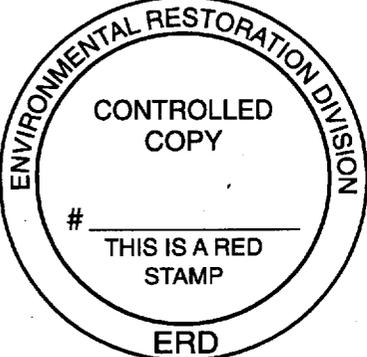


**LLNL Environmental Restoration Division (ERD)  
Standard Operating Procedure (SOP)**

**ERD SOP 5.5: Data Management Revision Receipt and  
Processing —Revision: 1**

	<b>AUTHOR(S):</b> L. Graves*						
	<table border="0"> <tr> <td><b>APPROVALS:</b></td> <td align="right"><b>Date</b></td> </tr> <tr> <td><u>Albert J. Samane</u> Division Leader</td> <td align="right"><u>9/8/00</u></td> </tr> <tr> <td><u>Carol Atoker</u> Information Systems Management Group Leader</td> <td align="right"><u>9/8/00</u></td> </tr> </table>	<b>APPROVALS:</b>	<b>Date</b>	<u>Albert J. Samane</u> Division Leader	<u>9/8/00</u>	<u>Carol Atoker</u> Information Systems Management Group Leader	<u>9/8/00</u>
	<b>APPROVALS:</b>	<b>Date</b>					
<u>Albert J. Samane</u> Division Leader	<u>9/8/00</u>						
<u>Carol Atoker</u> Information Systems Management Group Leader	<u>9/8/00</u>						
<table border="0"> <tr> <td><b>CONCURRENCE:</b></td> <td align="right"><b>Date</b></td> </tr> <tr> <td><u>Valerie D. Dibley</u> QA Implementation Coordinator</td> <td align="right"><u>9/7/00</u></td> </tr> </table>	<b>CONCURRENCE:</b>	<b>Date</b>	<u>Valerie D. Dibley</u> QA Implementation Coordinator	<u>9/7/00</u>			
<b>CONCURRENCE:</b>	<b>Date</b>						
<u>Valerie D. Dibley</u> QA Implementation Coordinator	<u>9/7/00</u>						

\*CMG Contract Services

**1.0 PURPOSE**

The purpose of this procedure is to establish the means for receiving and processing revisions of hard copy analytical result records received from the analytical laboratories. This procedure is to ensure complete and consistent handling of revision records within the Environmental Restoration Division (ERD) Data Management Team (DMT).

**2.0 APPLICABILITY**

This procedure applies to personnel performing quality affecting activities in the receipt and processing of revisions of hard copy analytical results, which constitute QA records, under the scope of the Environmental Protection Department (EPD) Quality Assurance Management Plan (QAMP).

**3.0 REFERENCES**

3.1 Not applicable.

**4.0 DEFINITIONS**

See SOP Glossary.

## **5.0 RESPONSIBILITIES**

### **5.1 Analytical Laboratories**

Analytical laboratories are responsible for submitting revised analytical results to ERD's DMT. Revised reports must be clearly identified as revisions.

### **5.2 Data Management Team (DMT)**

The DMT is responsible for receiving and processing revised analytical results in this procedure. The DMT is also responsible for communicating with the analytical laboratories regarding corrections or adjustments to CoC requests.

## **6.0 PROCEDURE**

### **6.1 Revision**

6.1.1 Date stamp the revised original and stamp "Revision" with a red revision stamp.

6.1.2 Enter into new data log table and put message in the note field.

6.1.3 Make requested copies, if necessary.

6.1.4 File copy in analytical laboratory data box.

6.1.5 Update the Monitor tables in EPDData database.

6.1.5.1 Analysis Table, qc\_key and qc\_anal tables.

- Enter the revised information per the revision cover sheet.

6.1.5.2 Sample Table

- Enter the revised information per the revision cover sheet. In the Note Field, enter "Revision <date><your initials>." Revision date is the date stamped on the document upon receipt.

6.1.5.3 Perform a screen print of updates and place in the "Global Update" file.

6.1.6 Date and sign the original to verify that the electronic revision was performed.

6.1.7 Record and date the updated information in the "Global Update Logbook".

6.1.8 Find original data and stamp "Superseded by Revision" and write revision receipt date (date revision received by ERD DMT). Attach revision to original data.

## **7.0 QA RECORDS**

The following documents shall be maintained as ERD Quality Assurance Records (REFERENCE 3.4):

7.1 Electronically stored hard copy analytical records.

## **8.0 ATTACHMENTS**

Not applicable.