

OIO-GUIDE-002

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## Environment, Safety, and Health Directorate

### Operations Integration Office (OIO)

# GUIDE

## OIO Surface and Storm Water Sample Processing How-to-Guide

#### Subject Matter Expert:

Name: Keith Greene	Organization: OIO-DO	Signature: <i>Signature on File</i>	Date: 5/3/2016
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Name: Linda Salazar	Organization: OIO-DO/SI-DC	Signature: <i>Signature on File</i>	Date: 5/3/2016
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#### Approval Signatures:

Quality Assurance Reviewer: Doris Quintana	Organization: QPA-IQ	Signature: <i>Signature on File</i>	Date: 5/3/2016
Responsible Line Manager: Ellen Gammon	Organization: OIO-DO	Signature: <i>Signature on File</i>	Date: 5/3/2016

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**REVISION HISTORY**

<b>Document Number and Revision</b> <i>[Include revision number, beginning with Revision 0]</i>	<b>Effective Date</b> <i>[Document Control Coordinator inserts effective date]</i>	<b>Description of Changes</b> <i>[List specific changes made since the previous revision]</i>
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## 1.0 INTRODUCTION

In February 2012, Los Alamos National Laboratory's (LANL's) Environmental Protection Division (ADESH-EPC) deployed a cloud-based solution to maintain environmental data. The Environmental Information Management System (EIM) meets several needs for LANL. The system streamlines the collection and retention of environmental sampling and analysis data and serves as the Operations Integration Office's (OIO's) public interface; furthermore, the database, named Intellus New Mexico, meets LANL's obligation to publish all environmental data for public access.

This OIO Surface and Storm Water Sample Processing How-to Guide (hereafter, How-to Guide) allows all sample data stewards a unified approach for entering data into OIO when processing storm water samples. This guide applies to the samples collected by the Environmental Remediation Program (ERP), and other programs may use different steps in the sample processing developed by OIO.

## 2.0 OIO SAMPLE PROCESSING STEPS FOR DATA STEWARDS

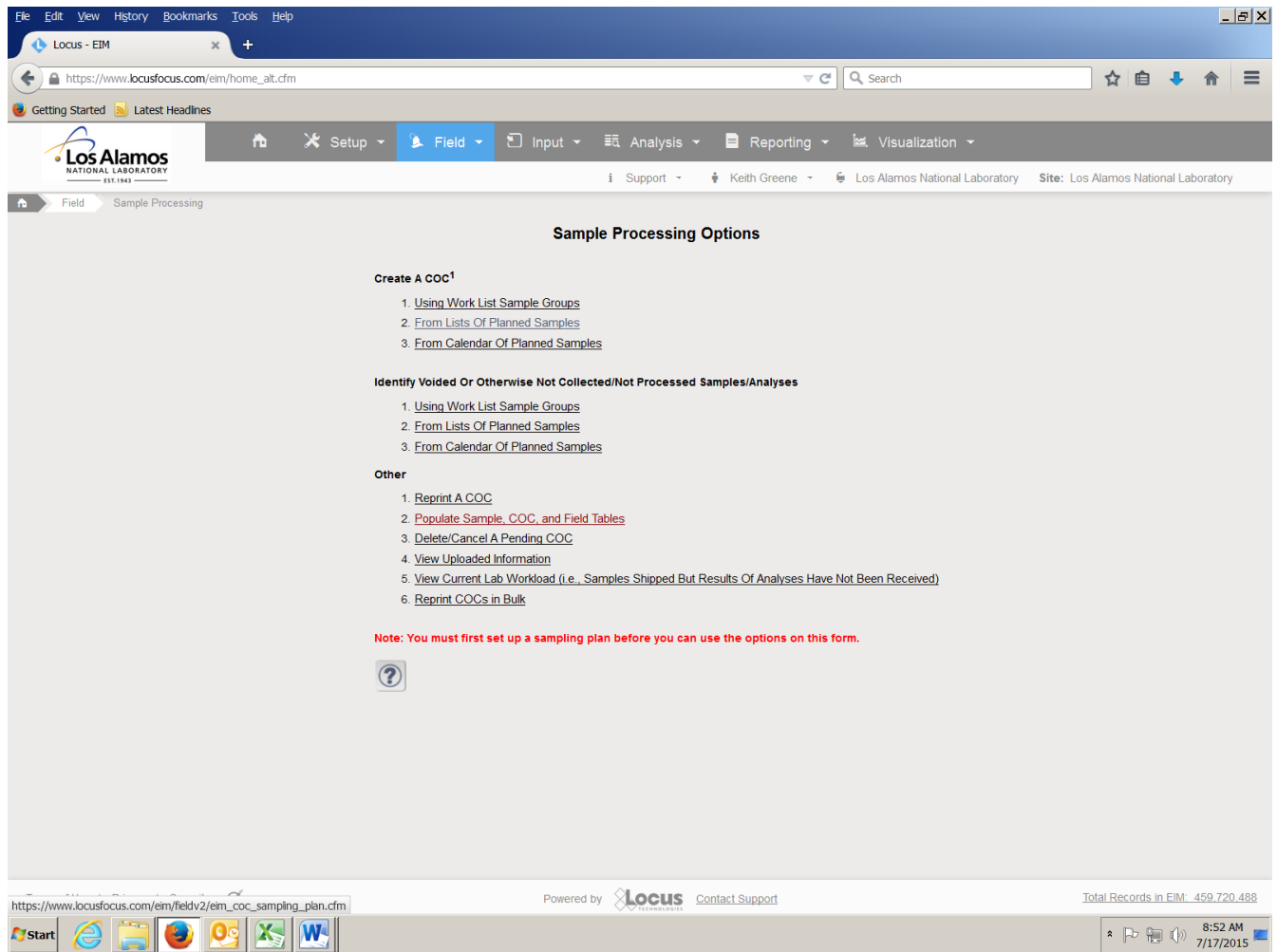
1. Obtain sample collection work order Form 10013-1 (hard copy or scanned copy) from the field personnel and verify the total volume retrieved. Place the scanned paperwork on the LANL server in a file folder with the date the sample was received. Place in the appropriate folder in the path [//eden.lanl.gov/pmfs](http://eden.lanl.gov/pmfs) > IP Stormwater Data > 02\_Compliance Tracking Reporting\_6P > 3. Data Stewardship > Sampling Processing Logs > [current year folder] > Scanned Inspection Form. Title the scanned electronic file with the location as follows: alias\_ location\_ work order number.
2. Go to [//eden.lanl.gov/pmfs](http://eden.lanl.gov/pmfs) > IP Stormwater Data > 02\_Compliance Tracking Reporting\_6P > 3.Data Stewardship > Sampling & Analysis Plans > [current year folder].
3. Determine the correct sampling and analysis folder for the sample collected. The correct folder will have the suffix that matches the suffix of the work order on Form 10013-1. Open the folder with the title Active SAP and open the file within the folder containing the active sampling and analysis plan (SAP). This Excel spreadsheet will identify the analyses required for the samples collected under the work order.
4. Using the "Active SAP" sample planning Excel spreadsheet, determine the analysis that will be performed based on the samples received, and the volumes collected, as identified on the work order.

**Note:** When assigning required analyses, pay close attention to plastic versus glass bottle collection to determine the appropriate tests.

5. When the analyses have been assigned to the samples collected, highlight in yellow the tests in the SAP to indicate which analyses and corresponding sample IDs have been assigned so that future samples are assigned unique sample ID numbers. When choosing the analysis and sample ID for future samples, do not use the sample IDs highlighted in yellow.

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6. Log into EIM and go to Field > Sample Processing > Create a COC > option 2. The following screen will appear.



7. Find your sampling plan.

8. Choose the correct sampling location and sampling interval that was identified by field paperwork and the "Active SAP" sample planning Excel spreadsheet.

**Note:** Only samples that have not been collected should show up here. Samples that were delivered to the Sample Management Office (SMO) and were shipped contain sample IDs that are already assigned and will not show up in this module. All available sample IDs from different sampling intervals at this location will still show up on this screen. For this reason, it is important to use the "Active SAP" sample planning Excel spreadsheet and the yellow highlighting procedure so sample IDs are not used twice.

9. Type in the work order number and actual sampling date (see the following screen); press submit.

The screenshot shows the Locus EIM web application interface. The browser address bar shows the URL: https://www.locusfocus.com/eim/home\_alt.cfm. The application header includes the Los Alamos National Laboratory logo and navigation menus for Setup, Field, Input, Analysis, Reporting, and Visualization. The user is logged in as Keith Greene at the Los Alamos National Laboratory site.

The main content area is titled "Use Planning Information: Select Samples 2015 Individual Permit". It contains the following sections:

- Choose One or More Sampling Intervals:** A list of date ranges from 06/22/2015-10/30/2015 to 06/27/2015-10/30/2015.
- Or, Enter a Date Range:** Fields for Starting Date (07/17/2014) and Ending Date (07/17/2015).
- Choose One Or More Location IDs:** A list of sample IDs such as 2M-SMA-1.44 at SS153222, 2M-SMA-1.45 at SS123220, 2M-SMA-1.5, 3M-SMA-0.6, A-SMA-2 at SS140212, A-SMA-4, CDV-SMA-1.4 at SS130425, CDV-SMA-3, CDV-SMA-4 at SS130424, CDV-SMA-6.02 at SS130423, CHQ-SMA-1.03 at SS140619, CHQ-SMA-3.05 at SS150620, CHQ-SMA-4, and CHQ-SMA-6.
- Show samples that appear to have been logged in already!** (checked)
- Show Sample Type and Purpose Codes Only When Enter Sampling Information** (checked)
- Assign Work Order No.** with radio buttons for "All Selected Samples" (selected) and "Only Those Not Previously Assigned".
- Work Order No.:** An empty text input field.
- Actual Sampling Date:** A date field set to 07/17/2015.
- Submit**, **Exit**, and **?** buttons.

At the bottom, there is a footer with "Terms of Use | Privacy | Security" and "Powered by Locus TECHNOLOGIES Contact Support". The system tray shows the time as 9:06 AM on 7/17/2015.

10. Ignore the top of the screen that will appear (shown below), and click on all the sample IDs you have identified to use from the "Active SAP" Excel spreadsheet. Enter the sampling times (in military time), and then press save.

The screenshot shows the Locus EIM web application interface. The browser address bar shows the URL: https://www.locusfocus.com/eim/home\_alt.cfm. The application header includes the Los Alamos National Laboratory logo and navigation tabs: Home, Setup, Field, Input, Analysis, Reporting, and Visualization. The user is logged in as Keith Greene at the Los Alamos National Laboratory site.

The main content area is titled "Enter Information On Planned Samples". It contains several form fields for sample metadata:

- COC/Request Number: 2015-1737
- Choose A Lab: AAASMO:LANL SMO
- Sampling Company: No Selection
- Samplers: (empty text field)
- Turnaround Time: 28-Day
- Lab QC/Reporting Option: No Selection
- Radiological Screening: No Selection

Below the form fields is a table with the following columns: Logged In, Use Previously Location ID, Sample ID, Sample Date, Time, Purpose, Matrix, Samp Type, Field Prep Code, Start Depth, End Depth, Units, Excavated?, Composite?, and Member Only<sup>1</sup>. The table contains four rows of sample data:

Logged In	Use Previously Location ID	Sample ID	Sample Date	Time	Purpose	Matrix	Samp Type	Field Prep Code	Start Depth	End Depth	Units	Excavated?	Composite?	Member Only <sup>1</sup>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CDV-SMA-1.4 at SS130425	WT_IPC-15-101941	07/17/2015		REG	W	WT	UF			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CDV-SMA-1.4 at SS130425	WT_IPC-15-101946	07/17/2015		REG	W	WT	F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CDV-SMA-1.4 at SS130425	WT_IPC-15-102875	07/17/2015		REG	W	WT	UF			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CDV-SMA-1.4 at SS130425	WT_IPC-15-102880	07/17/2015		REG	W	WT	F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the table are buttons for "Save", "Exit", and a help icon. A footnote below the table states: "1 Samples that are collected solely for the purpose of creating a composite will not appear on your Chain Of Custody. However, they do need to be logged in when you get to the point of populating the Field Sample and other tables."

The footer of the application includes "Terms of Use", "Privacy", "Security", "Powered by Locus Technologies", "Contact Support", and "Total Records in EIM: 459,720,488". The Windows taskbar at the bottom shows the system time as 9:08 AM on 7/17/2015.

11. The next screen is where you update the number of bottles collected at that sampling location, the bottle type, and size retrieved. The database sets a nominal value for the number of sample bottles (No Of Containers), so you must change this nominal value to the actual number of bottles brought to the processing laboratory.

**Edit Planned Analyses**

Include	Analytical Group Name	Sequence No *	No Of Containers	Container Type	Fraction	Preservative	Filtered <sup>1</sup>
<input checked="" type="checkbox"/>	SW-ALK+pH	1	1	500 ML POLY		ICE	N
<input checked="" type="checkbox"/>	SW-DOC	2	1	0.25 LITER GLASS		H2SO4	N
<input checked="" type="checkbox"/>	SW-IP-Cyanide	3	1	1 LITER POLY		NaOH ICE	N
<input checked="" type="checkbox"/>	SW-IP-Gross Alpha	4	1	1 LITER POLY		HNO3	N
<input checked="" type="checkbox"/>	SW-IP-Hg+Se+U	5	1	1 LITER POLY		HNO3 ICE	N
<input checked="" type="checkbox"/>	SW-Metals-Dissolved	6	1	0.5 LITER POLY		HNO3	N
<input checked="" type="checkbox"/>	SW-Ra226/Ra228	7	4	1 LITER POLY		HNO3	N
<input checked="" type="checkbox"/>	SW-SO4+Cl	8	1	0.5 LITER POLY		ICE	N
<input checked="" type="checkbox"/>	SW-SSC	9	1	1 LITER POLY		NONE	N

<sup>1</sup> A filtered flag of 'S' means the sample is filtered at the sample not the bottle level.

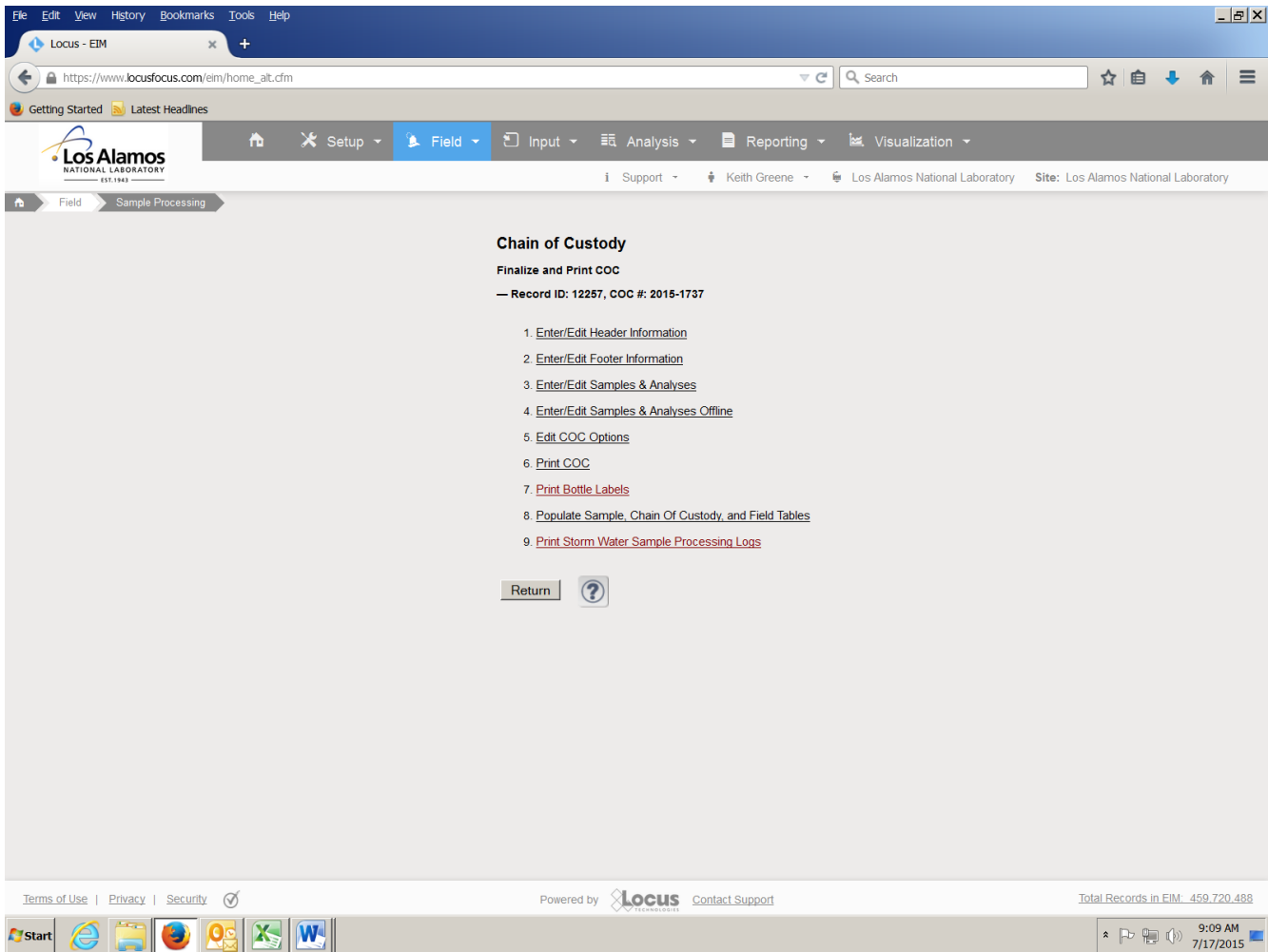
Terms of Use | Privacy | Security  Powered by Locus [Contact Support](#) Total Records in EIM: 459,720,488

9:09 AM 7/17/2015



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12. Press submit > and pass through to the next screen shown by pressing submit again.
13. To print and save the sample, log on to option 9, then click the button to print dates and times on the log, and press print. This sequence prints the sample logs. Save this pdf sample log file to [//eden.lanl.gov/pmfs](https://eden.lanl.gov/pmfs) > IP Stormwater Data > 02\_Compliance Tracking Reporting\_6P > 3.Data Stewardship > Sampling Processing Logs > [current year folder]. Title the file with the location as follows: alias\_location\_work order number\_logs\_labels.



14. Close out of that window and go back to original screen and press exit.
15. Click option 7 (from the screen shown above) and print bottle labels.
16. Send both labels and logs in pdf format to the sample processor at the Storm Water Processing Facility to complete sample processing.