North Carolina Division of Air Quality

Quality Assurance Project Plan

2.52 Aldehydes by TO-11a

Section 4.2

Raleigh Central Office Responsibilities

Standard Operating Procedure to
Transfer Aldehyde Data from the Lab to
the Master Spreadsheet

Version 2015

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Approval Sign-Off Sheet

I certify that I have read and approve of the contents of this SOP to Transfer Aldehyde Data from the Lab to the Master Spreadsheet with an effective date of 7/31/15.

John Holland   7/30/15
_____   _____
John Holland, UAT Quality Assurance Coordinator   Date

Joette Steger   8/12/2015
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Joette Steger, PPB Supervisor   Date

Corey L Mocka   for Jim Bowyer   8/12/15
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Jim Bowyer, LAB Supervisor   Date

Jim Bowyer   for Donald Redmond   8/12/15
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Donald D. Redmond, Jr., Ambient Monitoring Section Chief   Date

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2.52.4.2 Standard Operating Procedure to Transfer Aldehyde Data from the Lab to the Master Spreadsheet

2.52.4.2.1 Purpose: The purpose of this SOP is to describe the steps needed to transfer aldehyde analysis data from the files generated by the UHPLC system to the master aldehyde spreadsheet.

2.52.4.2.2 Equipment Description: PC connected to the network drive -- group on 'air.ncdenr.net\dfs' – usually mapped to drive letter P.

2.52.4.2.3 Directions for transferring data to the spreadsheet:

2.52.4.2.3.1   At P:\Toxics\Urban Air Toxics\Aldehyde Data\, select the folder for the year's data you want to put into the master Excel file (for example \2015 Aldehyde Data\). Open the folder and open the master Excel file in that folder named AldehydeDataYYYY_Spreadsheet.xls where YYYY is the year. Go to the sheet "YYYY aldehyde Data" and position the cursor in column A in the first blank row at the bottom of the rows of data.

2.52.4.2.3.2   Open the file "YYYY Carbonyls Extraction Log+RAW DATA.xls" where YYYY is the year. Find the folder for the batch of data to transfer (for example folder "071615_Aldehyde Run"). In that folder open the file "MMDDYY_Aldehyde Run_Raw Data Conversions.xls" where MM = the month, DD = the day, and YY = the year of the analysis run whose data is to be transferred.

2.52.4.2.3.3   Find the ID or "Sample Name" of the first sample and last sample (not including the repeated samples whose names end in "S" and "R") analyzed in this batch in the Raw Data Conversion file. In the Extraction Log file go to the "Extraction Log" sheet, and find the ID for the first sample in column A. Copy the "TOXICS LAB ID #" from that first sample to the last sample and paste (use paste special: values) in column A of the master spreadsheet at the position found above. Copy the repeated sample names from the Raw Data Conversion file and paste below the other names in column A. Delete the leading sequence numbers and remove the dashes before the last letter.

2.52.4.2.3.4   Return to the Extraction Log file and copy the corresponding data from columns listed below and paste (use paste special: values) in the corresponding columns in the master spreadsheet leaving the "R" and "S" rows blank for now. You may now close the Extraction Log file.

Information to copy from Extraction Log to Master	
Column in Extraction Log File	**Column in Master Spreadsheet**
Site*	Field Site*
Samp Date	Sample Date
Date Received at Lab	Received at Lab
Cart Lot#	Lot ID
EXTRACTION DATE	Extraction Date
*The collocated sites will need to have a space and letter "D" added.	

2.52.4.2.3.5   In the master spreadsheet copy the formula in column I into the new rows; then copy the formulas in columns K through N into the new rows. Find the rows for the first analysis of the "R" and "S" samples and copy and paste columns B through N from those first analysis rows into the repeated analysis rows.

2.52.4.2.3.6   Go to the Raw Data Conversion file, copy the column "Injection Date/Time" and paste (use paste special: values) in the master spreadsheet column "Analysis Date" for the corresponding rows. Repeat the process for all the data columns in the lower part of the Raw Data Conversion file (the ppb data) pasting (use paste special: values) in the corresponding columns in the master spreadsheet. For any compounds not analyzed, do not copy the zeroes from the Raw Data Conversion file but place "n/a" for the data and add a "4" in the corresponding flag columns.

2.52.4.2.3.7   You may now close the Raw Data Conversion file. Find the folder for the batch of data transferred (for example folder "071615_Aldehyde Run"). In that folder open the file "MMDDYY_Aldehyde Run_QA Summary.xls" where MM = the month, DD = the day, and YY = the year of the analysis run whose data has been transferred. Look for any flags and enter the appropriate flags in the appropriate columns back in the master spreadsheet.

2.52.4.2.3.8   In the master spreadsheet insert blank rows below the original analysis rows of the samples with repeated analyses and copy those corresponding repeated analysis rows into the corresponding blank rows. Delete the repeated analysis rows at the bottom of the data. If any samples were missed create a blank row chronologically where that sample would be if it had been sampled and enter what data is available for that sample along with a reason why it was missed.

2.52.4.2.3.9   Once per month when all the samples for the preceding month have been analyzed, select only data for one site and copy the last month's data into the respective sheet named for that site; remove any "R," "S" and "FB" data, but keep rows for any missed samples so that each sampling date is represented by one row. Repeat for each site.

2.52.4.2.3.10 Save the master spreadsheet and close all the files.