

National Human Exposure Assessment Survey (NHEXAS)

Arizona Study

Quality Systems and Implementation Plan for Human Exposure Assessment

The University of Arizona
Tucson, Arizona 85721

Cooperative Agreement CR 821560

Standard Operating Procedure

SOP-UA-D-19.0

Title: Cleaning: Baseline Questionnaires--Individual

Source: The University of Arizona

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.*

Cleaning: Baseline Questionnaire -- Individual

1.0 Purpose and Applicability

The purpose of this procedure is to define the particular steps involved in cleaning the electronic data generated from data entry of the Baseline Questionnaire -- Individual. It applies to electronic data corresponding to the Baseline Questionnaire -- Individual that was entered and verified by NHEXAS Arizona Data Staff.

2.0 Definitions

DATA CLEANING: The process of locating and correcting data processing errors. They can be individual level errors in the electronic and physical data, or they can be system level errors in the data collection, packaging, coding, entry, and cleaning procedures themselves. This process is also referred to as "data validation."

DATA, ELECTRONIC: Data stored on some type of magnetic or optical medium (for example: floppy disk, hard disk, Bernoulli, tape).

DATA, ENTERED: Electronic data entered for the first time into a computer database. Entered data are the product of "data entry."

DATA, VERIFIED: Electronic data re-entered into the same table and database into which it was originally entered, and programatically compared against the original entered data. Verified data are the product of "data verification."

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 NHEXAS Arizona.

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.

3.0 References

N/A

4.0 Discussion

The Baseline Questionnaire -- Individual is still being processed by the Office of Management and Budget (OMB). As such, any particulars in the data cleaning scheme cannot yet be defined.

The overall data cleaning scheme will follow SOP# UA-D-16.0: First Stage of Cleaning Electronic Data.

5.0 Responsibilities

- 5.1 The Project Data Coordinator is responsible for writing the data cleaning instructions for the Baseline Questionnaire -- Individual once it has been approved by OMB.

6.0 Materials and Reagents

N/A

7.0 Procedure

N/A

8.0 Records

N/A