

Standard Operating Procedure  
FOR  
REGIONAL SAMPLING CONTROL CENTER



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**Annual Review:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

STANDARD OPERATING PROCEDURE  
**THE DOCUMENT CONTROL ROOM**

SOP #: HW-41  
Revision #: 1.1  
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**Introduction:**

The purpose of this Standard Operating Procedure (SOP) is to describe the operation of the Document Control Room (DCR) and the main steps of handling and securing the data from the time of receipt until it is archived in boxes. The DCR is operated by EPA personnel, and kept locked at all times in order to maintain security of the data. Data are stored and maintained in the DCR for approximately 3-4 months prior to being shipped to the Federal Record Center.

**DCR Operation in Summary:**

Data are received as Sample Delivery Groups (SDG), each of which consists of as many as 20 samples. Upon data receipt, the package is opened and the data are checked for how many SDGs are included. The data are then logged in the Data Log Book, and in the HWSS Database. As all data for a particular case or for a large case, several SDGs are logged in, a Record of Communication (ROC) is generated and forwarded to the data validation Task Order Project Officer (TOPO). The TOPO then generates the Technical Direction Form (TDF) instructing the contractor to perform the data validation or assigns the case to an EPA validator for validation. The data are then released to the contractor or EPA validator for validation. As the validation is completed, data are returned to the DCR. At this time, the TOPO will e-mail the validated electronic data deliverables (EDD) including Form Is as available. A copy of only Form Is for all samples will be copied and mailed, as per directions from the TOPO and **as needed**, to the EPA RPM or OSC, while the originals will be archived with the data. Then, the completed data package is archived in boxes.

**Procedure:**

1. When data are received in the DCR, they are logged in the Data Log Book. (see attachment 1) The following information is recorded in the log book:

- A Date Received
- B Case Number
- C SDG Number
- D Number of samples and Matrix type, i.e. soil, water, or air
- E Laboratory code
- F Received data or re-submittals and type of analysis, i.e. VOA, SVOA, Metals, etc.
- G Initials of the person who received and logged in the data

2. The data package is then organized and neatly wrapped with rubber bands, and placed on the shelf, previously marked with the case number of that data package.

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3. The same information that is logged into the log book is entered into the SDGs Information Form of the HWSS database. (Attachment 2)
4. As data becomes complete for any case, the Regional Sample Control Coordinator (RSCC) generates an ROC. This ROC is forwarded to the Data Validation TOPO. Colored papers are used to distinguish organic data from inorganic and/or other types of analyses, such as VOCs in air samples, Dioxins and/or congeners of Polychlorinated Biphenyls (PCBs). Blue papers are for the organic data, yellow papers are for the inorganic data, and green papers are for all other data (CLP non-routine).

At this time, the Data Validation TOPO prepares a Technical Direction Form (TDF), along with the instructions for Data Validation and data management requirements for the contractor or assigns the case to an EPA validator. The contractor or EPA validator will sign the data out from the DCR.
5. The RSCC Coordinator or designee will sign the ROC as he/she releases the data to the data validator or designee, and at the same time, the data validator or designee then signs the ROC as he/she receives the data (Attachment 3). Additionally, the data receiver will sign an internal log book, as a backup for the original ROC (Attachment 4). The original ROC stays with the data package. A copy of the original signed ROC will be kept in the DCR.
6. The RSCC or designee will then enter that date and the data validator initials in the HWSS database to track when data validation has begun.
7. Upon the completion of data validation, the data is returned to the DCR. The data validator or designee will sign the original ROC relinquishing the data to the RSCC or designee, and the latter will sign as receiving the data. Additionally, the data validator or designee will sign the data validation log book indicating return of the data (Attachment 4).
8. The data validator and/or the RSCC, then informs the data validation TOPO that the data package has been returned to the DCR for EPA review. The TOPO will sign the data out for his review and approval of the data validation performed by others. Then, the RSCC or designee will sign the original ROC, attached to the data, as relinquishing data to the TOPO, and the TOPO will sign the ROC as he receives the data. Additionally, the TOPO will sign in the data validation log book.
9. When the TOPO completes his review of the data package, he will return the data to the DCR, and again signs the original ROC as relinquishing the data to the RSCC or designee, and the latter will sign as receiving the data. Additionally, the TOPO will sign in the log book for returning the data.

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10. Pursuing the initiative for paper usage minimization and increasing electronic deliverables, all validated results and/or data will be e-mailed electronically in the form of Excel files for the results, Microsoft Word document for the data assessment review, and, as available, Portable Document Format (PDF) file as an electronic copy of Form Is. A hard copy of only Form Is for all samples will be mailed, as per directions from the TOPO and **as needed**, to the EPA RPM or OSC, while the originals will be archived with the data, and in front all SDGs included in a particular data package.

**Archiving Data:**

All data are archived in boxes with a temporary number and kept in the DCR for as long as 50 boxes are accumulated. A data package, as part of a case or a whole case, will be archived in the Archiving Box in the following order:

1. A brown manila folder with three labels (figure 1) is always placed in the box in front of the case's data. (Note: Attempts should be made to keep data packages together, and avoid separating a package whenever possible). The three labels are marked as follows:

Case number on the label on the left, site name, EPA site ID (CERCLIS No.), sampling team or contractor and SDG designation on the middle label, CLP laboratory code preceded with (O) for organic data or (I) for inorganic data and "Current" as document type on the label on the right, as shown in Fig. 1.

2. Following the folder, place a copy of the original request form submitted by the sampling team or contractor, and a copy of the trip report for this sampling activity. Place a colored sheet at the end of it.

3. Behind the request form and trip report, place all Form Is of the data package, with a colored sheet at the end.

4. Behind all Form Is, place the data package, with a colored sheet at the end.

The colored sheets will serve as separators to the different parts of the whole data package in the box.

As any box becomes full, it is temporarily closed and placed on the shelves in sequential order. The boxes are numbered with an alphabet letter indicating the year, such as A for year 2000, B for year 2001, and G for year 2006, followed by three digits indicating the sequence of the boxes, starting with 001, 002, and 003 and so on.

As 50 boxes are accumulated, the boxes are stacked on one pallet and shipped to the Federal Record Center (refer to SOP No. 52).

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If archived data are needed, the requestor must send an e-mail to the RSCC stating the following information:

- A. Site name
- B. CLP case No.
- C. Type of data, i.e. organic or inorganic
- D. Sampling date

If the data are still in the DCR, the RSCC will retrieve the data off the shelf. If the data were shipped to the Federal Record Center, then, the RSCC will submit the request to the Facility & Administrative Management Branch (FAMB). The FAMB will request data retrieval from the Federal Record Center. Upon receipt at the RSCC, the requestor will be notified.

Case #	Site name CERCLIS # Sampling Team	O-LIBRTY CURRENT
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**Figure 1**

## **ATTACHMENT 1**

### **Sample of Data Log Book Page**

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Date	Case #	SDG #	# OF SAMP	LAB code	Comments	Recd. Est.	Recd. ESAT
2/24/06	35084	N/A	N/A	N/A	Trip Report	AM	
3/1/06	35076	N/A	N/A	N/A	Trip Report	AM	
	Muckenzig Chemical 35039	206084	15 Air	EAS	Data w/CD (VOA-TAIS)	AM	
	35039	B3J73	N/A	A4	Re-sub.	AM	
	34798	B3BD6	N/A	A4	Re-sub.	AM	
	35039	B3E71	N/A	A4	Re-sub.	AM	
	35005	B2610	N/A	A4	Re-sub.	AM	
	35005	B3NW3	N/A	A4	Re-sub.	AM	
	35005	B261F	N/A	A4	Re-sub.	AM	
	35037	B3061	17st+3w	KAP	Data (no disk) (VOA+TVA)	AM	
	35037	B3081	9s+1w	KAP	Data (no disk) (VOA+TVA)	AM	
	35064	N/A	N/A	N/A	Trip Report	AM	
3/7	35039	B3E91	N/A	A4	Re-sub. w/ disk	AM	
	35005	B2635	N/A	A4	Re-sub w/ disk	AM	
	35005	B261F	N/A	A4	Re-sub. Disk only	AM	
	35084	B3L23	4W	KAP	Data (no disk) (T-VOA)	AM	
	35076	B3JJ3	12s.	KAP	Data (no disk) (Aroclors)	AM	
	35047	B3J93	N/A	A4	Re-sub.	AM	
	35088	MB3BZ6	11s.	BONNER	Data w/ disk (Sb & As)	AM	
	35088	MB3BY7	20s.	BONNER	Data w/ disk (Sb & As)	AM	
	35088	MB3BW1	2 w.	BONNER	Data w/ disk (Sb & As)	AM	
3/18/06	35114	N/A	N/A	N/A	Trip Report	AM	
(MS)	35715	N/A	N/A	N/A	Trip Report	AM	
	35057	N/A	N/A	N/A	Trip Report	AM	
	34798	B3BD6	N/A	A4	Re-sub. w/ disk	AM	JB
	34798	B3BD1	N/A	A4	Re-sub.	AM	JB
	34798	B3BD2	N/A	A4	Re-sub.	AM	JB

## **ATTACHMENT 2**

# **HWSS DATABASE Sample SDGs Information Form**

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**SDG Information**

Case Number:  Site Name:

**Individual SDG Information**

Case #	SDG	SDG Sample #s	SDG Comments	Lab Code	Date Due from Lab	Date In (Electronic)	Date In (Hard Copy)	R
37462	B4N00	20s		STLV			6/20/2008	R1
37462	B4N20	1w, 19s		STLV			6/20/2008	R1
37462	B4N40	1w, 19s		STLV			6/20/2008	R1
37462	B4P00	20s		STLV			6/25/2008	R1
37462	B4P20	19s, 1w		STLV			6/25/2008	R1
37462	B4P40	20s		STLV			6/26/2008	R1
37462	B4P60	20s		STLV			6/26/2008	R1
37462	B4P80	19s, 1w		STLV			6/27/2008	R1
37462	B4Q01	19s, 1w		STLV			6/27/2008	R1
37462	B4Q22	20s		STLV			6/27/2008	R1
37462	B4Q42	19s, 1w		STLV			6/30/2008	R1
37462	B4Q62	20s		STLV			6/30/2008	R1
37462	B4Q82	19s, 1w		STLV			6/30/2008	R1
37462	B4QA2	19s, 1w		STLV			6/30/2008	R1

Record: 1 of 14

Record: 6 of 78

Enter Case number (booking form)

NUM

start Adly Michael - Inbo... HWSSDatabase : D... Welcome : Form frmFormMenu : Form frmSDGInfoInput 8:13 AM

**Attachment 2**

## **ATTACHMENT 3**

### **Sample of Record of Communication (ROC)**

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**RECORD OF COMMUNICATION**  
 REGIONAL SAMPLE CONTROL CENTER

DATE: 8/10/2006  
 SUBJECT: CLP Data Package for Quality Assurance Review  
 FROM: Hazardous Waste Support Section  
 TO: ESAT/RSCC

TDF # 06-0071

Attached is the following ORGANIC Data Package to be reviewed for Quality Assurance

SITE: Cabo Rojo SDI CASE #: 35509  
 SDG#: B3524 SAMPLER: W-SAT  
 PROJ. CODE: RB SITE SPILL #: ZZ #SAMPLES: \_\_\_\_\_ MATRIX: \_\_\_\_\_  
 LAB: DATA OPERABLE UNIT: 00 17 Water  
 TURN-AROUND-TIME: 21 day  
 CERCLIS ID #: N/A FRACTION: 2 TVDA + 15 Full TCL (SOMPT.1)  
Contaminant(s) of Concern (If known)

**REGION II RSCC DATA TRANSFER LOG**

Relinquished By		Received By	
Signature	Date/Time	Signature	Date/Time
<u>Edly Michael</u>	<u>8/15/06 10:45 am</u>	<u>John Bulich</u>	<u>8/15/06 10:45 AM</u>
<u>John Bulich</u>	<u>8/17/06</u>	<u>K. Hoffm</u>	<u>8/17/06</u>
<u>K. Hoffm</u>	<u>8/28/06 10:30 AM</u>	<u>Robert DeW</u>	<u>8/28/06 10:30 AM</u>
<u>Robert DeW</u>	<u>8/28/06 11:35 am</u>	<u>Starras</u>	<u>8/28/06 11:35 AM</u>
<u>Starras</u>	<u>8/29/06/AM</u>	<u>Robert DeW</u>	<u>8/29/06 11:00 am</u>
<u>Robert DeW</u>	<u>8/29/06 1:30 pm</u>	<u>John Bulich</u>	<u>8/29/06 1:30 PM</u>
<u>John Bulich</u>	<u>8/29/06 3:25 PM</u>	<u>Robert DeW</u>	<u>8/29/06 3:25 PM</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **ATTACHMENT 4**

# **Sample of Data Validation LOG Book Page**

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**DATA VALIDATION LOG**

Row #	Case #	Site Name	Sampler	Lab Code	Data Validation (Dates)		Affil'n.	HWSS Review Dates		To User (Date)	Temp. Box #	Comments*
					Out/In/it	In/In/it		Out/In/it	In/In/it			
1	35187	Old Reserve Field B39061, B39032, B39049 B39075, B39046, B39083 Camelli's Septic LF	CDM	LIBERTY	6-14-06 AR	7/5/06 HS		7/7/06 HS	7/7/06 HS			ESAT - Helix 08/24/06 HS
2	35283	Scorpio Recycling TDF# 05-0743	CDM	A4	6/19/06 PB	6/29/06 PB	ESAT	6/23/06 HS	6/26/06 HS			ESAT - Helix 6/29/06 HS
3	35394	Scorpio Recycling TDF# 05-0752	CDM	DATA	6/22/06 PB	6/27/06 SA	ESAT	6/27/06 HS	6/27/06 HS			ESAT - Helix 6/27/06 HS
4	35394	Scorpio Recycling TDF# 05-0751	CDM	LIBERTY	6/22/06 PB	6/27/06 PB	ESAT	6/27/06 HS	6/27/06 HS			ESAT - Helix 6/27/06 HS
5	35458	Emme's Septic LF TDF# 06-0053	CDM	DATA	7/27/06 PB	8-2-06 HS	ESAT	8/3/06 HS	8/4/06 HS			ESAT - Helix 8/4/06 HS
6	35508	Old Reserve Field TDF# 06-0074	CDM	A4	8/11/06 PB	9-13-06 PB	ESAT	9/15/06 HS	9/19/06 HS			ESAT - Helix 9/14/06 HS
7	35508	Old Reserve Field TDF# 06-0084	CDM	A4	8/21/06 PB	9/8/06 CS	ESAT	9/18/06 HS	9/11/06 HS			ESAT - Helix 9/11/06 HS
8	35516	Cary's County GW TDF# 06-0085	CDM	MITKEM	8/24/06 PB	9/15/06 CS	ESAT	9/18/06 HS	9/18/06 HS			ESAT - Helix 9/18/06 HS
9	35585	Hopeville Flotation TDF# 06-0099	CDM	LIBERTY	9/15/06 CS	9/14/06 CS						
10	35516	Cary's County TDF# 06-0084	CDM	MITKEM	9/11/06 CS							

\* This column is to document continuation of the validation process, i.e. re-validation &/or corrections for the case in question. Write "Documentation continues on page (fill in), row (fill in)". At the columns labeled "To User (Date)" & "Temp. Box #", & in the row where the comment is made, fill in "N/A". These columns will be filled in upon completion of the validation process at the appropriate page.

Ver. No.:  
 Date:  
 Page No.:



# Hazardous Waste Support Branch

## Request for Standard Operating Procedure (SOP) Change

### Information

Initiator Name: Christina Leung Date of Initiation: 4/9/2018

Department Name: DESA-HWSB-HWSS SOP Number: HW41 Revision Number: 2.1

SOP Title: SOP HW41 – DCR Operations

Major Revision

X  Minor Revision

Change(s) (Use attachment if necessary):

The person responsible for a CLP hardcopy data package is the receiver of the package. When a data package is picked up from the DCR or received from a previous responsible person or changes location:

- Log into DESA-HWSB’s SharePoint eICC Site.
- Find an SDG by typing in the *Find an Item* Search box.
- Click *edit* this list.
- Add your name to the end of the list under *Picked Up by Column\**.
- Update the current location of the data package.
- Click *Stop Editing* to save the changes.

\*The system does not allow for duplication of names, so if your name was previously added, delete your name and add it again after the last person listed.

If you’d like to adjust the email alerts, click [https://usepa.sharepoint.com/sites/R2/DESA-HWSB/\\_layouts/15/MySubs.aspx](https://usepa.sharepoint.com/sites/R2/DESA-HWSB/_layouts/15/MySubs.aspx)

- Click *ICC List*.
- To receive one daily summary email, scroll to *When to Send Alerts*. Choose *Send a daily summary* and choose time of day you’d like to receive the email. Click *OK*.
- To delete the ICC alert, click *Delete* at bottom of screen.

Reason(s) for change(s):

Change in procedure for ICC of hardcopy CLP data packages.

### Approval

Philip Cocuzza

*Section Chief/Team Leader*

*Philip Cocuzza*

*Signature*

4/9/18

*Date*

### Effective Date

Date: 4/9/18