

NPAP-SOP-007:Editing NPAP Data Bases
Date: February 2001
Revision: 4

Reviewed:

**Standard Operating Procedure (SOP) for
EDITING NATIONAL PERFORMANCE AUDIT PROGRAM DATA BASES**

by

John Holland and B. J. Carpenter

ManTech Environmental Technology, Inc.
Research Triangle Park, NC

CAUTION

Disclaimer: This Standard Operating Procedure has been developed for use by ManTech Environmental Technology, Inc. in support of the National Performance Audit Program (NPAP) under contract to the U.S. Environmental Protection Agency and may not be applicable to the activities of other organizations.

Approved by:

Kenneth J. Caviston, Manager
ManTech Environmental Technology, Inc.

Date

Mark Shanis,
EPA Work Assignment Manager

Date

Effective: When approved

PROCEDURAL SECTION

1.0 SCOPE AND APPLICATION

CAUTION

No data is to be edited or deleted unless a data entry error has been identified, audit materials are found to be in error, or a written authorization is received.

- 1.1 This procedure is intended for use in editing data in National Performance Audit Program (NPAP) data bases.
- 1.2 It is performed only by the EPA Work Assignment Manager, ManTech System Manager, or data entry personnel authorized by the ManTech Program Manager.
- 1.3 Editing of address and audit schedule information is not covered in this procedure.
- 1.4 Data may be edited or deleted if a data entry error is found prior to distribution to the NPAP participant. Data may be deleted and shipping records edited if NPAP audit materials are confirmed to be in error, if the data appears to be in the wrong units, or if the data set is incomplete such as a missing method code, barometric pressure, or temperature where required.
- 1.5 All other requests to change or delete data must be approved by the ManTech Program Manager.

2.0 SUMMARY

- 2.1 All of the original data sheets for the data being changed must be available.
- 2.2 The computerized data system is then used to edit or delete the data records.
- 2.3 Any authorization and a written note of the change is then filed as part of NPAP documentation.

3.0 CAUTIONS

- 3.1 No data is to be edited or deleted unless a data entry error has been identified, audit materials are found to be in error or EPA authorization is received.

4.0 PROCEDURE

- 4.1 Obtain the original data sheets and authorization, if required.
- 4.2 Call up the **NPAP Data System** and access the calendar year of the audit being edited.
- 4.3 At the main menu, select "2. Change or Modify."
- 4.4 Then select "2. Audit Data."
- 4.5 Choose the audit from the list on the screen.
- 4.6 Enter the calendar quarter that the audit was scheduled.
- 4.7 Enter the laboratory number (located above the address on the original data sheet).

Note: The current date and your ID are stored with all data records for this laboratory, audit and quarter where any change is made.

- 4.8 The system displays the laboratory number and the number of data sets found.
- Verify that the system has found the correct laboratory number and that there are data records there to be edited.
 - Press any key.
- 4.9 The first data record for the selected laboratory, audit, and quarter is displayed in a limited edit mode. Use the keys listed below to find and save the data:
- ! **Esc** skips the edit, if any, on the current field and saves all preceding edits.
 - ! **Page Down** goes to the next record.
 - ! **Tab** or **cursor** keys move around in the record or field.
 - ! **Ctrl-W** saves the changes.
 - ! **Ctrl-T** deletes a record. Dots appear at the left of all fields when the record has been

marked for deletion.

4.10 To exit, press **Page-Down** repeatedly to page through the records or hold the **Ctrl** key down and press the "W" or End key (**Ctrl-W** or **Ctrl-End**). The system requires the entry of a reason for each record where a change was made. A reason may be entered for one record, then selected and copied to another record by:

1. **Mark the text.** Place the cursor at the beginning of the section to be copied. Hold the **Shift** key down and move the cursor to the end of the section to be copied (**Ctrl-End** does this quickly).
2. **Copy the selection to temporary memory.** Hold the Ctrl key down and press "C" (**Ctrl-C**).
3. **Press Ctrl-W** to close the first reason box and move to the next reason box where the entry is to be pasted.
4. **Paste the section in the reason box.** Hold the Ctrl key down and press "V" (**Ctrl-V**).

4.11 The next option is to print "all", "none" or "edited" records.

- If "all" or "edited" is selected, the indicated records are printed.
- To print the accompanying graph, press "L" when the graph appears on the screen; otherwise, no graph is printed.

4.12 The system requests a laboratory number again. The laboratory number just edited is displayed.

- To verify that the changes have been recorded, press **Enter**.
- Examine the data records by using the edit mode.
- Press **Page-Down** to advance through the data.
- When the last record has been displayed, press **Page-Down** to return to the laboratory number request.

4.13 To exit the edit section, enter zero for the laboratory number.

4.14 If a data report has already been sent to the participant and this correction changes their audit results:

- Print a corrected data report.
- Make two copies of the corrected data report.
- Label the new data reports "corrected."
- Send one copy to the participant and file the other copy as in **Step 4.15**.

- 4.15** Record on the original data sheet and on any authorization, the date and the correction that was made.
- Initial the entry.
 - File these documents in the same manner that other data sheets for this audit are filed.

QUALITY CONTROL AND QUALITY ASSURANCE SECTION

1.0 This SOP is part of the internal QA/QC on NPAP data management.

2.0 The activities specified in the SOP are subject to EPA Systems Audits.

REFERENCE SECTION

1.0 *NPAP-SOP-005 Computer Data Entry, Report Printing and System Maintenance for the NPAP.*