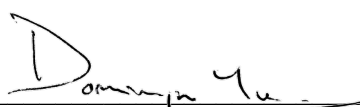


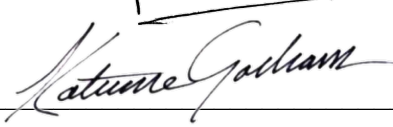
UCD CSN Standard Operating Procedure #801


Processing & Validating Raw Data

*Chemical Speciation Network
Air Quality Research Center
University of California, Davis*

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DOCUMENT HISTORY

Date Modified	Initials	Section/s Modified	Brief Description of Modifications
11/30/18	NJS	1,2,3,7,8,9,10	Rewording for clarity and updating name changes. Included disaster recovery plan.
7/31/19	KAG	1,2,3,7,8,9	Changed process for carbon and ion analysis pathways, and wording changes for clarity.

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1. PURPOSE AND APPLICABILITY

This Standard Operating Procedure (SOP) broadly outlines the procedures applied at the University of California, Davis (UCD) Air Quality Research Center (AQRC) for processing and validating the sampling and analytical laboratory data from the U.S. Environmental Protection Agency (EPA) Chemical Speciation Network (CSN). Data processing and validation for CSN are the responsibility of the Data & Reporting Group at UCD AQRC, under the supervision of the project Data & Reporting Manager.

This SOP covers the steps involved in receiving the sampling and analytical laboratory data, processing the data into a format suitable for further review, conducting Level 0 and Level 1 validation, submitting the data to state, local, and tribal (SLT) agencies for their further validation and review, final processing and review of SLT changes, and submittal of the data to the EPA's Air Quality System (AQS) database.

This document is intended to give only the outline of how data are processed, validated, and delivered. Each of the required steps involved has a specific function and a set of procedures associated with that function. A detailed explanation of each of these steps is required. Thus, descriptions of the individual procedures are given in the Technical Information (TI) documents that are referenced within this SOP.

2. SUMMARY OF THE METHOD

Filter samples are collected routinely throughout the year in the CSN, resulting in approximately 13,000 annual samples on each of three types of filters (PTFE, nylon, and quartz). Field sampling is conducted by representatives of SLT agencies. Filter packs are prepared and sent to the field, and then received after sampling, by a separate contractor, Wood PLC (Wood). Once the samples are received, Wood sends the exposed filters to UCD laboratory and to the UCD subcontract laboratory, RTI International (RTI), along with associated sampling data such as flow volumes and sampling duration.

Samples are analyzed at UCD for elements on the PTFE filters by x-ray fluorescence (XRF) and for carbon on the quartz filters by thermal optical analysis (TOA). As a subcontractor to UCD, samples are analyzed at RTI for ions on the nylon filters by ion chromatography (IC). Following laboratory analysis, all analytical results are assembled by UCD for processing and initial validation.

Data processing involves calculating ambient concentration, uncertainty, and method detection limit (MDL) for each analyte using the laboratory result plus the sample volume and sampling duration determined from the field data. The calculated concentrations undergo two levels of validation at UCD. Level 0 validation examines the fundamental information associated with each measured variable, such as chain of custody, shipping integrity, sample identification, and damaged samples. Level 1 data are reviewed more fully for technical acceptability and reasonableness based on information

such as routine QC sample results, data quality indicator calculations, performance evaluation samples, internal and external audits, statistical screening, internal consistency checks, and range checks.

Once the data have been processed and validated to Level 1 by AQRC, they are submitted to the SLT agencies for further review and Level 2 and 3 validation.

3. DEFINITIONS

- **AQS:** EPA's Air Quality System database.
- **Chemical Speciation Network (CSN):** EPA's PM_{2.5} sampling network, with sites located principally in urban areas.
- **Database:** A normalized, relational data system designed to store unique information about each data point.
- **Ion Chromatography (IC):** An analytical technique used to determine the concentration of ions.
- **Interagency Monitoring of Protected Visual Environments (IMPROVE):** Federal PM_{2.5} and PM₁₀ sampling network directed by the National Park Service, with sites located principally in remote rural areas.
- **Method Detection Limit (MDL):** A lower limit of detection specific to method of analysis and reported parameter. Method of determination of MDLs is consistent for all measurements.
- **STI:** Sonoma Tech, Inc. Contractor developing and operating the DART interface.
- **Thermal Optical Analysis (TOA):** An analytical technique used to determine the concentration of carbon.
- **X-Ray Fluorescence (XRF):** An analytical technique used to determine the concentration of elements.

4. HEALTH AND SAFETY WARNINGS

Not applicable.

5. CAUTIONS

Not applicable.

6. INTERFERENCES

Not applicable.

7. PERSONNEL QUALIFICATIONS, DUTIES, AND TRAINING

The UCD AQRC Data & Reporting Group staff assigned to this project have the following roles and responsibilities:

- The Data & Reporting Group Manager oversees all aspects of data validation and reporting. Under their direction data validation analysts are responsible for data validation and submission, with specific responsibilities including,
 - Receiving electronic data from Wood and RTI and ingesting records to the CSN database;
 - Executing data processing code to calculate ambient concentrations;
 - Reviewing the components of the measurements (flow rates, elemental concentration, etc.) in preparation for final data validation;
 - Communicating with laboratory staff at both UCD and RTI to resolve problems or discrepancies encountered during data review;
 - Communicating with the sample handling lab at Wood, STI, and SLT validators to resolve issues;
 - Validating the final data set;
 - Formatting the data to meet AQS standards; and
 - Submitting the final data sets to the AQS database.
- The Software & Analysis Group Manager oversees database and software development. Under their direction, software developers are responsible for –
 - Maintaining and upgrading the data management system including the SQL Server database, data processing and visualization tools, and data reporting and data input forms;
 - Working with staff to identify, map, design and implement improvements to the data management system;
 - Testing, verifying, and documenting modifications to the system; and
 - Designing and maintaining an archival system for all data and metadata records and source files.

8. PROCEDURAL STEPS

UCD CSN data processing and validation occurs in several steps, outlined below. The specifics of each step are detailed in the noted Technical Information documents.

- 1) Data ingest (CSN TI 801A): Sample event information (including Filter IDs, flow rates, flags, and comments) are retrieved from Wood via email and uploaded to the UCD CSN database. XRF and TOA results are transferred into the database through an automated service. IC analysis results files are received via email from RTI, and results are ingested to the UCD CSN database.
- 2) Level 0 Validation (CSN TI 801C): Data and metadata are reviewed through several visualizations to identify oddities such as inconsistent dates, transcription errors, and others that appear to be typographical errors. These are resolved through communication with Wood and SLT validators.

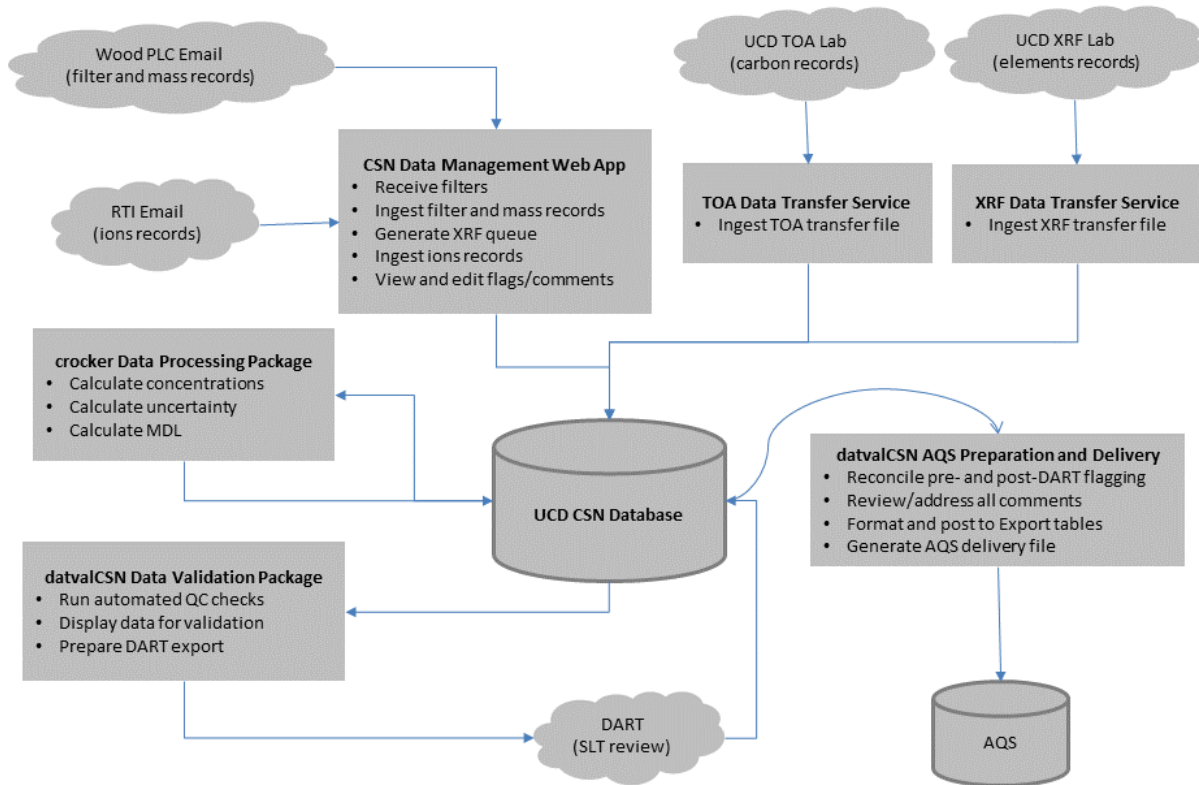
- 3) Data Processing (CSN TI 801B): Flow rates and analysis results are combined to calculate concentrations. Field blank values are used to derive MDLs and correct data for artifacts. MDLs and concentrations are used to estimate uncertainty.
- 4) Level 1 Data Validation (CSN TI 801C): Several statistical and visual checks are applied and examined. Reanalyses are requested as needed. Data are flagged with qualifier or null codes.
- 5) Data Posting (CSN TI 801D): Initially validated concentration data and metadata are posted for SLT review to EPA's Data Analysis and Reporting Tool (DART) hosted by STI. After the specified 30 day review period, changed or unchanged data are re-ingested to the UCD CSN database.
- 6) AQS Delivery (CSN TI 801D): SLT initiated changes and comments are reviewed and resolved. Data are formatted for delivery and posted to the AQS database.

9. EQUIPMENT AND SUPPLIES

The CSN data are stored within a Microsoft SQL Server database at UCD. The database software is installed on a Rackform iServe R346.v4 hardware with RAID 10 data drives. Three virtual machines are installed on the server hardware for production, development, and testing.

Data management is handled through custom software that interfaces with the UCD CSN database. The primary applications for data ingest and management were developed on the .NET platform. Figure 1 illustrates the data flow and relationships between the data sources, software, and the UCD CSN database. In addition, to support data validation and operational monitoring, several interactive visualizations have been developed using the R Shiny platform.

Figure 1. Diagram of CSN data management software and flow at UCD.



9.1 Disaster Recovery Plan

The scope of recovery activities will depend on the nature of the disaster. Response to an actual disaster may require implementing multiple sections of this SOP.

9.1.1 Facility Recovery

The UCD police department patrols buildings on a regular basis (including nights, weekends, and holidays). In addition, campus facilities and maintenance staff are on call at all times.

In the event of damage to the Jungerman Hall data facilities, the UCD police will notify the Information Technology (IT) Administrator. The IT Administrator will assess the damage to determine the scope of recovery operations. If the building can be safely entered, surviving equipment will be relocated to another building. All buildings on the UC Davis campus are connected to internal Ethernet, and a relocated server could be immediately operable.

If equipment is substantially damaged, arrangements will be made to relocate activities on other UCD servers and/or acquire new hardware.

9.1.2 Hardware Recovery Plan

Database and file servers: The campus network of IT Administrator staff allow for rapid response to server failure and recovery issues.

Barcode scanners: Barcode scanners are used to record sample information. In an emergency, a keyboard could be used for data entry rather than a bar-code scanner. Barcode scanner replacements are available on short notice.

XRF system computers: Each XRF instrument has an associated computer. Instrument service contracts with PANalytical for each instrument guarantee service within 48 hours, enabling quick replacement of XRF computers with little disruption to the flow of samples.

9.1.3 Software and Data Recovery Plan

9.1.3.1 UCD XRF and Quartz Carbon Laboratories

Raw and processed spectra from the XRF analyses are saved and available for use at any time on the PANalytical Epsilon 5 computers in the XRF Laboratory.

Thermograms from the TOA analyses are saved and available for use at any time on Sunset analyzer computers in the Quartz Carbon Laboratory.

Data safety and security are ensured by frequent transfer of computerized raw data from the UCD XRF Laboratory and UCD Quartz Carbon Laboratory (both located in Jungerman Hall on the UCD campus) computers to two servers located in different buildings on campus. Differential backups are performed daily and full backups are performed weekly.

9.1.4 Data Security

UCD and RTI access policies: Access to database and computers associated with this project is limited to authorized project personnel by use of access control lists for files, programs, and database access. Access to laboratory and office space is controlled by keycards.

Password policies: Unique passwords are issued to each employee by the UCD campus system administrator. Password integrity is monitored by the UCD campus system administrator.

Termination policies: System access is revoked for terminated personnel. The IT Administrator disables domain accounts and passwords upon termination of employment.

Virus protection: Microsoft Endpoint Protection is used for virus scanning and protection. All staff are required to complete annual cyber security awareness training.

10. QUALITY ASSURANCE AND QUALITY CONTROL

10.1 Code Development

Software for data management, processing, and validation is developed in-house by professional software engineers. Source code is managed through a code repository. Development of code changes and new applications is conducted on a development environment that parallels the production environment. Prior to deployment in production, all code changes undergo testing within a separate test environment. The testing, which is conducted by developers, managers, and users, is targeted both at the identification of software bugs and the confirmation of valid data equivalent to the production system.

10.2 Bug Reporting

Software bugs and data management issues are tracked through JIRA tracking software. All UCD users have access to an internal JIRA website and can submit, track, and comment on bug reports.

10.3 Data Validation

Data integrity is enforced within the UCD CSN database via unique primary keys and non-nullable records. Data completeness and data quality are thoroughly checked through the data validation process, described in the TI documents.

11. REFERENCES

Not Applicable.