

Raw Data Collection
Chapter 9: DOCUMENTATION
AHETF-9.E.O.

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1.0 PURPOSE AND SCOPE

- 1.1 This Standard Operating Procedure (SOP) describes the preferred methods for documenting raw data, identifying automated data, and identifying who is responsible for reviewing the raw data generated for/by the Agricultural Handlers Exposure Task Force (AHETF).

2.0 PREFERRED METHODS FOR MANUALLY RECORDED DATA

- 2.1 All persons involved in an AHETF study should record all raw data on standard data forms (designed for recording raw data pertaining to the particular type of study being conducted) or in a (preferably bound) notebook.
- 2.2 All raw data should be collected with the utmost care, accuracy, neatness and legibility. Personnel involved in collection of raw data shall:
- a. Initial and date all entries in data notebooks/files and entries made on data collection forms. Initials and date must be made on the day of entry and by the person making the entry.
 - b. Record all data in indelible ink, preferably black. Do **NOT** use pencil, water soluble ink or erasable ink to record raw data.
 - c. Record units of measure when appropriate.

- d. Record the AHETF study number and contractor number (if applicable) on notebook covers, 3-ring binders and all loose pages or standard data forms.
- e. No data prompts on a form should be left unanswered or blank. If the required information is not applicable, state "N/A" or draw a line through the unused portion. It is not necessary to address blank comment sections or sections to provide additional information.

3.0 PREFERRED METHOD FOR AUTOMATED SYSTEMS DATA

- 3.1 All data generated by automated laboratory instruments and computer systems, including spreadsheets, should indicate (or have added to the print-out) the following information:
 - a. Date
 - b. Sample numbers/Identity
 - c. Cross-reference to the study notebook or data collection form that describes the experiment, if applicable
 - d. Signature or initials of person generating data
 - e. AHETF Study number
 - f. System description (e.g., GC column type, oven temperatures, weather station brand/model, mobile phase, flow rates, HPLC unique instrument number, etc.) This system description can be added to the first page of an analytical data set if documentation exists indicating this information pertains to the entire data set.
- 3.2 The first printout from automated systems is considered the original raw data.

4.0 SCIENTIFIC/TECHNICAL REVIEW OF RESULTS

- 4.1 It is the responsibility of the Study Director, or his/her designate, or the contract laboratory management to ensure that all results on data forms, notebooks and automated printouts are accurate. All mistakes should be noted and corrected by the personnel who recorded the data.
- 4.2 The AHETF Quality Assurance Unit (QAU) may review the raw data at any given time.