

The Children's Total Exposure to Persistent Pesticides and Other Persistent Organic Pollutants (CTEPP) Study

Handling Missing Samples and Data

Battelle
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Standard Operating Procedure

CTEPP-SOP-2.24

Title: Handling Missing Samples And Data

Source: Battelle

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

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STANDARD OPERATING PROCEDURE (SOP)
FOR HANDLING MISSING SAMPLES AND DATA

Prepared by: _____ Date: _____

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1.0 Scope and Applicability

This standard operating procedure (SOP) describes the method for handling missing samples or data.

2.0 Summary of Method

Missing samples or data will be identified as soon as possible during field sampling. Based on experience in the previous pilot studies, the reasons or situations that caused the missing samples or data varied from participant to participant. The most common reasons were: (1) the parent forgot to collect the sample, and (2) the child could not provide any sample at the collection time. The SOP will provide guidance to collect the missing sample or data and document the reason for the missing sample or data.

3.0 Definition

3.1 Missing Sample: Field sample that was not collected according to the SOP during the sampling period.

3.2 Missing Data: Data item in the data collection form that was not collected according to the SOP during the sampling period.

4.0 Cautions

Not applicable

5.0 Responsibilities

5.1 The field staff and Field QA Officer will report the missing samples or data to the Field (FTL).

5.2 The FTL will assign appropriate staff to collect the missing sample or data.

6.0 Apparatus and Materials

Depending on the missing sample or data, appropriate equipment and materials will be used to collect the missing sample or data.

7.0 Procedures

7.1 Missing Air Sample

In the case of a missing air sample (e.g., power outage or pump failed), follow the following steps:

1. Find out the length of time that the air pump was not functioning properly. Ask the participant if he/she noticed anything about the air pump or the time of the power outage. Staff need to know : (1) why the pump is not working, and (2) the amount of time that the pump was not working.
2. Call the Battelle Columbus Office to report the missing sample and the information about the missing sample.
3. The Task Order Leader (TOL) will decide how to handle the missing sample. If the missing sample is less than 2 hours of sampling time, estimate the missing sample. If the missing sample is more than 2 hours of sampling time, schedule a second sampling visit with the participant to redo the air sampling. Document the actions taken and the results for each incidence of a missing sample.

7.2 Missing Food Sample

In the case of a missing food sample, follow the following steps:

1. Find out what was missing by comparing the contents of the food sample with the food diary (in the Child Activity Diary) and by confirming with the participant. Ask the participant why the sample is missing and see if it is possible to make up the missing sample.
2. If the participant forgot to collect the sample, ask if there are any leftovers for the missing sample.
3. If the participant(s) ate out and forgot to collect the sample, (1) ask the name and location of the place where they ate out, (2) ask what they ordered, (3) ask what and how much the child ate, and (4) ask what and how much the participating adult ate.
4. Call the Battelle Office to report the missing sample and the information about the missing sample.
5. The TOL will decide how to handle the missing sample. Document the actions taken and the results for each incident of a missing sample.

7.3 Missing Urine Sample

In the case of a missing urine sample, follow the following steps:

1. Find out which sample was missing and ask the participant why the sample is missing.
2. Call the Battelle Office to report the missing sample and information about the missing sample.
3. The TOL will decide how to handle the missing sample. Document the actions taken and the results for each incident of a missing sample.

7.4 Missing Dermal (Hand Wipe) Sample

In the case of a missing hand wipe sample, follow the following steps:

4. Find out which sample was missing and ask the participant why the sample is missing.
5. Call the Battelle Office to report the missing sample and information about the missing sample.
6. The TOL will decide how to handle the missing sample. Document the actions taken and the results for each incident of a missing sample.

7.5 Missing Data

In the case of missing data from the data collection form, follow the following steps:

7. Find out which data item was missing or required clarification with the participant.
8. Contact the participant as soon as possible to collect the missing data (either by phone or personal visit).
9. Document the results of collecting the missing data. The staff who collected the missing data must record the date and time of data collection and put his/her initials next to the data item.

8.0 Records

Document the actions taken and the results for each incidence of missing sample. The staff who collected the missing data must record the date and time of data collection and put his/her initials next to the data item. The original records will be stored in a secured file room. Field data will be entered into a computer database. Electronic files will be stored in the field sampling folders and archived on a CD ROM after the project is completed. All electronic files will be protected by passwords. Only authorized project personnel will be allowed to access the files.

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9.0 Quality Control and Quality Assurance

The Field QA Officer, the FTL, and the TOL will closely monitor the actions and results of collecting missing samples and data. Each incident will be documented in detail and verified by the Field QA Officer.

10.0 Reference

Not applicable.