

Standard Operating Procedure for Document Control and Storage for the PM_{2.5} Chemical Speciation Program

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1.0 Procedural Section

1.1 Purpose and Applicability

The PM_{2.5} Chemical Speciation Program produces reports and documents, such as monthly summary reports, monthly data reports, standard operating procedures (SOPs), Quality Assurance Project Plans (QAPPs), and special study reports. Reports, such as monthly reports and special study reports, are numbered consecutively.

The PM_{2.5} Financial Services Program Coordinator (FSPC) is responsible for filing and maintaining these materials and for maintaining a log of all stored documents. The log is maintained in a Microsoft Excel spreadsheet on the FSPC's personal computer and/or a public drive connected to an RTI server. An example of this log appears in Appendix A.

1.2 Document Distribution

The FSPC is responsible for keeping a distribution list for each document (or set of documents) that is submitted to the PM_{2.5} Project Officer.

Final versions of the SOPs and QAPP are kept on an RTI internal server in WordPerfect, Microsoft Excel, Microsoft Word, or PDF format for access by all RTI/PM_{2.5} staff. Each time a document is revised, the FSPC uploads the current file and deletes the previous version. All staff on the distribution list are granted read-only access to these files and may download or print the latest version of these files at any time. Laboratory Supervisors are responsible for ensuring that the latest versions of the QAPP and relevant SOPs are available in the work areas, as required by the QAPP.

1.3 Document Storage (Hard Copies)

Hard copies and archived compact disks are stored in the FSPC's master files in Building 3, Room 208. These documents are stored until the completion date of the contract. After the completion of the contract, these documents and any other related files are transferred to an off-site warehouse where they are stored for an additional 5 years after contract completion.

Appendix A—Sample Document Control Log

Type	Title	Date Revised	Author	Document No.
SOP	Standard Operating Procedure for Sample Handling and Archiving Laboratory (SHAL)	2/18/2009	O'Rourke	
SOP	Standard Operating Procedure for Shipping Filters to and from an Off-Site Laboratory	2/18/2009	Peterson	
SOP	Standard Operating Procedure for Long-Term Archiving of PM Filters and Extracts	5/13/2008	C. Haas	
SOP	Standard Operating Procedure for Procurement and Acceptance Testing of Teflon, Nylon, and Quartz Filters	2/16/2008	E. Hardison	
SOP	Standard Operating Procedure for Cleaning Nylon Filters Used for the Collection of PM _{2.5} Material	5/13/2008	E. Hardison	
SOP	Standard Operating Procedure for Particulate Matter (PM) Gravimetric Analysis	7/8/2008	Greene	
SOP	Analysis of Elements in Air Particulates by X-Ray Fluorescence (Kevex 770 & 772)	2/3/2009	Chester	
SOP	Kevex XRF Spectrometer Calibration (CHESTER LabNet Proprietary Method)	1/8/2008	Chester	
SOP	Kevex Spectrometer Data Generation, Interpretation and Reporting (CHESTER LabNet Proprietary Method)	1/30/2009	Chester	
SOP	Sample Receipt and Log In Chester LabNet Proprietary Method	6/20/2008	Chester	
SOP	Standard Operating Procedure for the X-Ray Fluorescence Analysis of Particulate Matter Deposits on Teflon Filters	July 2008	McWilliams	
SOP	Standard Operating Procedure for PM _{2.5} Anion Analysis	5/13/2008	E. Hardison	
SOP	Standard Operating Procedure for PM _{2.5} Cation Analysis	5/13/2008	E. Hardison	
SOP	DRI Model 2001 Thermal/Optical Carbon Analysis (TOR/TOT) of Aerosol Filter Samples – Method IMPROVE_A	7/1/2008	DRI	
SOP	Standard Operating Procedure for the Determination of Carbon Fractions in Particulate Matter Using the IMPROVE_A Heating Protocol on a DRI Model 2001 Analyzer	2/13/2008	Peterson	

Type	Title	Date Revised	Author	Document No.
SOP	Standard Operating Procedures for Temperature Calibration of the Sample Thermocouple in a Sunset Laboratory or a DRI Model 2001 Carbon Aerosol Analyzer	2/13/2009	Peterson	
SOP	Standard Operating Procedure for the Determination of Organic, Elemental, and Total Carbon in Particulate Matter Using a Thermal/Optical-Transmittance Carbon Analyzer	2/16/2009	Peterson	
SOP	Standard Operating Procedure for the Determination of Carbon Fractions in Particulate Matter Using the IMPROVE_A Heating Protocol on a Sunset Laboratory Dual-Mode Analyzer	2/13/2009	Peterson	
SOP	DRI Standard Operating Procedure: Analysis of Semi-Volatile Organic Compound by GC/MS	2/21/2003	DRI	
SOP	Standard Operating Procedure for Sample Preparation and Analysis of PM ₁₀ and PM _{2.5} Samples by Scanning Electron Microscopy	7/8/2008	Crankshaw	
SOP	Standard Operating Procedure for Coating and Extracting Annular Denuders with Sodium Carbonate	7/8/2008	Eaton	
SOP	Standard Operating Procedures for Coating Aluminum Honeycomb Denuders With Magnesium Oxide	2/17/2009	Eaton	
SOP	Standard Operating Procedure for Coating Annular Denuders with XAD-4 Resin	5/9/2008	Eaton	
SOP	Procedures for Coating R&P Speciation Sampler Chemcomb™ Denuders with Sodium Carbonate	5/21/2008	Eaton	
SOP	Standard Operating Procedure for Coating and Extracting Denuders for Capture of Ammonia and Its Measurement	2/14/2008	Eaton	
SOP	Standard Operating Procedure for Database Operations	5/8/2008	Rickman	
SOP	Standard Operating Procedure for Assigning Data Validation Flags for the Chemical Speciation Network	5/15/2008	Wall	
SOP	Standard Operating Procedure—Speciation Data Processing Disaster Recovery Plan	5/21/2008	Rickman	
SOP	Standard Operating Procedure for the X-Series ICP-MS for the Analysis of Particulate Deposits on Teflon Filters	7/8/2008	Weber	
SOP	DRI Standard Operating Procedure: Procedure for Light Transmission	7/14/2008	DRI	

Type	Title	Date Revised	Author	Document No.
	Analysis			
SOP	Standard Operating Procedure for Document Control and Storage for the PM _{2.5} Chemical Speciation Program	2/18/2009	D. Haas	
SOP	Standard Operating Procedure for Corrective Action for the PM _{2.5} Chemical Speciation Program	5/21/2008	Flanagan/Haas	
SOP	Standard Operating Procedure for Training for Staff Working on the PM _{2.5} Chemical Speciation Program	5/8/2008	O'Rourke	
QAPP	QAPP for PM _{2.5} of Chemical Speciation Samples	2/29/09	RTI	RTI/08858/12/01S
Data	Semi-Annual Data Summary Report	1/30/2004	RTI	RTI/8858/01QAS
Data	Semi-Annual Data Summary Report	7/31/2004	RTI	RTI/8858/02QAS
Data	Semi-Annual Data Summary Report	5/12/2005	RTI	RTI/8858/03QAS
Data	2005 Annual Data Summary Report	7/19/2006	RTI	RTI/8858/04QAS
Data	2006 Annual Data Summary Report	2/28/2007	RTI	RTI/8858/05QAS
Data	2007 Annual Data Summary Report	2/29/2008	RTI	RTI/8858/06QAS
Data	2008 Annual Data Summary Report	2/29/2009	RTI	RTI/8858/07QAS
Report	XRF Uncertainties	10/14/2004	RTI	RTI/08858/TO2/01D
Report	Review of Sodium Ion Contamination Issue for STN	1/19/2005	RTI	RTI/08858/12/02S
Report	Teflon Filter Manufacturing Defects March - April 2005	8/23/2005	RTI	RTI/08858/12/03S
Report	Test of Acceptance of XRF Instrument #772 Operated by Chester LabNet	12/20/2005	RTI	RTI/0208858/TO2/02D
Report	Tests of Acceptance of X-ray Fluorescence Instrument #3 Operated by RTI International	May, 2006	RTI	RTI/0208858/TO2/03D
Report	Harmonization of Interlaboratory X-ray Fluorescence Measurement Uncertainties	8/4/2006	RTI	RTI/0208858/TO2/04D
Report	Reporting Uncertainties for Artifact-Corrected Carbon Data for the URG 3000N Sampler RTI International	10/9/2007	RTI	RTI/0208858/T6B/01D
Report	PM _{2.5} Speciation Trends Network -- Measurement Uncertainties and Method Detection Limits	1/8/2008	RTI	RTI/0208858/12/04S