

LLNL Environmental Restoration Division (ERD)
Standard Operating Procedure (SOP)

ERD SOP 5.14: Issuing New Parameter Codes
Revision: 0

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1.0 PURPOSE

The purpose of this procedure is to set forth steps by which parameter codes are chosen and assigned for new compounds or properties that need to be stored in the database.

2.0 APPLICABILITY

This procedure applies to personnel performing quality affecting activities in the creation of parameter codes and parameter aliases under the scope of the Environmental Protection Department (EPD) Quality Assurance Management Plan (QAMP).

3.0 REFERENCES

- 3.1 LLNL Environmental Protection Department, *EPD Quality Assurance Management Plan (QAMP)*.

4.0 DEFINITIONS

See SOP Glossary.

5.0 RESPONSIBILITIES

5.1 Division Leader

The Division Leader's responsibility is to ensure that all activities performed by ERD at the Livermore Site and Site 300 are performed safely and comply with all pertinent regulations and procedures, and provide the necessary equipment and resources to accomplish the tasks described in this procedure.

5.2 Analytical Laboratories

Analytical laboratories are responsible for submitting requests to ERD's DMT for new parameter codes.

5.3 Parameter Code Designator

The Parameter Code Designator (a member of the Data Management Team) is responsible for creating the needed codes for this procedure. The Parameter Code Designator also communicates the new code(s) to the analytical laboratories.

6.0 PROCEDURES

- 6.1 When the analytical laboratory calls for one or more parameter codes, the Parameter Code Designator will determine from the lab the name and CAS (Chemical American Society) number, if any, of the constituent(s) requiring codes. Since the goal of this procedure is to minimize the time required for a lab to obtain a new code, the Parameter Code Designator will do the following steps as quickly as possible, hopefully within 5 to 10 minutes, while still doing a thorough job.

Note: The following steps are performed by the Parameter Code Designator:

- 6.1.1 Check the database, both parameter table and parmaliases table, for the CAS number and/or constituent name. Note that not all constituents have a CAS number. If a matching CAS number and/or constituent name is found, a parameter code already exists and the following steps are not necessary. Call the laboratory back with the existing code(s).
- 6.1.2 If a parameter code exists for the CAS number, but the requested name is not listed, then the requested constituent name may be a synonym. Check with a chemist or reference books to determine if the synonym is correct. If it is a synonym, enter the name into the parmaliases table. Use the same parameter code and assign a sequence number appropriate for the alphabetical position in the listing. Call the laboratory back with the existing code(s).

- 6.1.3 If no matching parameter code(s) are found to match the CAS and/or the constituent name given by the laboratory, determine whether the constituent name has a synonym by reviewing reference books and/or by consulting a chemist. If the constituent does not exist in the database under a different name, assign it a parameter code as described below.
- 6.1.4 Locate an unused code number from the parameter list. If possible in a timely manner, choose a number that is near where the constituent would be alphabetically. Such a selection is not always possible.
- 6.1.5 Select a sequence number that will place the parameter in the correct alphabetical order. If necessary, adjust nearby sequence numbers to maintain alphabetical order.
- 6.1.6 Enter the new information in the database and print log files of the changes.
- 6.1.7 Call the lab back and give them the new parameter code(s) and sequence number(s), if requested.
- 6.1.8 Record the addition(s) in the Updates logbook maintained by ERD DMT.
- 6.1.9 File the documentation in the Updates file maintained by ERD DMT.

7.0 QUALITY ASSURANCE RECORDS

- 7.1 Updates Logbook.
- 7.2 Updates File.

8.0 ATTACHMENTS

Not applicable.