

Data Corrections

Chapter 9:

DOCUMENTATION
AHETF-9.F.O.

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1.0 PURPOSE AND SCOPE

- 1.1 This Standard Operating Procedure (SOP) describes the procedure for making proper changes ^{and/or} corrections to raw data generated in all Agricultural Handlers Exposure Task Force (AHETF) studies.

2.0 PROCEDURE

- 2.1 Changes to the raw data are made by drawing a single line through the original entry so as to not obscure the entry then adding the correct entry. The change ^{and/or} correction must be initialed and dated by the individual making the change, and an explanation (either written out or coded) must be given for the change. The following codes and their definition can be used:

| | | |
|----|---|--|
| WL | = | Inadvertently recorded in wrong location |
| CC | = | Changed for greater clarity |
| WO | = | Write over. (Personnel inadvertently wrote over the error instead of drawing a line through the error). Cross out the error and re-enter the correct data. |
| SP | = | Spelling error |
| CE | = | Calculation error |

RE = Recording error

NI = Entry not initialed and dated at time of entry

FC = Form change (*i.e.* incorrect unit contained in column header)

RO = Rounding error

- 2.2 Codes, other than those defined in section 2.1 may be used, if clearly explained (defined) in the notebook or data file.
- 2.3 Error codes should be circled to distinguish the code from the individual's initials, and placed as close to the correction as possible. If this is not possible, the error should be footnoted and explained elsewhere on the page.
- 2.4 Errors that cannot be explained with an appropriate defined code must be explained in detail on the page at the time of correction.
- 2.5 The field and laboratory facilities may follow the examples in this SOP or use their own internal SOPs on data correction.