He/she will download data received via electronic mail to disk and hardcopy.

6.1.5 These data are ready to be delegated for processing and can be transferred when accompanied by the chain-of-custody form.

7 Quality Assurance Procedures

This procedure is inherently part of the quality assurance procedures for this project.

8 References

Harvard University/Johns Hopkins University Standard Operating Procedures:

- D01 Data Flow Procedures
- G03 Identification Numbers for Samples and Forms
- G04 Chain-of-Custody and Sample Tracking