Environment & Remediation Support Services

Standard Operating Procedure

for **REQUESTING, USING, AND PERFORMING QUALITY ASSURANCE FOR ANALYTICAL DATA SETS**

APPROVAL SIGNATURES:

Subject Matter Expert:	Organization	Signature	Date
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1.0   PURPOSE AND SCOPE

The purpose of this procedure is to describe the process for requesting, using, and performing quality assurance (QA) for analytical data sets within the Los Alamos National Laboratory (Laboratory) Environment & Remediation Support Services (ERSS) Division.

2.0   BACKGROUND AND PRECAUTIONS

2.1   Background

None.

2.2   Precautions

None.

3.0   EQUIPMENT AND TOOLS

- Desktop Computer;

- Internet Explorer Version 6.0 or higher; and

- SMART Software.

4.0   STEP-BY-STEP PROCESS DESCRIPTION

4.1   Request SMART Access

On-site and Off-site Data Requestors	1.	Complete and document formal training in the use of the SMART software.
Data Requestors	2.	Complete a computer support request for SMART software by accessing and completing the online Computer Support Request form at http://ccn2remedy.lanl.gov/cgi/ticket.pl.
	3.	Contact the ERSS Project Database Administrator to acquire a user name and password and request access and permission to use the on-site SMART-dedicated desktop computer.

4.2   Request an Analytical Data Set

Data Requestors	1.	Follow the SMART Analytical Data Set Request User's Guide to request an analytical data set. [NOTE: The guide is located on the internal Web site.]

4.3 Submit an Analytical Data Set for Quality Assurance

| Sample Requestor | 1. | Use the SMART Submitted for QA page to submit to a data steward requests for analytical data set quality assurance. |
| | | [NOTE: Analytical data sets must undergo quality assurance assessment and receive QA approval before use in a regulatory deliverable or other high-profile document.] |

4.4 Perform Analytical Data Set Quality Assurance

Data Stewards	1.	Regularly monitor the SMART inbox for pending analytical data set quality assurance check requests that require action.
	2.	Follow the SMART Analytical Data Set Request User's Guide to process an analytical data set quality assurance check request.
	3.	Follow DI-4.28, Quality Assurance Checklist for Preparation of Data Sets from the RRES-RS Project Technical Database, to perform analytical data set quality assurance checks.
Data Stewards/ Data Requestors	4.	Ensure the quality of analytical data sets by working together to solve any quality assurance problems associated with an analytical data set.
Data Stewards	5.	Record any quality assurance problem or issue and its resolution on the SMART Comments page.
	6.	Send an e-mail to the Date Requestor confirming approval of the analytical data set when the analytical data set reaches approval status.
	7.	Ensure the automatic generation of all QA transactions as record in the ERSS Project database.

4.5 Use an Analytical Data Set

Data Requestor	1.	Use analytical data sets to produce regulatory deliverables only upon receiving confirmation from the Data Steward of the data set quality assurance check completion and the data set approval.
Data Steward	2.	Perform a final quality assurance check of any analytical data set used or referenced in a regulatory deliverable or publicly disseminated document before the release of the deliverable or document.
Data Requestor	3.	Use data sets that have not undergone a quality assurance check for preliminary assessments and other non-regulatory nonpublic purposes only.

4.6   Records

>   1.   None.

5.0   PROCESS FLOW CHART

Flow chart is to be included at a later date.

6.0   ATTACHMENTS

None.

7.0   REVISION HISTORY

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Revision No. *[Enter current revision number, beginning with Rev.0]*	Effective Date *[DCC inserts effective date for revision]*	Description of Changes *[List specific changes made since the previous revision]*	Type of Change *[Technical (T) or Editorial (E)]*
0.0	02/09/07	Reformatted and renumbered, supersedes SOP-15.18	E

Click here to record "self-study" training to this procedure.