

# 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-C-6.0**

**Title:** Keypunch Tracking, Custody, and Data Transfer

**Source:** The University of Arizona

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

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Project QA Director:

Independent Reviewer:

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## KEYPUNCH TRACKING, CUSTODY, AND DATA TRANSFER

### 1.0 Purpose and Applicability

This is a sub-routine within the overall field data flow and custody plan (see SOP# UA-C-5.0: Field Data Flow and Custody). Its purpose is to establish a uniform procedure for the tracking of physical field forms and questionnaires while at Key punch. It applies to all data processing batches of household packets sent to Key punch for coding, data entry, and data verification.

### 2.0 Definitions

- 2.1 AHSC SITE: Arizona Health Sciences Center, located at 1501 N. Campbell Avenue; University of Arizona; Tucson, AZ 85724. The Respiratory Sciences Center is based at this site.
- 2.2 DATA, ENTERED: Electronic data entered for the first time into a computer database. Entered data are the product of "data entry."
- 2.3 DATA, VERIFIED: Electronic data re-entered into the same table and database into which it was originally entered, and programmatically compared against the original entered data. Verified data are the product of "data verification."
- 2.4 DATA PROCESSING BATCH (DP BATCH): A collection of household packets or physical data forms reviewed for quality assurance and ready for data entry. Each DP batch is assigned a unique numeric or alphanumeric code that is written on all forms in the DP batch and is entered into the database corresponding to that form.
- 2.5 FIRST STUDENT DATA INPUT ASSISTANT: A Student Data Input Assistant who codes a stack, but who cannot review the coding of the same stack; or, a Student Data Input Assistant who does data entry of a stack, but who cannot do data verification of the same stack (see STACK below).
- 2.6 FORM, PHYSICAL [DATA]: The paper or "hard copy" version of a data form. This is also referred to as a "physical data form."
- 2.7 HRP SITE: The Health Related Professions building, located at 1435 North Fremont Avenue; Tucson, AZ 85719. This is an annex of the Respiratory Sciences Center and the primary site of operations for NHEXAS Arizona.
- 2.8 FORM ID: The "ID" of a physical data form consisting of the key variable(s).
- 2.9 KEY VARIABLE(S): One or more variables in a data record or on a physical form whose value or combined values make a data record unique from the others in the same table or file.
- 2.10 KEYPUNCH: The primary area in which data entry and data verification of NHEXAS Arizona field data takes place. It is located in the Respiratory Sciences Center, Room 2329; Arizona Health Sciences Center (AHSC); 1501

N. Campbell Avenue; University of Arizona; Tucson, AZ 85724. Data are also entered and verified at the HRP SITE (see above).

- 2.11 LOGBOOK: The notebook where all documentation of the arrival and departure of individual physical forms within a household packet is kept.
- 2.12 NHEXAS Arizona: Acronym for National Human EXposure Assessment Survey, a research project conducted in Arizona by the University of Arizona/Battelle/Illinois Institute of Technology consortium.
- 2.13 OWNERSHIP CARD: A large (6" x 4" or larger) index card placed atop a stack designating who is responsible for the stack, as well as the data processing status of the stack. The card contains a keypunch staff member's name followed by "coding," "reviewing," "data entry," or "data verification." For example, Pat Smith's ownership cards would read "Pat's Coding," "Pat's Reviewing," "Pat's Data Entry," and "Pat's Data Verification."
- 2.14 PACKET: A sturdy, envelope-like container that can be fully closed and is large enough to hold the physical data form(s) generated by a study household, laboratory, research site, or data processing batch. One type of packet is used for one type of physical data forms (eg., manila envelopes would be used for all lab forms processed at the HRP site). Packets are either color coded, labeled according to their contents, or both. What are referred to as "household packets" are relevant to this SOP (see PACKET, HOUSEHOLD below).
- 2.15 PACKET, HOUSEHOLD: A packet containing the physical data forms generated from sampling and surveying a study household.
- 2.16 SECOND STUDENT DATA INPUT ASSISTANT: A Student Data Input Assistant who reviews the coding of a stack, but who did not do the original coding of the stack; or, a Student Data Input Assistant who does data verification of a stack, but who did not do the original data entry of the stack.
- 2.17 STACK: A pile of one type of physical forms obtained from the packet(s) of a data processing batch. A stack is sorted in ascending, numerical order by key variable(s), is secured by a large rubber band with packets at bottom of stack, and is identified by an ownership card at all times when not being processed.
- 2.18 QA = QUALITY ASSURANCE: All those planned and systematic actions necessary for ensuring the validity, integrity, preservation and retrievability of the data.
- 2.19 QC = QUALITY CONTROL: Those quality assurance actions providing a means to control and measure the characteristics of an item, process, or the establishment of requirements.
- 2.20 TRACKING DATABASE: A database system containing information about the custody, transfer, and storage of hard copy data, electronic data, field samples, and field sample aliquots.

### 3.0 References (Not Applicable)

#### 4.0 Discussion

Household packets receive ample handling, disassembly, and re-assembly while at Key punch. One process that helps to minimize physical form loss throughout handling is to account for the contents of each household packet or data processing batch, both prior to and after data processing. As such, all physical forms are checked in before any coding is done to them and are checked out before they leave Key punch.

A color-coded household packet usually contains a few different types of forms that are classified together based on type of data. For example, technical forms may be grouped into the "red" packet while questionnaires are grouped in the "blue" packet. The keypunch custody tracking plan accounts for multiple types of forms within a household packet and for a packet containing a stack of one type of physical form.

#### 5.0 Responsibilities

- 5.1 The Project Data Coordinator is responsible for (a) creating a data processing batch of household packets, (b) relinquishing custody of the created batch to Key punch, and (c) attempting to locate any physical forms missing from household packets upon arrival at Key punch, if notified of such a situation by the Data Input Operator Supervisor.
- 5.2 The Data Input Operator Supervisor is responsible for (a) supervising Student Data Input Assistants, (b) keeping custody of the contents of each household packet in a data processing batch while the batch is at Key punch, (c) notifying the Project Data Coordinator of any physical forms missing from the household packets upon arrival at Key punch, (d) ensuring that the contents of each household packet in a data processing batch are checked in and out of the logbook, and (e) notifying the Project Data Coordinator when a data processing batch is ready for pick up. The Data Input Operator Supervisor may delegate any of her or his responsibilities.
- 5.3 The Student Data Input Assistant is responsible to the Data Input Operator Supervisor, and for (a) checking the contents of the household packets in and out of the logbook for each data processing batch, and (b) keeping custody of the physical forms during coding, reviewing, data entry, and data verification.

#### 6.0 Materials and Reagents

##### 6.1 Materials

6.1.1 A DP batch of household packets or packet(s) containing one type of physical data form

6.1.2 "Batch Custody Form" (Figure 2)

6.1.3 "Household Packet Contents Log" form (Figure 3)

6.1.4 Logbook (This notebook houses the "Household Packet Contents

*Replace w/ Appendix A*  
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Log" forms)

6.1.5 "Coding, Entry, and Verification Record" form (Figure 4)

6.1.6 Ownership cards labeled appropriately

6.2 Reagents (Not Applicable)

## 7.0 Procedure

7.1 Preparations (Not Applicable)

7.2 Standards and Blanks (Not Applicable)

7.3 Procedure Description

7.3.1 For each data processing batch received from the Project Data Coordinator, the HHID of each household packet or the form ID of each physical form in a packet is checked off in the "received" column of the batch custody form.

7.3.2 Any household packets in the DP batch are disassembled one packet at a time.

7.3.3 The key variable(s) of the physical forms in each packet are recorded on the "Household Packet Contents Log" form in the logbook.

(a) The key variable(s) is written in the first column.

(b) Each type of physical form in the packet is counted and the total of each form is written in the column headed with the form's title.

(c) A slash is written in the column if no form(s) of a certain type is present.

7.3.4 As the contents of each packet are recorded in the logbook, they are placed in stacks.

7.3.5 The Data Input Operator Supervisor assigns each stack to one or more *first* Student Data Input Assistants for coding. Ownership cards are attached to the stacks appropriately.

7.3.6 The *first* Student Data Input Assistant(s) codes the stack. Upon completion, she or he initials and dates the "Coding, Entry, and Verification Record" form appropriately, and transfers custody back to the Data Input Operator Supervisor.

7.3.7 The Data Input Operator Supervisor assigns each coded stack of forms to one or more *second* Student Data Input Assistants for coding review. Ownership cards are attached to the stacks appropriately.

7.3.8 The *second* Student Data Input Assistant(s) reviews the coding of the stack. Upon completion, she or he initials and dates the

"Coding, Entry, and Verification Record" form appropriately, and transfers custody back to the Data Input Operator Supervisor.

- 7.3.9 The Data Input Operator Supervisor assigns each coded and reviewed stack of forms to one or more *first* Student Data Input Assistants for data entry. Ownership cards are attached to the stacks appropriately.
- 7.3.10 The *first* Student Data Input Assistant(s) does data entry of the stack. Upon completion, she or he initials and dates the "Coding, Entry, and Verification Record" form appropriately, and transfers custody back to the Data Input Operator Supervisor.
- 7.3.11 The Data Input Operator Supervisor assigns each entered stack of forms to one or more *second* Student Data Input Assistants for data verification. Ownership cards are attached to the stacks appropriately.
- 7.3.12 The *second* Student Data Input Assistant(s) performs data verification of the stack and stamps each form with **COMPLETED** stamp. Upon completion, she or he initials and dates the "Coding, Data Entry, and Data Verification Log" form appropriately, and transfers custody back to the Data Input Operator Supervisor.
- 7.3.13 The Student Data Input Assistant who verified the stack checks out each form of the stack in the logbook and files it in the original, appropriately labeled household packet.
- (a) A dot (•) is marked next to the key variable(s) of a form when returned to the packet.
  - (b) If the form was unable to be coded or entered for any reason and it needs to stay in keypunch, then the key variable(s) for that form is circled in pencil.
  - (c) Once the electronic data for the form is verified and the physical form is ready to be returned to the Project Data Coordinator, the circled key variable(s) is erased and a dot is placed next to the key variable(s).
- 7.3.14 The household packets or packet(s) containing one type of form are reassembled into a batch as originally received in Keypunch.
- 7.3.15 The Data Input Operator Supervisor notifies the Project Data Coordinator that the batch is ready to be picked up. She or he initials and dates the batch tracking form after "called for pickup."
- 7.3.16 Within a period of one week, the Data Input Operator Supervisor relinquishes custody of the batch to the Project Data Coordinator.

#### 7.4 Calculations (Not Applicable)

## 7.5 Special QA Checks

### 7.5.1 Tolerance Limits

- (a) Although each physical form is checked in and out of the logbook, one or more of them could be misplaced. In this case, the form ID(s) of the misplaced form(s) will be documented on a "Misplaced Data Forms and Packets" form (Figure 5) and the Project Data Coordinator will be notified within one business day.
- (b) Physical and electronic DP batches are supposed to be retrieved from Key punch within one week of notification that they are ready. A maximum of five business days beyond the original scheduled day of retrieval is allowable under special circumstances. The latter includes insufficient trained personnel, lack of transportation or electronic storage media, and malfunctioning of LAN or pertinent computer hardware/software.

### 7.5.2 Detection Limits

- (a) For the processes outlined in this SOP that must occur within a certain time frame, all deviations are detectable via the batch custody forms.
- (b) For the custody transfers of physical data, all errors are detectable because the person representing a link in the chain of custody verifies the claim(s) of the person representing the previous link. This is an independent verification of both the key variable(s) and the presence or absence of physical data.
- (c) Any error(s) in key variable(s) originating with the Team Leader(s) that went undetected by the Project Field Coordinator will unfortunately be passed through the entire chain of custody, unless discovered by field staff.

### 7.5.3 Corrective Actions

- (a) For all misplaced data forms or packets, a search for them will begin within one business day of their being recorded on the "misplaced forms" sheet. The searching parties will be the person who currently maintains custody and the person who most recently relinquished custody. In the above situation, the former will notify the latter of the misplacement. If the form(s) or packet(s) have not been located within five business days, then all personnel in the data section will be notified of the misplacement via memo, e-mail, or meeting announcement. If appropriate, all personnel in the field section will be notified as well. At this point, the intensity of the search effort will depend upon the relative importance of the misplaced form(s) or packet(s).
- (b) If the retrieval of a DP batch from Key punch exceeds five



retrieval, then the reason(s) for lack of retrieval will be addressed immediately. If the usual trained personnel are absent, then the On-Site PI will select someone to perform the job. If usual transportation is unavailable, then the University of Arizona shuttle bus or other state vehicle will be used. If the LAN or pertinent computer hardware/software are malfunctioning, then data will be retrieved manually via floppy disks if possible. If this is impossible, then data will be retrieved from tape backup(s). If this is impossible, then we will have to wait until pertinent equipment is fixed or otherwise resumes its normal functioning.

## 8.0 Records

### 8.1 Data to Be Recorded from This Procedure (Not Applicable)

### 8.2 Record Forms (Attached)

#### 8.2.1 Figure 1: Keypunch Custody Flow Chart

#### 8.2.2 Figure 2: "Batch Custody Form" (example)

#### 8.2.3 Figure 3: "Household Packet Contents Log" form (example) [This form may be generated by the tracking database.]

#### 8.2.4 Figure 4: "Coding, Entry, and Verification Record" form (example)

#### 8.2.5 Figure 5: "Misplaced Data Forms and Packets" form (example)

### 8.3 Location of Record Forms

8.3.1 The batch custody forms are returned to the Project Data Coordinator after the batch is cleaned. They are then stored in the "Data Processing Batch Sheets" notebook in the project offices.

8.3.2 The "Household Packet Contents Log" and "Coding, Data Entry, and Data Verification Log" forms are retained at Key punch and stored in the logbook.

8.3.3 The "Missing Data Forms and Packets" form is retained by the person who maintained custody at the time of misplacement. Further, a copy of this form (or duplicate information) is maintained by the Project Data Coordinator for all misplaced physical data.

Figure 1: Keypunch Custody Flow Chart

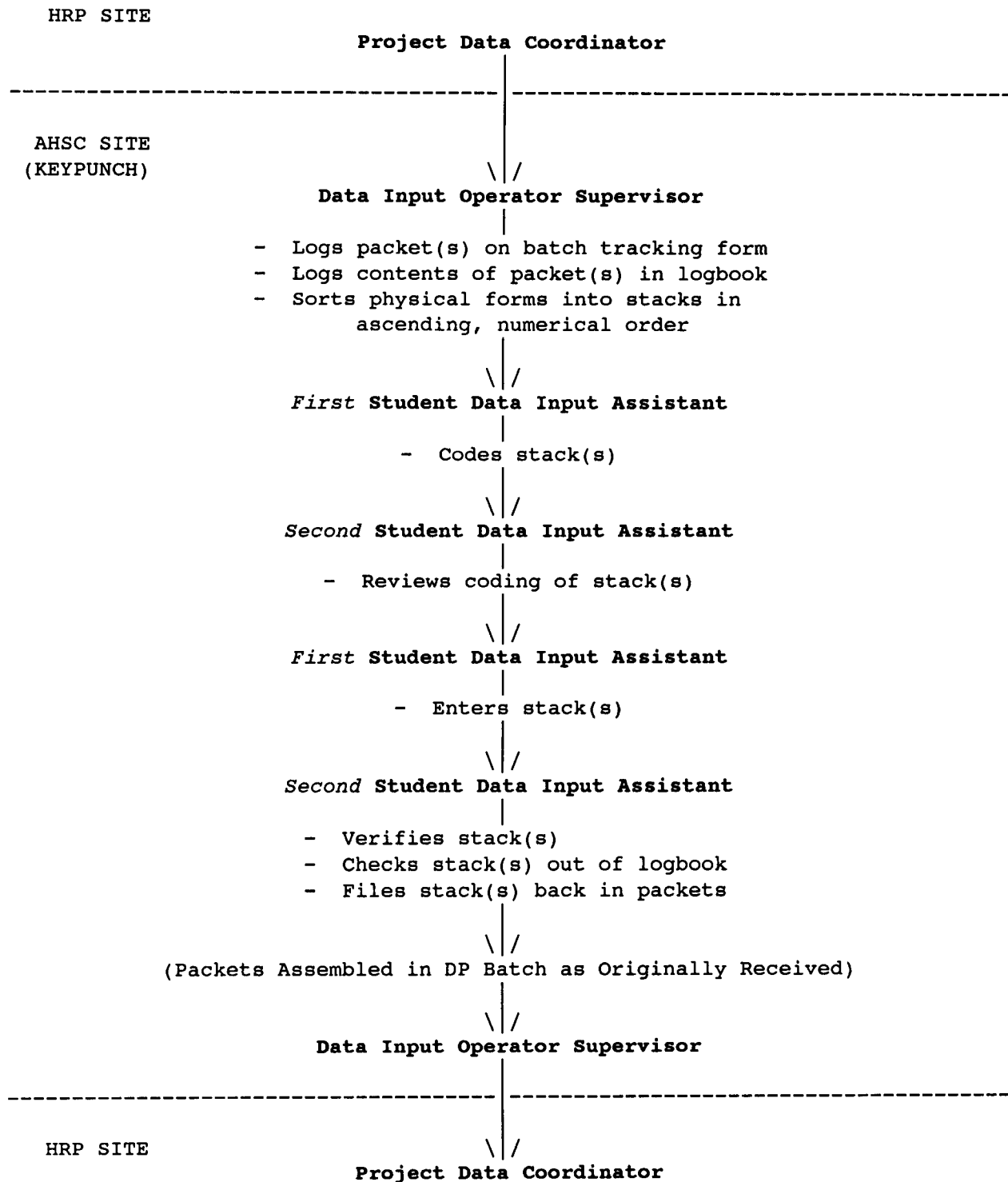


Figure 2: Example of a "Batch Custody Form"

BATCH CUSTODY FORM; DP batch # \_\_\_\_\_

Please date, initial and check boxes:

**D A T A   E N T R Y**

To keypunch: _____	By: _____	Received By: _____
Called for pickup: _____	By: _____	
From keypunch: _____	By: _____	Received By: _____
To Student DP: _____	By: _____	Received By: _____
From Std DP: _____	By: _____	Received By: _____
Filed: _____	By: _____	
Problem sheet attached to batch: <input type="checkbox"/> yes <input type="checkbox"/> no		

**H O U S E H O L D   P A C K E T S   O R   F O R M S**

	Key Variables	To KP	At KP	To HRP	To SDP	To Files	Comments:
1		[ ]	[ ]	[ ]	[ ]	[ ]	
2		[ ]	[ ]	[ ]	[ ]	[ ]	
3		[ ]	[ ]	[ ]	[ ]	[ ]	
4		[ ]	[ ]	[ ]	[ ]	[ ]	
5		[ ]	[ ]	[ ]	[ ]	[ ]	
6		[ ]	[ ]	[ ]	[ ]	[ ]	
7		[ ]	[ ]	[ ]	[ ]	[ ]	
8		[ ]	[ ]	[ ]	[ ]	[ ]	
9		[ ]	[ ]	[ ]	[ ]	[ ]	
10		[ ]	[ ]	[ ]	[ ]	[ ]	
11		[ ]	[ ]	[ ]	[ ]	[ ]	
12		[ ]	[ ]	[ ]	[ ]	[ ]	
13		[ ]	[ ]	[ ]	[ ]	[ ]	
14		[ ]	[ ]	[ ]	[ ]	[ ]	
15		[ ]	[ ]	[ ]	[ ]	[ ]	

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Appendix A  
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Figure 3: Example of a "Household Packet Contents Log" form

# Grey Packets

[illegible]

Substitute  
with  
Scanable  
Form  
44-C-6.D-1.1  
total of 4  
pages  
10/15/95

Figure 4: Example of a "Coding, Entry, and Verification Record" form

## CODING, ENTRY, AND VERIFICATION RECORD

**FORM NAME:**

Form ID: UA-C-6.0-2.0

[illegible]

Figure 5: Example of "Misplaced Data Forms and Packets" form

[illegible]

## **Appendix A: Batch Description and Custody Records**

# BATCH DESCRIPTION AND CUSTODY RECORD

1. Form : \_\_\_\_\_

2. DP Batch:

Tech ID

3. Forwarded to:

☐ Student DP (HRP) .....

/  /

☐ Key punch (Main Dept.)...

/  /

☐ Other.....

/  /

4. Forwarded by: \_\_\_\_\_

Init.

Tech. ID

5. Received on:

/  /

by \_\_\_\_\_

Init.

6. Filed on:

/  /

by \_\_\_\_\_

Init.

	HHID	F.S.	Date	IRN (If app.)	To Processing		From Processing		File
					Forward	Receive	Forward	Receive	
1.	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12.	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13.	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14.	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15.	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Draft



## **Appendix B: Household Summary & Packet Contents Form**

# HOUSEHOLD SAMPLING SUMMARY

<b>Form Type:</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">101</div> <b>FORM</b> UA-F-3.0-2.1	<b>Study:</b> <input type="radio"/> 1. NHexas <input type="radio"/> 2. Border <input type="radio"/> 3. _____ <input type="radio"/> 4. _____ <input type="radio"/> 5. _____	<b>Stage #</b> <div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>  <b>Collapsed?</b> Y <input type="radio"/> N <input type="radio"/> 8 <input type="radio"/>	<b>Team Leader:</b> _____ Init. <div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>  <b>QC By:</b> _____ Init. <div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	<b>Tech ID</b> <div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>  <b>Tech ID</b> <div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	<b>HHID</b> <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> <b>F.S.</b> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>  <b>QC:</b> <input checked="" type="checkbox"/> [ ]
--	---	---	--	--	--

1. V1 on: <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> / <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> / <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> or N/A [ ]	3. V3 on: <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> / <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> / <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> or N/A [ ]
2. V2 on: <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> / <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> / <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> or N/A [ ]	4. V4 on: <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> / <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> / <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> or N/A [ ]

## HOUSEHOLD LEVEL SAMPLES

Sample Type	Collected	Sample Status	QC: <input checked="" type="checkbox"/>	Sample Type	Collected	Sample Status	QC: <input checked="" type="checkbox"/>
PID Indoors	Y <input type="radio"/> N <input type="radio"/> N/A <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]	Yard Soil	Y <input type="radio"/> N <input type="radio"/> N/A <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]
PID Outdoors	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]	Foundation Soil	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]
Sentinel	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]	Soil Thin Film	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]
H2O Metals	Y <input type="radio"/> N <input type="radio"/> N/A <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]	Floor Dust	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]
H2O Pests	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]	Sill Wipes	Y <input type="radio"/> N <input type="radio"/> N/A <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]
H2O VOCs	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]	Sill Thin Film	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]
H2O Carb	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]	_____	Y <input type="radio"/> N <input type="radio"/> N/A <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]
OVM Indoors	Y <input type="radio"/> N <input type="radio"/> N/A <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]	_____	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]
OVM Outdoors	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]	_____	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]
PF1 Indoors	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]	_____	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]
PF1 Outdoors	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]	_____	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]
Carbo Trap In	Y <input type="radio"/> N <input type="radio"/> N/A <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]	_____	Y <input type="radio"/> N <input type="radio"/> N/A <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]
Carbo Trap Out	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]	_____	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]
Pm Indoors	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]	_____	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]
Pm Outdoors	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>	[ ]				

**Status Codes:**  
 1 = Completed      4 = Re-Collected      8 = N/A  
 2 = Not - Completed      5 = Refused      9 = Missing  
 3 = Partially Completed      7 = Destroyed

<b>Data Use Only:</b>	0 <input type="radio"/>	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	6 <input type="radio"/>	7 <input type="radio"/>	8 <input type="radio"/>	9 <input type="radio"/>	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>	F <input type="radio"/>	G <input type="radio"/>	H <input type="radio"/>	I <input type="radio"/>	J <input type="radio"/>
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7706

## HH Summary

Form Type	Collected	Form Status	QC: <input type="checkbox"/>
Tech QX	Y N N/A <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>	[ ]
Descriptive QX	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>	[ ]
_____ <input type="checkbox"/>	Y N N/A <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>	[ ]
_____ <input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>	[ ]
_____ <input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>	[ ]
_____ <input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>	[ ]

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3 = Partially Completed      7 = Destroyed

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## INDIVIDUAL LEVEL FORMS

IRN #	Consent Form			Status	Baseline QX			Status	Activity Diary			Status	Follow Up QX			Status	QC: ✓
01	Y	N	N/A	<input type="checkbox"/>	Y	N	N/A	<input type="checkbox"/>	Y	N	N/A	<input type="checkbox"/>	Y	N	N/A	<input type="checkbox"/>	[ ]
02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
06	Y	N	N/A	<input type="checkbox"/>	Y	N	N/A	<input type="checkbox"/>	Y	N	N/A	<input type="checkbox"/>	Y	N	N/A	<input type="checkbox"/>	[ ]
07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]

IRN #	Diet Checklist			Status	Diet Diary			Status	Diet Follow Up			Status	_____	Status	QC: ✓		
01	Y	N	N/A	<input type="checkbox"/>	Y	N	N/A	<input type="checkbox"/>	Y	N	N/A	<input type="checkbox"/>	Y	N	N/A	<input type="checkbox"/>	[ ]
02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
06	Y	N	N/A	<input type="checkbox"/>	Y	N	N/A	<input type="checkbox"/>	Y	N	N/A	<input type="checkbox"/>	Y	N	N/A	<input type="checkbox"/>	[ ]
07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[ ]

Other Form  
Code
☐ ☐

Data Use Only:	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# INDIVIDUAL LEVEL SAMPLES

PAGE 4

HH Summary

Sample Type	Collected	From IRN #	Sample Status	Field Form	Form Status	Comments	QC: <input checked="" type="checkbox"/>
Dermal (M)	Y N N/A <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y N N/A <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>		[ ]
Dermal (P)	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>		[ ]
Blood (M)	Y N N/A <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y N N/A <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>		[ ]
Blood (VOC)	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>		[ ]
Urine Sample	Y N N/A <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y N N/A <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>		[ ]
Food Sample	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>		[ ]
Bev. Sample	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>		[ ]
Personal Air (M)	Y N N/A <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y N N/A <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>		[ ]
Personal Air (P)	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>		[ ]
1 _____	Y N N/A <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y N N/A <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>		[ ]
2 _____	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>		[ ]
3 _____	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>		[ ]
4 _____	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>		[ ]

O Samp 1 O Samp 2

<input type="checkbox"/>	<input type="checkbox"/>
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O Samp 3 O Samp 4

<input type="checkbox"/>	<input type="checkbox"/>
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Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Office Use Only

Form Status: <input type="radio"/> 1.Cmp <input type="radio"/> 2.N Cmp <input type="radio"/> 3.P Cmp <input type="radio"/> 4.Re-col <input type="radio"/> 5.Ref <input type="radio"/> 7.Dest <input type="radio"/> 8.N/A <input type="radio"/> 9.Miss	Tech. ID	MO	DAY	YR	Tech. ID	MO	DAY	YR
	QC: _____	<input type="checkbox"/>	<input type="checkbox"/>	/	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>
	Init. _____	<input type="checkbox"/>	<input type="checkbox"/>	/	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>
	QA: _____	<input type="checkbox"/>	<input type="checkbox"/>	/	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>
	DE: _____	<input type="checkbox"/>	<input type="checkbox"/>	/	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>
	Init. _____	<input type="checkbox"/>	<input type="checkbox"/>	/	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>
	DP Batch: _____	<input type="checkbox"/>	<input type="checkbox"/>		QXV: <b>F S U M 1</b>			

Chain of custody initiated (sig.): \_\_\_\_\_

Pagelink QC:

Init: \_\_\_\_\_

Consigned to packet on: [ ] \_\_\_\_/\_\_\_\_/\_\_\_\_

Box UA G4-2.0

Data Use Only:	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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