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Remediation Services

RRES

Risk Reduction and Environmental Stewardship—Remediation Services Project

Standard Operating Procedure

for

Initiating and Managing Data Set Requests

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Los Alamos NM 87545

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0	8/7/03	Felicia Aguilar	New SOP	All
0	4/20/04	Felicia Aguilar	Reviewed and deemed adequate	All

Initiating and Managing Data Set Requests

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List of Acronyms and Abbreviations

DI	desk instruction
DMTL	Data Management Team Leader
DS	Data Steward
ERDB	environmental restoration database
LANL	Los Alamos National Laboratory
POC	point of contact
PTL	Project Team Leader
QP	quality procedure
PRS	potential release sile
RRES-RS	risk reduction and environmental stewardship—remediation services
SOP	standard operating procedure

Initiating and Managing Data Set Requests

1.0 PURPOSE

This standard operating procedure (SOP) states the responsibilities and describes the process for initiating and managing data set requests for the Los Alamos National Laboratory (LANL), Risk Reduction and Environmental Stewardship—Remediation Services (RRES-RS) Project.

2.0 SCOPE

All **RRES-RS personnel** (UC and subcontractor) requesting and managing data sets shall implement this mandatory SOP for initiating and managing data set requests.

3.0 TRAINING

3.1 **RRES-RS personnel** shall train to and use the current version of this SOP; contact the author if the SOP text is unclear.

3.2 **RRES-RS personnel** using this SOP shall document training in accordance with QP-2.2.

3.3 The responsible **PTL** shall monitor the proper implementation of this procedure and ensure that the appropriate personnel complete all applicable training assignments.

4.0 DEFINITIONS

4.1 *Focused Validation*—Validation of analytical data packages that goes beyond baseline validation. Focused Validation is usually performed when question(s) about the analytical results arise during evaluation of the data set. The hardcopy data package and baseline validation reports are requested and a chemist does an in-depth review of the data package to answer the question(s). Either a Data Management Team chemist or a project team chemist may perform the focused validation.

4.2 *Field data* —A data set that includes only the field information (no analytical information) for the samples requested. These data sets provide the Data User with the opportunity to review the field information currently available in the ERDB.

4.3 *Preliminary data*—A data set that is requested for temporary use purposes, usually for use during initial, general evaluations. These data sets are for internal project use only and are not provided to the public or used in reports, under any circumstances. Preliminary data must be deleted after 30 days when data validity expires.

4.4 *Report data*—A data set that is requested for reporting purposes. These data sets are quality reviewed and prepared per DIs-4.26 (Field QA) and -4.28 (analytical data review) by a Data Steward.

Note: If you are unsure if the intended use requires a reporting or preliminary data set, contact the Data Management Team Leader (DMTL) to discuss and resolve the issue.

5.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in this procedure:

- Chemist
- Data Management Team Leader
- Data Steward
- Data User
- Project Team Leader
- RRES-RS Personnel

6.0 BACKGROUND AND PRECAUTIONS

6.1 If any questions arise while completing the Data Set Request, contact the Data Management Team Leader (DMTL) or any Data Steward.

6.2 The Data Stewards and Chemists follow standard processes to prepare data sets for delivery.

6.3 To understand the delivered data set, review the desk instructions and routine validation and background comparison SOPs listed under section 11.0 References.

6.4 If any questions arise during data-set review/use, contact the Data Steward that delivered the data set.

7.0 EQUIPMENT

A computer is required that accesses the Environmental Restoration Project's Internal Web Page, with MS Access, MS Excel, and an e-mail program installed, in order to complete the tasks defined in this SOP.

8.0 PROCEDURE

See Attachment A for a pictorial view of the following work process.

8.1 Initiate Data Set Request

The **Data User** shall perform all the following activities:

8.1.1 Under the "Service Request" dropdown menu of the internal web page located http://erinternal.lanl.gov/, select "ER Data Request."

8.1.2 After the ER Data Request, spreadsheet opens automatically, save the Excel file to the hard drive.

8.1.3 Complete Worksheet 1, General Request Info (Attachment B).

Note: All information is required unless otherwise specified.

Required Data User Information is specific to the person requesting the data set:

- Date: request's submission date.
- Name: person requesting the data set.
- E-mail: email address of person requesting data set.
- Phone #: phone number of person requesting data set.
- Z#: Z-number of person requesting data set.

Required Data Set Information is specific to the data set request:

- Request Type: Use the pull-down list to choose the request type for the data set (see definitions of preliminary, report, and field data above).

Note: It is suggested to initially request field data so that the data user can work with the data steward during the DI 4.26; field QA of the data set.

- POC for questions about Sampling Activity (name and phone number): identify a point of contact (POC) that is familiar with the sampling activities associated with the data set, and include the person's name and phone number.
- Planning Document: List the title and LA-UR number of the planning document implemented to collect the samples associated with the data set. If no information is available as to why the samples were collected, indicate "unknown."
- Project Team: Use the pull down list to choose the project team responsible for the data set.
- Project Team Leader: Use the pull down list to choose the Project Team Leader (PTL) responsible for the data set.
- Date Required: Fill in the date the data set is needed.

Note: The DMTL and Data Steward work with the Data Users to schedule the data set based on a current list of project priorities defined by the PTLs.

8.1.4 Complete Worksheet 2, Data Request Info (Attachment B).

Required specific data request Information is specific to the data set:

PRS, CANYON or WATERSHED: List the potential release site(s) (PRS[s]) associated with the data set. If the data set is not PRS related, indicate either the Canyon or Watershed with which the samples are associated.

Note: Complete at least one of the following columns. If more than one column is completed, ensure that the information in the columns is associated (e.g., event ID adjacent to the location IDs within that event, sample IDs adjacent to their locations). For greater ease, work with the shortest, all-inclusive list.

- Event ID: List the Event IDs included in the data set.
- Location ID: List the Location IDs included in the data set.
- Sample ID: List the Sample IDs included in the data set.

Note: The **Data User** must ensure that the lists are as complete as possible, if events, locations, or samples are added after the initial download, the data set will be delayed while another download is done, prepared, and appended to the initial data set.

8.1.5 Complete Worksheet 3, Special Instructions (Attachment B).

Special Instructions: List any special requests or comments related to the data set. These can include requirements for how certain information should be handled or how the data set should be split. The data steward assigned will contact you discuss and clarify instructions.

8.1.6 Save the Excel file, with a new name, and e-mails the file to ERDataRequest@lanl.gov.

8.2 Manage Data Set Download and Preparation

8.2.1 The **DMTL** shall assign the data request to a Data Steward.

8.2.2 The assigned **Data Steward** shall notify the Data User of the assignment to the data request.

8.2.3 The **Data User** shall compile the SCLs for the data set, providing them to assigned Data Steward.

Note: If the SCLs are not provided, a delay occurs while the Data Steward compiles the SCLs from multiple sources.

8.2.4 If the data type is “preliminary” data, the **Data Steward** shall provide the data set ***without*** a quality review.

Note: Do **NOT** use “preliminary” data for external reporting.

8.2.5 If the data set type is “field” or “report” data, the **Data Steward** shall ensure the performance of field QA on the data set following DI-4.26.

8.2.6 The **Data Steward** shall download the data set from the environmental restoration database (ERDB).

8.2.7 If the data set type is “field” data, the **Data Steward** shall provide the field data set.

8.2.8 If the data set type is “report” data, the **Data Steward** shall perform a completeness check to verify analyses requested versus the analytical results returned.

8.2.9 If the data set type is “report” data, the **Data Steward** shall prepare the data set following DI-4.28 (analytical data review).

8.2.10 The **Data Steward** shall ensure the performance of an internal review.

Note: The internal review consists of an independent Data Steward reviewing the data set using DIs-4.26 (Field QA) and -4.28 (analytical data review).

8.2.11 The **Data Steward** shall deliver the data set to the Data User in the following possible formats:

- A field data set consists of a database with only the field information in one table.
- A preliminary data set consists of a database with the field data and analytical data in one large table.
- A reporting data set consists of the following:
  - A database with the analytical data broken out into various tables based on DI-4.28 (analytical data review).
  - A database with the frequency of detect and sample ID tables.
  - The samples taken tables in excel format.

Note: The various types of tables that make up the analytical data vary because of the difference of each data set. See DI-4.28 for the possible types of breakouts.

8.3 Manage Data Set Questions/Changes

8.3.1 The **Data User** shall review the delivered data set.

8.3.2 If questions on field information arise, the **Data User** shall perform the following:

- Discuss questions with the Data Steward.
- If determined in the above discussion that updates or changes to the ERDB are needed, compile the documentation (e.g., field paperwork, final reports, etc.) that verifies any needed changes.
- If field paperwork is edited during this process, ensure that the updated paperwork is submitted as required per SOP-01.04.
- Provide the documentation to the Data Steward.

8.3.3 The **Data Steward** shall update the ERDB.

8.3.4 If questions on analytical information arise, perform the following steps:

- The **Data User** shall discuss the questions with the Data Steward.
- The **Data User** shall contact a Chemist and discuss the questions, providing questions in an e-mail format to the Chemist.
- The **Chemist** shall review the associated data set and hardcopy data packages.
- The **Chemist** shall perform a Focused Validation, if necessary.
- The **Chemist** shall update the ERDB.

Note: If a Project Team Chemist performs the focused validation they must coordinate with a Data Management Team Chemist to have the updates to the ERDB done.

8.3.5 The **Data Steward** shall update the data set delivery.

Note: Depending on the magnitude of the updates, the data steward will either re-download the complete data set or only the affected records. If only the affected records are re-downloaded they are appended into the original data set and the records they replace are removed. The records that are re-downloaded are reviewed according to this procedure using DIs-4.26 (field QA) and -4.28 (analytical data review).

8.3.6 The **Data Steward** shall provide the revised data set to the Data User.

8.3.7 Repeat steps 8.3.1 through 8.3.5, as necessary.

Note: A thorough, initial review by the **Data User** produces the most efficient process.

8.4 Manage Final Data Set

8.4.1 If the data set represents "report" data, the **Data User** shall use the data for reporting purposes.

8.4.2 If the data set represents "preliminary" data, the **Data User** shall ***delete*** the data set within 30 days after its preliminary use.

9.0 LESSONS LEARNED

9.1 Before performing work described in this SOP, **RRES-RS personnel** should go to the Department of Energy Lessons Learned Information Services home page, located at http://www.tis.eh.doe.gov/ll/ll.html, and/or to the LANL Lessons Learned Resources web page, located at http://www.lanl.gov/projects/lessons_learned/, and search for applicable lessons.

9.2 During work performance and/or after the completion of work activities, **RRES-RS personnel**, as appropriate, shall identify, document, and submit lessons learned in accordance with the LANL, Lessons Learned System located at http://www.lanl.gov/projects/lessons_learned/.

10.0 RECORDS

None

11.0 REFERENCES

To properly implement this SOP and understand the process used to prepare the data set , **RRES-RS personnel** should become familiar with the contents of the following documents located at http://erinternal.lanl.gov/home_links/Library_proc.shtml:

- RRES-RS Program Quality Management Plan
- QP-2.2, Personnel Orientation and Training
- DI-4.26, Legacy Field Data Review Process
- DI-4.28, Quality Assurance Checklist for Preparation of Data Sets from the ER Project Technical Database
- SOP-01.04, Sample Control and Field Documentation

- Routine Validation SOPs-15.01 through -15.07, as applicable
- Background Comparison SOPs-15.12 and -15.13, as applicable

12.0 ATTACHMENTS

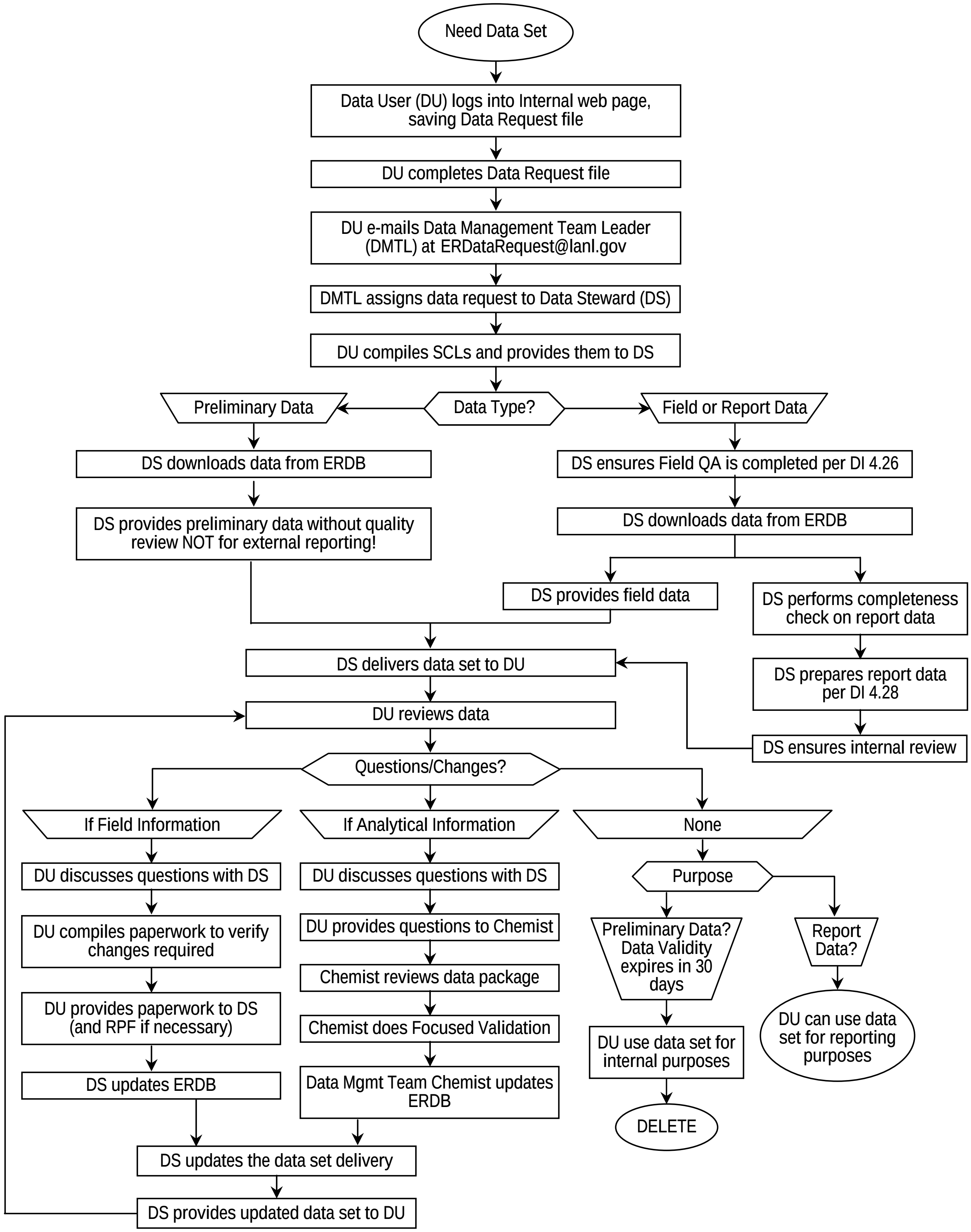
Attachment A: Initiating and Managing Data Set Requests Process Flow Chart, 1 page

Attachment B: RRES-RS Data Set Request, Excel File Sample (Worksheets 1, 2 and 3, electronically produced), 2 pages

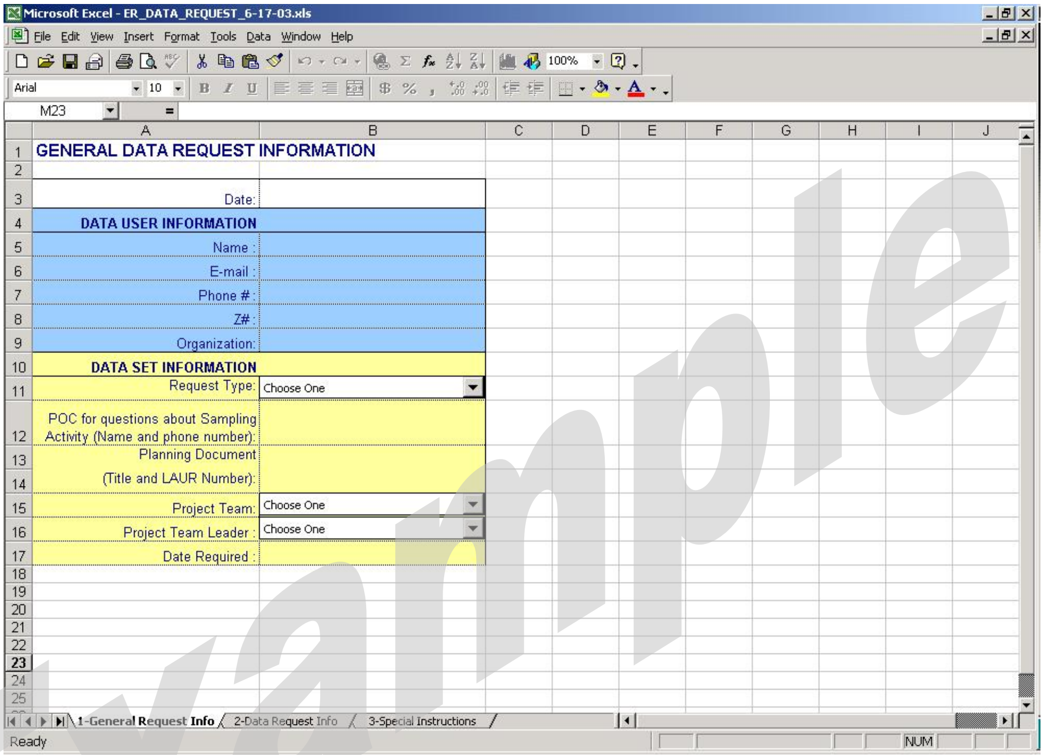
Using a token card, click here to record "self-study" training to this procedure.

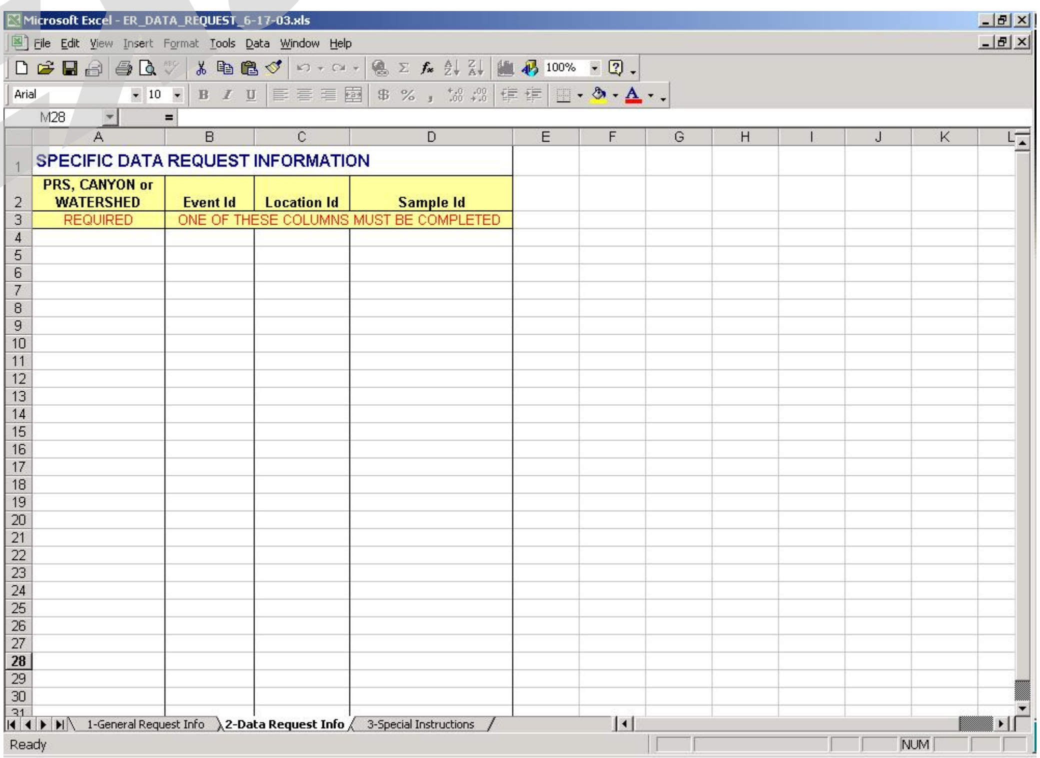
If you do not possess a token card or encounter problems, contact the RRES-ECR training specialist.

Attachment A: Initiating and Managing Data Set Requests Flow Chart



Attachment B: RRES-RS Data Set Request, Excel File Example (Worksheets 1 and 2)





Attachment B: ER Data Set Request, Excel File Example (Worksheet 3)