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Environmental Protection
Agency

Region VI
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Region VI

Labor and Sample Tracking

(LAST)

Users Guide

Abstract: LAST (Labor and Sample Tracking) is a software system that combines management, field and laboratory data. Over fifty different reports are available from the system covering such topics as: schedules of future activities, average and unit turn-around times, overdue analyses/samples/activities, unit pricing factors (dollars and FTE's), activity costs, field sheets, samples labels, analytical data, data quality, maps, charts, measurement methods and sample holding times. The software is designed for one-time data entry, is available in both electronic and manual formats and is user friendly (users do not need ADP training but maintenance personnel do). All software is written in IBM Fortran 77.

Disclaimer: Any mention of manufacturers or trade names is for informational purposes only and does not constitute an endorsement by EPA or the authors.

LABOR AND SAMPLE TRACKING

(LAST)

User Guide

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Section 0: INTRODUCTION NOTES

LAST (LABOR And Sample Tracking) is a software system designed to integrate management, field and laboratory data so greater cost effectiveness may be achieved. It may be used to:

- 1) Track labor against products.
- 2) Obtain product pricing factors with and without overhead included in the pricing factors.
- 3) Track milestones and turnaround times for completion of each step in a process.
- 4) Count the number of samples, analyses and determinations completed by activity, project, time period, analytical group, analytical parameter, client or financial account.
- 5) Integrate and process management, field, and laboratory data with one time data entry.
- 6) Store quality control data and generate multiple data quality reports.
- 7) Electronically generate input files for graphs (14-day running average, quality control charts, precision and accuracy graphs) and maps.
- 8) Electronically send data to STORET.
- 9) Determine who is responsible for completing an activity from an activity sample number code.
- 10) Generate field and work schedules that are sorted by State, Program and Project Leader.
- 11) Generate reports showing overdue work.
- 12) Generate reports showing activities to be completed by some future date.
- 13) Produce field sheets and labels for sample bottles.
- 14) Generate a description of work that is to be scheduled by the laboratory.
- 15) List all available field and laboratory measurement methods with the associated information such as the reporting units, sampling containers, holding times, etc.
- 16) Electronically transmit both field and laboratory data to remote (field, other laboratories, etc) laboratories.

- 17) Interface with portable field personal computers and accept data from the field or transmit data to the field via phone lines.
- 18) Track average turnaround times for both laboratory and field work by activity, project, and project leader for one or more years.
- 19) Track time charged to a product for each labor category (for overiewing work by contractors, for example).
- 20) Store sample preservative, container, units and related information and have this data be automatically printed on field sheets and sample labels.
- 21) Generate employee time log sheets for use by the superfund accounting staff.
- 22) Obtain a list of all employees who charged time to a specified activity (superfund site) each pay period with the total number of hours charged by each employee each pay period and their salary and benefit dollars.
- 23) Obtain a report showing the fraction of time each employee charged to superfund.
- 24) Obtain a report showing how each employee charged all salary hours for all pay periods to date.
- 25) Obtain a summary report showing the number of hours and FTE's each administrative office charged to each activity, project, decision unit, financial account number, superfund site, client division, direct and indirect LABOR. The list of activities includes leave of all types, quality assurance, safety, maintenance, training, EEO work and other such breakdowns.
- 26) Accept analytial data electronically from other (IBM and Hewlett Packard) sources and merge the analytical Data with the appropriate field data in LAST.

Although LAST was designed primarily for An Environmental Services Division, it is very flexible and has been used successfully by other offices.

The purpose of the Labor and Sample Tracking (LAST) System is to process data associated with activities, samples, and analyses, package the data properly for transfer to STORET and produce meaningful administrative reports.

The LAST System uses the IBM 3090/200 at Research Triangle Park. All software is written in IBM Fortran 77.

This manual is organized according to the different types of reports that a user may obtain from the system and/or the actions that are used to transfer data. As the software has evolved since it was first started in 1979, we have attempted to keep the operation "user friendly." Sometimes the software becomes involved in order to maintain the user friendly concept.

For example, we have minimized data entry by grouping the input data into three classes. One class of data (sample containers and reporting units, for example) do not change and remain in the system for many years. A second class of data are fiscal year specific and must be modified at the beginning of each fiscal year. The third class of data are related to on-going work and are entered on a continuing basis. The total time required to enter and edit all of the data for an Environmental Services Division with approximately 100 employees and an annual work load of approximately 600,000 determinations will be approximately 0.2 FTE's per year. See section 3 for an example of class 2 data and sections 14 and 13.4 for examples of the class 3 data.

If anyone would like to obtain additional information about this users guide or an electronic or hardcopy of the software, they should contact Dr. Billy Fairless, Chief of the Environmental Monitoring and Compliance Branch. Region VII, US EPA, 25 Funston Road, Kansas City Ks, 66115 (913) 236-3884 or FTS 757-3884. We would also appreciate any suggestions you may have for improving either the users guide or the software. A programmers guide will also be available shortly for those who might be interested in the technical specifications of the software.

LAST System Overview

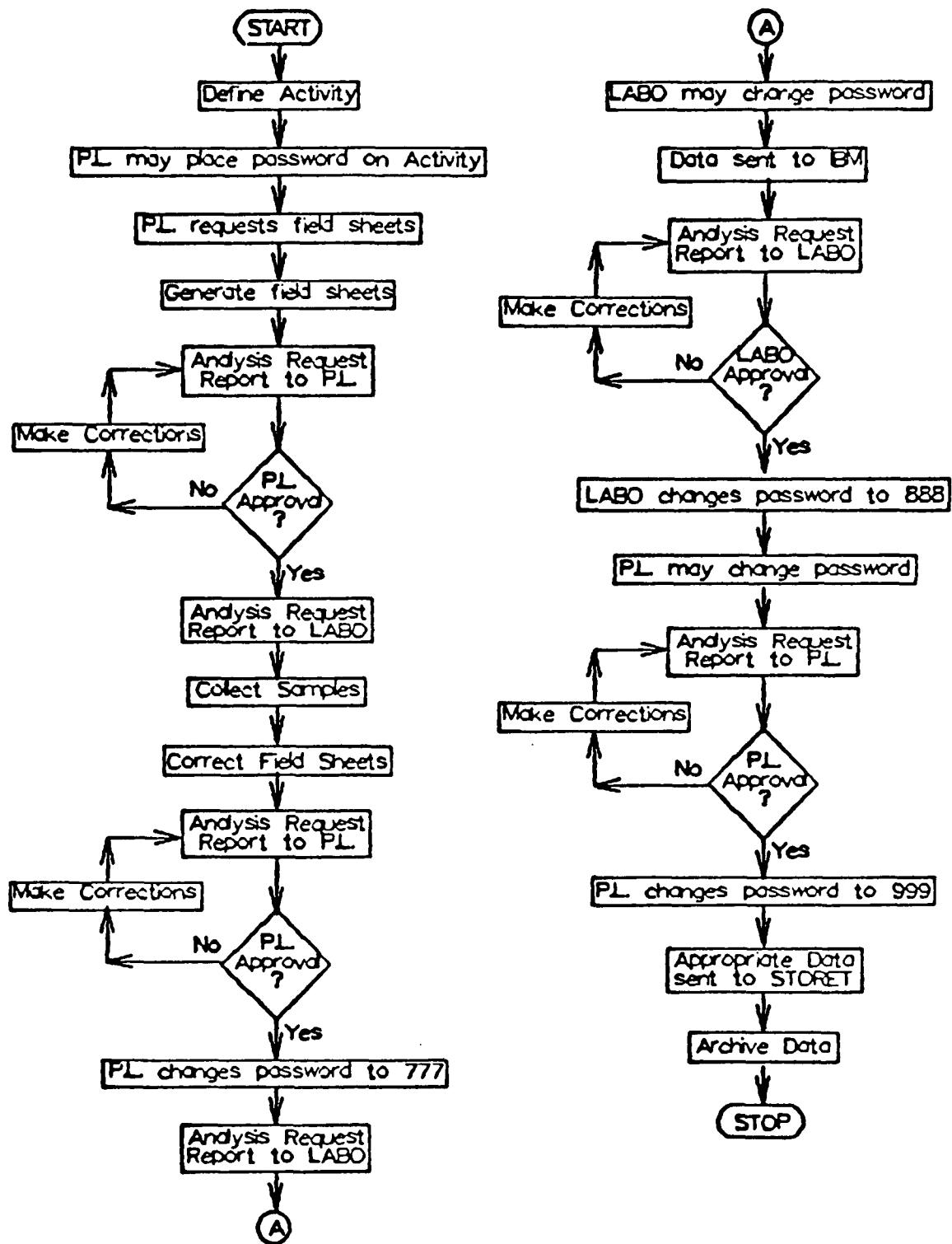


Diagram #1

LAST System Overview

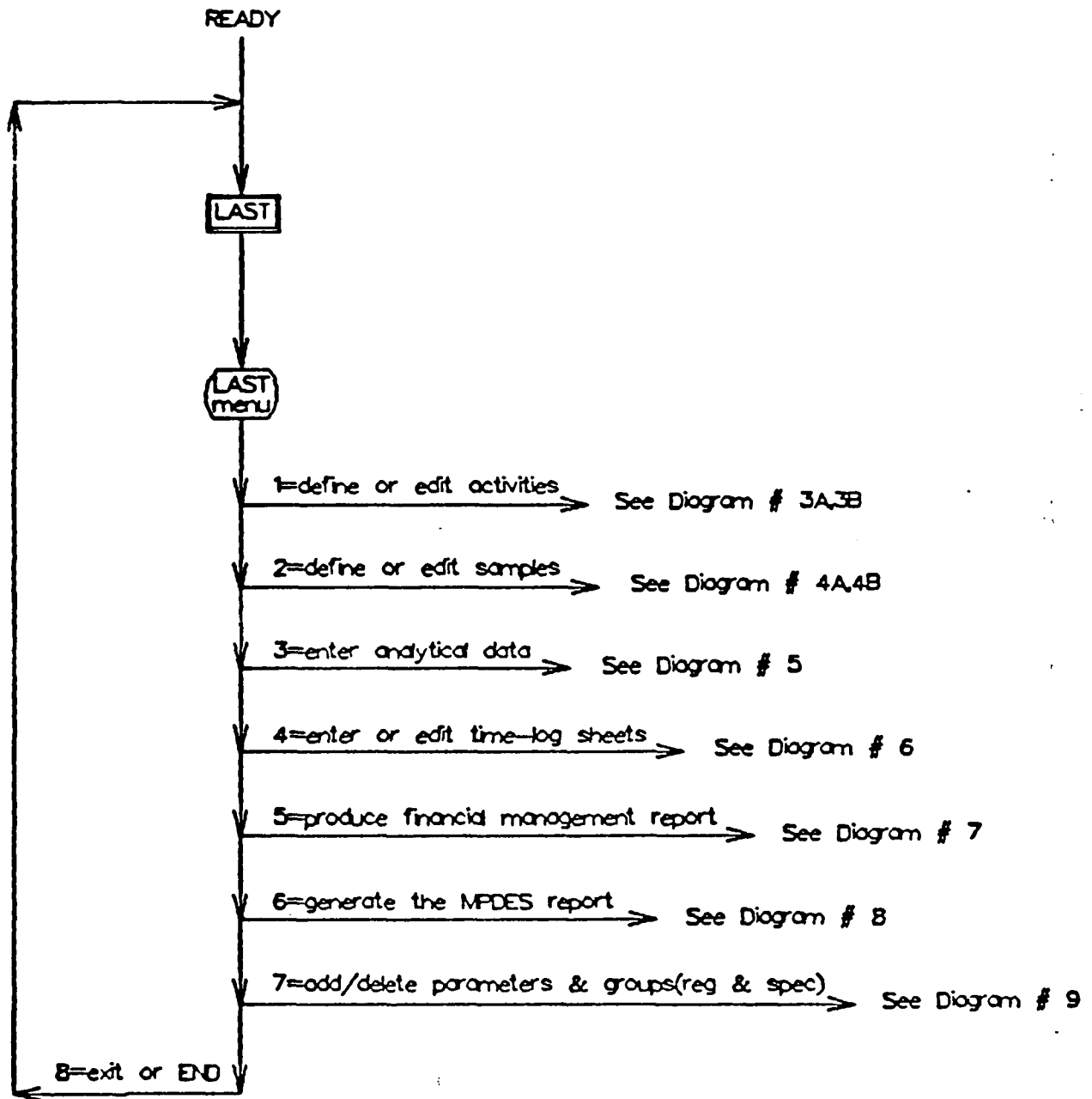


Diagram #2

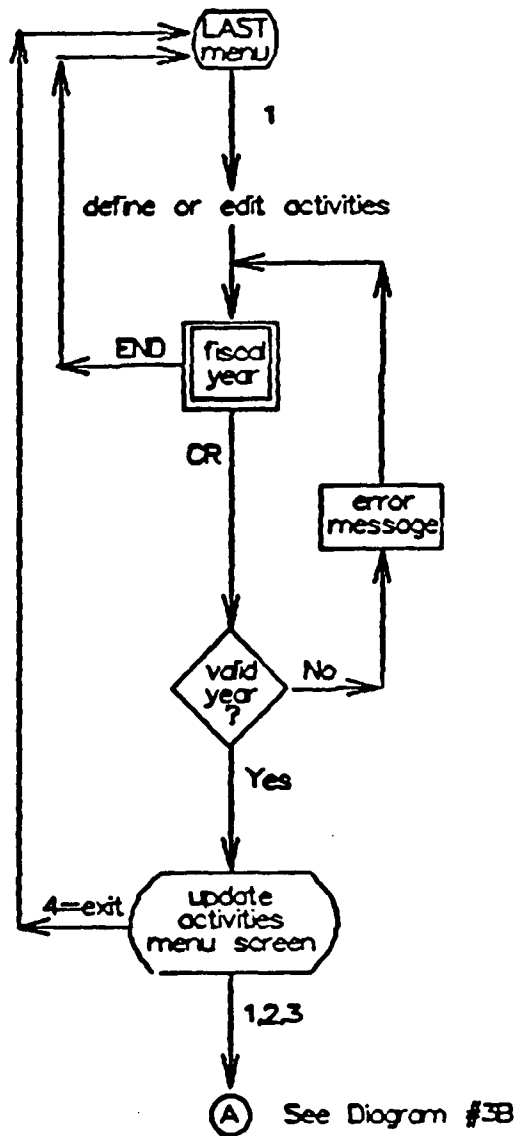


Diagram #3A

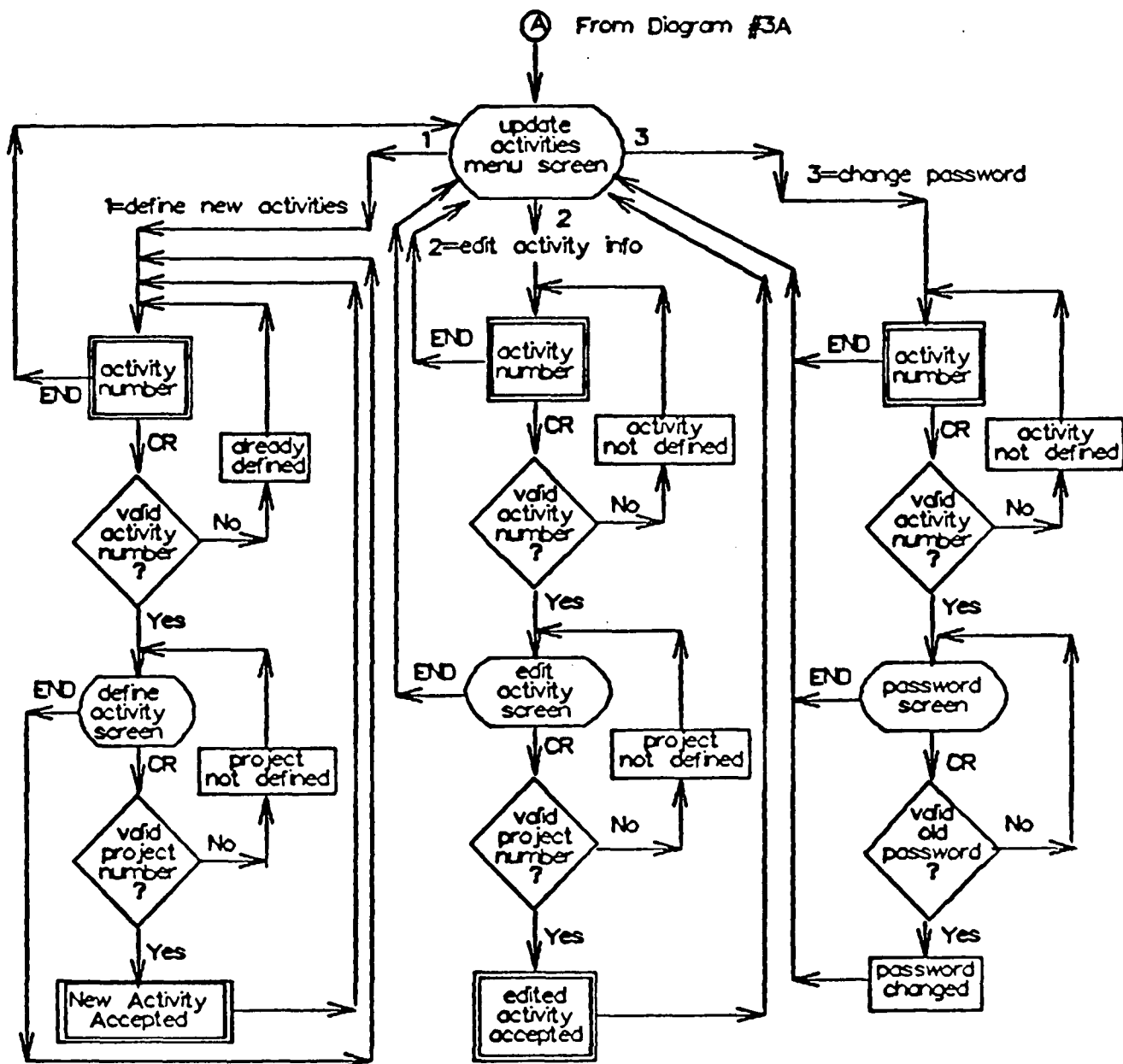


Diagram #3B

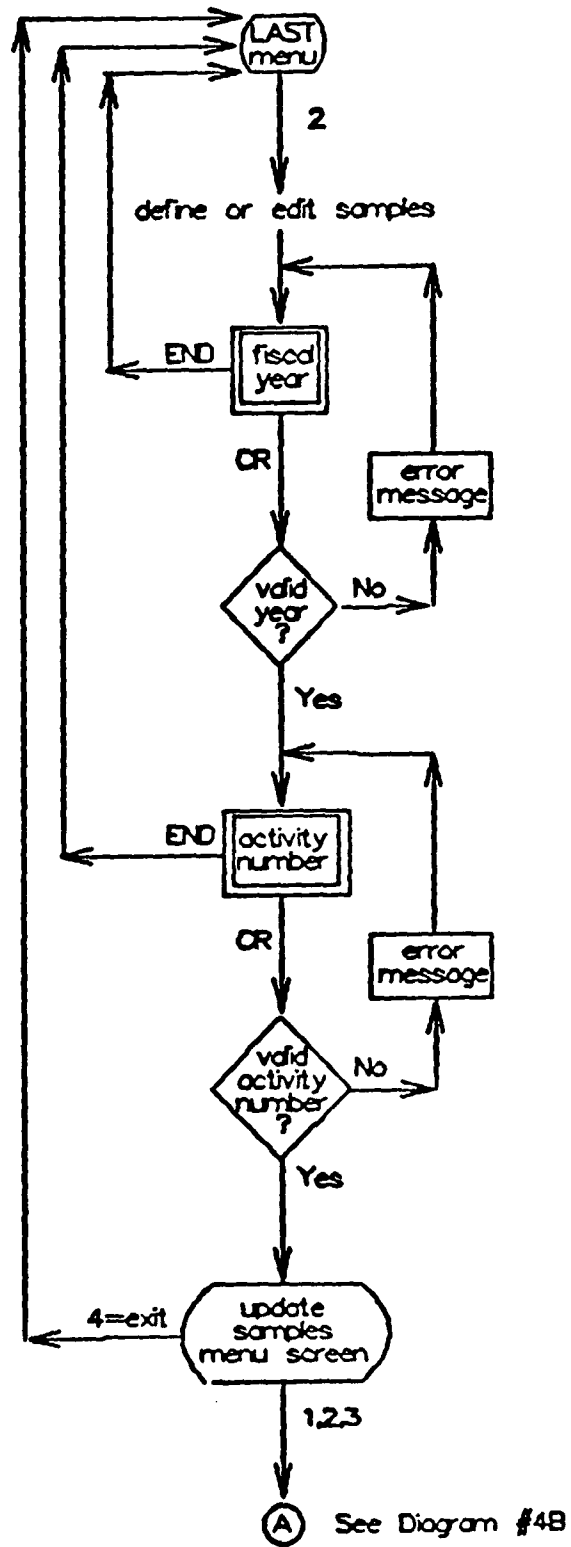


Diagram #4A

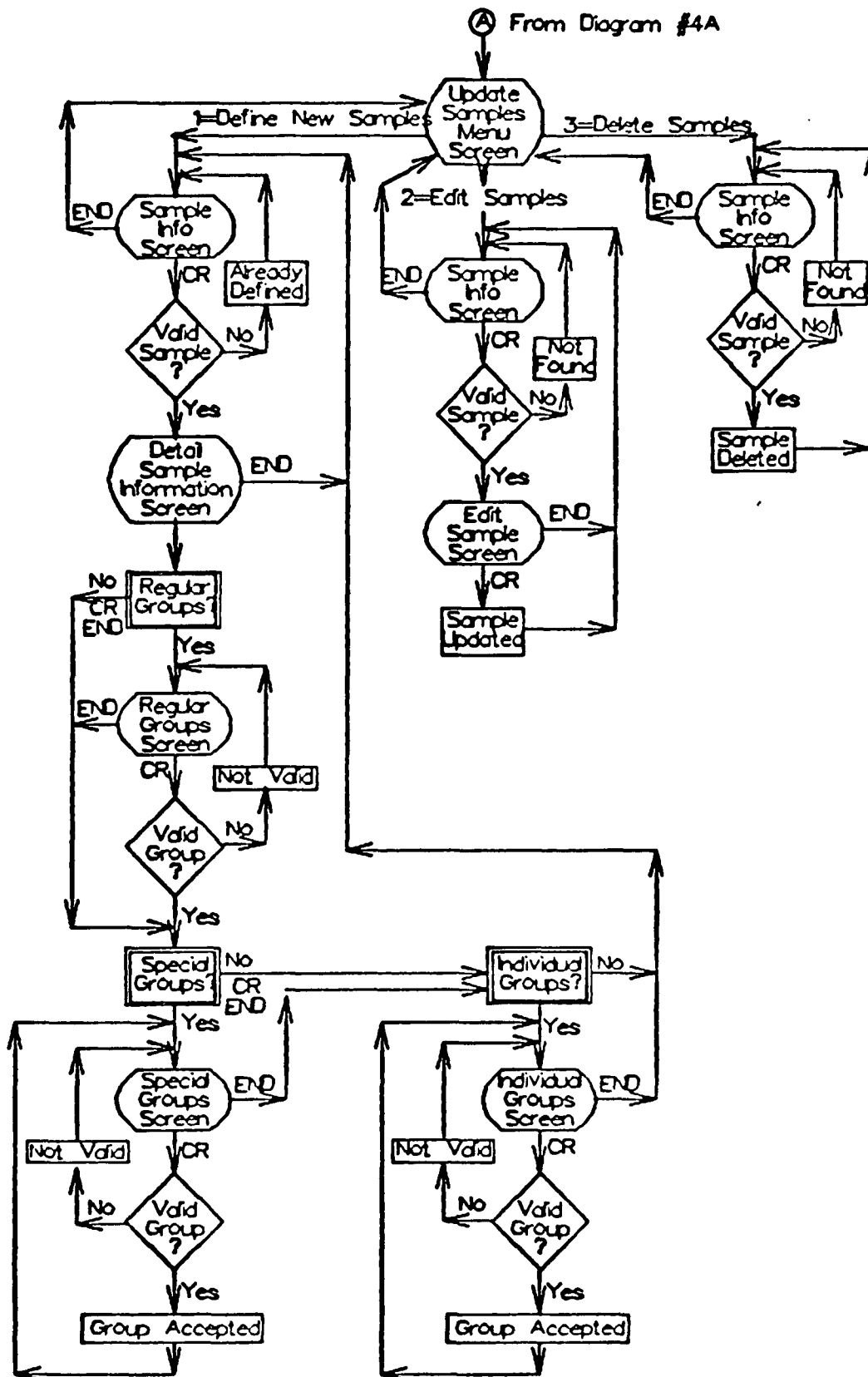


Diagram #4B

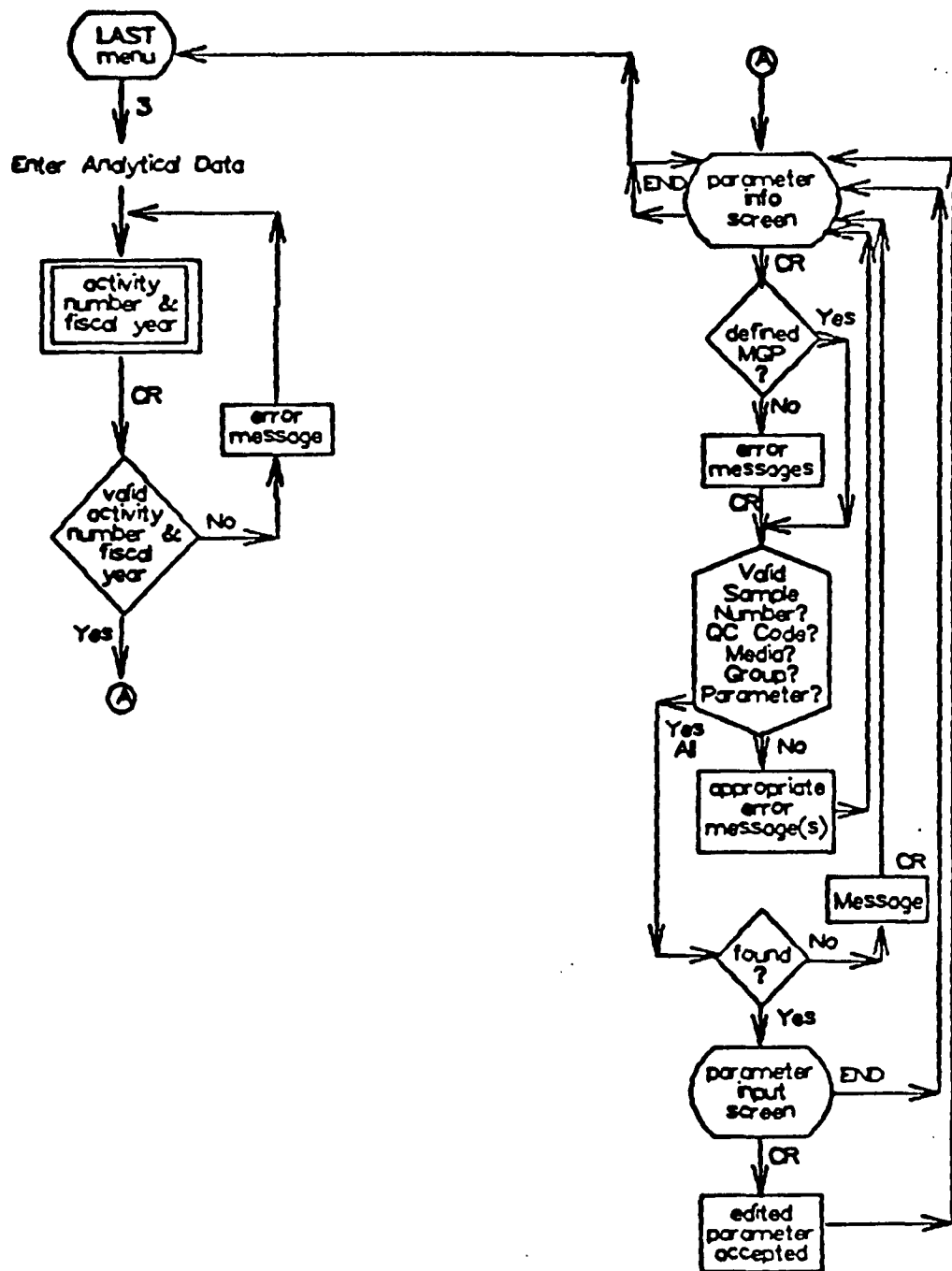


Diagram #5

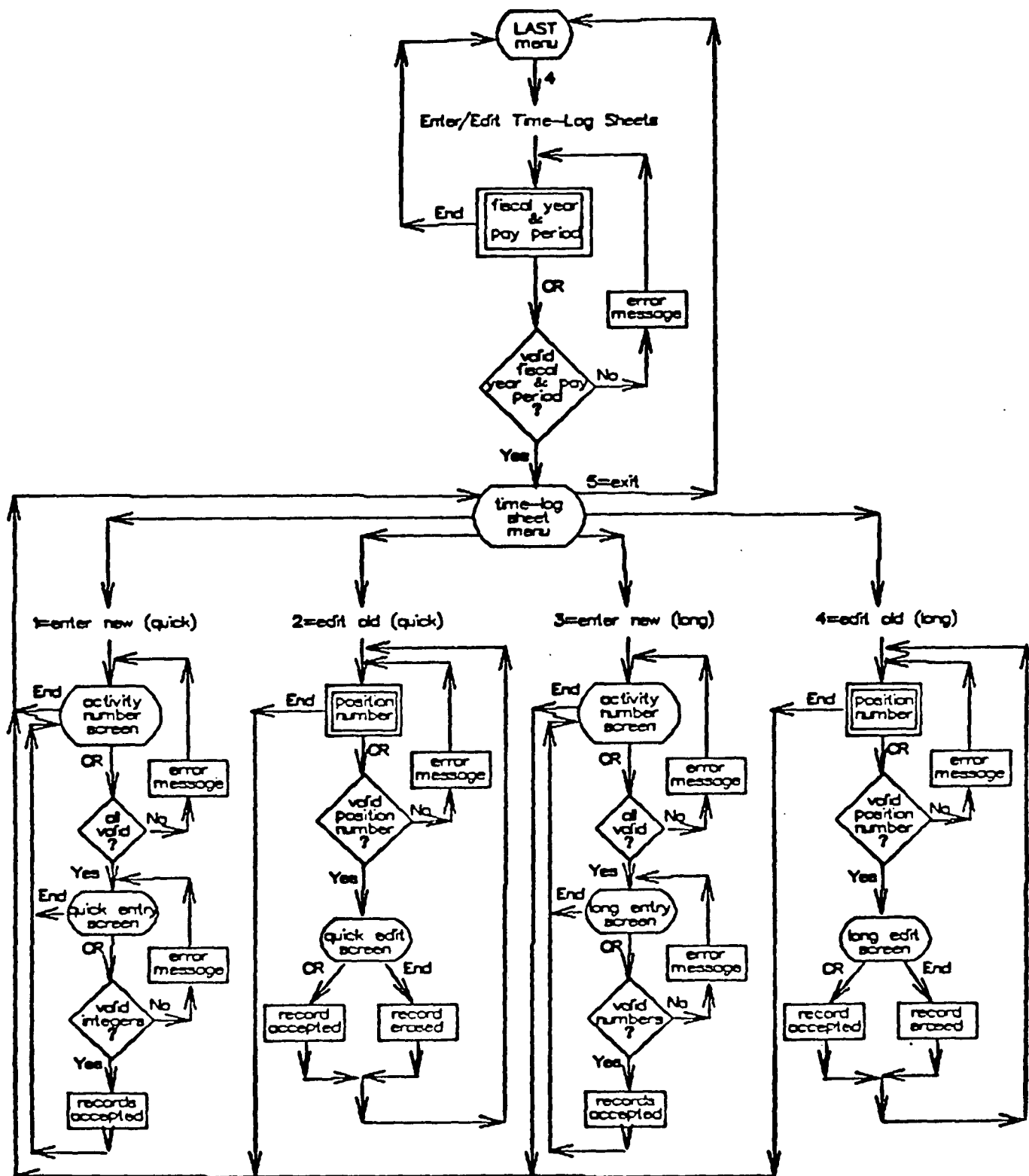


Diagram #6

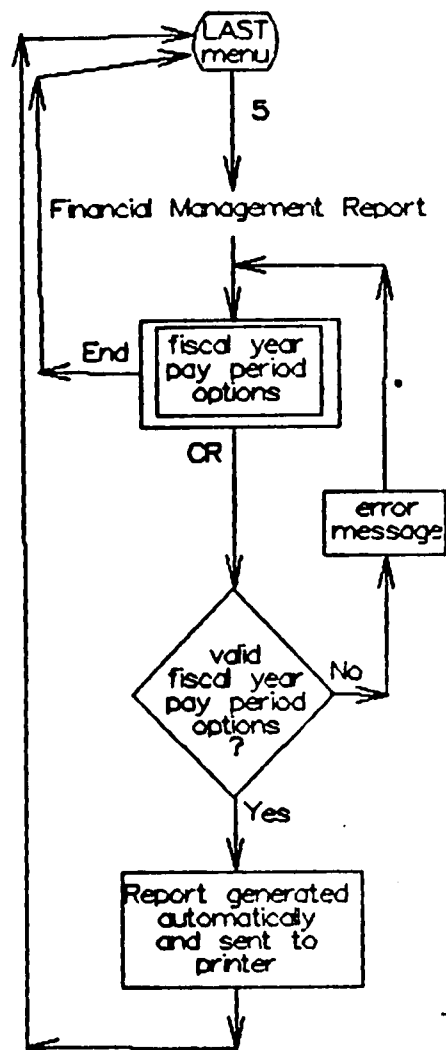


Diagram #7

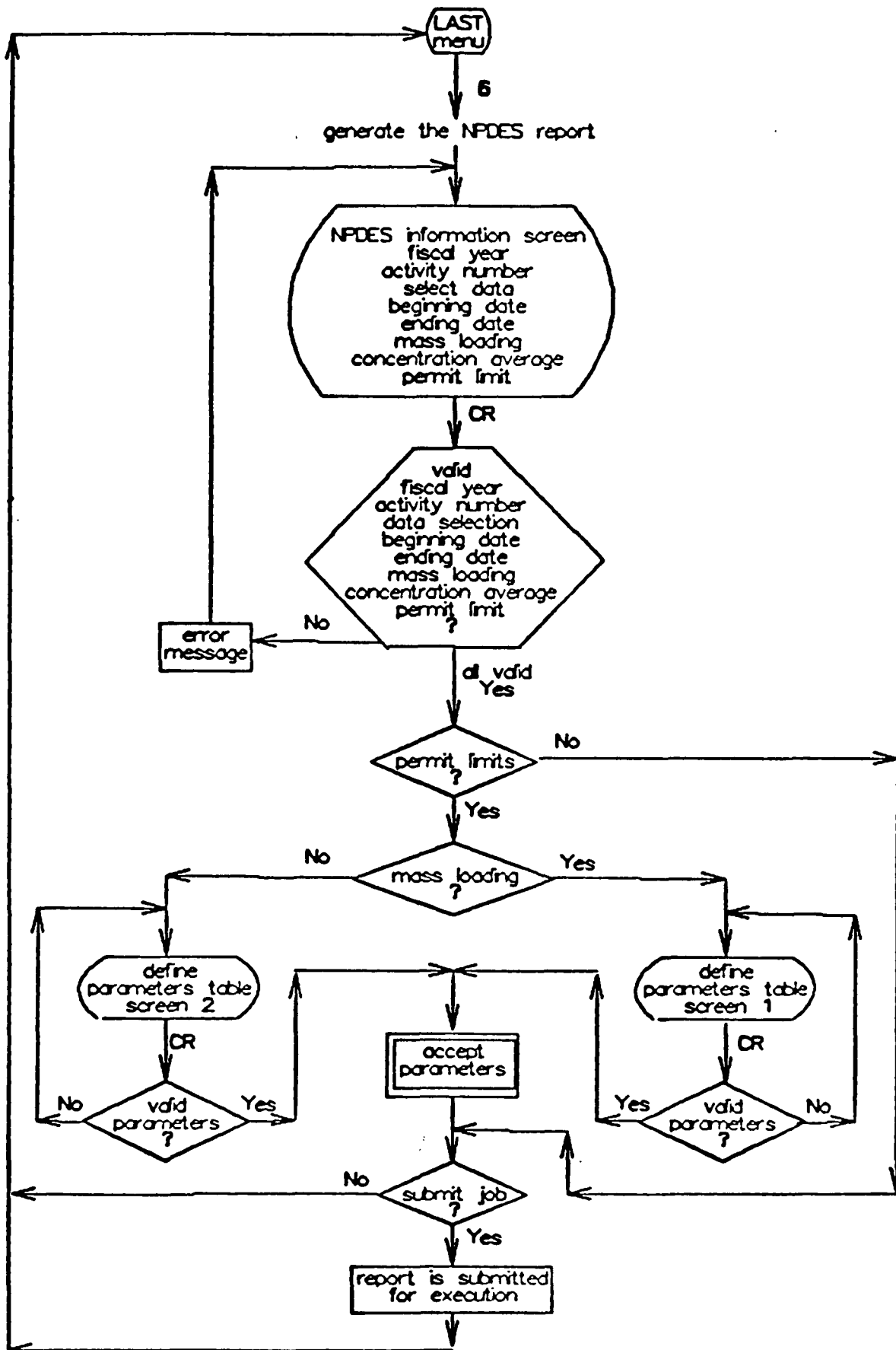


Diagram #8

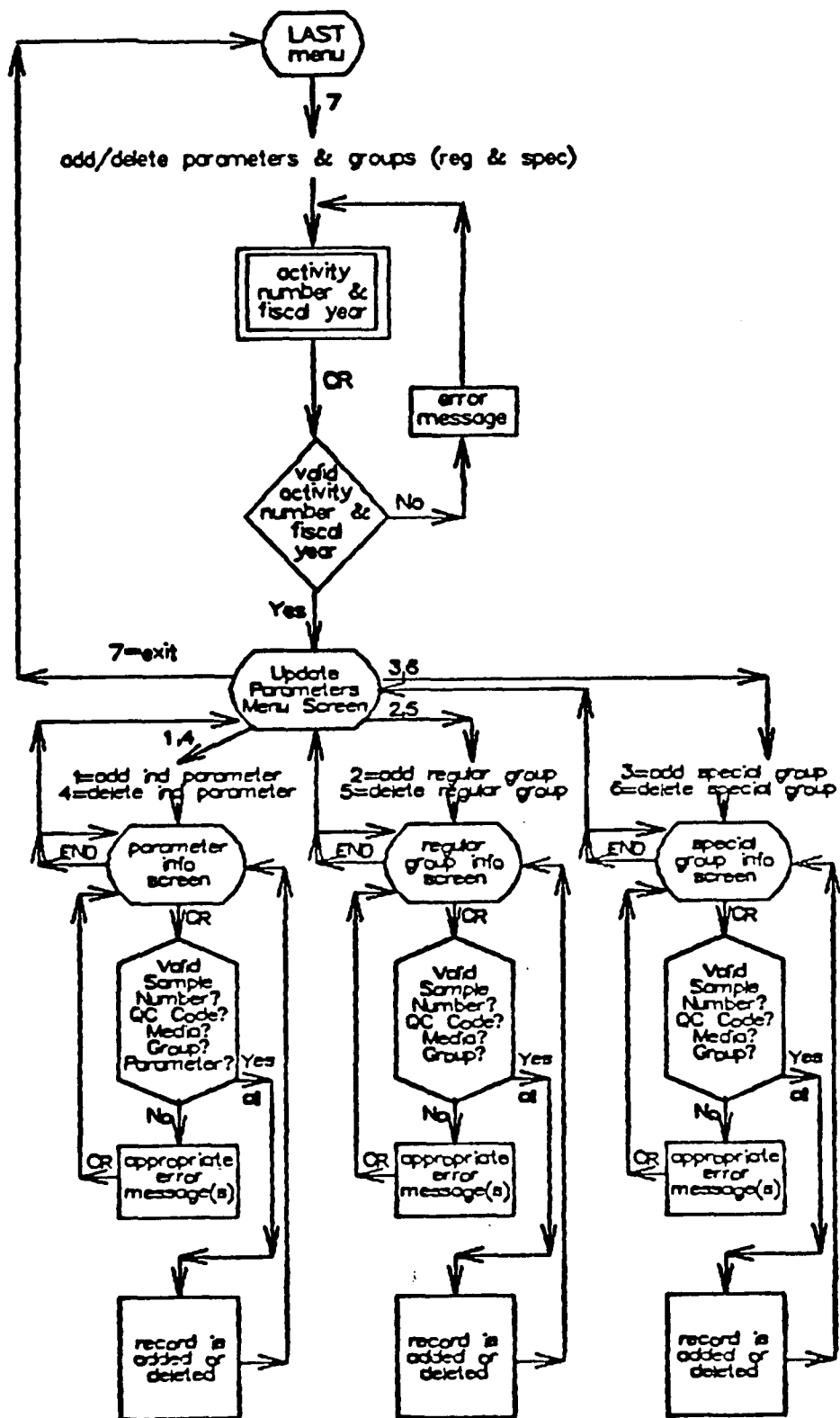


Diagram #9

About this Manual

Throughout the body of this text the symbol <CR> will represent pressing the carriage return key.

In several of the programs within the LAST system, when entering data, it is not necessary to press the carriage return key after a value is entered if the value completely fills the input field. For example, when entering an Activity Number such as DLR70, as soon as the "0" key is pressed, the cursor will automatically advance to the next field. No carriage return is necessary. The purpose of this action is to speed up data entry and is therefore only implemented in programs whose primary function it is to input data. All programs which execute from the "LAST" command utilize this automatic cursor advancing feature.

LOGON SCREEN

All users must secure a valid user ID, for the IBM 3090 which has been authorized for the LAST account. Present this accounting information to the LAST system manager who will make one small modification in the \$\$LOGON member of your CLIST if you have one. When you log on for a TSO session on the IBM 3090, the following screen will appear after your normal log on.

```
*****
*                               *
*           L . A. S. T.       *
*                               *
*   LABOR AND SAMPLE TRACKING SYSTEM   *
*                               *
*           ENSV DATA MANAGEMENT      *
*                               *
*           REGION VII - KANSAS CITY    *
*                               *
*****
```

READY

After this screen appears you may execute any of the programs described in the manual.

Section 1: PRINT PROJECT LEADERS FILE

Contents:

The Project Leaders File consists of the names of the project leaders along with a two character abbreviation for each project leader. The project leader is the person who is responsible for completing an activity and preparing the final report.

Uses:

The printout of the Project Leaders File is used to determine and/or verify which project leader is directing a specific activity. This is possible because the second and third character of an activity number is identical to the two character abbreviation for the project leader contained in the Project Leaders File.

REPORT:

All of the valid project codes for a specific fiscal year will be displayed.

Operational Procedure :

The following procedure may be used to print the contents of the Project Leaders File sorted by the Project Leader Abbreviation.

1. Log on to the IBM under the LAST account. (See the LAST System Manager for the LOG ON Supplement.)
2. At the READY prompt, type:

PRPL <CR>

3. The following question will appear on the screen:

EXECUTING CLIST(PRPL)
WHAT IS THE YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter

88 <CR>

4. The following message will appear:

SAVED
READY

5. The report will be sent electronically from RTP to Region VII.

SAMPLE RUN:

READY
PRPL
EXECUTING CLIST(PRPL)
WHAT IS THE YEAR ? 88
SAVED
READY

AD NAME - FV3d

AA TOMPKINS, M.
 AB RATES, D.
 AC RATES, D.
 AF RATES, D.
 AL BROWN, M.
 AN MUNN, B.
 AR BEATTY, P.
 CF COWLES, L.
 CR CRISP, M.
 CM MENSLEY, C.
 OF BRUNE, D.
 DE DONA/ELE
 OF DONA, S.
 DJ DONA/JACOSS
 DV DONA/VERSAR
 EF BEEMONT, G.
 FF FREIDLINE, C.
 FR FAIRLESS, B.
 GF GIAR, J.
 HK KIMBALL, M.
 HR MELVIG, J.
 JA LEAVE, A.
 JO FEAGAN, J.
 JF JOSLIN, J.
 JH LEAVE, M.
 JO LEAVE, D.
 JR HUDSON, J.
 JS LEAVE, S.
 JW WICKLUND, J.
 KL KLEOPFER, B.
 KM ARELLO, J.
 KP MENSLEY, C.
 KR KELLY, J.
 KU MENSLEY, C.
 KS MENSLEY, C.
 K7 MENSLEY, C.
 K8 MENSLEY, C.
 KY MENSLEY, C.
 LF LAWRENCE, R.
 LP LITTFLL, B.
 MR MOSBY, L.
 PF ROSKY, J.
 RJ REGER, J.
 RP JENKINS, R.
 RR TRIPP, R.
 RS MENSLEY, C.
 SF SMITH, V.
 TF CUPRY, T.
 TR HOLLOWAY, T.
 UF GILMER, H.
 WF WHITING, C.
 WR WANDTKE, J.
 UP MENSLEY, C.
 OU MENSLEY, C.
 OS MENSLEY, C.

Contents:

Activity Number
Project Number
Activity Type (S=sampling in house, C=sampling contract lab,
N=nonsampling, O=overhead)
Activity Description
Activity Location
State (1=Iowa, 2=Kansas, 3=Missouri, 4=Nebraska, 5=all, 0=none,
6=other)
Point of Reference:
A) Latitude
B) Longitude
Activity Status (A=active, C=canceled, P=postponed)
Inspection Date
In-House Turnaround Times:
A) All Data Approved by LAB
B) All Data Validated by Project Leader
C) Final Report Transmitted
Contract Lab Turnaround Times:
A) All Data Received from Contract Lab
B) All Data Approved by LAB
C) All Data Validated by Project Leader
D) Final Report Transmitted
Actual Dates:
A) All Data Received from Contract Lab Date
B) All Data Approved by LAB Date
C) All Data Validated by Project Leader Date
D) Final Report Transmitted Date

The printout of the Activity File is used to verify the data in the Activity File. It is essential for the data in the Activity file to be absolutely accurate, since a majority of the programs in the LAST system access this file for information.

All of the Activites for a specific year will be displayed.

Operational Procedure:

The following procedure may be used to print the contents of the Activity File sorted according to the Activity Number. (See the LAST System Manager if a different ordering is desired.)

1. Log on to the IBM under the LAST account. (See the LAST System Manager for the LOG ON Supplement.)

2. At the READY prompt, type:

PRACT <CR>

3. The following question will appear on the screen:

EXECUTING CLIST(PRACT)
WHAT IS THE YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following message will appear:

SAVED
READY

5. The report will be sent electronically from RTP to Region VII.

SAMPLE RUN:

READY
PRACT
EXECUTING CLIST(PRACT)
WHAT IS THE YEAR ? 88
SAVED
READY

ACTIVITY NUMBER	PROJECT NUMBER	ACTIVITY TYPE	ACTIVITY DESCRIPTION	ACTIVITY LOCATION	STATE	POINT-OF-REFERENCE LATITUDE LONGITUDE
EMR05	E11	N	KU AIR TOXICS STUDY		ALL	000000 0000000
EMR06	E01	N	STATE MONITORING COORD MTGS		ALL	000000 0000000
EJF10	E53	N	TOXICS PROGRAM ASSESSMENT		MO	000000 0000000
FJF11	E41	N	2 CAT. UNITS		NONE	000000 0000000
EJR01	E11	N	TRANSFER ERP TO EP 2		OTHER	000000 0000000
EJR02	E11	S	SELECT SITES FOR AIR TOXIC		OTHER	000000 0000000
EJR03	S21	N	NEI PCB AIR MONITORING	COFFEEVILLE	KS	000000 0000000
EKR01	E05	N	MONITOR PERF AUDIT PREP		ALL	000000 0000000
EKR02	E05	N	MONIT AUDIT UHL TSP-1		IA	000000 0000000
EKR03	E05	N	MONIT AUDIT UHL TSP-2		IA	000000 0000000
EKR04	E05	N	MONIT AUDIT UHL PM10-1		IA	000000 0000000
EKR05	E05	N	MONIT AUDIT UHL PM10-2		IA	000000 0000000
EKR06	E05	N	MONIT AUDIT LINN TSP-1	CEDAR RAPIDS	IA	000000 0000000
EKR07	E05	N	MONIT AUDIT LINN TSP-2	CEDAR RAPIDS	IA	000000 0000000
EKR08	E05	N	MONIT AUDIT LINN PM10-1	CEDAR RAPIDS	IA	000000 0000000
EKR09	E05	N	MONIT AUDIT LINN PM10-2	CEDAR RAPIDS	IA	000000 0000000
EKR10	E05	N	MONIT AUDIT LINN CO	CEDAR RAPIDS	IA	000000 0000000
EKR11	E05	N	MONIT AUDIT LINN O3	CEDAR RAPIDS	IA	000000 0000000
EKR12	E05	N	MONIT AUDIT LINN SO2	CEDAR RAPIDS	IA	000000 0000000
EKR13	E08	S	REV STATE SPEC ASSIST REQUEST		ALL	000000 0000000
ELF01	E41	N	2 CAT UNITS		NONE	000000 0000000
ELF11	E55	N	RAFTMP-IA (FY-88)		IA	000000 0000000
ELF12	E55	N	RAFTMP-KS (FY-88)		KS	000000 0000000
ELF13	E55	N	RAFTMP-MO (FY-88)		MO	000000 0000000
ELF14	E55	N	RAFTMP-NE (FY-88)		NE	000000 0000000
ELR17	E50	S	NATIONAL BIOACCUMULATION STUDY		ALL	000000 0000000
ELR26	E55	S	RAFTMP SAMPLING	MISSOURI RIVER	ALL	000000 0000000
ELR27	E55	N	STORET/SAS PROCEDURES RAFTMP		ALL	000000 0000000
ELR28	E55	N	RAFTMP DATA QUALITY REPORT		ALL	000000 0000000
ELR29	E49	N	STORET DATA ENTRY		ALL	000000 0000000
ELR30	E40	N	DESIGN BIOASSAY PROGRAM		ALL	000000 0000000
ELR31	E56	S	ROCK CREEK STP STUDY	INDEPENDENCE	MO	000000 0000000
ELR32	E53	S	MISSISSIPPI RIVER DIOXIN STUDY		MO	000000 0000000
ELR33	E46	S	OTTERVILLE LAGOON STUDY	OTTERVILLE	MO	000000 0000000
ERR01	E01	N	SEA GRANT REVIEW		IA	000000 0000000
ERR02	E01	N	SEA GRANT REVIEW		KS	000000 0000000
ERR03	E01	N	SEA GRANT REVIEW		MO	000000 0000000
ERR04	E01	N	SEA GRANT REVIEW		MO	000000 0000000
ERR41	E16	S	SOR MONITOR OPERATIONS		ALL	000000 0000000
ERR69	E13	S	FAST TRACK SITES		ALL	000000 0000000
ETR51	E40	N	WATER QUALITY MANAGEMENT		ALL	000000 0000000
ETR52	M30	N	WATER COMPLIANCE MANAGEMENT		ALL	000000 0000000
ETR70	E49	N	ESD VISION PAPER		ALL	000000 0000000
ETR75	Q2P	O	GC/MI-IR		ALL	000000 0000000
EMP01	F07	S	NAMS/SLAMS GENERAL MAINTENANCE		ALL	000000 0000000
EMR02	E07	S	NEOS GENERAL MAINTENANCE		ALL	000000 0000000
EMR03	E09	S	ICWA AIR QUALITY REPORTS		ALL	000000 0000000
EMR04	E09	S	KANSAS AIR QUALITY REPORTS		ALL	000000 0000000
EMR05	E09	S	MISSOURI AIR QUALITY REPORTS		ALL	000000 0000000
EMR06	E09	S	NEBRASKA AIR QUALITY REPORTS		ALL	000000 0000000
EMR07	E11	S	NATICH		ALL	000000 0000000
EMR11	E07	S	PARS		ALL	000000 0000000

ACTIVITY NUMBER	ACTIVITY STATUS	INSPECTION DATE	INHOUSE-TURNAROUND-TIMES			CONTRACT-LAB-TURNAROUND-TIMES			ALL DATA RECEIVED FR C.L. DATE	ALL DATA APPROVED BY LABO DATE	ALL DATA VALIDATED BY P.L. DATE	FINAL REPORT TRANSMIT DATE
			ALL DATA	ALL DATA	FINAL REPORT	ALL DATA	ALL DATA	ALL DATA				
			APPROVED BY LABO	VALIDATED BY P.L.	TRANSMIT	RECEIVED FR C.L.	APPROVED BY LABO	VALIDATED BY P.L.				
EH004	ACTIVE	000000	0	0	0	0	0	0	000000	000000	000000	000000
EH005	ACTIVE	000000	40	61	61	0	40	61	000000	000000	000000	000000
EH006	ACTIVE	100107	0	0	0	0	0	0	000000	000000	000000	000000
EJF10	ACTIVE	111007	0	60	60	0	0	60	000000	000000	000000	000000
EJF11	ACTIVE	111007	0	60	60	0	0	60	000000	000000	000000	000000
EJS01	ACTIVE	100107	0	61	61	0	0	61	000000	000000	000000	000000
EJP02	ACTIVE	100107	40	61	61	0	40	61	000000	000000	000000	000000
FJS03	ACTIVE	000000	0	0	0	0	0	0	000000	000000	000000	000000
EKR01	ACTIVE	000000	0	21	21	0	0	21	000000	000000	000000	000000
EKR02	ACTIVE	110607	0	21	21	0	0	21	000000	000000	000000	000000
FR003	ACTIVE	110607	0	21	21	0	0	21	000000	000000	000000	000000
EKR04	ACTIVE	110607	0	21	21	0	0	21	000000	000000	000000	000000
EKR05	ACTIVE	110607	0	21	21	0	0	21	000000	000000	000000	000000
FR004	ACTIVE	110607	0	21	21	0	0	21	000000	000000	000000	000000
EKR07	ACTIVE	110607	0	21	21	0	0	21	000000	000000	000000	000000
EKR08	ACTIVE	110607	0	21	21	0	0	21	000000	000000	000000	000000
EKR09	ACTIVE	110607	0	21	21	0	0	21	000000	000000	000000	000000
EKR10	ACTIVE	110607	0	21	21	0	0	21	000000	000000	000000	000000
FR011	ACTIVE	110607	0	21	21	0	0	21	000000	000000	000000	000000
EKR12	ACTIVE	110607	0	21	21	0	0	21	000000	000000	000000	000000
EKR13	ACTIVE	100107	0	21	21	0	0	21	000000	000000	000000	000000
ELF01	ACTIVE	100507	0	60	60	0	0	60	000000	000000	000000	000000
ELR11	ACTIVE	111507	60	90	90	0	60	90	000000	000000	000000	000000
ELR12	ACTIVE	111507	60	90	90	0	60	90	000000	000000	000000	000000
ELR13	ACTIVE	111507	60	90	90	0	60	90	000000	000000	000000	000000
ELR14	ACTIVE	111507	60	90	90	0	60	90	000000	000000	000000	000000
ELR17	ACTIVE	100107	120	360	360	0	120	360	000000	000000	000000	000000
ELR26	ACTIVE	100507	60	90	90	0	60	90	000000	000000	000000	000000
ELR27	ACTIVE	110907	60	90	90	0	60	90	000000	000000	000000	000000
ELR28	ACTIVE	110907	60	90	90	0	60	90	000000	000000	000000	000000
ELR29	ACTIVE	100107	0	111	111	0	0	111	000000	000000	000000	000000
ELR30	ACTIVE	111007	0	0	0	0	0	0	000000	000000	000000	000000
ELR31	ACTIVE	100507	60	90	90	0	60	90	000000	000000	000000	000000
ELR32	ACTIVE	100507	45	75	75	0	45	75	000000	000000	000000	000000
ELP33	ACTIVE	111507	0	30	30	0	0	30	000000	000000	000000	000000
ERP01	ACTIVE	100107	0	0	0	0	0	0	000000	000000	000000	000000
ERP02	ACTIVE	100107	0	0	0	0	0	0	000000	000000	000000	000000
ERP03	ACTIVE	100107	0	0	0	0	0	0	000000	000000	000000	000000
ERP04	ACTIVE	100107	0	0	0	0	0	0	000000	000000	000000	000000
ERP41	ACTIVE	100107	0	29	29	0	0	29	000000	000000	000000	000000
ERP49	ACTIVE	100107	0	21	21	0	0	21	000000	000000	000000	000000
ETR51	ACTIVE	100107	0	0	0	0	0	0	000000	000000	000000	000000
ETP52	ACTIVE	100107	0	0	0	0	0	0	000000	000000	000000	000000
ETR70	ACTIVE	100107	0	111	111	0	0	111	000000	000000	000000	000000
ETK75	ACTIVE	000000	0	0	0	0	0	0	000000	000000	000000	000000
EMP01	ACTIVE	000000	0	120	120	0	0	120	000000	000000	000000	000000
EMP02	ACTIVE	000000	0	120	120	0	0	120	000000	000000	000000	000000
EMP03	ACTIVE	000000	0	123	123	0	0	123	000000	000000	000000	000000
EMP04	ACTIVE	000100	0	123	123	0	0	123	000000	000000	000000	000000
EMP05	ACTIVE	000100	0	123	123	0	0	123	000000	000000	000000	000000
EMP06	ACTIVE	000000	0	123	123	0	0	123	000000	000000	000000	000000

Section 3: PRINT MEDIA-GROUP-PARAMETER FILE

Contents:

The Individual Media-Group-Parameter File consists of the following information for each valid combination of Media, Group, and Parameter:

Media
Group
Parameter
Color
Preservative
Container
STORET/SAROAD Number
Units
Abbreviation
Name
Method

Uses:

The printout of the Individual Media-Group-Parameter File is used to verify information printed on sample labels and field sheets pertaining to individual parameters. It is also used to verify STORET parameter numbers and other information in the data base.

Options:

You may select a listing of all media-group-parameters in the system (about 2500), or a listing for one regular analytical group (such as the ICAP metals), or for one special field group (such as the priority pollutants).

Report:

All of the parameters currently defined and approved for use in Region VII will be displayed.

Operational Procedure:

The following procedure may be used to print the contents of a Media-Group-Parameter File sorted by the combination of Media, Group, and Parameter. (See the LAST System Manager if a different ordering is desired.)

1. Log on to the IBM under the LAST account. (See the LAST System Manager for the LOG ON Supplement.)

2. At the READY> prompt, type:

PRMGP <CR>

3. The following question will appear on the screen:

EXECUTING CLIST(PRMGP)
WHAT IS THE YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following options will appear on the screen:

DO YOU WISH TO LIST :

- A) ALL INDIVIDUAL PARAMETERS
- B) ONE REGULAR GROUP
- C) ONE SPECIAL GROUP

ENTER SELECTION:

Enter A, B, or C, followed by a carriage return. For example, if you wish a listing for all individual media-group-parameters, then enter:

A <CR>

5. If options B or C are selected from the menu, the following questions will appear on the screen:

WHAT IS THE MEDIA ?

Enter the one character identifier for the media as follows:

A = Air
H = Hazardous waste
S = Soil, sediment, sludge
T = Tissue
W = Water

Enter one of the letters (A, H, S, T, W) followed by a carriage return. For example, if you wish a water group, then enter:

W <CR>

The following question will appear on the screen:

WHAT IS THE GROUP ?

Enter the one character identifier for a regular group or the two digit identifier for a special group. For example, if you wish the regular in-house metals group, then enter:

M <CR>

6. The following message will appear:

SAVED
READY

7. The report will be sent electronically from RTP to Region VII.

SAMPLE RUNS:

READY
PRMGP
EXECUTING CLIST(PRMGP)
WHAT IS THE YEAR ? 88
DO YOU WISH TO LIST :
A) ALL INDIVIDUAL PARAMETERS
B) ONE REGULAR GROUP
C) ONE SPECIAL GROUP
ENTER SELECTION : A
SAVED
READY

READY
PRMGP
EXECUTING CLIST(PRMGP)
WHAT IS THE YEAR ? 88
DO YOU WISH TO LIST :
A) ALL INDIVIDUAL PARAMETERS
B) ONE REGULAR GROUP
C) ONE SPECIAL GROUP
ENTER SELECTION : B
WHAT IS THE MEDIA ? W
WHAT IS THE GROUP ? M
SAVED
READY

READY
PRMGP
EXECUTING CLIST(PRMGP)
WHAT IS THE YEAR ? 88
DO YOU WISH TO LIST :
A) ALL INDIVIDUAL PARAMETERS
B) ONE REGULAR GROUP
C) ONE SPECIAL GROUP
ENTER SELECTION : C
WHAT IS THE MEDIA ? W
WHAT IS THE GROUP ? 01

**SAVED
READY**

REGULAR GROUP - WP
DATE: 10/23/77

MGP	COLOR	PRESERVATIVE	CONTAINER	STORST SARGAD	UNITS	ADD	NAME		METHOD
WM01	WHITE	HN03	CUBI	01077	UG/L	AG	SILVER	BY ICAP	2001W7700
WM02	WHITE	HN03	CUBI	01103	UG/L	AL	ALUMINUM	BY ICAP	2001W7700
WM03	WHITE	HN03	CUBI	01002	UG/L	AS	ARSENIC	BY ICAP	2001W7700
WM04	WHITE	HN03	CUBI	01007	UG/L	BA	BARIUM	BY ICAP	2001W7700
WM05	WHITE	HN03	CUBI	01012	UG/L	BE	BERYLLIUM	BY ICAP	2001W7700
WM06	WHITE	HN03	CUBI	01027	UG/L	CD	CADMIUM	BY ICAP	2001W7700
WM07	WHITE	HN03	CUBI	01037	UG/L	CO	COBALT	BY ICAP	2001W7700
WM08	WHITE	HN03	CUBI	01034	UG/L	CR	CHROMIUM	BY ICAP	2001W7700
WM09	WHITE	HN03	CUBI	01042	UG/L	CU	CUPPER	BY ICAP	2001W7700
WM10	WHITE	HN03	CUBI	01045	UG/L	FE	IRON	BY ICAP	2001W7700
WM11	WHITE	HN03	CUBI	01055	UG/L	MN	MANGANESE	BY ICAP	2001W7700
WM12	WHITE	HN03	CUBI	01062	UG/L	MO	MOLYBDENUM	BY ICAP	2001W7700
WM13	WHITE	HN03	CUBI	01067	UG/L	NI	NICKEL	BY ICAP	2001W7700
WM14	WHITE	HN03	CUBI	01051	UG/L	PB	LEAD	BY ICAP	2001W7700
WM15	WHITE	HN03	CUBI	01097	UG/L	SB	ANTIMONY	BY ICAP	2001W7700
WM16	WHITE	HN03	CUBI	01147	UG/L	SE	SELENIUM	BY ICAP	2001W7700
WM17	WHITE	HN03	CUBI	01152	UG/L	TI	TITANIUM	BY ICAP	2001W7700
WM18	WHITE	HN03	CUBI	01059	UG/L	TL	THALLIUM	BY ICAP	2001W7700
WM19	WHITE	HN03	CUBI	01067	UG/L	V	VANADIUM	BY ICAP	2001W7700
WM20	WHITE	HN03	CUBI	01092	UG/L	ZN	ZINC	BY ICAP	2001W7700
WM21	WHITE	HN03	CUBI	00916	MG/L	CA	CALCIUM	BY ICAP	2001W7700
WM22	WHITE	HN03	CUBI	00927	MG/L	MG	MAGNESIUM	BY ICAP	2001W7700
WM23	WHITE	HN03	CUBI	00929	PG/L	NA	SODIUM	BY ICAP	2001W7700
WM24	WHITE	HN03	CUBI	00937	MG/L	K	POTASSIUM	BY ICAP	2001W7700

Section 4: ANALYSIS REQUESTED REPORT

Contents:

The Analysis Requested Report has four parts and a list of codes used. The parts are Sample Description, Analytical Results Summary of Determinations and signature.

The Analytical results parts of the Analysis Requested Report consists of a table of analytical data values. The rows in this table are labeled by Media-Group-Parameter combination and compound. The columns are labeled by sample number. An asterisk(s) is placed in the table when an analysis request has been made but no data value has been reported as yet. A single-asterisk-key is used for in-house 'LAB Data'. A two-asterisk-key is used for contractor supplied data. A three-asterisk-key is used for field data.

The report header contains the following information:

- Project Leader Fiscal Year
- Activity Number
- Activity Description
- Activity Location
- Lab Due Date
- Report Due Date
- All Data Approved by Lab Date
- Final Report Transmitted Date
- Inspection Date
- Expected Lab Turnaround Time
- Expected Report Turnaround Time

The following information is also included in the report header for each sample number - quality control code combination present within the activity:

- Sample Number
- Quality Control Code
- Media
- Sample Description
- Sample Location
- State
- STORET/SAROAD Location Number
- Inspection Date & Time
- Ending Date & Time (Used for Composites Only)

Following presentation of analytical data, a summary of group analysis will appear in a table format. The report completes with a signature page based on the current password coding for the activity.

Uses:

In general, the Analysis Requested Report is used to relate and verify field information and field data with analytical data values. The report can be used to check data that has been electronically transferred or entered from data sheets. It is used for verification just prior to data being archived or going to STORET or SAROAD. The Analysis Requested Report should be generated after Field Sheets have been made to verify analysis that have been requested. The report can then be used to inform the LABORATORY of those requests. After all asterisks have been replaced with analytical data values, the report is signed by the LAB data coordinator and project leader and then placed in the permanent files.

Operational Procedure:

The following procedure may be used to generate the Analysis Requested Report:

1. Log on to the IBM under the LAST account. (See the LAST System Manager for the LOG ON Supplement.)

2. At the READY prompt, type:

ANLREQ <CR>

3. The following question will appear on the screen:

EXECUTING CLIST(ANLREQ)
WHAT IS THE YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following question will appear on the screen:

WHAT IS THE ACTIVITY NUMBER ?

Enter the five character activity number followed by a carriage return. For example:

AEF29 <CR>

5. The following question will appear on the screen:

WHAT IS THE PASSWORD ?

If the Activity has been assigned a password code then enter the three character password followed by a carriage return. If no password has been assigned to the activity, then press the carriage return. For example:

777 <CR>

6. The following message will appear:

SAVED
READY

7. The report will be sent electronically from RTP to Region VII.

SAMPLE RUN:

READY
ANLREQ
EXECUTING CLIST(ANLREQ)
WHAT IS THE YEAR ? 88
WHAT IS THE ACTIVITY NUMBER ? AAA99
WHAT IS THE PASSWORD ? 321
SAVED
READY

ANALYSIS REQUEST REPORT

FOR ACTIVITY: ECF40

COMLES, L.

10/23/87 13:57:36

PV: 98 ACTIVITY: ECF40 DESCRIPTION: SUN CREEK INTENSIVE SURVEY LOCATION: MCPHERSON, KS KANSAS
 LABO DUE DATE IS 12/ 3/87. REPORT DUE DATE IS 1/ 2/88.
 INSPECTION DATE: 10/19/87 ALL DATA APPROVED BY LABO DATE: 00/00/00 FINAL REPORT TRANSMITTED DATE: 00/00/00

SAMP. NO.	QCC	M	DESCRIPTION	CITY	STATE	STORET/ SAROAD LOC NO	REG. DATE	REG. TIME	END. DATE	END. TIME
011		M	TURKEY CREEK BC-1	MCPHERSON	KANSAS	007257	10/20/87	:	/ /	:
012		M	TURKEY CREEK BC-1	MCPHERSON	KANSAS	007257	10/21/87	:	/ /	:
013		M	TURKEY CREEK BC-1	MCPHERSON	KANSAS	007257	10/22/87	:	/ /	:
014		M	TURKEY CREEK BC-1	MCPHERSON	KANSAS	007257	10/23/87	:	/ /	:
021		M	TURKEY CREEK BC-2	MCPHERSON	KANSAS	007258	10/20/87	:	/ /	:
022		M	TURKEY CREEK BC-2	MCPHERSON	KANSAS	007258	10/21/87	:	/ /	:
023		M	TURKEY CREEK BC-2	MCPHERSON	KANSAS	007259	10/22/87	:	/ /	:
024		M	TURKEY CREEK BC-2	MCPHERSON	KANSAS	007258	10/23/87	:	/ /	:
031		M	TURKEY CREEK DTC-1	MCPHERSON	KANSAS	007253	10/20/87	:	/ /	:
031	D	M	TURKEY CREEK DTC-1	MCPHERSON	KANSAS	007253	10/20/87	:	/ /	:
032		M	TURKEY CREEK DTC-1	MCPHERSON	KANSAS	007253	10/21/87	:	/ /	:
032	D	M	TURKEY CREEK DTC-1	MCPHERSON	KANSAS	007253	10/21/87	:	/ /	:
033		M	TURKEY CREEK DTC-1	MCPHERSON	KANSAS	007253	10/22/87	:	/ /	:
033	D	M	TURKEY CREEK DTC-1	MCPHERSON	KANSAS	007253	10/22/87	:	/ /	:
034		M	TURKEY CREEK DTC-1	MCPHERSON	KANSAS	007253	10/23/87	:	/ /	:
034	D	M	TURKEY CREEK DTC-1	MCPHERSON	KANSAS	007253	10/23/87	:	/ /	:
041		M	TURKEY CREEK DTC-2	MCPHERSON	KANSAS	007294	10/20/87	:	/ /	:
041	D	M	TURKEY CREEK DTC-2	MCPHERSON	KANSAS	007294	10/20/87	:	/ /	:
042		M	TURKEY CREEK DTC-2	MCPHERSON	KANSAS	007294	10/21/87	:	/ /	:
042	D	M	TURKEY CREEK DTC-2	MCPHERSON	KANSAS	007294	10/21/87	:	/ /	:
043		M	TURKEY CREEK DTC-2	MCPHERSON	KANSAS	007294	10/22/87	:	/ /	:
043	D	M	TURKEY CREEK DTC-2	MCPHERSON	KANSAS	007294	10/22/87	:	/ /	:
044		M	TURKEY CREEK DTC-2	MCPHERSON	KANSAS	007294	10/23/87	:	/ /	:
044	D	M	TURKEY CREEK DTC-2	MCPHERSON	KANSAS	007294	10/23/87	:	/ /	:
051		M	TURKEY CREEK DTC-3	MCPHERSON	KANSAS	007254	10/20/87	:	/ /	:
052		M	TURKEY CREEK DTC-3	MCPHERSON	KANSAS	007254	10/21/87	:	/ /	:
053		M	TURKEY CREEK DTC-3	MCPHERSON	KANSAS	007254	10/22/87	:	/ /	:
054		M	TURKEY CREEK DTC-3	MCPHERSON	KANSAS	007254	10/23/87	:	/ /	:
061		M	TURKEY CREEK DTC-4	MCPHERSON	KANSAS	007295	10/20/87	:	/ /	:
062		M	TURKEY CREEK DTC-4	MCPHERSON	KANSAS	007295	10/21/87	:	/ /	:
063		M	TURKEY CREEK DTC-4	MCPHERSON	KANSAS	007295	10/22/87	:	/ /	:
064		M	TURKEY CREEK DTC-4	MCPHERSON	KANSAS	007295	10/23/87	:	/ /	:
071		M	TURKEY CREEK DTC-5	MCPHERSON	KANSAS	007296	10/20/87	:	/ /	:
072		M	TURKEY CREEK DTC-5	MCPHERSON	KANSAS	007296	10/21/87	:	/ /	:
073		M	TURKEY CREEK DTC-5	MCPHERSON	KANSAS	007296	10/22/87	:	/ /	:
074		M	TURKEY CREEK DTC-5	MCPHERSON	KANSAS	007296	10/23/87	:	/ /	:

TABLE OF CODES

CODES IN HEADERS

SAMP. NO. = SAMPLE IDENTIFICATION NUMBER
 QCC = QUALITY CONTROL SAMPLE/AUDIT CODE
 M = MEDIA OF SAMPLE (A=AIR, T=TISSUE, H=HAZARDOUS MATERIAL, S=SEDIMENT/SOIL, W=WATER)
 STORET/SAROAD LOC. NO. = A SAMPLING SITE LOCATION IDENTIFICATION NUMBER

BEG. DATE = THE DATE SAMPLING WAS STARTED
 BEG. TIME = THE TIME SAMPLING WAS STARTED
 END. DATE = THE DATE SAMPLING WAS ENDED
 END. TIME = THE TIME SAMPLING WAS STOPPED

A = RESERVED
 R = RESERVED
 PES = PESTICIDES BY EPA
 D = DIOXINS/FURANS BY EPA
 E = EXPLOSIVES BY CONTRACT
 FLD = FIELD MEASUREMENTS BY EPA
 G = MINERALS & DISSOLVED MATERIALS BY EPA
 HER = HERBICIDES BY EPA
 I = ION CHROMATOGRAPHY ANALYSES BY EPA
 MC = METALS BY CONTRACT
 BNC = BASE NEUTRALS BY CONTRACT
 L = FISH PHYSICAL DATA BY EPA
 MET = METALS BY EPA
 N = FISH TISSUE PARAMETERS BY EPA
 VC = VOLATILES BY CONTRACT
 P = PESTICIDES BY EPA
 Q = FLASH POINT ANALYSES BY EPA
 R = RESERVED
 BN = SEMIVOLATILE BY EPA
 Y = CYANIDE PHENOL BY EPA
 U = RESERVED
 VOA = VOLATILE ORGANICS BY EPA
 MC = HERBICIDES BY CONTRACT
 X = RESERVED
 Y = RESERVED
 TRK = ACTIVITY TRACKING PARAMETERS BY EPA

DATA QUALITY CODES

V = VALID DATA (ALL MEDIA EXCEPT AIR)
 A = VALID DATA (AIR)
 J = DATA REPORTED BUT NOT VALID BY APPROVED QC PROCEDURES
 I = INVALID SAMPLE/DATA - VALUE NOT REPORTED
 U = LESS THAN (MEASUREMENT DETECTION LIMIT)
 N = DETECTED BUT BELOW THE LEVEL FOR ACCURATE QUANTIFICATION

CODES IN DATA TABLES

QUALITY CONTROL AUDIT CODES

A = TRUE VALUE FOR CONTROL SAMPLE
 D = DUPLICATE FIELD SAMPLE
 F = FIELD BLANK
 G = ANALYTICAL METHOD STANDARD
 H = TRUE CONCENTRATION FROM METHOD SPIKE
 L = DUPLICATE LAB ALIQUOTE FROM SINGLE SAMPLE
 M = ANALYTICAL METHOD BLANK
 P = PERFORMANCE EVALUATION AUDIT SAMPLE
 K = TRUE CONCENTRATION RESULTING FROM LABORATORY SPIKE
 S = MEASURED VALUE AFTER MATRIX SPIKE IN LAB
 T = TRUE VALUE OF PERFORMANCE SAMPLE
 Y = MEASURED VALUE AFTER FIELD MATRIX SPIKE
 Z = TRUE VALUE RESULTING FROM FIELD MATRIX SPIKE

MEDIA CODES

A = AIR
 T = BIOLOGICAL (PLANT & ANIMAL) TISSUE
 H = HAZARDOUS MATERIALS/MAN MADE PRODUCTS
 S = SEDIMENT, SLUDGE & SOIL
 W = WATER

UNITS

NA = NOT APPLICABLE
 PG = PICOGRAMS (1 X 10⁻¹² GRAMS)
 NG = NANOGRAMS (1 X 10⁻⁹ GRAMS)
 UG = MICROGRAMS (1 X 10⁻⁶ GRAMS)
 MG = MILLIGRAMS (1 X 10⁻³ GRAMS)
 M3 = METER CUBED
 MPH = MILES PER HOUR
 SCM = STANDARD (1 ATM, 25 C) CUBIC METER
 KG = KILOGRAM
 L = LITER
 C = CENTIGRADE DEGREES
 SU = STANDARD (PH) UNITS
 # = NUMBER
 LB = POUNDS
 IN = INCHES
 M/F = MALE/FEMALE
 M2 = SQUARE METER
 I.D. = SPECIES IDENTIFICATION
 GPM = GALLONS PER MINUTE
 CFS = CUBIC FEET PER SECOND
 MGD = MILLION GALLONS PER DAY
 1000G = FLOW, 1000 GALLONS PER COMPOSITE
 UMHOS = CONDUCTIVITY UNITS (1/OHMS)
 NTU = TURBIDITY UNITS
 PC/L = PICO (1 X 10⁻¹²) CURRIES PER LITER
 MV = MILLIVOLT
 SQ FT = SQUARE FEET

ANALYSIS REQUEST DETAIL REPORT

ACTIVITY: ECF40

COMPOUND	UNITS	011	012	013	014	021	022
WM01 CHLOROPHYLL A	:MG/L	*	*	*	*	*	*
WF01 WATER TEMP	:°C	***	***	***	***	***	***
WF04 FLOW, CFS	:CFS	***	***	***	***	***	***
WF05 PH, FIELD	:SU	***	***	***	***	***	***
WG05 BOD 5	:MG/L	*	*	*	*	*	*
WG06 BOD 5, CARBONACEOUS	:MG/L	*	*	*	*	*	*
WG12 CHLORIDE	:MG/L	*	*	*	*	*	*
WG15 CO2	:MG/L	*	*	*	*	*	*
WG16 CONDUCTIVITY	:UMHOS	*	*	*	*	*	*
WG17 DISSOLVED OXYGEN	:MG/L	*	*	*	*	*	*
WG24 SOLIDS, NON-FILTERABLE (NFS)	:MG/L	*	*	*	*	*	*
WM01 SILVER BY ICAP	:UG/L	*	*	*	*	*	*
WM02 ALUMINUM BY ICAP	:UG/L	*	*	*	*	*	*
WM03 ARSENIC BY ICAP	:UG/L	*	*	*	*	*	*
WM04 BARIUM BY ICAP	:UG/L	*	*	*	*	*	*
WM05 BERYLLIUM BY ICAP	:UG/L	*	*	*	*	*	*
WM06 CALCIUM BY ICAP	:UG/L	*	*	*	*	*	*
WM07 CADMATE BY ICAP	:UG/L	*	*	*	*	*	*
WM08 CHROMIUM BY ICAP	:UG/L	*	*	*	*	*	*
WM09 COPPER BY ICAP	:UG/L	*	*	*	*	*	*
WM10 IRON BY ICAP	:UG/L	*	*	*	*	*	*
WM11 MANGANESE BY ICAP	:UG/L	*	*	*	*	*	*
WM12 MOLYBDENUM BY ICAP	:UG/L	*	*	*	*	*	*
WM13 NICKEL BY ICAP	:UG/L	*	*	*	*	*	*
WM14 LEAD BY ICAP	:UG/L	*	*	*	*	*	*
WM15 ANTIMONY BY ICAP	:UG/L	*	*	*	*	*	*

GROUP ANALYSIS SUMMARY

SAMPLE:	A	B	PES	D	E	FLO	G	HER	I	MC	BNC	L	MET	N	VC	PES	Q	R	BN	T	U	VOA	HC	X	Y	TRK	COMMENTS
001 :	0	0	0	0	0	0	6	3	0	2	0	0	0	0	0	8	0	0	4	0	0	3	0	0	0	6	
002 :	0	0	0	0	0	0	0	0	0	5	0	0	0	0	0	2	0	0	1	0	0	3	0	0	0	6	
003 :	0	0	C	0	0	0	3	J	0	0	0	4	0	0	0	2	0	0	0	0	0	0	0	0	0	6	
004 :	0	C	0	2	0	0	0	3	0	24	0	0	0	0	0	25	0	0	0	0	0	33	0	0	0	6	
005 :	0	0	0	2	0	0	0	3	0	24	0	0	0	0	0	25	0	0	0	0	0	33	0	0	0	6	
006 :	0	0	C	2	0	0	0	3	0	24	0	0	24	0	0	25	0	0	0	0	0	33	0	0	0	6	
007 :	0	0	U	0	0	0	0	3	0	24	0	0	24	0	0	25	0	0	0	0	0	33	0	0	0	6	
011 :	0	C	0	2	0	0	0	3	0	0	0	0	49	0	0	25	0	0	70	0	0	0	0	0	0	6	
012 :	0	0	0	2	0	0	0	3	0	0	0	0	24	0	0	0	0	0	0	0	0	0	0	0	0	6	
013 :	0	0	27	2	0	1	4	2	0	24	70	0	35	0	3	4	2	0	0	3	0	0	0	0	0	6	
014 :	0	0	C	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	
015 :	0	0	0	0	0	1	4	2	0	0	0	0	11	0	0	4	2	0	0	3	0	0	0	0	0	6	
016 :	0	0	27	0	0	1	4	2	0	24	70	0	11	0	3	4	2	0	0	3	0	0	0	0	0	6	
021 :	C	0	0	2	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	
022 :	0	C	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	
023 :	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	
024 :	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	
DETERM- NATIONS	0	0	54	16	0	3	21	33	0	151	140	4	178	0	6	149	6	0	75	9	0	138	0	0	0	102	
ANALYSES:	0	0	2	8	0	3	5	12	0	8	2	1	7	0	2	11	3	0	3	3	0	6	0	0	0	17	

Section 5: QUARTERLY SCHEDULE REPORT

Contents:

The Quarterly Schedule report is used to advise other offices (States and program divisions) of work that is scheduled to occur in the future. The files may be sorted in several different ways depending on the needs of the client (by state and then program within a state for reports going to a state or by program and then by States for Reports going to a program). In combination with the work report it provides a convenient process to help manage employee work schedules.

Report:

Not all Activities will be displayed on the Quarterly Schedule report. The following Activities will NOT be displayed.

1. Activities which are not defined for the fiscal year input by the user.
2. Overhead Activities (Activity numbers which begin with the letter "O" or which are contained in projects which begin with the letter "O" or the digit "0")
3. Excluded Activities (Superfund Activities which are contained in projects A30 through A43 inclusive) for example.
4. Activities that do not have a designated State Code. (Codes that are not respectively 1,2,3, or 4 for Iowa Kansas, Missouri or Nebraska).
5. Activities whose inspection date is not contained within the quarter input by the user unless option 5 is selected.

Operational Procedure:

The following procedure may be used to generate The Quarterly Schedule Report:

1. Log on to the IBM under the LAST account. (See the LAST System Manager for the LOG ON Supplement.)
2. At the READY prompt, type:

 QTRSCH <CR>
3. The following question will appear on the screen:

EXECUTING CLIST(QTRSCH)
WHAT IS THE FISCAL YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following question will appear on the screen:

WHAT IS THE QUARTER (1,2,3,4,5) ?

If you wish information for the entire year, then enter 5 followed by a carriage return. Otherwise, if you wish information for a specific quarter in the year, enter 1, 2, 3, or 4 followed by a carriage return. For example, if you wish information about the second quarter of the fiscal year, then enter:

2 <CR>

5. The following prompt will appear on the screen:

SORTING OPTIONS FOR THE QUARTERLY SCHEDULE:

- A) STATE, PROJECT NUMBER, ACTIVITY DESCRIPTION
- ☒ B) STATE, PROJECT NUMBER, INSPECTION DATE
- C) PROJECT NUMBER, INSPECTION DATE
- D)

WHAT IS YOUR SELECTION ?

Enter the appropriate letter followed by a carriage return. For example, if you wish the Quarterly Schedule Report to be sorted by Project Number and Inspection date, then enter:

C <CR>

6. The following message will appear:

SAVED
READY

7. The report will be sent electronically from RTP to Region VII.

SAMPLE RUNS:

READY
QTRSCH
EXECUTING CLIST(QTRSCH)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE QUARTER (1,2,3,4,5) ? 5

SORTING OPTIONS FOR THE QUARTERLY SCHEDULE:
(A) STATE, PROJECT NUMBER, ACTIVITY DESCRIPTION
(B) STATE, PROJECT NUMBER, INSPECTION DATE
(C) PROJECT NUMBER, INSPECTION DATE
WHAT IS YOUR SELECTION ? A
SAVED
READY

READY
QTRSCH
EXECUTING CLIST(QTRSCH)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE QUARTER (1,2,3,4,5) ? 4
SORTING OPTIONS FOR THE QUARTERLY SCHEDULE:
(A) STATE, PROJECT NUMBER, ACTIVITY DESCRIPTION
(B) STATE, PROJECT NUMBER, INSPECTION DATE
(C) PROJECT NUMBER, INSPECTION DATE
WHAT IS YOUR SELECTION ? B
SAVED
READY

READY
QTRSCH
EXECUTING CLIST(QTRSCH)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE QUARTER (1,2,3,4,5) ? 2
SORTING OPTIONS FOR THE QUARTERLY SCHEDULE:
(A) STATE, PROJECT NUMBER, ACTIVITY DESCRIPTION
(B) STATE, PROJECT NUMBER, INSPECTION DATE
(C) PROJECT NUMBER, INSPECTION DATE

WHAT IS YOUR SELECTION ? C
SAVED
READY

QUARTERLY SCHEDULE FOR QUARTER 1 FY 89
BY
STATE, PROJECT NUMBER, DESCRIPTION
10/23/87 13:58:15

ACTIVITY NUMBER	PROJECT NUMBER	ACTIVITY DESCRIPTION	CITY	ST	PROGRAM DESCRIPTION	INSPECTION DATE	PROJECT LEADER	ESTIMATE REPORT COMPLETION DATE
*****	*****	*****	****	**	*****	****	*****	****
AWF24	A51	UNIVERSITY OF IOWA OAKDALE	OAKDALE	IA	CEI-F, S&L	12/22/87	WHITING, D.	1/26/88
AWF13	A52	BLACKHAWK LF	WATERLOO	IA	CEI-LD	10/06/87	WHITING, D.	11/ 3/87
AWF19	A52	BLUFBIRO MIDWEST	MT PLEASANT	IA	CEI-LD	11/17/87	WHITING, D.	12/15/87
ATF49	A52	LDF/CEI AT QUINN FOUNDRY DIV.	BOONE	IA	CEI-LD	12/09/87	CURRY, T.	1/ 6/88
ATF93	A52	LDP/CEI AT BLOOMFIELD FOUNDRY	BLOOMFIELD	IA	CEI-LD	10/07/87	CURRY, T.	11/ 4/87
AWF22	A53	HYDRITE CHEMICAL CO.	WATERLOO	IA	CEI-OTHER	12/15/87	WHITING, D.	1/12/88
ATF01	A53	ISF/CEI AT EVERCO, INC.	OTTUMWA	IA	CEI-OTHER	11/04/87	CURRY, T.	12/ 2/87
ATF03	A53	ISF/CEI AT SAFETY-KLEEN	MASON CITY	IA	CEI-OTHER	11/18/87	CURRY, T.	12/16/87
AWF23	A53	JOHN DEERE WATERLOO WORKS	WATERLOO	IA	CEI-OTHER	12/22/87	WHITING, D.	1/19/88
AWF20	A53	KIOWA CORP	MARSHALTON	IA	CEI-OTHER	11/24/87	WHITING, D.	12/22/87
AWF14	A53	NATURAL GAS PIPELINE COMPANY	COLUMBUS JUNCTION	IA	CEI-OTHER	10/14/87	WHITING, D.	11/11/87
AWF21	A53	NORTHLAND PRODUCTS CO.	WATERLOO	IA	CEI-OTHER	12/01/87	WHITING, D.	12/29/87
AWF18	A53	PES, INC.	MARION	IA	CEI-OTHER	11/12/87	WHITING, D.	12/10/87
ATF97	A53	TSF/CEI AT AMERICAN CAN CO.	DES MOINES	IA	CEI-OTHER	10/01/87	CURRY, T.	10/29/87
ATF02	A53	TSF/CEI AT SAFETY-KLEEN	GRIMES	IA	CEI-OTHER	11/17/87	CURRY, T.	12/15/87
AWF15	A55	ALTER COMPANY	DAVENPORT	IA	CEI-GEN	10/20/87	WHITING, D.	11/17/87
ARP05	A55	HARKERS, INC.	LEMARS	IA	CEI-GEN	10/22/87	JENKINS, R.	11/19/87
AWF16	A55	LLOYD PLATING COMPANY	LISBON	IA	CEI-GEN	10/27/87	WHITING, D.	11/24/87
AWF17	A55	PRIME PLATING	BETTERDORF	IA	CEI-GEN	11/04/87	WHITING, D.	12/ 2/87
ARP03	A55	TENNIS PLATING COMPANY	SIOUX CITY	IA	CEI-GEN	10/20/87	JENKINS, R.	11/17/87
ARP04	A55	VOGEL PAINT AND MAX COMPANY	ORANGE CITY	IA	CEI-GEN	10/21/87	JENKINS, R.	11/18/87

Section 6:

SCHEDULE REPORT

Report:

Only Activities defined for the fiscal year input by the user will be displayed.

Operational Procedure:

The following procedure may be used to generate the Schedule Report:

1. Log on to the IBM under the LAST account. (See the LAST System Manager for the LOG ON Supplement.)

2. At the READY prompt, type:

SCH <CR>

3. The following question will appear on the screen:

EXECUTING CLIST(SCH)
WHAT IS THE FISCAL YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following question will appear on the screen:

WHAT IS THE QUARTER (1,2,3,4,5) ?

If you wish information for the entire year, then enter 5 followed by a carriage return. Otherwise, if you wish information for a specific quarter in the year, enter 1, 2, 3, or 4 followed by a carriage return. For example, if you wish information about the third quarter of the fiscal year, then enter:

3 <CR>

- 5 The following prompt will appear on the screen:

SORTING OPTIONS FOR THE SCHEDULE REPORT:

- (A) STATE
- (B) INSPECTION DATE
- (C) PROJECT
- (D) PROJECT LEADER
- (E) ACTIVITY NUMBER

WHAT IS YOUR SELECTION ?

Enter the appropriate letter followed by a carriage return. For example, if you wish the Schedule Report to be sorted by Project Leader, then enter:
D <CR>

6. The following message will appear:

SAVED
READY

7. The report will be sent electronically from RTP to Region VII.

SAMPLE RUNS:

READY
SCH
EXECUTING CLIST(SCH)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE QUARTER (1,2,3,4,5) ? 5
SORTING OPTIONS FOR THE SCHEDULE REPORT:
(A) STATE
(B) INSPECTION DATE
(C) PROJECT
(D) PROJECT LEADER
(E) ACTIVITY NUMBER
WHAT IS YOUR SELECTION ? A
SAVED
READY

READY
SCH
EXECUTING CLIST(SCH)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE QUARTER (1,2,3,4,5) ? 4
SORTING OPTIONS FOR THE SCHEDULE REPORT
(A) STATE
(B) INSPECTION DATE
(C) PROJECT
(D) PROJECT LEADER
(E) ACTIVITY NUMBER
WHAT IS YOUR SELECTION ? B
SAVED
READY

READY
SCH
EXECUTING CLIST(SCH)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE QUARTER (1,2,3,4,5) ? 3
SORTING OPTIONS FOR THE SCHEDULE REPORT:

(A) STATE
(B) INSPECTION DATE
(C) PROJECT

(D) PROJECT LEADER
(E) ACTIVITY NUMBER
WHAT IS YOUR SELECTION ? C
SAVED
READY

READY
SCH
EXECUTING CLIST(SCH)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE QUARTER (1,2,3,4,5) ? 2
SORTING OPTIONS FOR THE SCHEDULE REPORT:
(A) STATE
(B) INSPECTION DATE
(C) PROJECT
(D) PROJECT LEADER
(E) ACTIVITY NUMBER
WHAT IS YOUR SELECTION ? D
SAVED
READY

READY
SCH
EXECUTING CLIST(SCH)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE QUARTER (1,2,3,4,5) ? 1
SORTING OPTIONS FOR THE SCHEDULE REPORT:
(A) STATE
(B) INSPECTION DATE
(C) PROJECT
(D) PROJECT LEADER
(E) ACTIVITY NUMBER
WHAT IS YOUR SELECTION ? E
SAVED
READY

ACTIVITY SCHEDULE FOR QUARTER 1 FY 88
27

10/23/87

ACTIVITY NUMBER	PROJECT NUMBER	DESCRIPTION	CITY	ST	TYPE	ST	INSPY DATE	ALL DATA RECD FRGM CL DATE	ALL DATA APPROVD BY LABO DATE	ALL DATA VALID BY PL DATE	FINAL REPORT TRANS DATE
-----	-----	-----	-----	---	----	---	----	----	----	----	----
ALF11	A60	ALCOLAC BY AT KEARNEY		MO	S	A	10/19/87	00/00/00	00/00/00	00/00/00	00/00/00
AKJ24	A60	U.S.I. CHEMICAL COMPANY	CLINTON	IA	S	A	10/09/87	00/00/00	00/00/00	00/00/00	00/00/00
APF60	A61	KANSAS CITY REGIONAL OFFICE	KANSAS CITY	MO	N	A	10/28/87	00/00/00	00/00/00	00/00/00	00/00/00
APF61	A61	SAINT LOUIS REGIONAL OFFICE	SAINT LOUIS	MO	N	A	11/17/87	00/00/00	00/00/00	00/00/00	00/00/00
APF62	A51	DANGEROUS CHEMICAL STORAGE	NORMANDY	MO	N	A	11/14/87	00/00/00	00/00/00	00/00/00	00/00/00
ARPO3	A55	TENNIS PLATING COMPANY	SIOUX CITY	IA	N	A	10/20/87	00/00/00	00/00/00	00/00/00	00/00/00
AKP04	A55	VOGEL PAINT AND WAX COMPANY	ORANGE CITY	IA	N	A	10/21/87	00/00/00	00/00/00	00/00/00	00/00/00
ARPO5	A55	HARKERS, INC.	LEMARS	IA	N	A	10/22/87	00/00/00	00/00/00	00/00/00	00/00/00
ARPO6	A51	KANSAS ARMY AMMUNITION PLANT	PARSONS	KS	N	A	12/05/87	00/00/00	00/00/00	00/00/00	00/00/00
ARPO7	A53	UNITES SOLVENT SERVICES	KANSAS CITY	MO	N	A	11/12/87	00/00/00	00/00/00	00/00/00	00/00/00
ATF01	A53	ISF/CEI AT EVERCO, INC. INC	OTTUMWA	IA	N	A	11/04/87	00/00/00	00/00/00	00/00/00	00/00/00
ATF02	A53	TSF/CEI AT SAFETY-KLEEN	GRIMES	IA	N	A	11/17/87	00/00/00	00/00/00	00/00/00	00/00/00
ATF03	A53	ISF/CEI AT SAFETY-KLEEN	MASON CITY	IA	N	A	11/18/87	00/00/00	00/00/00	00/00/00	00/00/00
ATF04	A52	LDF/CEI AT THOMPSON HAYWARD CO	KANSAS CITY	KS	N	A	12/15/87	00/00/00	00/00/00	00/00/00	00/00/00
ATF97	A53	TSF/CEI AT AMERICAN CAN CO.	DES MOINES	IA	N	A	10/01/87	10/16/87	10/16/87	10/16/87	10/16/87
ATF98	A52	LDP/CEI AT BLOOMFIELD FOUNDRY	BLOOMFIELD	IA	N	A	10/07/87	00/00/00	00/00/00	00/00/00	00/00/00
ATF99	A52	LDF/CEI AT QUINN FOUNDRY DIV.	BOONE	IA	N	A	12/09/87	00/00/00	00/00/00	00/00/00	00/00/00
AUF47	A51	OFFUT AIR FORCE BASE	HELLEVUE	NE	N	A	10/27/87	00/00/00	00/00/00	00/00/00	00/00/00
AUF48	A55	MIDWEST GRAPHICS FINISHERS	PACIFIC	MO	N	A	11/16/87	00/00/00	00/00/00	00/00/00	00/00/00
AWF13	A52	BLACKHAWK LF	WATERLOO	IA	N	A	10/06/87	00/00/00	00/00/00	00/00/00	00/00/00
AWF14	A53	NATURAL GAS PIPELINE COMPANY	COLUMBUS JUNCTION	IA	N	A	10/14/87	00/00/00	00/00/00	00/00/00	00/00/00
AWF15	A55	ALTER COMPANY	CAVENPORT	IA	N	A	10/20/87	00/00/00	00/00/00	00/00/00	00/00/00
AWF16	A55	LLOYD PLATERY COMPANY	LISBON	IA	N	A	10/27/87	00/00/00	00/00/00	00/00/00	00/00/00
AWF17	A55	PRIME PLATING	BETTERDORF	IA	N	A	11/04/87	00/00/00	00/00/00	00/00/00	00/00/00
AWF18	A53	PES, INC.	MARION	IA	N	A	11/12/87	00/00/00	00/00/00	00/00/00	00/00/00
AWF19	A52	BLUEBIRD MIDWEST	MT PLEASANT	IA	N	A	11/17/87	00/00/00	00/00/00	00/00/00	00/00/00
AWF20	A53	KIOWA CORP	MARSHALTON	IA	N	A	11/24/87	00/00/00	00/00/00	00/00/00	00/00/00
AWF21	A53	NORTHLAND PRODUCTS CO.	WATERLOO	IA	N	A	12/01/87	00/00/00	00/00/00	00/00/00	00/00/00
AWF22	A53	HYORITE CHEMICAL CO.	WATERLOO	IA	N	A	12/15/87	00/00/00	00/00/00	00/00/00	00/00/00
AWF23	A53	JOHN DEERE WATERLOO WORKS	WATERLOO	IA	N	A	12/22/87	00/00/00	00/00/00	00/00/00	00/00/00
AWF24	A51	UNIVERSITY OF IOWA OAKDALE	OAKDALE	IA	N	A	12/29/87	00/00/00	00/00/00	00/00/00	00/00/00
ECF40	E53	SUN CREEK INTENSIVE SURVEY	MCPHERSON, KS	KS	N	A	10/19/87	00/00/00	00/00/00	00/00/00	00/00/00
ECF60	E53	INDIAN CREEK INTENSIVE REPORT		KS	N	A	10/05/87	00/00/00	00/00/00	00/00/00	00/00/00
ECR61	E44	SOP FOR REVIEWS OF BIOLOGICAL		ALL	N	A	12/21/87	00/00/00	00/00/00	00/00/00	00/00/00
ECR62	E59	TOXICS PROGRAM ASSESMENT IA		IA	N	A	11/10/87	00/00/00	00/00/00	00/00/00	00/00/00
ECR63	E41	2 CAT. UNITS		NONE	N	A	11/02/87	00/00/00	00/00/00	00/00/00	00/00/00
ECR64	E41	2 CAT. UNITS		NONE	N	A	11/30/87	00/00/00	00/00/00	00/00/00	00/00/00
ECR65	E53	STRATEGY FOR INTENSIVE SURVEYS		ALL	N	A	12/14/87	00/00/00	00/00/00	00/00/00	00/00/00
ECR66	E47	STORET RETIEVALS		ALL	N	A	10/01/87	00/00/00	00/00/00	00/00/00	00/00/00
EHRC6	EC1	STATE MONITORING COORD MTGS		ALL	N	A	10/01/87	00/00/00	00/00/00	00/00/00	00/00/00
EJF10	E59	TOXICS PROGRAM ASSESSMENT		MO	N	A	11/30/87	00/00/00	00/00/00	00/00/00	00/00/00
EJF11	E41	2 CAT. UNITS		NONE	N	A	11/30/87	00/00/00	00/00/00	00/00/00	00/00/00
EJR01	E11	TRANSFER ERP TO EP 4 R		OTHR	N	A	10/01/87	00/00/00	00/00/00	00/00/00	00/00/00
EJR02	E11	SELECT SITES FOR AIR TOXIC		OTHR	S	A	10/01/87	00/00/00	00/00/00	00/00/00	00/00/00
EKR02	E05	MONIT AUDIT UHL TSP-1		IA	N	A	11/06/87	00/00/00	00/00/00	00/00/00	00/00/00
EKR03	E05	MONIT AUDIT UHL TSP-2		IA	N	A	11/06/87	00/00/00	00/00/00	00/00/00	00/00/00
EKR04	E05	MONIT AUDIT UHL PM10-1		IA	N	A	11/06/87	00/00/00	00/00/00	00/00/00	00/00/00
EKR05	E05	MONIT AUDIT UHL PM10-2		IA	N	A	11/06/87	00/00/00	00/00/00	00/00/00	00/00/00
EKR06	E05	MONIT AUDIT LINN TSP-1	CEDAR RAPIDS	IA	N	A	11/06/87	00/00/00	00/00/00	00/00/00	00/00/00
EKR07	E05	MONIT AUDIT LINN TSP-2	CEDAR RAPIDS	IA	N	A	11/06/87	00/00/00	00/00/00	00/00/00	00/00/00
EKR08	E05	MONIT AUDIT LINN PM10-1	CEDAR RAPIDS	IA	N	A	11/06/87	00/00/00	00/00/00	00/00/00	00/00/00

Uses:

The dates reports are used to track the number of activities that have been completed against quarterly and annual commitments. The reports are also used to track the number of activities completed by each project officer and the mean turn around time for each kind of activity (water compliance sampling inspections for example) and for each project officer. The report is used to track both laboratory and division aspects of those activities that involve the collection and analyses of samples.

Report:

Not all activities will be displayed on the Project Dates Report. The following activities will NOT be displayed.

1. Activities not defined for the fiscal year input by user.
2. Overhead activities (Activity numbers which begin with the letter "O" or which are contained in projects which begin with the letter "O" or the digit "0").
3. Activities which are not contained in the specific project if the user selected the one project option.

Operational Procedure:

The following procedure may be used to generate the Dates Report by Project:

1. Log on to the IBM under the LAST account. (See the LAST System Manager for the LOG ON Supplement.)
2. At the READY prompt, type:

DTPROJ <CR>

3. The following question will appear on the screen:

EXECUTING CLIST(DTPROJ)
WHAT IS THE FISCAL YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following menu will appear on the screen:

DO YOU WISH THE REPORT FOR:

- (A) ALL PROJECTS
- (B) ONE PROJECT ONLY

ENTER SELECTION:

Enter either A or B followed by a carriage return.
For example, if you wish a report of all projects,
then enter:

A <CR>

5. If option B of the menu is selected, the following question will appear on the screen:

WHAT IS THE SINGLE PROJECT ?

Enter the three character Project Number followed by a carriage return. For example if you wish a report for project W34, then enter:

W34 <CR>

6. The following message will appear on the screen:

SAVED
READY

7. The report will be sent electronically from RTP to Region VII.

SAMPLE RUN:

READY
DTPROJ
EXECUTING CLIST(DTPROJ)
WHAT IS THE FISCAL YEAR ? 88
DO YOU WISH THE REPORT FOR:
(A) ALL PROJECTS
(B) ONE PROJECT ONLY
ENTER SELECTION : B
WHAT IS THE SINGLE PROJECT ? W34
SAVED

READY

PROJECT TURNAROUND TIME REPORT

PRINTED ACCORDING TO: PROJECT & PROJECT LEADER
FOR 1985 ACTIVITIES

10/23/87 15:04:57

**
** PROJECT: E01 DU: A23A2F AMBIENT AIR MONITORING

PROJ: PROGRAM MANAGEMENT

**

PROJECT LEADER: MELVIG, J.

ACTIVITY NUMBER	ACTIVITY DESCRIPTION	QTR SCHD	START DATE	DATA TRANS BY LABO	LAB TAT	REPORT TRANSMIT	REP TAT	DAYS LAB OVERDUE	DAYS REP OVERDUE	COMMENTS
EMRC2	AIR QUAL MONIT MGMT	0	00/00/00			00/00/00	0			NO INSP DT
EMRC4	GRANT MGMT & EVALUATION	0	00/00/00			00/00/00	0			NO INSP DT
EMRO6	STATE MONITORING COORD MTGS	1	10/01/87			00/00/00	0		22	REPORT 00
AVERAGE LAB TURNAROUND FOR PROJECT LEADER:		0.00	AVERAGE REPORT TURNAROUND FOR PROJECT LEADER:		0.00					
NUMBER OF COMPLETED ACTIVITIES:		0	NUMBER OF COMPLETED ACTIVITIES:		0					
MAXIMUM LAB TURNAROUND FOR PROJECT LEADER:		0	MAXIMUM REPORT TURNAROUND FOR PROJECT LEADER:		0					

PROJECT LEADER: TRIPP, R.

ACTIVITY NUMBER	ACTIVITY DESCRIPTION	QTR SCHD	START DATE	DATA TRANS BY LABO	LAB TAT	REPORT TRANSMIT	REP TAT	DAYS LAB OVERDUE	DAYS REP OVERDUE	COMMENTS
ER201	SEA GRANT REVIEW	1	10/01/87			00/00/00	0		22	REPORT 00
ER202	SEA GRANT REVIEW	1	10/01/87			00/00/00	0		22	REPORT 00
ER203	SEA GRANT REVIEW	1	10/01/87			00/00/00	0		22	REPORT 00
ER204	SEA GRANT REVIEW	1	10/01/87			00/00/00	0		22	REPORT 00
AVERAGE LAB TURNAROUND FOR PROJECT LEADER:		0.00	AVERAGE REPORT TURNAROUND FOR PROJECT LEADER:		0.00					
NUMBER OF COMPLETED ACTIVITIES:		0	NUMBER OF COMPLETED ACTIVITIES:		0					
MAXIMUM LAB TURNAROUND FOR PROJECT LEADER:		0	MAXIMUM REPORT TURNAROUND FOR PROJECT LEADER:		0					
TARGET LAB TURNAROUND FOR PROJECT :		0	TARGET REPORT TURNAROUND FOR PROJECT :		0					
AVERAGE LAB TURNAROUND FOR PROJECT:		0.00	AVERAGE REPORT TURNAROUND FOR PROJECT:		0.00					
COMPLETED ACTIVITIES IN PROJECT:		0	COMPLETED ACTIVITIES IN PROJECT:		0					
MAXIMUM LAB TURNAROUND FOR PROJECT:		0	MAXIMUM REPORT TURNAROUND FOR PROJECT:		0					

PROJECT TURNAROUND TIME REPORT

PRINTED ACCORDING TO: PROJECT % PROJECT LEADER
FOR 1988 ACTIVITIES

10/23/97 15:04:09

..

.. PROJECT: E05 DU: A23A2F AMBIENT AIR MONITORING

.. PROJ: MONITOR AUDITS

..

PROJECT LEADER: KELLY, J.

ACTIVITY NUMBER	ACTIVITY DESCRIPTION	QTR SCHD	START DATE	DATA TRANS BY LABO	LAB TAT	REPORT TRANSMIT	REP TAT	DAYS LAB OVERDUE	DAYS REP OVERDUE	COMMENTS
EKR01	MONITOR PERF AUDIT PREP	0	00/00/00			00/00/00	0			NO INSP DT
EKR02	MONIT AUDIT UHL TSP-1	1	11/06/87			00/00/00	0			PLANNED
EKR03	MONIT AUDIT UHL TSP-2	1	11/06/87			00/00/00	0			PLANNED
EKR04	MONIT AUDIT UHL PM10-1	1	11/06/87			00/00/00	0			PLANNED
EKR05	MONIT AUDIT UHL PM10-2	1	11/06/87			00/00/00	0			PLANNED
EKR06	MONIT AUDIT LINN TSP-1	1	11/06/87			00/00/00	0			PLANNED
EKR07	MONIT AUDIT LINN TSP-2	1	11/06/87			00/00/00	0			PLANNED
EKR08	MONIT AUDIT LINN PM10-1	1	11/06/87			00/00/00	0			PLANNED
EKR09	MONIT AUDIT LINN PM10-2	1	11/06/87			00/00/00	0			PLANNED
EKR10	MONIT AUDIT LINN CO	1	11/06/87			00/00/00	0			PLANNED
EKR11	MONIT AUDIT LINN O3	1	11/06/87			00/00/00	0			PLANNED
EKR12	MONIT AUDIT LINN SO2	1	11/06/87			00/00/00	0			PLANNED

AVERAGE LAB TURNAROUND FOR PROJECT LEADER:	0.00	AVERAGE REPORT TURNAROUND FOR PROJECT LEADER:	0.00
NUMBER OF COMPLETED ACTIVITIES:	0	NUMBER OF COMPLETED ACTIVITIES:	0
MAXIMUM LAB TURNAROUND FOR PROJECT LEADER:	0	MAXIMUM REPORT TURNAROUND FOR PROJECT LEADER:	0

TARGET LAB TURNAROUND FOR PROJECT :	0	TARGET REPORT TURNAROUND FOR PROJECT :	21
AVERAGE LAB TURNAROUND FOR PROJECT:	0.00	AVERAGE REPORT TURNAROUND FOR PROJECT:	0.00
COMPLETED ACTIVITIES IN PROJECT:	0	COMPLETED ACTIVITIES IN PROJECT:	0
MAXIMUM LAB TURNAROUND FOR PROJECT:	0	MAXIMUM REPORT TURNAROUND FOR PROJECT:	0

Section 8:

DATES REPORT BY INSPECTOR

Report:

Not all activities will be displayed on the Inspection Dates Report. The following Activities will NOT be displayed.

1. Activities not defined for the fiscal year input by the user.
2. Overhead activities (Activity number which begin with the letter "O" or the digit "0").
3. Activities numbers whose second and third characters are different from the project leader code input by the user if the one-inspector option was selected.

Operational Procedure:

The following procedure may be used to generate the Dates Report by Inspector:

1. Log on to the IBM under the LAST account. (See the LAST System Manager for the LOG ON Supplement.)
2. At the READY prompt, type:

DTINSP <CR>

3. The following question will appear on the screen:

EXECUTING CLIST(DTINSP)
WHAT IS THE FISCAL YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following menu will appear on the screen:

DO YOU WISH THE REPORT FOR:

- A) ALL PROJECT LEADERS
- B) ONE PROJECT LEADER

ENTER SELECTION:

Enter either A or B followed by a carriage return. For example, if you wish a report for all project leaders, then enter:

A <CR>

5. If option B is selected from the menu, then the following question will appear:

WHAT IS THE SINGLE PROJECT LEADER CODE ?

Enter the two character identifier for the project leader. For example, if you wish the report for the single project leader whose code is "EF" then enter:

EF <CR>

6. The following message will appear on the screen:

SAVED
READY

7. The report will be sent electronically from RTP to Region VII.

SAMPLE RUN:

READY
DTINSP
EXECUTING CLIST(DTINSP)
WHAT IS THE FISCAL YEAR ? 88
DO YOU WISH THE REPORT FOR:
A) ALL PROJECT LEADERS
B) ONE PROJECT LEADER ONLY
ENTER SELECTION : B
WHAT IS THE SINGLE PROJECT LEADER CODE ? EF
SAVED
READY

PRINTED ACCORDING TO: PROJECT LEADER & PROJECTS
FOR 1700 ACTIVITIES

10/23/87 14:07:52

**
** PROJECT LEADER: SMITH, V.
**

PROJECT: S10 DU: AFH3A STATIONARY SOURCE ENFC 882072AGM2 PROJ: OVERSIGHT - VOC

ACTIVITY NUMBER	ACTIVITY DESCRIPTION	QTR SCHD	START DATE	DATA TRANS BY LABO	LAB TAT	REPCRT TRANSMIT	REP TAT	DAYS LAB OVERDUE	DAYS REP OVERDUE	COMMENTS
SSF64	CHRYSLER	0	00/00/00	00/00/00	0	00/00/00	0			NO INSP DT
TARGET TURNAROUND FOR LAB :		0		TARGET TURNAROUND FOR REPORT :		28				
AVERAGE TURNAROUND FOR LAB :		0.00		AVERAGE TURNAROUND FOR REPORT :		0.00				
NUMGR OF COMPLETED ACTIVITIES:		0		NUMBER OF COMPLETED ACTIVITIES:		0				
MAXIMUM TURNAROUND FOR LAB :		0		MAXIMUM TURNAROUND FOR REPORT :		0				

PROJECT: S11 DU: AFH3A STATIONARY SOURCE ENFC 882072AGM2 PROJ: OVERSIGHT-JOINT/TRADITIONAL

ACTIVITY NUMBER	ACTIVITY DESCRIPTION	QTR SCHD	START DATE	DATA TRANS BY LABO	LAB TAT	REPORT TRANSMIT	REP TAT	DAYS LAB OVERDUE	DAYS REP OVERDUE	COMMENTS
SSF01	DPPD NE9,1920-9C036,EPA,NB CT	1	10/19/87	00/00/00	0	00/00/00	0	4		LAB 00
SSF02	AGREX INC,1690-C0054,EPA,ENOLA	1	10/20/87	00/00/00	0	00/00/00	0	3		LAB 00
SSF03	DOWD GRAIN,1290-90015,ST,ONEIL	1	10/20/87	00/00/00	0	00/00/00	0	3		LAB 00
SSF04	GRAND ISLAND,1140-90006,ST,GR1	1	10/21/87	00/00/00	0	00/00/00	0	2		LAB 00
SSF05	WERNER CONSTR,9999-90054,EPA	1	10/21/87	00/00/00	0	00/00/00	0	2		LAB 00
SSF06	FORT RILEY,3120-00001,E	1	11/30/87	00/00/00	0	00/00/00	0			PLANNED
SSF07	NICHLOS BARRACKS,E	1	12/01/87	00/00/00	0	00/00/00	0			PLANNED
SSF08	GENERAL BATTERY,3260-00035,S	1	12/01/87	00/00/00	0	00/00/00	0			PLANNED
SSF09	VULCAN,3320-00070,E	1	12/14/87	00/00/00	0	00/00/00	0			PLANNED
SSF10	AIR PRODUCTS,3320-00023,E	1	12/15/87	00/00/00	0	00/00/00	0			PLANNED
SSF11	DERBY REFINERY,3320-00020,S	1	12/15/87	00/00/00	0	00/00/00	0			PLANNED
SSF12	MCCONNEL AFB,3320-00005,E	1	12/16/87	00/00/00	0	00/00/00	0			PLANNED
SSF35	NE LAND/ASPHALT	0	00/00/00	00/00/00	0	00/00/00	0			NO INSP DT
TARGET TURNAROUND FOR LAB :		0		TARGET TURNAROUND FOR REPORT :		21				
AVERAGE TURNAROUND FOR LAB :		0.00		AVERAGE TURNAROUND FOR REPORT :		0.00				
NUMBER OF COMPLETED ACTIVITIES:		0		NUMBER OF COMPLETED ACTIVITIES:		0				
MAXIMUM TURNAROUND FOR LAB :		0		MAXIMUM TURNAROUND FOR REPORT :		0				

AVERAGE LAB TURNAROUND FOR PROJECT LEADER:	0.00	AVERAGE REPORT TURNAROUND FOR PROJECT LEADER:	0.00
COMPLETED ACTIVITIES FOR PROJECT LEADER:	0	COMPLETED ACTIVITIES FOR PROJECT LEADER:	0
MAXIMUM LAB TURNAROUND FOR PROJECT LEADER:	0	MAXIMUM REPORT TURNAROUND FOR PROJECT LEADER:	0

The work report is used primarily by managers as a table to review the rate (peaks) of work scheduled for each employee in order to avoid long turn around times. It is also a convenient way to track who will be on travel and who will be in the office during a given week.

Report:

Not all activities will be displayed on the Work Report. The following activities will NOT be displayed.

1. Activities which are not defined for the fiscal year input by the user.
2. Overhead activities (Activity numbers which begin with the letter "O" or which are contained in projects which begin with the letter "O" or the digit "0" or which have a type of "O").
3. Activities which do not have inspection dates.
4. Activities whose inspection dates are not contained within the quarter input by the user.
5. Activities whose status is cancelled.
6. Activities whose status is postponed.

Operational Procedure:

The following procedure may be used to generate the Work Report:

1. Log on to the IBM under the LAST account. (See the LAST System Manager for the LOG ON Supplement.)
2. At the READY prompt, type:

WORK <CR>

3. The following question will appear on the screen:

EXECUTING CLIST(WORK)
WHAT IS THE FISCAL YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following question will appear on the screen:

ENTER THE QUARTER (1,2,3,4) :

Enter 1, 2, 3, or 4 for the specific quarter in the year followed by a carriage return. For example, if you wish information about the second quarter of the fiscal year, then enter:

2 <CR>

5. The following message will appear on the screen:

SAVED
READY

6. The report will be sent electronically from RTP to Region VII.

SAMPLE RUN:

READY
WORK
EXECUTING CLIST(WORK)
WHAT IS THE FISCAL YEAR ? 88
ENTER THE QUARTER (1,2,3,4) : 3
SAVED
READY

ACTIVITY NUMBER	ACTIVITY DESCRIPTION	LOCATION OF FACILITY	PROGRAM ACTIVITY TYPE	START DATE	ALL DATA DUE FOR APPROVAL BY LAB DATE	FINAL REPORT DUE TO BE TRANSMITTED
WEF71	COORDINATE OMR PERFORMANCE ASP		COORD OMR	10/01/87		12/30/87
WEF60	CAMERON WWT	MISSOURI	PAI	10/27/87		11/17/87
WEF61	MSPXL CORP.	ROCKPORT	PAI	10/29/87		11/19/87
WEF62	CARTHAGE WWT	CARTHAGE	CS18-BIO	11/02/87	12/12/87	01/02/88
WEF63	MONETT WWT	MONETT	CS18-BIO	11/02/87	12/12/87	01/02/88
WEF64	MARIONVILLE WWT	MARIONVILLE	PAI	11/05/87		11/26/87
WEF65	FAYETTE WWT	FAYETTE	PAI	11/23/87		12/14/87
WEF66	NEW FRANKLIN WWT	NEW FRANKLIN	PAI	11/24/87		12/15/87
WEF67	MARSHFIELD WWT	NEW FRANKLIN	CS18-BIO	12/14/87	01/23/88	02/13/89
WEF68	LEBANON WWT	LEBANON	CS18-BIO	12/14/87	01/23/88	02/13/89
WEF69	NIANGUA WWT	NIANGUA	PAI	12/16/87		01/06/88

Section 10:

OVERDUE ACTIVITY REPORT

The Overdue Report is a brief summary of projects that are still active and which are overdue. It is primarily used by senior managers to keep abreast of the status of assignments and to take corrective actions before problems develop.

Report:

Not all Activities will be displayed on the Overdue Activity Report. The following activities will NOT be displayed.

1. Activities which are not defined for The Fiscal year input by the user.
2. Overhead Activities (Activities which begin with the letter "O" whose activity type is "O")
3. Activities which are not overdue if the overdue only option was selected by the user.
4. Non -Sampling Activities (Activities whose activity type is "N") if the LAB products option is selected by the user.
5. Days overdue is not calculated for activities which do not have inspection dates.
6. Days overdue is not calculated for activities which have been cancelled. (Activities whose activity status is "C")
7. Days overdue is not calculated for activities which have been postponed. (Activities whose activity Status is "P")
8. Days overdue is calculated for activities whose products are due in the future and appear on the report as negative numbers.

Operational Procedure:

The following procedure may be used to generate the Overdue Activity Report:

1. Log on to the IBM under the LAST account. (See the LAST System Manager for the LOG ON Supplement.)
2. At the READY prompt, type:

ODACT <CR>

3. The following question will appear on the screen:

EXECUTING CLIST(ODACT)
WHAT IS THE FISCAL YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following menu will appear on the screen:

WHICH OVERDUE REPORT WOULD YOU LIKE TO GENERATE ?

- A) ALL DATA RECEIVED FROM CONTRACT LABS
- B) ALL DATA APPROVED BY LAB
- D) FINAL REPORT TRANSMITTED

PLEASE INPUT SELECTION(A,B,D):

Enter A, B, or D, followed by a carriage return. For example, if you wish a report of activities which have their final reports overdue, then enter:

D <CR>

5. The following menu will appear on the screen:

FOR WHICH ACTIVITIES WOULD YOU LIKE THE REPORT ?

- A) ALL SAMPLING ACTIVITIES
- B) OVERDUE SAMPLING ACTIVITIES ONLY

PLEASE INPUT SELECTION (A, B):

Enter A or B followed by a carriage return. For example, if you wish a report of all sampling activities, then enter:

A <CR>

6. The following message will appear on the screen:

SAVED
READY

7. The report will be sent electronically from RTP to Region VII.

SAMPLE RUN:

READY
ODACT
EXECUTING CLIST(ODACT)
WHAT IS THE FISCAL YEAR ? 88
WHICH OVERDUE REPORT WOULD YOU LIKE TO GENERATE ?
A) ALL DATA RECEIVED FROM CONTRACT LABS
B) ALL DATA APPROVED BY LAB
D) FINAL REPORT TRANSMITTED
PLEASE INPUT SELECTION (A,B,D): B
FOR WHICH ACTIVITIES WOULD YOU LIKE THE REPORT ?
A) ALL SAMPLING ACTIVITIES
B) OVERDUE SAMPLING ACTIVITIES ONLY
PLEASE INPUT SELECTION (A,B): A
SAVED
READY

ACTIVITY NUMBER	ACTIVITY DESCRIPTION	INSPECTION DATE	TARGET TURNAROUND TIME	TARGET COMPLETION DATE	ACTUAL COMPLETION DATE	ACTUAL TURNAROUND TIME	DAYS OVERDUE	COMMENTS
EM202	AIR QUAL MONIT MGMT	0/ 0/ 0	0	0/ 0/ 0	0/ 0/ 0	0	0	NO INSP. DATE
EM204	GRANT MGMT & EVALUATION	0/ 0/ 0	0	0/ 0/ 0	0/ 0/ 0	0	0	NO INSP. DATE
EM205	KU AIR TOXICS STUDY	0/ 0/ 0	0	0/ 0/ 0	0/ 0/ 0	0	0	NO INSP. DATE
EM206	STATE MONITORING COORD MTGS	10/ 1/87	0	10/ 1/87	0/ 0/ 0	0	22	OVERDUE
EJF10	TOXICS PROGRAM ASSESSMENT	11/30/87	0	11/30/87	0/ 0/ 0	0	-38
EJF11	2 CAT. UNITS	11/30/87	0	11/30/87	0/ 0/ 0	0	-36
EJP01	TRANSFER ERP TO EP & R	10/ 1/87	0	10/ 1/87	0/ 0/ 0	0	22	OVERDUE
EJR02	SELECT SITES FOR AIR TOXIC	10/ 1/87	61	12/ 1/87	0/ 0/ 0	0	-39
EJ203	NET PCB AIR MONITORING	0/ 0/ 0	0	0/ 0/ 0	0/ 0/ 0	0	0	NO INSP. DATE
EKR01	MONITOR PERF AUDIT PREP	0/ 0/ 0	0	0/ 0/ 0	0/ 0/ 0	0	0	NO INSP. DATE
EKR02	MONIT AUDIT UHL TSP-1	11/ 6/87	0	11/ 6/87	0/ 0/ 0	0	-14
EKR03	MONIT AUDIT UHL TSP-2	11/ 6/87	0	11/ 6/87	0/ 0/ 0	0	-14
EKR04	MONIT AUDIT UHL PM10-1	11/ 6/87	0	11/ 6/87	0/ 0/ 0	0	-14
EKR05	MONIT AUDIT UHL PM10-2	11/ 6/87	0	11/ 6/87	0/ 0/ 0	0	-14
EKR06	MONIT AUDIT LINN TSP-1	11/ 6/87	0	11/ 6/87	0/ 0/ 0	0	-14
EKR07	MONIT AUDIT LINN TSP-2	11/ 6/87	0	11/ 6/87	0/ 0/ 0	0	-14
EKR08	MONIT AUDIT LINN PM10-1	11/ 6/87	0	11/ 6/87	0/ 0/ 0	0	-14
EKR09	MONIT AUDIT LINN PM10-2	11/ 6/87	0	11/ 6/87	0/ 0/ 0	0	-14
EKR10	MONIT AUDIT LINN CO	11/ 6/87	0	11/ 6/87	0/ 0/ 0	0	-14
EKR11	MONIT AUDIT LINN O3	11/ 6/87	0	11/ 6/87	0/ 0/ 0	0	-14
EKR12	MONIT AUDIT LINN SO2	11/ 6/87	0	11/ 6/87	0/ 0/ 0	0	-14
EKR13	REV STATE SPEC ASSIST REQUEST	10/ 1/87	21	10/22/87	0/ 0/ 0	0	1	OVERDUE
ELF01	2 CAT UNITS	10/ 5/87	0	10/ 5/87	0/ 0/ 0	0	18	OVERDUE
ELR11	RAFTMP-IA (FY-88)	11/15/87	0	11/15/87	0/ 0/ 0	0	-23
ELR12	RAFTMP-KS (FY-88)	11/15/87	0	11/15/87	0/ 0/ 0	0	-23
ELR13	RAFTMP-MO (FY-88)	11/15/87	0	11/15/87	0/ 0/ 0	0	-23
ELR14	RAFTMP-NE (FY-88)	11/15/87	0	11/15/87	0/ 0/ 0	0	-23
ELR17	NATIONAL BIOACCUMULATION STUDY	10/ 1/87	360	9/25/88	0/ 0/ 0	0	-338
ELP26	RAFTMP SAMPLING	10/ 5/87	90	1/ 3/88	0/ 0/ 0	0	-72
ELR27	STORET/SAS PROCEDURES RAFTMP	11/ 9/87	0	11/ 9/87	0/ 0/ 0	0	-17
ELR28	RAFTMP DATA QUALITY REPORT	11/ 9/87	0	11/ 9/87	0/ 0/ 0	0	-17
ELR29	STORET DATA ENTRY	10/ 1/87	0	10/ 1/87	0/ 0/ 0	0	22	OVERDUE
ELR30	DESIGN BIOASSAY PROGRAM	11/30/87	0	11/30/87	0/ 0/ 0	0	-38
ELR31	ROCK CREEK STP STUDY	10/ 5/87	90	1/ 3/88	0/ 0/ 0	0	-72
ELR32	MISSISSIPPI RIVER DIOXIN STUDY	10/ 5/87	75	12/19/87	0/ 0/ 0	0	-57
ELR33	OTTERVILLE LAGOON STUDY	11/15/87	30	12/15/87	0/ 0/ 0	0	-53
ERR01	SEA GRANT REVIEW	10/ 1/87	0	10/ 1/87	0/ 0/ 0	0	22	OVERDUE
ERR02	SEA GRANT REVIEW	10/ 1/87	0	10/ 1/87	0/ 0/ 0	0	22	OVERDUE
ERR03	SEA GRANT REVIEW	10/ 1/87	0	10/ 1/87	0/ 0/ 0	0	22	OVERDUE
EPR04	SEA GRANT REVIEW	10/ 1/87	0	10/ 1/87	0/ 0/ 0	0	22	OVERDUE
ERT41	SOR MONITOR OPERATIONS	10/ 1/87	28	10/29/87	0/ 0/ 0	0	-6
EPN69	FAST TRACK SITES	10/ 1/87	21	10/22/87	0/ 0/ 0	0	1	OVERDUE
ETR51	WATER QUALITY MANAGEMENT	10/ 1/87	0	10/ 1/87	0/ 0/ 0	0	22	OVERDUE
ETR52	WATER COMPLIANCE MANAGEMENT	10/ 1/87	0	10/ 1/87	0/ 0/ 0	0	22	OVERDUE
ETH70	ESD VISION PAPER	10/ 1/87	0	10/ 1/87	0/ 0/ 0	0	22	OVERDUE
EW201	NAMS/SLAMS GENERAL MAINTENANCE	0/ 0/ 0	120	0/ 0/ 0	0/ 0/ 0	0	0	NO INSP. DATE
EW202	NAMS GENERAL MAINTENANCE	0/ 0/ 0	120	0/ 0/ 0	0/ 0/ 0	0	0	NO INSP. DATE
EW203	IOWA AIR QUALITY REPORTS	0/ 0/ 0	183	0/ 0/ 0	0/ 0/ 0	0	0	NO INSP. DATE
EW204	KANSAS AIR QUALITY REPORTS	9/ 1/88	183	3/ 3/89	0/ 0/ 0	0	-497
EW205	MISSOURI AIR QUALITY REPORTS	9/ 1/88	133	3/ 3/89	0/ 0/ 0	0	-497
EW206	NEBRASKA AIR QUALITY REPORTS	0/ 0/ 0	153	0/ 0/ 0	0/ 0/ 0	0	0	NO INSP. DATE
EW207	NATICH	0/ 0/ 0	61	0/ 0/ 0	0/ 0/ 0	0	0	NO INSP. DATE
EW211	PARS	0/ 0/ 0	120	0/ 0/ 0	0/ 0/ 0	0	0	NO INSP. DATE
EW231	10 FY88 NAMS/SLAMS 3Q 87	12/ 1/87	120	3/30/88	0/ 0/ 0	0	-159

Section 11: DETERMINATIONS COMPLETED SUMMARY REPORT

Uses:

There is an on-going need to know how many "things" have been completed. The Determinations Completed report tracks the number of determinations (a determination is an individual measured value that is both requested by a client and delivered to the client. Quality Control data are not included in the count). Other reports give the number of analyses (An analysis is sometimes called a "run" or group analysis. One VOA analysis consists of approximately 35 determinations) completed and the number of samples collected and analyzed. A typical laboratory usually completes between 4000 and 6000 determinations per 2087 hours (one FTE) of labor.

Operational Procedure:

The following procedure may be used to generate the Determinations Completed report sorted by Activity Number.

1. Log on to the IBM under the LAST account. (See the LAST System Manager for the LOG ON Supplement.
2. At the READY prompt, type:

CAS

3. The following question will appear on the screen:

EXECUTING CLIST(CAS)
WHAT IS THE FISCAL YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. You may select the Determinations to be reported for the entire fiscal year or for a portion of it based on a range of inspection dates.

- A) To generate a report of all analysis in all activities for the entire fiscal year 1988 use the following:

Beginning date : 000000
Ending date : 093088

The beginning date of 000000 will generate a reporting for activities which do not yet have inspection dates.

- B) To generate a report of all analysis in all activities which have inspection dates for the entire fiscal year 1988 use the following:

Beginning date : 100187
Ending date : 093088

- C) To generate a report of third quarter analysis in 1988 use the following:

Beginning date : 040188
Ending date : 063088

- D) To generate a report of analysis for a single inspection date of May 18, 1988 use the following:

Beginning date : 051888
Ending date : 051888

The following question will appear on the screen:

ENTER "000000" FOR THE BEGINNING DATE FOR ALL ACTIVITIES

WHAT IS THE BEGINNING DATE (MMDDYY) ?

Enter the six character beginning date followed by a carriage return. For example, if you wish the beginning inspection date to be December 7, 1986, then enter:

120786 <CR>

5. The following question will appear on the screen:

WHAT IS THE ENDING DATE (MMDDYY) ?

Enter the six character ending date followed by a carriage return. For example, if you wish the ending inspection date to be October 23, 1986, then enter:

102386 <CR>

6. The following message will appear on the screen:

SAVED
READY

7. The report will be sent electronically from RTP to Region VII.

SAMPLE RUN:

READY
CAS
EXECUTING CLIST(CAS)
WHAT IS THE FISCAL YEAR ? 88
ENTER "000000" FOR THE BEGINNING DATE FOR ALL ACTIVITIES
WHAT IS THE BEGINNING DATE (MMDDYY) ? 000000
WHAT IS THE ENDING DATE (MMDDYY) ? 093088
SAVED
READY

***** COMPLETED ANALYSES SUMMARY REPORT *****

FOR ACTIVITIES WHICH HAVE INSPECTION DATES BETWEEN 10/01/87 AND 10/30/87

IN FY-88

10/23/87 14:32:26

MGP	PARAMETER NAME	REGULAR COMPLETED	REGULAR NOT COMPLETED	Q. C. COMPLETED	Q. C. NOT COMPLETED
• W801	CHLOROPHYLL A	0	0	0	0
• W802	CHLOROPHYLL A BY FLUOR.	0	0	0	0
• W803	PHCOPHYTIN A BY SPEC.	0	0	0	0
• W804	MACROBENTHOS, QUAN, NAT SUB	0	0	0	0
• W805	MACROBENTHOS, QUAL, NAT SUB	0	0	0	0
• W806	MACROBENTHOS, QUAN, ART SUB	0	0	0	0
• W807	MACROBENTHOS, QUAL, ART SUB	0	0	0	0
• W808	NUMBER OF TAXA	0	0	0	0
• W809	NUMBER OF INDIVIDUALS	0	0	0	0
• W810	MEAN DIVERSITY INDEX	0	0	0	0
• W811	EQUITABILITY INDEX	0	0	0	0
• W812	PERIPHYTON, QUAN, NAT SUB	0	0	0	0
• W813	PERIPHYTON, QUAL, NAT SUB	0	0	0	0
• W814	PERIPHYTON, QUAN, ART SUB	0	0	0	0
• W815	PERIPHYTON, QUAL, ART SUB	0	0	0	0
• W816	DIATOM SPECIES, NAT SUB	0	0	0	0
• W817	DIATOM SPECIES, ART SUB	0	0	0	0
• W818	TOXICITY TEST, WATER BY AQUATIC ANI	0	0	0	0
• W819	BIOSCREEN, FISH	0	0	0	0
• W820	BIOSCREEN, WATER FLEA	0	0	0	0
• W821	BIOSCREEN, ALGAL	0	0	0	0
• W822	SEVEN DAY LARVAL FATHEAD MINNOW PROTOCOL	0	0	0	0
• W823	CERIODAPHNIA LIFE CYCLE TEST PROTOCOL	0	0	0	0
• W824	MICROTOX TOXICITY TEST	0	0	0	0
GROUP TOTALS:		0	0	0	0
• WC01	ALPHA-BHC	0	0	0	0
• WC02	BETA-BHC	0	0	0	0
• WC03	DELTA-BHC	0	0	0	0
• WC04	GAMMA-BHC (LINDANE)	0	0	0	0
• WC05	ALDRIN	0	0	0	0
• WC06	DIELDRIN	0	0	0	0
• WC07	A ENDOSULFAN	0	0	0	0
• WC08	B ENDOSULFAN	0	0	0	0
• WC09	ENDOSULFAN SULFATE	0	0	0	0
• WC10	ENDRIN	0	0	0	0
• WC11	ENDRIN ALDEHYDE	0	0	0	0
• WC12	ENDRIN KETONE	0	0	0	0
• WC13	4,4'-DDE	0	0	0	0
• WC14	4,4'-DDD	0	0	0	0
• WC15	4,4'-DDT	0	0	0	0
• WC16	TOXAPHENE	0	0	0	0

MGP	PARAMETER NAME	REGULAR COMPLETED	REGULAR NOT COMPLETED	Q. C. COMPLETED	Q. C. NOT COMPLETED
• TS90	SURROGATE DS-PHENOL	0	0	0	0
• TS91	SURROGATE DS-NITROBENZENE	0	0	0	0
• TS92	SURROGATE 2-FLUORODIPHENYL	0	0	0	0
• TS93	SURROGATE 2,4,6-TRIBROMOPHENOL	0	0	0	0
• TS94	SURROGATE D14-TERPHENYL	0	0	0	0
	GROUP TOTALS:	0	13	0	0
• TV01	ACROLEIN	0	0	0	0
• TV02	ACRYLONITRILE	0	0	0	0
• TV03	CHLOROMETHANE	0	13	0	0
• TV04	BROMOMETHANE	0	0	0	0
• TV05	VINYL CHLORIDE	0	0	0	0
• TV06	CHLOROETHANE	0	0	0	0
• TV07	ETHYLENE CHLORIDE	0	0	0	0
• TV08	1,1-DICHLOROETHYLENE	0	13	0	0
• TV09	1,1-DICHLOROETHANE	0	0	0	0
• TV10	TRANS-1,2-DICHLOROETHYLENE	0	13	0	0
• TV11	CHLOROFORM	0	13	0	0
• TV12	1,2-DICHLOROETHANE	0	13	0	0
• TV13	1,1,1-TRICHLOROETHANE	0	13	0	0
• TV14	CARBON TETRACHLORIDE	0	13	0	0
• TV15	BROMODICHLOROMETHANE	0	0	0	0
• TV16	1,2-DICHLOROPROPANE	0	0	0	0
• TV17	BENZENE	0	13	0	0
• TV18	TRANS-1,3-DICHLOROPROPENE	0	0	0	0
• TV19	TRICHLOROETHYLENE	0	13	0	0
• TV20	CIS-1,3-DICHLOROPROPENE	0	0	0	0
• TV21	DIBROMOCHLOROMETHANE	0	0	0	0
• TV22	1,1,2-TRICHLOROETHANE	0	13	0	0
• TV23	2-CHLOROETHYL VINYL ETHER	0	0	0	0
• TV24	PROPENE	0	13	0	0
• TV25	1,1,2,2-TETRACHLOROETHANE	0	13	0	0
• TV26	TOLUENE	0	13	0	0
• TV27	1,1,2,2-TETRACHLOROETHANE	0	13	0	0
• TV28	CHLOROBENZENE	0	13	0	0
• TV29	ETHYL BENZENE	0	13	0	0
• TV30	ACETONE	0	0	0	0
• TV31	CARBON DISULFIDE	0	0	0	0
• TV32	2-BUTANONE	0	0	0	0
• TV33	VINYL ACETATE	0	0	0	0
• TV34	2-HEXANONE	0	0	0	0
• TV35	4-METHYL-2-PENTANONE	0	0	0	0
• TV36	STYRENE	0	0	0	0
• TV37	XYLENES, TOTAL	0	0	0	0
• TV38	1,2-DICHLOROBENZENE	0	13	0	0
• TV39	1,3-DICHLOROBENZENE	0	13	0	0
• TV40	1,4-DICHLOROBENZENE	0	13	0	0
• TV41	SURROGATE BROMOCHLOROMETHANE	0	13	0	0
• TV42	SURROGATE DS-CHLOROBENZENE	0	13	0	0
• TV43	SURROGATE DS-TOLUENE	0	13	0	0
• TV44	SURROGATE 1,4-DIFLUOROBENZENE	0	13	0	0

MGP	PARAMETER NAME	REGULAR COMPLETED	REGULAR NOT COMPLETED	Q. C. COMPLETED	Q. C. NOT COMPLETED
• TV96	SURROGATE D4-1,2-DICHLOROETHANE	0	0	0	0
TV97	SURROGATE BRCHOFUOROBEZENE	0	13	0	0
TV98	SURROGATE 1,2-DICHLOROBENZENE	0	13	0	0
		-----	-----	-----	-----
	GROUP TOTALS:	0	325	0	0
• TW01	ATRAZINE (AATREX)	0	0	0	0
• TW02	PROMETON (PRAMITOL)	0	0	0	0
• TW03	PROPAZINE (WILCGARD)	0	0	0	0
• TW04	SIMAZINE	0	0	0	0
• TW05	PETRISUZIN (SENCOR)	0	0	0	0
• TW06	FUNOFOS (DYFONATE)	0	0	0	0
• TW07	PENUXALIN (PROWL)	0	0	0	0
• TW08	DEMETON (SYSTOX)	0	0	0	0
• TW09	AZINPHOS-METHYL (GUTHION)	0	0	0	0
• TW10	CIS-PERMETHRIN	0	0	0	0
• TW11	TRANS-PERMETHRIN	0	0	0	0
• TW12	PROMETHIOXY NAPHTHALENE	0	0	0	0
• TW13	CARBOFURAN (FURADAN)	0	0	0	0
• TW14	CRESOLS, TOTAL	0	0	0	0
• TW15	CYANAZINE (BLADEX)	0	0	0	0
• TW16	TERBUFOS (CCUNTER)	0	0	0	0
• TW17	TRIFLURALIN (TRIFLAN)	0	0	0	0
• TW18	3-METHYLPHENOL (P-CRESOL)	0	0	0	0
		-----	-----	-----	-----
	GROUP TOTALS:	0	0	0	0
	MEDIA TOTALS:	0	988	0	0

Uses:

The baklog report is a convenient way to review which parameters have been completed for a sample and which parameters still remain to be done. This information is valuable if a laboratory manager wishes to assign additional staff to a particular kind of analyses that becomes overloaded from time-to-time.

Operational Procedure:

The following procedure may be used to generate the Baklog Report:

1. Log on to the IBM under the LAST account. (See the LAST System Manager for the LOG ON Supplement.)
2. At the READY prompt, type:

BAKLOG <CR>
3. The following message will appear on the screen:

SAVED
READY
4. The report will be sent electronically from RTP to Region VII.

SAMPLE RUN:

```
READY
BAKLOG
EXECUTING CLIST(BAKLOG)
SAVED
READY
```

SUMMARY OF SAMPLES NOT YET COMPLETED BY LNR

10/24/87

ACTIVITY NUMBER	ACTIVITY DESCRIPTION	PROJECT ID# DATE	ALK	GLD	FPS	HTH	HTS	FLD	BUD	NEP	JUP	HCT	MMA	FSH	NET
					#	YR					CHG	%	%	SFC	ALS
ADJ05	DOUGLAS CO LANDFILL	24 09/30/86	0	0	0	0	0	15	0	0	0	1	0	0	0
ADJ04	KUHLMAN DIECASTING	24 10/02/86	0	0	0	0	0	0	0	0	0	0	0	0	0
ADJ06	BLACKHAWK FOUNDRY	24 10/08/86	0	0	0	0	0	7	0	0	0	0	0	0	0
ADV01	VALLEY STEEL PRODUCTS	22 10/30/86	0	0	0	0	0	1	0	0	0	0	0	0	0
WEF01	AT&T	24 11/12/86	0	0	0	0	0	0	0	0	0	0	0	0	0
WEF32	LINCOLN WWTP (1)	24 11/18/86	0	0	1	0	0	0	0	0	0	1	2	0	0
ADJ02	MONSANTO ELEC MATERIALS	24 11/19/86	0	0	0	0	0	0	0	0	0	0	0	0	0
WEF33	LINCOLN WWTP (NE)	22 11/19/86	0	0	1	0	0	0	0	0	0	1	2	0	0
WEF34	PETERSON MFG	22 11/19/86	0	0	1	0	0	1	0	0	0	1	2	0	0
ADF04	MICHAEL BATTERY-MCKINSHAW RD	22 11/25/86	0	0	0	0	0	0	0	0	0	0	0	0	0
ADF05	MICHAEL BATTERY-DEVILS GLEN RD	22 11/25/86	0	0	0	0	0	0	0	0	0	0	0	0	4
ADF03	MICHAEL BATTERY-S. ROLFF	22 11/26/86	0	0	0	0	0	0	0	0	0	0	0	0	3
K3PM9	NIES DA AIR MONITORING	22 11/27/86	0	0	0	0	0	0	0	0	0	0	0	0	0
WEF03	MONSANTO	22 12/04/86	0	0	0	0	0	1	0	0	0	0	0	0	0
K4PM9	NIES DA AIR MONITORING	24 12/10/86	0	0	0	0	0	0	0	0	0	0	0	0	0
ADF06	BOB'S HOME SERVICE	24 12/11/86	0	0	0	0	0	0	0	0	0	0	0	0	0
WCF13	ANNENY WESTWOOD WWTP	22 12/29/86	0	0	0	0	0	1	0	0	0	0	0	0	0
WEF13	HANNIBAL WWTP	22 01/12/87	0	0	0	0	0	1	0	0	0	0	0	0	0
WEF26	CARONDELET CORP	22 03/11/87	0	0	0	0	0	1	0	0	0	0	0	0	0
K3PM9	NIES AIR MONITORING	03/23/87	0	0	0	0	0	0	0	0	0	0	0	0	0
ELR03	RAFTHP FOLLOW-UP RE (FY87)	04/30/87	0	0	0	0	0	0	0	0	0	0	0	0	0
ELR92	RAFTHP-MISSOURI (FY87)	04/05/87	0	0	0	0	0	0	0	0	0	0	0	0	0
ERF04	SHORT CREEK	22 04/12/87	0	0	0	0	0	0	6	0	0	0	0	0	0
ELR02	NEBRASKA THREE LAKES STUDY	04/16/87	0	0	0	0	0	0	0	0	0	0	0	0	0
ELR93	RAFTHP-NEBRASKA (FY87)	04/18/87	0	0	0	0	0	0	0	0	0	0	0	0	0
ELR90	RAFTHP-IOWA (FY87)	04/20/87	0	0	0	0	0	0	0	0	0	0	0	0	0
CJR09	NIES AIR MONITORING	04/24/87	0	0	0	0	0	0	0	0	0	0	0	0	0
ELR96	SALT VALLEY-PAPILLION CR STUDY	05/02/87	0	0	0	0	0	0	0	0	0	0	0	0	0
AMF27	UNITED SOLVENT SERVICES	05/20/87	0	0	0	0	0	0	0	0	0	0	0	0	0
WCF23	OMAHA WWTP (MO RIVER)	22 06/25/87	0	0	0	0	0	1	0	0	0	0	0	0	1
WCF70	SPRINGFIELD (SW) WWTP	22 06/02/87	0	0	0	0	0	0	0	0	0	0	0	0	0
ELR91	RAFTHP-KANSAS (FY87)	22 06/03/87	0	0	0	0	0	0	0	0	0	0	0	0	0
WEF18	BEATRICE WWTP	22 06/08/87	0	0	0	0	0	4	0	0	0	0	0	0	0
ELR07	TUTTLE CR RES STUDY (FISH)	22 06/13/87	0	0	0	0	0	0	0	0	0	0	0	15	9
WEF31	CHANUTE WWTP	22 06/15/87	0	0	0	0	0	1	0	0	0	0	0	0	0
WEF36	COFFEYVILLE WWTP	22 06/16/87	0	0	0	0	0	1	0	0	0	0	0	0	0
WEF33	PITTSBURG	22 06/17/87	0	0	0	0	0	1	0	0	0	0	0	0	0
WEF34	LAURENCE WWTP	22 06/29/87	0	0	0	0	0	2	0	0	0	0	0	0	0
WEF35	FARLAND IND	24 06/30/87	0	0	0	0	0	1	0	0	0	0	0	0	0
ERF05	SHORT CREEK	22 07/12/87	0	0	0	0	0	1	0	0	0	0	0	0	0
ADF07	BROWNING FERRIS INDUSTRIES	22 07/28/87	0	0	0	0	0	10	2	4	0	7	0	0	0
WJF07	DODGE WWTP	22 08/03/87	0	0	0	0	0	0	0	0	0	0	0	0	0
WJF17	NUCOR STEEL	22 08/04/87	0	0	0	0	0	0	0	0	0	0	0	0	0
ADF08	SALSBURY LABORATORIES	22 08/05/87	0	0	0	0	0	8	0	0	0	0	0	0	0
ECF53	MAGNETA INTENSIVE	22 08/16/87	0	3	0	0	0	73	78	0	0	0	0	0	1
EJR08	HEI/PYROCHEM SAMPLING	22 04/12/87	6	0	0	22	0	0	0	0	0	0	0	0	0
ERF06	SHORT CREEK	22 08/25/87	0	0	0	0	0	1	0	0	0	0	0	0	0
ERF07	SHORT CREEK	21 09/23/87	0	0	0	0	0	0	0	0	0	0	0	0	0

GRAND TOTAL FOR GROUPS A-H FOR ALL ACTIVITIES :

6 3 3 22 0 102 83 4 0 11 6 15 16

NUMBER OF DIFFERENT ACTIVITIES INCLUDED IN TOTAL :

1 1 3 1 0 20 3 1 0 5 3 1 4

SUMMARY OF SAMPLES NOT YET COMPLETED BY LAB

10/26/87

ACTIVITY NUMBER	ACTIVITY DESCRIPTION	PROJECT ID# DATE	PSH WT	WAL 4	PCS 5	FLA PI	COE 110	AMA 23	CU PHE	U	UOA	FLA PES	X	Y	LOC DES
ADJ05	DOUGLAS CO LANDFILL	** 09/30/86	0	0	0	0	0	0	0	0	0	0	0	0	0
ADJ04	NUHLMAN DIECASTING	10/02/85	0	0	0	0	0	0	0	0	0	0	0	0	0
ADJ06	BLACKHAWK FOUNDRY	** 10/08/84	0	0	0	0	0	0	0	0	0	0	0	0	0
ADV01	VALLEY STEEL PRODUCTS	** 10/30/85	0	0	0	0	0	0	0	0	0	0	0	0	0
WEF01	AT&T	11/12/86	0	0	0	0	0	0	0	0	0	0	0	0	0
WRF32	LINCOLN WWTP (T)	** 11/18/84	0	2	0	0	0	0	1	0	0	0	0	0	0
ADJ02	MONSANTO ELEC MATERIALS	11/19/86	0	0	0	0	0	0	0	0	0	0	0	0	0
WRF33	LINCOLN WWTP (NE)	** 11/19/84	0	2	0	0	0	0	1	0	0	0	0	0	2
WRF34	PETERSON MFG	** 11/19/84	0	2	0	0	0	0	1	0	0	0	0	0	2
ADF04	MICHAEL BATTERY-MCKINGHAM RD	** 11/25/86	0	0	0	0	0	0	0	0	0	0	0	0	12
ADF05	MICHAEL BATTERY-DEVILS GLEN RD	** 11/25/86	0	0	0	0	0	0	0	0	0	0	0	0	0
ADF03	MICHAEL BATTERY-S. ROLFF	** 11/26/86	0	0	0	0	0	0	0	0	0	0	0	0	0
N3PM9	NIES QA AIR MONITORING	** 11/27/86	0	0	0	0	0	2	0	0	2	0	0	0	0
WRF03	MONSANTO	** 12/04/86	0	0	0	0	0	0	0	0	0	0	0	0	0
N3PM9	NIES QA AIR MONITORING	** 12/10/86	0	0	0	0	0	0	0	1	0	0	0	0	0
ADF05	BOB'S HOME SERVICE	12/11/86	0	0	0	0	0	0	0	0	0	0	0	0	0
WCF13	ANNENY WESTWOOD WWTP	** 12/29/86	0	0	0	0	0	0	0	0	0	0	0	0	0
WCF13	HANNIBAL WWTP	** 01/12/87	0	0	0	0	0	0	0	0	0	0	0	0	7
WCF26	CARONDELET CORP	** 03/11/87	0	0	0	0	0	0	0	0	0	0	0	0	0
N3PM9	NIES AIR MONITORING	03/23/87	0	0	0	0	0	0	0	0	0	0	0	0	0
ELR03	RAFTHP FULFORD-UP RE (FY87)	03/30/87	0	0	0	0	0	0	0	0	0	0	0	0	0
ELR92	RAFTHP-MISSOURI (FY87)	04/05/87	0	0	0	0	0	0	0	0	0	0	0	0	0
ERF04	SHORT CREEK	** 04/12/87	0	0	0	0	0	0	0	0	0	0	0	0	1
ELR02	NEBRASKA THREE LAKES STUDY	04/18/87	0	0	0	0	0	0	0	0	0	0	0	0	0
ELR93	RAFTHP-NEBRASKA (FY87)	04/18/87	0	0	0	0	0	0	0	0	0	0	0	0	0
ELR90	RAFTHP-IOWA (FY87)	04/20/87	0	0	0	0	0	0	0	0	0	0	0	0	0
CJRM9	NIES AIR MONITORING	04/24/87	0	0	0	0	0	0	0	0	0	0	0	0	0
ELR96	SALT VALLEY-PAPILLION CR STUDY	05/02/87	0	0	0	0	0	0	0	0	0	0	0	0	0
WCF27	UNITED SOLVENT SERVICES	05/20/87	0	0	0	0	0	0	0	0	0	0	0	0	0
WCF28	OMAHA WWTP (MO RIVER)	** 05/25/87	0	0	1	0	0	1	0	0	0	0	0	0	0
WCF70	SPRINGFIELD (SW) WWTP	** 06/02/87	0	0	0	0	0	0	0	0	0	0	0	0	14
ELR91	RAFTHP-KANSAS (FY87)	** 06/08/87	0	0	1	0	0	1	0	0	2	0	0	0	0
WRF18	BEATRICE WWTP	** 06/08/87	0	0	0	0	0	0	0	0	0	0	0	0	0
ELR07	TUTTLE CR RES STUDY (FISH)	** 06/13/87	15	0	20	0	0	9	0	0	6	9	0	0	0
WCF31	CHANUTE WWTP	** 06/15/87	0	0	0	0	0	0	0	0	0	0	0	0	5
WCF36	COFFEYVILLE WWTP	** 06/16/87	0	0	0	0	0	0	0	0	0	0	0	0	3
WCF33	PITTSBURG	** 06/17/87	0	0	0	0	0	0	0	0	0	0	0	0	2
WCF34	LAWRENCE WWTP	** 06/29/87	0	0	0	0	0	0	0	0	0	0	0	0	6
WCF35	FARMLAND IND	** 06/30/87	0	0	0	0	0	0	0	0	0	0	0	0	2
ERF05	SHORT CREEK	** 07/12/87	0	0	0	0	0	0	0	0	0	0	0	0	16
ADF07	BROWNING FERRIS INDUSTRIES	** 07/28/87	0	1	0	0	0	0	0	0	0	0	0	0	15
WJF07	DODGE WWTP	** 08/03/87	0	0	0	0	0	0	0	0	0	0	0	0	32
WJF17	NUCOR STEEL	** 08/04/87	0	0	0	0	0	0	0	0	0	0	0	0	4
ADF08	SALSBURY LABORATORIES	** 08/05/87	0	0	0	0	0	10	0	0	0	0	0	0	0
CCR53	MAQUOKETA INTENSIVE	** 08/10/87	0	0	0	0	0	0	49	0	0	0	0	0	0
CJRM6	NEI/FYROCHEM SAMPLING	** 08/12/87	0	0	12	0	0	0	0	0	0	0	0	0	28
ERF06	SHORT CREEK	** 08/23/87	0	0	0	0	0	0	0	0	0	0	0	0	0
ERF07	SHORT CREEK	** 09/23/87	0	0	0	0	0	0	0	0	0	0	0	0	4

GRAND TOTAL FOR GROUPS II-2 FOR ALL ACTIVITIES : 15 17 59 0 43 23 52 0 11 9 0 0 155

NUMBER OF DIFFERENT ACTIVITIES INCLUDED IN TOTAL : 1 4 4 0 1 5 4 0 4 1 0 0 17

REFERENCE TABLE FOR MACLEOD SUMMARY

10/28/87

A: AIR	= AIR PARAMETERS	N: FSH WT	= FISH WEIGHTS
B: BIO	= BIOLOGICAL METHODS	O: VOL *	= VOLATILES - CONTRACT LAB
C: PES *	= PESTICIDES - CONTRACT LAB	P: PES	= PESTICIDES - IN HOUSE
D: DIOXIN	= DIOXIN	Q: FLA PT	= FLASH POINT ANALYSIS
E: MIS	= MISCELLANEOUS	R: COL IFD	= COLIFORM
F: FLD	= FIELD	S: BNA	= BASE NEUTRALS - IN HOUSE
G: BOD	= BIOLOGICAL OXYGEN DEMAND	T: CN PHF	= CYANIDE & PHENOLICS
H: HER	= HERBICIDE	U: U	= UNDEFINED
I: ION CTC	= ION CHROMATOGRAPHY	V: VOL	= VOLATILES - IN HOUSE
J: MET *	= METALS - CONTRACT LAB	W: EXT PES	= NON-ROUTINE PESTICIDES
K: BNA *	= BASE NEUTRALS - CONTRACT LAB	X: X	= UNDEFINED
L: FSH SPC	= FISH SPECIES	Y: Y	= UNDEFINED
M: METALS	= METALS - IN HOUSE	Z: LOC DES	= SAMPLE LOCATION DESCRIPTORS

* = BY CONTRACT LAB

Section 13: INTERACTIVE SOFTWARE

INTRODUCTION:

All of the highly interactive programs in the LAST system are driven by a sequence of menus and screens which display information to the user and solicit input from the user. A user may perform the following functions:

1. Define a new activity.
2. Modify an existing activity such as changing an inspection date or a password.
3. Define a new sample.
4. Modify an existing sample such as changing a sample description.
5. Delete an existing sample.
6. Edit an existing parameter in a sample such as changing its value or entering analytical data.
7. Add and delete individual parameters in a sample.
8. Add and delete regular and special groups in a sample.
9. Enter data from time log sheets or editing corrections.
10. Generate the financial management report.
11. Generate the NPDES report.

In addition to the above functions, the System Manager may delete activities, define and delete projects, decision units and divisions with approval of the DPO.

All the menus and screens are linked together and a sequence of diagrams is provided which show these relationships to assist the user. On the diagrams, CR represents the carriage return Key and END is the ISPF END key (key-pad 3 on VT100 and T52 terminals.) Arrow keys may be used to move the cursor to any field the user wishes. The tab key may be used to advance field by field. The delete key may be used to erase mistakes. The carriage return key is pressed only when the user wishes to accept the entire contents of a screen. The END key is used as an exit and will display the previous screen or menu.

Operational Procedure:

The following procedure may be used to perform the functions stated in the introduction. In the step-by-step walk-through which follows, the steps should be sequentially executed except when the user is directed to proceed to a non-sequential step.

1. Log on to the IBM under the LAST account. (See the LAST System Manager for the LOG ON Supplement.)
2. At the READY prompt, type:

LAST <CR>

3. The LAST menu will appear on your screen:

LAST MENU

- 1) DEFINE OR EDIT ACTIVITIES
- 2) DEFINE OR EDIT SAMPLES
- 3) ENTER ANALYTICAL DATA
- 4) ENTER OR EDIT TIME-LOG SHEETS
- 5) PRODUCE FINANCIAL MANAGEMENT REPORT
- 6) GENERATE THE NPDES REPORT
- 7) ADD/DELETE PARAMETERS & GROUPS (REG & SPEC)
- 8) EXIT THE LAST SYSTEM

ENTER YOUR CHOICE (1,2,3,4,5,6,7 OR 8) : _

Enter the appropriate choice followed by a carriage return. For example, if you wish to change an inspection date for an activity, then enter:

1 <CR>

4. If you selected option 1 (define or edit activities) in step 3, then proceed to step 1000 (Sec 13.1).
5. If you selected option 2 (define or edit samples) in step 3, then proceed to step 2000 (Sec 13.2).
6. If you selected option 3 (enter analytical data) in step 3, then proceed to step 3000 (Sec 13.3).

7. If you selected option 4 (enter or edit time-log sheets) in step 3, then proceed to step 4000 (Sec 13.4).
8. If you selected option 5 (produce financial management report) in step 3, then proceed to step 5000 (Sec 13.5).
9. If you selected option 6 (generate the NPDES report) in step 3, then proceed to step 6000 (Sec 13.6).
10. If you selected option 7 (add/delete parameters and groups (regular and special)) in step 3, then proceed to step 7000 (Sec 13.7).
11. If you selected option 8 (exit the LAST system) or pressed the END key, the following message will appear:

READY

12. If you wish to perform other interactive functions within the LAST system, then proceed to step 2.
13. LOG OFF of the system to terminate your session.

Section 13.1

DEFINE OR EDIT ACTIVITIES

1000. The following question will appear on the screen:

ENTER THE LAST TWO DIGITS OF THE FISCAL YEAR :

1001. If you do not wish to define or edit an activity, then press the END key and proceed to step 3.

1002. Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988 for the activity you wish to define or edit, then enter:

88 <CR>

1003. If you entered an invalid fiscal year, then an appropriate error message will be displayed. Proceed to step 1000.

1004. If the fiscal year is valid, an Update Activities Menu screen similar to the following will appear:

U P D A T E A C T I V I T I E S

ENTER SELECTION (1,2,3, OR 4) :

1) DEFINE A NEW FY-88 ACTIVITY

2) EDIT ACTIVITY INFORMATION FOR A FY-88 ACTIVITY

3) CHANGE THE PASSWORD FOR A FY-88 ACTIVITY

4) EXIT

Enter the appropriate choice followed by a carriage return. For example, if you wish to change an inspection date for an activity, then enter:

2 <CR>

1005. If you selected option 1 (define a new activity) in step 1004, then proceed to step 1100.

1006. If you selected option 2 (edit activity information) in step 1004, then proceed to step 1200.

1007. If you selected option 3 (change the password for an activity) in step 1004, then proceed to step 1300.

1008. If you selected option 4 (exit) in step 1004, then proceed to step 3.

1100. Define a new activity: The following question will appear on the screen:
- WHAT IS THE ACTIVITY NUMBER? (EX: AEF29) :
1101. If you do not wish to define a new activity, then press the END key and proceed to step 1004.
1102. Enter the five character activity number followed by a carriage return. For example, if the activity number is ELR70, then enter:
- ELR70 <CR>
1103. If the activity number you entered has been defined previously, then an appropriate error message will be displayed. Proceed to step 1100.
1104. If the activity number is valid, a Define Activity screen similar to the following will appear:
- ACTIVITY : AAA23
- PROJECT NUMBER ==>
DESCRIPTION ==>
CITY ==>
STATE ==> 5 (1=IOWA, 2=KANSAS,
3=MISSOURI, 4=NEBRASKA,
5=ALL, 0=NONE, 6=OTHER)
1105. If you do not wish to define this activity, then press the END key and proceed to step 1100.
1106. Enter or edit appropriate data. Use the arrow keys to move the cursor to particular fields. Use the delete key to erase mistakes. Use the tab key to advance by fields. Enter or edit all appropriate data.
1107. If you do not wish to accept the screen as it appears, then press the END key and proceed to step 1100.
1108. If you wish to accept the screen as it appears, then press the carriage return key.
1109. If the project number you entered is not valid, then an appropriate error message will be displayed. Proceed to step 1104.
1110. If the project number you entered is valid, then the new activity has been defined and added to the activity file. You may now define another new activity or exit the process. Proceed to step 1100.

1200. Edit Activity Information: The following question will appear on the screen:

WHAT IS THE ACTIVITY NUMBER? (EX: AEF29) :

1201. If you do not wish to edit information for an activity, then press the END key and proceed to step 1004.

1202. Enter the five character activity number followed by a carriage return. For example, if the activity number is ELR70, then enter:

ELR70 <CR>

1203. If the activity number you entered has not been defined previously, then an appropriate error message will be displayed. Proceed to step 1200.

1204. If the activity number is valid an Edit Activity screen similar to the following will appear:

PROJECT NUMBER ==> W31
DESCRIPTION ==> TEST
STATUS ==> A (A=ACTIVE, C=CANCELLED,
P=POSTPONED)
CITY ==> TEST
STATE ==> 5 (1=IOWA, 2=KANSAS,
3=MISSOURI, 4=NEBRASKA,
5=ALL, 0=NONE, 6=OTHER)

REFERENCE LATITUDE ==> 00 00 00
POINT LONGITUDE ==> 000 00 00

INSPECTION DATE ==> / /

ALL DATA RECEIVED DATE ==> / /

ALL DATA APPROVED DATE ==> / /

ALL DATA VALIDATED DATE ==> / /

FINAL REPORT TRANSMITTED DATE ==> / /

1205. If you do not wish to edit information on this activity, then press the END key and proceed to step 1004.

1206. Enter or edit appropriate data. Use the arrow keys to move the cursor to particular fields. Use the delete key to erase mistakes. Use the tab key to advance by fields. Enter or edit all appropriate data.

1207. If you do not wish to accept the screen as it appears, then press the END key and proceed to step 1004.

1208. If you wish to accept the screen as it appears, then press the carriage return key.
1209. If the project number you entered is not valid, then an appropriate error message will be displayed. Proceed to step 1204.
1210. If the project number you entered is valid, then the edited activity has been accepted and the appropriate record in the activity file is modified. You may now edit or define other activities. Proceed to step 1004.
1300. Change the password for an activity. The following question will appear on the screen:
- WHAT IS THE ACTIVITY NUMBER? (EX: AEF29) :
1301. If you do not wish to change a password for an activity, then press the END key and proceed to step 1004.
1302. Enter the five character activity number followed by a carriage return. For example, if the activity number is ELR70, then enter:
- ELR70 <CR>
1303. If the activity number you entered has not been defined previously, then an appropriate error message will be displayed. Proceed to step 1300.
1304. If the activity number is valid, an Edit Password screen similar to the following will appear:
- OLD PASSWORD ==>
- NEW PASSWORD ==>
1305. If you do not wish to change the password on this activity, then press the END key and proceed to step 1004.
1306. Enter or edit appropriate data. Use the arrow keys to move the cursor to particular fields. Use the delete key to erase mistakes. Use the tab key to advance by fields. Enter or edit all appropriate data.
1307. If you do not wish to accept the screen as it appears, then press the END key and proceed to step 1004.
1308. If you wish to accept the screen as it appears, then press the carriage return key.

1309. If the old password you entered is not valid, then an appropriate error message will be displayed. Proceed to step 1304.
1310. If the old password you entered is valid, then the new password has been accepted and the appropriate record in the activity file is modified. You may now edit or define other activities. Proceed to step 1004.

2000. The following question will appear on the screen:

ENTER THE LAST TWO DIGITS OF THE FISCAL YEAR.

2001. If you do not want to define or edit samples, then press END key and proceed to step 3.

2002. Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

2003. If you enter an invalid fiscal year, then an appropriate error message will be displayed. Proceed to step 2000.

2004. If the fiscal year is valid, then following question will appear on the screen:

WHAT IS THE ACTIVITY NUMBER ? (EX: AEF29):

2005. If you do not wish to define or edit a sample, then press the END key and proceed step 3.

2006. Enter the five character activity number followed by a carriage return. For example, if the activity number is AAA33, then enter:

AAA33 <CR>

2007. If you entered an activity number which has not been defined, then an appropriate error message will be displayed. Proceed to step 2004.

2008. If the activity number is valid, and Update Samples Menu similar to the following will appear:

UPDATE SAMPLES

ENTER SELECTION (1,2,3, OR 4) :

- 1) DEFINE A NEW SAMPLE FOR AAA77 IN FY-88
- 2) EDIT A CURRENT SAMPLE (EXCEPT PARAMETERS) IN AAA77 FOR FY-88
- 3) DELETE A CURRENT SAMPLE IN AAA77 FOR FY-88
- 4) EXIT

Enter the appropriate choice followed by a carriage return. For example, if you wish to change the description of a sample, then enter:

2 <CR>

2009. If you selected option 1 (define a new sample) in step 2008, then proceed to step 2100.
2010. If you selected option 2 (edit a current sample) in step 2008, then proceed to step 2200.
2011. If you selected option 3 (delete a current sample) in step 2008, then proceed to step 2300.
2012. If you selected option 4 (exit) in step 2008, then proceed to step 3.
2100. Define a new sample: A sample information screen similar to the following will appear on the screen:
- WHAT IS THE SAMPLE NUMBER? (EX: 057)
- WHAT IS THE QUALITY CONTROL CODE? (EX: D)
- WHAT IS THE MEDIA? (A=AIR, T=TISSUE, S=SOIL,
W=WATER, H=HAZARDOUS WASTE)
2101. If you do not wish to define a sample, then press the END key and proceed to step 2008.
2102. Enter or edit appropriate data. Use the arrow key to move the cursor to particular fields. Use the delete key to erase mistakes. Use the tab key to advance by fields. Enter or edit appropriate data.
2103. If you do not wish to accept the screen as it appears, then press the END key and proceed to step 2008.
2104. If you wish to accept the screen as it appears, then press the carriage return key.
2105. If the sample has been defined previously, then an appropriate error message will be displayed. Proceed to step 2100.
2106. If the sample is valid, a detailed sample information screen similar to the following will appear:

Description:

Source Hazard Code:

City:

STORET/SAROAD Location Number:

State: 5 (1=IA, 2=KS, 3=MO, 4=NE, 5=ALL, 0=NONE, 6=OTHER)

Beginning Date: / /

Beginning Time: :

Ending date: / /

Ending Time: :

Shipment Date: / /

Shipment Number: 00

Case Number:

Sample Management Office Number:

Lab:

Turnaround Time Contract Lab:

Data Received Date: / /

Feet East: 0

Feet North: 0

Feet Down: 0

Comment:

Comment:

2107. If you do not wish to define the sample, then press the END key and proceed step 2008.

2108. Enter or edit appropriate data. Use the arrow key to move the cursor to particular fields. Use the delete key to erase mistakes. Use the tab key to advance by fields. Enter or edit all appropriate data.

2109. If you do not wish to accept the screen as is appears, then press the END key and proceed to step 2008.

2110. If you wish to accept the screen as it appears, then press the carriage return key.

2111. The following question will appear on you screen:

WOULD YOU LIKE TO REQUEST ANY REGULAR GROUPS? (Y/N)

2112. Enter either Y(yes) or N(no) followed by a carriage return. For example, if you would like the regular metals then enter:

Y <CR>

2113. If you selected the N(no) option in step 2112, then proceed to step 2120.

2114. A regular group screen similar to the following will appear:

SAMPLE: 88 - AAA77 - 121 -

MEDIA: W

GROUPS

A	NOT DEFINED	N	NOT DEFINED
B	NOT DEFINED	O	Volatiles, Contractor
C	Pest., Contractor	P	Pesticides
D	NOT DEFINED	Q	NOT DEFINED
E	NOT DEFINED	R	NOT DEFINED
F	NOT DEFINED	S	Semivolatiles
G	NOT DEFINED	T	NOT DEFINED
H	Herbicides	U	NOT DEFINED
I	NOT DEFINED	V	Volatiles
J	Metals & Hg, Contractor	W	NOT DEFINED
K	Semivol., Contractor	X	NOT DEFINED
L	NOT DEFINED	Y	NOT DEFINED
M	Metals	Z	NOT DEFINED

Enter the combination of letters representing the group requests you wish:

2115. If you do not wish any regular groups for this sample, then press the END key and proceed to step 2120.

2116. Enter the letters of the regular groups followed by a carriage return. For example if you would like to request metals, herbicides and volatiles, then enter:

MHV <CR>

2120. The following question will appear on your screen:

WOULD YOU LIKE TO REQUEST ANY SPECIAL GROUPS? (Y/N)

2121. Enter either Y(yes) or N(no) followed by a carriage return. For example if you would like to request special group W01 then enter:

Y <CR>

2122. If you selected the N(no) option in step 2121, then proceed to step 2130.

2123. A special groups screen similar to the following will appear:

SAMPLE: 88 - AAA77 - 121 -

MEDIA: W

ENTER THE TWO-DIGIT INTEGERS REPRESENTING THE SPECIAL GROUPS YOU ARE REQUESTING. (EX: 02,10,37)

--

2124. If you do not wish a special group for this sample, then press the END key and proceed to step 2130.
2125. Enter the two-digit special group number followed by a carriage return. For example, if you wish the special group W01, then enter:
- 01 <CR>
2126. Step 2125 may be repeated to request multiple special groups. When you have requested all of the special groups, then proceed to step 2124.
2130. The following question will appear on the screen:
- WOULD YOU LIKE TO REQUEST ANY INDIVIDUALS? (Y/N)
2131. Enter either Y(yes) or N(no) followed by a carriage return. For example, if you would like to request individual parameter WM34, then enter:
- Y <CR>
2132. If you selected the no(N) option in step 2131, then proceed to step 2140.
2133. An individual parameter screen similar to the following will appear:
- SAMPLE: 88 - AAA77 - 121 - MEDIA: W
- INDIVIDUALS
- SPECIFY BY GROUP AND PARAMETER NUMBER
- EX: A07, V19, M21
-
2134. If you do not wish an individual parameter for this sample, then press the END key and proceed to step 2140.
2135. Enter the three characters representing the group and parameter number for the individual parameter you wish to request followed by a carriage return. For example, if you wish to request mercury (WM34), then enter:
- M34 <CR>
2136. Step 2135 may be repeated to request multiple individual parameters. When you have requested all of the individual parameters, then proceed to step 2134.

2140. All of the parameters that you have requested have been added to the appropriate data file. You may now define another sample or exit system. If you choose to define another new sample, you will notice that the information and parameters for the last sample have been retained. You may press the carriage return key to accept the "hold-over" information or you may replace it with new information.

The retention of data and automatic duplication of data are important features of the LAST system. These features will allow you to define many samples identically in a short amount of time.

CAUTION: Because of the automatic duplication of data, mistakes made in your requests will be duplicated as well. If you plan on defining a number of samples which are identical, be extra careful on the first request. This will insure that your block of samples will be exactly as you wish them to be requested. Proceed to step 2100.

2200. Edit a current sample: A sample information screen similar to the following will appear on the screen:

WHAT IS THE SAMPLE NUMBER? (EX: 057)

WHAT IS THE QUALITY CONTROL CODE? (EX: D)

WHAT IS THE MEDIA? (A=AIR, T=TISSUE, S=SOIL,
W=WATER, H=HAZARDOUS WASTE)

2201. If you do not wish to edit a sample, then press the END key and proceed to step 2008.
2202. Enter or edit appropriate data. Use the arrow key to move the screen to particular fields. Use the delete key to erase mistakes. Use the tab key to advance by fields. Enter or edit all appropriate data.
2203. If you do not wish to accept the screen as it appears, then press the END key and proceed to step 2008.
2204. If you wish to accept the screen as it appears, then press the carriage return key.
2205. If the sample has not been defined, then an appropriate error message will be displayed. Proceed to step 2200.
2206. If the sample is valid, a sample edit screen similar to the following will appear:

SAMPLE: 88 - AAA77 - 121 -

MEDIA: W

Description: OUTALLL 001
Source Hazard Code: 2R
City: PECULIAR
STORET/SAROAD Location Number: 123456
State: 3 (1=IA, 2=KS, 3=MO, 4=NE, 5=ALL, 0=NONE, 6=OTHER)

Beginning Date: 10 / 05 / 87 Beginning Time: :
Ending Date: 10 / 06 / 87 Ending Time: :
Shipment Date: / / Shipment Number: 00

Case Number: Sample Management Office Number:
Lab: Turnaround Time Contract Lab:

Data Received Date: / /

Feet East: 0 Feet North: 0 Feet Down: 0

Comment:
Comment:

2207. If you do not wish to edit this sample, then press the END key and proceed to step 2200.
2208. Enter or edit appropriate data. Use the arrow key to move the cursor to particular fields. Use the delete key to erase mistakes. Use the tab key to advance by fields. Enter or edit all appropriate data.
2209. If you do not wish to accept the screen as it appears, then press the END key and proceed to step 2200.
2210. If you wish to accept the screen as it appears, then press the carriage return key.
2211. The sample information files are updated. You may now edit another sample or exit the system.
2212. Proceed to step 2200.
2300. Delete a sample: A sample information screen similar to the following will appear on the screen:
- WHAT IS THE SAMPLE NUMBER? (EX: 057) 121
- WHAT IS THE QUALITY CONTROL CODE? (EX: D)
- WHAT IS THE MEDIA? (A=AIR, T=TISSUE, S=SOIL,
W=WATER, H=HAZARDOUS WASTE)
2301. If you do not wish to delete a sample, then press the END key to and proceed to step 2008.

- 2302. Enter or edit appropriate data. Use the arrow key to move the cursor to particular fields, use the delete key to erase mistakes. Use the tab key to advance by fields. Enter or edit all appropriate data.
- 2303. If you do not wish to accept the screen as it appears, then press the END key and proceed to step 2008.
- 2304. If you wish to accept the screen as it appears, then press the carriage return key.
- 2305. If the sample does not exit, then an appropriate error message will be displayed. Proceed to step 2300.
- 2306. If the sample is valid, all references to the sample including its data are deleted, you may now delete another sample or exit the system.
- 2307. Proceed to step 2300.

Section 13.3

ENTER ANALYTICAL DATA

3000. A screen similar to the following will appear:

ENTER THE 5 CHARACTER ACTIVITY NUMBER :

ENTER THE LAST 2 DIGITS OF THE FISCAL YEAR :

3001. If you do not wish to enter analytical data, then press the END key and proceed to step 3.
3002. Enter or edit appropriate data. Use the arrow key to move the cursor to particular fields. Use the delete key to erase mistakes. Use the tab key to advance by fields. Enter or edit all appropriate data.
3003. If you do not wish to accept the screen as it appears, then press the END key and proceed to step 3.
3004. If you wish to accept the screen as it appears, then press the carriage return key.
3006. If either the activity number or the fiscal year is invalid, an appropriate error message will be displayed. Proceed to step 3000.
3007. If the activity number and fiscal year are both valid, an enter analytical data screen similar to the following will appear:

```
=====
FY-88 ACTIVITY:  AAA23
=====
```

E D I T

INDIVIDUAL PARAMETER

```
=====
```

ENTER THE FOLLOWING:

```
SAMPLE NUMBER ==>
      Q C CODE ==>
        MEDIA ==>
          GROUP ==>
            PARAMETER ==>
```

3008. The edit parameter information screen has been designed to minimize data entry. For example, you will be able to enter data for as many MGP parameters as you wish without re-entry of the sample number and quality control code. Also you will be able to enter data for as many parameters as you wish without re-entry of the sample number, quality control code, media, and group.
3009. If you do not wish to enter analytical data, then repeat pressing the END key (minimum of the 4 times) until the LAST menu appears. Proceed to step 3.
3010. Enter or edit appropriate data. Use the arrow key to move the cursor to particular fields. Use the delete key to erase mistakes. Use the tab key to advance by fields. Enter or edit all appropriate data.
3011. If you do not wish to accept the screen as it appears, then repeat pressing the END key (minimum of four times) until the LAST menu appears. Proceed to step 3.
3012. The validity of the sample number, quality control code, media, group, and parameter you entered will be checked. If any of these items are invalid, then an appropriate error message will be displayed. Press the carriage return key and proceed to step 3009.
3013. If the sample number, quality control code, media, group, and parameter are ALL valid, then the data file will be searched for the record that you have requested.
3014. If the record is not found in the data file for the information you have entered, then an appropriate error message will be displayed. Press the carriage return key and proceed to step 3009.
3015. If the record is found, a data entry screen similar to the following will appear:

=====

FY-88 ACTIVITY: ABF83

=====

SAMPLE: 002

INDIVIDUAL PARAMETER: WM01

SILVER BY ICAP

=====

VALUE ==> 10
DETECTION ==> U

VALIDITY CODE ==> V
VALIDATION CODE ==> 07 / 24 / 87

PRESS RETURN TO ACCEPT
PRESS END TO REJECT

- 3016. If you do not wish to edit this parameter, then press the END key and proceed to step 3009.
- 3017. Enter or edit appropriate data. Use the arrow keys to move the cursor to particular fields. Use the delete key to erase mistakes. Use the tab key to advance by fields. Enter or edit all appropriate data.
- 3018. If you do not wish to accept the screen as it appears, then press the END key and proceed to step 3009.
- 3019. If you wish to accept the screen as it appears, then press the carriage return key.
- 3020. The information you entered or edited has been accepted and the appropriate record in the data file is modified. You may now edit another parameter or exit the system. Proceed to step 3009.

Section 13.4

ENTER TIME LOG SHEETS

4000. A screen similar to the following will appear:
- ENTER THE LAST TWO DIGITS OF THE FISCAL YEAR (EX: 88):
- ENTER THE TWO DIGIT PAY PERIOD NUMBER (EX: 02):
4001. If you do not wish to enter data from time log sheets, then press the END key and proceed to step 3.
4002. Enter the fiscal year and the pay period number.
4003. If you do not wish to accept the screen as it appears, then press the END key and proceed to step 3.
4004. If you wish to accept the screen as it appears, then press the carriage return key.
4005. If the fiscal year or pay period number is not valid, then an appropriate error message will be displayed. Proceed to step 4000.
4006. If the fiscal year and pay period number are both valid then a time log sheet menu similar to the following will appear:

TIME LOG SHEET MENU

- 1) Enter new time log sheets - quick
- 2) Edit old time log sheets - quick
- 3) Enter new time log sheets - long
- 4) Edit old time log sheets - long
- 5) Return to main LAST menu

ENTER YOUR CHOICE (1,2,3,4, OR 5): -

Enter your selection followed by a carriage return.

4007. If you selected option 1 (enter new time-log sheets quick) in step 4006, then proceed to step 4100.
4008. If you selected option 2 (edit old time log sheets quick) in step 4006, then proceed to step 4200.
4009. If you selected option 3 (enter new time log sheets long) in step 4006, then proceed to step 4300.

4010. If you selected option 4 (edit old time log sheets long) in step 4006, then proceed to step 4400.
4011. If you selected option 5 (return) in step 4006, then proceed to step 3.
4100. An activities screen similar to the following will appear:

ENTER THE POSITION NUMBER (EX: PTA11) ==>

<u>ACTIVITY NUMBERS</u>	<u>TYPE OF HOURS</u>	<u>FY</u>
==>	==> 1	==> 8
==>	==> 1	==> 8
==>	==> 1	==> 8
==>	==> 1	==> 8
==>	==> 1	==> 8
==>	==> 1	==> 8
==>	==> 1	==> 8
==>	==> 1	==> 8
==>	==> 1	==> 8
==>	==> 1	==> 8

4101. If you do not wish to enter data from a time log sheet, then press the END key and proceed to step 4006.
4102. Enter the position number that appears on the time-log sheet. Enter the activity numbers which appear on the time-log sheet. Enter the fiscal year for the activities which are not in the current fiscal year. Change the type of hours code for activities which are not regular time. Consult the type-of-hours codes below.
4103. Type-of-hours:
- 1= Regular
 - 2= Overtime
 - 3= Comp Time Earned
 - 1= Comp Time Taken (OJW93)
 - 5= Standby Hours (EGH02)
 - 6= Hazardous Duty Hours
 - 7= Night Differential Hours
 - 8= Sunday Worked Hours
 - 9= Holiday Worked Hours
4104. Enter or edit appropriate data. Use the arrow key to move the cursor to particular fields. Use the delete key to erase mistakes. Use the tab key to advance by fields. Enter or edit all appropriate data.
4105. When completed, the screen may look like this example:

ENTER THE POSITION NUMBER (EX: PTA11) ==> PTA07

<u>ACTIVITY NUMBERS</u>	<u>TYPE OF HOURS</u>	<u>FY</u>
==> ERR04	==> 1	==> 8
==> ERR39	==> 1	==> 7
==> EHR05	==> 1	==> 8
==> ERR41	==> 1	==> 8
==> ERR01	==> 1	==> 8
==> OJA07	==> 1	==> 8
==>	==> 1	==> 8
==>	==> 1	==> 8
==>	==> 1	==> 8

4106. If you do not wish to accept the screen as it appears, then press the END key and proceed to step 4006.
4107. If you wish to accept the screen as it appears, then press the carriage return key.
4108. The validity of the position number and each activity number that you entered will be checked.
4109. If the position number or any of the activity numbers have not been defined, then an appropriate error message will be displayed and the cursor will return to the first error. Proceed to step 4104.
4110. If the position number and each of the activity numbers is valid then a data entry screen similar to the following will appear:

FY: 88 PAY PERIOD: 03 POSITION: PTA07 NAME: MOSBY,L

```

-----
:T: Y: ACTIVITY :0 : 0: 0 : 0 : 0 : 0 : 0 : 0 : 0 : 1 : 1: 1 :1 :1:
:Y: E:  NUMBER :1 : 2: 3 : 4 : 5 : 6 : 7 : 8 : 9 : 0 : 1: 2 :3 :4:
:P: A:          :  :  :  :  :  :  :  :  :  :  :  :  :  :  :
:E: R:          :S : M: T : W : T : F : S : S : M : T : W: T :F :S:
-----
:1: 8: ERR04    :  :  :  :  :  :  :  :  :  :  :  :  :  :
:1: 7: ERR39    :  :  :  :  :  :  :  :  :  :  :  :  :  :
:1: 8: EHR05    :  :  :  :  :  :  :  :  :  :  :  :  :  :
:1: 8: ERR41    :  :  :  :  :  :  :  :  :  :  :  :  :  :
:1: 8: ERR01    :  :  :  :  :  :  :  :  :  :  :  :  :  :
:1: 8: OJA07    :  :  :  :  :  :  :  :  :  :  :  :  :  :
:-: 8: ----- : - : -: - : - : - : - : - : - : - : - : - : - :
:-: 8: ----- : - : -: - : - : - : - : - : - : - : - : - : - :
:-: 8: ----- : - : -: - : - : - : - : - : - : - : - : - : - :
-----

```

4111. Enter or edit appropriate data. Use the arrow key to move the cursor to particular fields. Use the delete key to erase mistakes. Use the tab key to advance by fields. Enter or edit all appropriate data.

4112. When complete, the screen may look like this example:

FY: 88 PAY PERIOD: 03 POSITION: PTA07 NAME: MOSBY,L.

```

-----
:T:Y: ACTIVITY : 0 : 0: 0 : 0: 0 : 0: 0 : 0: 0 : 1: 1 : 1: 1 : 1:
:Y:E:  NUMBER  : 1 : 2: 3 : 4: 5 : 6: 7 : 8: 9 : 0: 1 : 2: 3 : 4:
:P:A:          :  :  :  :  :  :  :  :  :  :  :  :  :  :
:E:R:          : S : M: T : W: T : F: S : S: M : T: W : T: F : S:
-----
:1:8: ERR04    :  : 4: 3 :  : 2 : 6:  :  : 4 : 2: 8 : 8: 2 :  :
:1:7: ERR39    :  : 1:  :  :  : 1:  :  :  :  :  :  : 1:  :
:1:8: EHR05    :  :  : 2 :  : 4 :  :  :  : 1 : 1:  :  : 2 :  :
:1:8: ERR41    :  : 2:  :  :  : 1:  :  :  :  :  :  :  :  :
:1:8: ERR01    :  : 1: 3 :  : 2 :  :  :  : 3 : 5:  :  : 3 :  :
:1:8: OJA07    :  :  :  : 8:  :  :  :  :  :  :  :  :  :  :
:-:8: ----- : - : -: - : -: - : -: - : -: - : -: - : -: - :
:-:8: ----- : - : -: - : -: - : -: - : -: - : -: - : -: - :
:-:8: ----- : - : -: - : -: - : -: - : -: - : -: - : -: - :
-----

```

4113. If you do not wish to accept the screen as it appears, then press the END key and proceed to step 4006.

4114. If you wish to accept the screen as it appears, then press the carriage return key.

4115. The record will be added to the specified pay period file. You may now enter data for another time log sheet for exit the system, proceed to step 4006.

4200. The following question will appear on the screen:
- WHAT IS THE 5 CHARACTER POSITION NUMBER ==>
4201. If you do not wish to edit a time-log sheet, then press the END key and proceed to step 4006.
4202. Enter the 5 character position number for the time log sheet you wish to edit.
4203. If the position number is not valid, then an appropriate error message will be displayed, proceed to step 4201.
4204. If the position number is valid, then a screen similar to the following will appear:

FY: 88 PAY PERIOD: 03 POSITION: PTA07 NAME: MOSBY, L.

```

-----
:T:Y: ACTIVITY :0: 0 : 0 : 0 : 0 : 0 : 0 : 0 : 0 : 0 : 1: 1: 1: 1: 1:
:Y:E:  NUMBER  :1: 2 : 3 : 4 : 5 : 6 : 7 : 8 : 9 : 0: 1: 2: 3: 4:
:P:A:           : :  :  :  :  :  :  :  :  :  :  :  :  :  :
:E:R:           :S: M : T : W : T : F : S : S : M : T: W: T: F: S:
-----
:1:8:  ERR04    : : 4 : 3 :  : 2 : 6 :  :  : 4 : 2: 8: 8: 2:  :
:1:7:  ERR39    : : 1 :  :  :  : 1 :  :  :  :  :  : 1:  :
:1:8:  EHR05    : :  : 2 :  : 4 :  :  :  : 1 : 1:  :  : 2:  :
:1:8:  ERR41    : : 2 :  :  :  : 1 :  :  :  :  :  :  :  :
:1:8:  ERR01    : : 1 : 3 :  : 2 :  :  :  : 3 : 5:  :  : 3:  :
:1:8:  OJA07    : :  :  : 8 :  :  :  :  :  :  :  :  :  :  :
:-:8:  -----  :-: - : - : - : - : - : - : - : - : - : -: -: -: -:
:-:8:  -----  :-: - : - : - : - : - : - : - : - : - : -: -: -: -:
:-:8:  -----  :-: - : - : - : - : - : - : - : - : - : -: -: -: -:
-----

```

4205. Enter or edit appropriate data. Use the arrow key to move the cursor to particular fields. Use the delete key to erase mistakes. Use the tab key to advance by fields. Enter or edit all appropriate data.
4206. IMPORTANT NOTES:
- To erase the record for this position, press the END key. To accept the record for this position, press the carriage return key.
4207. You may now edit another time log sheet or exit the system. Proceed to step 4006.

POSITION 13.5

GENERATE THE FINANCIAL MANAGEMENT REPORT

5000. A screen similar to the following will appear:

FINANCIAL MANAGEMENT REPORT

Enter the last 2 digits of the Fiscal Year (Ex: 87) ==> 88

Enter the two digit Pay Period Number (Ex: 02) ==> 03

Would you like the report for an individual? (Y/N) ==> Y

Enter the Position Number (Individual Reports Only) ==> PTA07

5001. Enter the fiscal year, pay period number and position number if only one is requested. Press the carriage return key.

5002. A message similar to the following will appear on the screen:

WORKING
PRINTING REPOPRT
DONE. PRESS <CR> TO CONTINUE.

5003. The report for all positions takes about 2 seconds to execute. It will be sent to the printer automatically and will take about 9 minutes to print.

5004. Press the carriage return key and proceed to step 3.

ENVIRONMENTAL PROTECTION AGENCY
PAYROLL DISTRIBUTION TIME SHEET

ROUTING INFORMATION

EMPLOYEE NAME: MCSLY, L.
SOCIAL SECURITY NO:
FIXED ACCOUNT NO: 6AFM07M000
POSITION NO: PTAG7

DESIGNATED AGENT NO: 2493
PAY PERIOD DATE FROM: 10/27/87 TO: 11/07/87
PAY PERIOD NO: 03

TIMEKEEPER FOR SIGNATURE
EMPLOYEE FOR SIGNATURE
SUPERVISOR FOR SIGNATURE
JANIS FFAGAN FOR COMPLETENESS AUDIT
JOHN ANDERSON FOR AUDIT AND FILING

ACCOUNT NO.																	SUMMARY COLUMNS		
ACCOUNT NO.	ACT NO.	S	M	T	W	T	F	S	S	M	T	W	T	F	S	REG. HRS.	O.T. HRS.	OTHER HOURS	
21AFM07M00010JAG71					9.00											8.00			
181A2307M00012H005				2.00		4.00				1.00	1.00			2.00					
181A2307M0001ERR01			1.00	3.00		2.00				3.00	5.00			3.00					
181A2307M0001ERR04			4.00	3.00		2.00	6.00			4.00	2.00	3.00	8.00	2.00					
181A2307M0001ERR09			1.00				1.00							1.00					
181A2307M0001ERR41			2.00				1.00									72.00			
NON-FAM: CONT.																			
NON-FAM TOTAL			3.00	3.00		9.00	8.00			8.00	2.00	8.00	9.00			72.00			
GRAND TOT PAID HRS			3.00	3.00	9.00	8.00	3.00			8.00	2.00	8.00	9.00			80.00			

I CERTIFY THAT THE HOURS POSTED ARE ACCURATE FOR THE WORK PERFORMED.

TIMEKEEPER SIGNATURE
PHONE NUMBER

SUPERVISOR SIGNATURE

EMPLOYEE SIGNATURE

Section 13.6

NPDES REPORT

6000. An NPDES screen similar to the following will appear:

FISCAL YEAR ==> (86 for 1986, 87 for 1987, etc.)
ACTIVITY NO ==> (5 characters)
SELECT DATA ==> (A for all data, B for a date range of data)
BEGINNING DATE ==> (6-digit number MMDDYY, ex. 010187)
ENDING DATE ==> (6-digit number MMDDYY, ex. 093087)
DO YOU NEED MASS LOADING QUANTITIES ==> (Y for YES, N for NO)
DO YOU NEED CONCENTRATION AVERAGES ==> (Y for YES, N for NO)
DO YOU NEED ENTER PERMIT LIMIT VALUES ==> (Y for YES, N for NO)

6001. If you do not wish to generate an NPDES report, then press the END key and proceed to step 3.

6002. Enter or edit appropriate data. Use the arrows to move the cursor to particular fields. Use the delete key to erase mistakes. Use the tab key to advance by fields. Enter or edit all appropriate fields.

6003. If you do not wish to accept the screen as it appears then press the END key and proceed to step 3.

6004. If you wish to accept the screen as it appears, then press the carriage return key.

6005. If you selected the N(no) option on both mass loadings and permit limits, then proceed to step 6300.

6006. If you selected the Y(yes) option on mass loading, then proceed to step 6100.

6007. If you selected the N(no) option on mass loadings and the Y(yes) option on permit limits, then proceed to step 6200.

6100. A screen similar to the following will appear:

COMMAND ===>

ROW 1 OF 1

-----ENTER PERMIT LIMIT PARAMETERS-----

PARAMETER CODE	CONCENTRATION AVERAGE	CONCENTRATION MAXIMUM	MASS LOAD AVERAGE	MASS LOAD MAXIMUM
-------------------	--------------------------	--------------------------	----------------------	----------------------

1 -----
***** BOTTOM OF DATA *****

6101. If you do not wish a parameter then enter at least one space at the beginning of the parameter code field, press a carriage return and proceed to step 6300.
6102. If you wish to enter data for a parameter, then use the tab and arrow keys to move about the line to enter data. Press the carriage return key.
6103. You may now enter another line of data.
6104. You may enter a maximum of 99 parameters for a single report. If the screen is full you may use the PF8 key to "page down".
6105. When several lines of data have been entered, the screen may look similar to the following:

COMMAND ===>

ROW 1 OF 5

-----ENTER PERMIT LIMIT PARAMETERS-----

PARAMETER CODE	CONCENTRATION AVERAGE	CONCENTRATION MAXIMUM	MASS LOAD AVERAGE	MASS LOAD MAXIMUM
-------------------	--------------------------	--------------------------	----------------------	----------------------

1	WF01	2-----	4-----	6-----	8-----
2	WF02	3-----	6-----	9-----	12-----
3	WG21	7-----	9-----	12-----	15-----
4	WG25	3-----	8-----	4-----	9-----
5	----	-----	-----	-----	-----

***** BOTTOM OF DATA *****

6106. When all data has been entered, proceed to step 6101.
6200. A screen similar to the following will appear:

COMMAND ==>

ROW 1 OF 1

-----ENTER PERMIT LIMIT PARAMETERS-----

PARAMETER CODE	CONCENTRATION AVERAGE	CONCENTRATION MAXIMUM
-------------------	--------------------------	--------------------------

1 -----
*****BOTTOM OF DATA*****

6201. If you do not wish a parameter, then enter at least one space at the beginning of the parameter code field, press a carriage return key and proceed to step 6300.
6202. If you wish to enter data for a parameter, then use the tab and arrow keys to move about the line to enter data. Press the carriage return key.
6203. You may now enter another line of data.
6204. You may enter a maximum of 99 parameters for a single report. If the screen is full you may use the PF8 key to "page-down".
6205. When several lines of data have been entered, the screen may look similar to the following:

COMMAND ==>

ROW 1 OF 12

-----ENTER PERMIT LIMIT PARAMETERS-----

PARAMETER CODE	CONCENTRATION AVERAGE	CONCENTRATION MAXIMUM
-------------------	--------------------------	--------------------------

1	WG24	8-----	12-----
2	WT11	6-----	9-----
3	HM02	7-----	14-----
4	HM04	5-----	11-----
5	HM10	3.5-----	7.80----
6	HM11	2.0-----	4.8-----
7	HM21	3.36----	8.167---
8	HM22	9-----	12.5----
9	HM23	5.5-----	23-----
10	HM24	1.1-----	2.45----
11	WF05	0.03----	0.7-----
12	----	-----	-----

*****BOTTOM OF DATA*****

6206. When all data has been entered, then proceed to step 6201.

6300. The following message will appear on the screen:

SAVE

6301. Press the carriage return key. The requested report will be sent electronically from RTP to Region VII. Proceed to step 3.

SUMMARY OF DATA FOR CARONDELET CORP
PERFORMED IN CALENDAR YEAR 1987

SAMPLE DESCRIPTION : CARONDELET COMPANY
SAMPLING PERIOD : 02/19-02/20
ACTIVITY NUMBER : MEF24

***** G R A B S A M P L E S *****

DATE:	02/20	PARAMETER	PERMIT LIMITS	UNITS
SAMPLE NUMBER:	006	AVERAGE	AVERAGE MAXIM	
WG24 SOLICS, NON-FILTERABLE (NFS)	5.000U	5.00	9 12 8 16	CONC MG/L LOAD

DATE:	02/18	02/18	02/19	02/19	02/20	PARAMETER	PERMIT LIMITS	UNITS
SAMPLE NUMBER:	001	002	003	004	005	AVERAGE	AVERAGE MAXIM	
WM02 ALUMINUM	BY ICAP	160		5CU		53		CONC UG/L LOAD

DATE:	02/20	PARAMETER	PERMIT LIMITS	UNITS
SAMPLE NUMBER:	006	AVERAGE	AVERAGE MAXIM	
WM02 ALUMINUM	BY ICAP	50U	53	CONC UG/L LOAD

DATE:	02/18	02/18	02/19	02/19	02/20	PARAMETER	PERMIT LIMITS	UNITS
SAMPLE NUMBER:	001	002	003	004	005	AVERAGE	AVERAGE MAXIM	
WM04 BARIUM	BY ICAP	16		12		13		CONC UG/L LOAD

DATE:	02/20	PARAMETER	PERMIT LIMITS	UNITS
SAMPLE NUMBER:	006	AVERAGE	AVERAGE MAXIM	
WM04 BARIUM	BY ICAP	10	13	CONC UG/L LOAD

DATE:	02/18	02/18	02/19	02/19	02/20	PARAMETER	PERMIT LIMITS	UNITS
SAMPLE NUMBER:	001	002	003	004	005	AVERAGE	AVERAGE MAXIM	
WM06 CADMIUM	BY ICAP	5.0U		7.4		2.5		CONC UG/L LOAD

DATE:	02/20	PARAMETER	PERMIT LIMITS	UNITS
SAMPLE NUMBER:	006	AVERAGE	AVERAGE MAXIM	
WM06 CADMIUM	BY ICAP	5.0U	2.5	CONC UG/L LOAD

**SUMMARY OF DATA FOR CARONDELET CORP
PERFORMED IN CALENDAR YEAR 1987**

SAMPLE DESCRIPTION : CARONDELET COMPANY
SAMPLING PERIOD : 02/18-02/20
ACTIVITY NUMBER : WEF26

***** G R A B S A M P L E S *****

DATE:	02/18	02/18	02/19	02/19	02/20	PARAMETER	PERMIT LIMITS	UNITS
SAMPLE NUMBER:	001	002	003	004	005	AVERAGE	AVERAGE MAXIM	
WFO1 WATER TEMP	14		15		15		2 4 6 8	CONC °C LOAD

DATE:	02/20					PARAMETER	PERMIT LIMITS	UNITS
SAMPLE NUMBER:	006					AVERAGE	AVERAGE MAXIM	
WFO1 WATER TEMP							2 4 6 8	CONC °C LOAD

DATE:	02/18	02/18	02/19	02/19	02/20	PARAMETER	PERMIT LIMITS	UNITS
SAMPLE NUMBER:	001	002	003	004	005	AVERAGE	AVERAGE MAXIM	
WFO5 PH, FIELD	7.8		8.1					CONC SU LOAD

DATE:	02/20					PARAMETER	PERMIT LIMITS	UNITS
SAMPLE NUMBER:	006					AVERAGE	AVERAGE MAXIM	
WFO5 PH, FIELD								CONC SU LOAD

DATE:	02/18	02/18	02/19	02/19	02/20	PARAMETER	PERMIT LIMITS	UNITS
SAMPLE NUMBER:	001	002	003	004	005	AVERAGE	AVERAGE MAXIM	
WG21 OIL AND GREASE	3.1		1.0U		1.0U	1.0		CONC MG/L LOAD

DATE:	02/20					PARAMETER	PERMIT LIMITS	UNITS
SAMPLE NUMBER:	006					AVERAGE	AVERAGE MAXIM	
WG21 OIL AND GREASE						1.0		CONC MG/L LOAD

DATE:	02/18	02/18	02/19	02/19	02/20	PARAMETER	PERMIT LIMITS	UNITS
SAMPLE NUMBER:	001	002	003	004	005	AVERAGE	AVERAGE MAXIM	
WG24 SOLIDS, NON-FILTERABLE (NFS)		15.00		5.000U		5.00	9 12 8 16	CONC MG/L LOAD

SECTION 13.7 ADD/DELETE INDIVIDUAL PARAMETERS AND GROUPS

7000. A screen similar to the following will appear:

ENTER THE 5 CHARACTER ACTIVITY NUMBER ==> :

ENTER THE LAST 2 DIGITS OF THE FISCAL YEAR ==>:

7001. If you do not wish to add or delete parameters or groups, then press the END key and proceed to step 3.

7002. Enter or edit appropriate data. Use the arrow keys to move the cursor to particular fields. Use the delete key to erase mistakes. Use the tab key to advance by fields. Enter or edit all appropriate data.

7003. If you do not wish to accept the screen as it appears, then press the END key and proceed to step 3.

7004. If you wish to accept the screen as it appears, then press the carriage return key.

7007. An Update Parameter screen similar to the following will appear:

U P D A T E P A R A M E T E R S

IN FY-88 ACTIVITY AAA23

ENTER SELECTION (1,2,3,4,5,6, OR 7) :

- 1) ADD AN INDIVIDUAL PARAMETER
- 2) ADD A REGULAR GROUP
- 3) ADD A SPECIAL GROUP
- 4) DELETE AN INDIVIDUAL PARAMETER
- 5) DELETE A REGULAR GROUP
- 6) DELETE A SPECIAL GROUP
- 7) EXIT

Enter the appropriate choice followed by a carriage return. For example, if you wish to add a regular group to a sample, then enter:

2 <CR>

7009. If you selected option 1 (add an individual parameter) in step 7007, then proceed to step 7100.

7010. If you selected option 2 (add a regular group) in step 7007, then proceed to step 7200.

- 7011. If you selected option 3 (add a special group) in step 7007, then proceed to step 7300.
- 7012. If you selected option 4 (delete an individual parameter) in step 7007, then proceed to step 7400.
- 7013. If you selected option 5 (delete a regular group) in step 7007, then proceed to step 7500.
- 7014. If you selected option 6 (delete a special group) in step 7007, then proceed to step 7600.
- 7015. If you selected option 7 (exit) in step 7007, then proceed to step 3.

7100. Add an individual parameter: An Add Individual Parameter screen similar to the following will appear:

```
=====
FY-88  ACTIVITY:  ABF83
=====
```

A D D

INDIVIDUAL PARAMETER

```
=====
```

ENTER THE FOLLOWING:

```
SAMPLE NUMBER ==>
      Q C CODE ==> -
      MEDIA ==>
```

```
      GROUP ==>
PARAMETER ==>
```

- 7101. The Add Individual Parameter screen has been designed to minimize data entry. For example, you will be able to add as many MGP parameters as you wish without re-entry of the sample number and quality control code. Also, you will be able to add as many parameters as you wish without re-entry of the sample number, quality control code, media, and group.
- 7202. If you do not wish to add an individual parameter then repeat pressing the END key (maximum of four times) until the Update Parameter Menu screen appears. Proceed to step 7007.
- 7103. Enter or edit appropriate data. Use the arrow keys to move the cursor to particular fields. Use the delete key to erase mistakes. Use the tab key to advance by fields. Enter or edit all appropriate data.

7104. If you do not wish to accept the screen as it appears, then repeat pressing the END key (maximum of four times) until the Update Parameter Menu screen appears. Proceed to step 7007.
7105. If you wish to accept the screen as it appears, then press the carriage return key.
7106. The validity of the sample number, quality control code, media, group, and parameter you entered will be checked. If ANY of these items are invalid, then an appropriate error message will be displayed. Press the carriage return key and proceed to step 7103.
7107. If the validity of the sample number, quality control code, media, group, and parameter are ALL valid, then the appropriate record is added. You may now add another individual parameter or exit the process. Proceed to step 7103.
7200. Add a regular group: An Add A Regular Group screen similar to the following will appear:

```
=====
FY-88   ACTIVITY: ABF83
=====

A D D

REGULAR GROUP

=====

ENTER THE FOLLOWING:

SAMPLE NUMBER ==>
      Q C CODE ==> -
      MEDIA ==>

REGULAR GROUP ==>
```

7201. The Add A Regular Group screen has been designed to minimize data entry. For example, you will be able to add as many groups as you wish without re-entry of the sample number, quality control code, and media.
7202. If you do not wish to add a regular group, then repeat pressing the END key (maximum of three times) until the Update Parameter Menu screen appears. Proceed to step 7007.
7203. Enter or edit appropriate data. Use the arrow keys to move the cursor to particular fields. Use the delete key to erase mistakes. Use the tab key to advance by

fields. Enter or edit all appropriate data.

7204. If you do not wish to accept the screen as it appears, then repeat pressing the END key (maximum of three times) until the Update Parameter Menu screen appears. Proceed to step 7007.
7205. If you wish to accept the screen as it appears, then press the carriage return key.
7206. The validity of the sample number, quality control code, media, and group you entered will be checked. If ANY of these items are invalid, then an appropriate error message will be displayed. Press the carriage return key and proceed to step 7203.
7207. If the validity of the sample number, quality control code, media and group are ALL valid, then the appropriate records are added. You may now add another group or exit the process. Proceed to step 7203.
7300. Add a special group: An Add A Special Group screen similar to the following will appear:

```
=====
FY-88   ACTIVITY: ABF83
=====
```

A D D

SPECIAL GROUP

```
=====
```

ENTER THE FOLLOWING:

```
SAMPLE NUMBER ==>
      Q C CODE ==> -
      MEDIA ==>
```

```
SPECIAL GROUP ==>
```

7301. The Add A Special Group screen has been designed to minimize data entry. For example, you will be able to add as many groups as you wish without re-entry of the sample number, quality control code, and media.
7302. If you do not wish to add a special group, then repeat pressing the END key (maximum of three times) until the Update Parameter Menu screen appears. Proceed to step 7007.
7303. Enter or edit appropriate data. Use the arrow key to move the cursor to particular fields. Use the delete key to erase mistakes. Use the tab key to advance by

fields. Enter or edit all appropriate data.

7304. If you do not wish to accept the screen as it appears, then repeat pressing the END key (maximum of three times) until the Update Parameter Menu screen appears. Proceed to step 7007.
7305. If you wish to accept the screen as it appears, then press the carriage return key.
7306. The validity of the sample number, quality control code, media, and group you entered will be checked. If ANY of these items are invalid, then an appropriate error message will be displayed. Press the carriage return key and proceed to step 7303.
7307. If the validity of the sample number, quality control code, media, and group are ALL valid, then the appropriate records are added. You may now add another special group or exit the process. Proceed to step 7303.
7400. Delete an individual parameter: A Delete Individual Parameter screen similar to the following will appear:

```
=====
FY-88  ACTIVITY:  ABF83
=====
```

D E L E T E

INDIVIDUAL PARAMETER

```
=====
```

ENTER THE FOLLOWING:

```
SAMPLE NUMBER ==>
      Q C CODE ==> -
      MEDIA  ==>

      GROUP  ==>
      PARAMETER ==>
```

7401. The Delete Individual Parameter screen has been designed to minimize data entry. For example, you will be able to delete as many MGP parameters as you wish without re-entry of the sample number and quality control code. Also, you will be able to delete as many parameters as you wish without re-entry of the sample number, quality control code, media, and group.

7402. If you do not wish to delete an individual parameter, then repeat pressing the END key (maximum of four times) until the Update Parameter Menu screen appears. Proceed to step 7007.
7403. Enter or edit appropriate data. Use the arrow keys to move the cursor to particular fields. Use the delete key to erase mistakes. Use the tab key to advance by fields. Enter or edit all appropriate data.
7404. If you do not wish to accept the screen as it appears, then repeat pressing the END key (maximum of four times) until the Update Parameter Menu screen appears. proceed to step 7007.
7405. If you wish to accept the screen as it appears, then press the carriage return key.
7406. The validity of the sample number, quality control code, media, group, and parameter you entered will be checked. If ANY of these items are invalid, then an appropriate error message will be displayed. Press the carriage return key and proceed to step 7403.
7407. If the validity of the sample number, quality control code, media, group, and parameter are ALL valid, then the appropriate record is deleted. You may now delete another individual parameter or exit the process. Proceed to step 7403.
7500. Delete a regular group: A Delete A Regular Group screen similar to the following will appear:

```
=====
FY-88  ACTIVITY:  ABF83
=====
```

D E L E T E

REGULAR GROUP

```
=====
```

ENTER THE FOLLOWING:

```
SAMPLE NUMBER ==>
      Q C CODE ==> -
      MEDIA ==>
```

REGULAR GROUP ==>

7501. The Delete A Regular Group screen has been designed to minimize data entry. For example, you will be able to delete as many groups as you wish without re-entry of

the sample number, quality control code, and media.

7502. If you do not wish to delete a regular group, then repeat pressing the END key (maximum of three times) until the Update Parameter Menu screen appears. Proceed to step 7007.
7503. Enter or edit appropriate data. Use the arrow keys to move the cursor to particular fields. Use the delete key to erase mistakes. Use the tab key to advance by fields. Enter or edit all appropriate data.
7504. If you do not wish to accept the screen as it appears, then repeat pressing the END key (maximum of three times) until the Update Parameter Menu screen appears. Proceed to step 7007.
7505. If you wish to accept the screen as it appears, then press the carriage return key.
7506. The validity of the sample number, quality control code, media, and group you entered will be checked. If ANY of these items are invalid, then an appropriate error message will be displayed. Press the carriage return key and proceed to step 7503.
7507. If the validity of the sample number, quality control code, media, and group are ALL valid, then the appropriate records are deleted. You may now delete another regular group or exit the process. Proceed to step 7503.
- 7600 Delete a special group: A Delete A Special Group screen similar to the following will appear:

```
=====
FY-88   ACTIVITY:  ABF83
=====
```

D E L E T E

SPECIAL GROUP

```
=====
```

ENTER THE FOLLOWING:

```
SAMPLE NUMBER ===>
      Q C CODE ===> -
      MEDIA  ===>

SPECIAL GROUP ===>
```

7601. The Delete A Special Group screen has been designed to minimize data entry. For example, you will be able to delete as many groups as you wish without re-entry of the sample number, quality control code, and media.
7602. If you do not wish to delete a special group, then repeat pressing the END key (maximum of three times) until the Update Parameter Menu screen appears. Proceed to step 7007.
7603. Enter or edit appropriate data. Use the arrow key to move the cursor to particular fields. Use the delete key to erase mistakes. Use the tab key to advance by fields. Enter or edit all appropriate data.
7604. If you do not wish to accept the screen as it appears, then repeat pressing the END key (maximum of three times) until the Update Parameter Menu screen appears. Proceed to step 7007.
7605. If you wish to accept the screen as it appears, then press the carriage return key.
7606. The validity of the sample number, quality control code, media, and group you entered will be checked. If ANY of these items are invalid, then an appropriate error message will be displayed. Press the carriage return key and proceed to step 7603.
7607. If the validity of the sample number, quality control code, media, and group are ALL valid, then the appropriate records are deleted. You may now delete another special group or exit the process. Proceed to step 7603.

Section 14: GENERATE FIELD SHEETS, TAGS, and EXTRACT LABELS

Operational Procedure:

The following procedure may be used to generate field sheets, tags, and extract labels:

1. Log on to the IBM under the LAST account. (See the LAST System Manager for the LOG ON Supplement.)
2. At the READY prompt, type:

FSTEL <CR>

3. The following question will appear on the screen:

EXECUTING CLIST(FSTEL)
WHAT IS THE FISCAL YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following question will appear on the screen:

WHAT IS THE ACTIVITY NUMBER ?

Enter the five character activity number followed by a carriage return. For example, if the activity number is DLR70, then enter:

DLR70 <CR>

5. A prompt similar to the following will appear on the screen:

DO YOU WISH TO GENERATE:

- A) FIELD SHEETS
- B) TAGS
- C) EXTRACT LABELS

ENTER SELECTION :

Enter the appropriate letter followed by a carriage return. For example, if you wish to generate field sheets, enter:

A <CR>

6. A prompt similar to the following will appear on the screen:

DO YOU WISH:

- A) ALL SAMPLES
- B) A RANGE OF SAMPLES
- C) ONE SAMPLE ONLY

ENTER SELECTION :

Enter the appropriate letter followed by a carriage return. For example, if you wish all samples, enter:

A <CR>

7. If you selected option A (all samples) in step 6, then proceed to step 10.
8. If you selected option B (a range of samples) in step 6, the following prompt will appear on the screen:

ENTER THE BEGINNING SAMPLE NUMBER (3 CH):

Enter the three digit sample number for the first sample in the range you wish to generate followed by a carriage return. For example, if the first sample in the range is 002, enter:

002 <CR>

The following prompt will appear on the screen:

ENTER THE Q.C. CODE FOR THIS SAMPLE (1 CH):

Enter the one character quality control code for the first sample in the range you wish to generate followed by a carriage return. For example, if the first quality control code in the range is a blank, enter:

<CR>

The following prompt will appear on the screen:

ENTER THE ENDING SAMPLE NUMBER (3 CH):

Enter the three digit sample number for the last sample in the range you wish to generate followed by a carriage return. For example, if the last sample in the range is 031, enter:

031 <CR>

The following prompt will appear on the screen:

ENTER THE Q.C. CODE FOR THIS SAMPLE (1 CH):

Enter the one character quality control code for the last sample in the range you wish to generate followed by a carriage return. For example, if the last sample is a field blank and has a quality control code of F, enter:

F <CR>

Proceed to step 10.

9. If you selected option C (one sample only) in step 6, the following prompt will appear on the screen:

ENTER THE SAMPLE NUMBER (3 CH):

Enter the three digit sample number for the single sample you wish to generate followed by a carriage return. For example, if the sample number is 003, enter:

003 <CR>

The following prompt will appear on the screen:

ENTER THE Q.C. CODE FOR THIS SAMPLE (1 CH):

Enter the one character quality control code for the single sample you wish to generate followed by a carriage return. For example, if the quality control code is a blank, enter:

<CR>

Proceed to step 10.

10. The following message will appear:

SAVED
READY

11. The field sheets, tags, or extract labels will be sent electronically from RTP to Region VII.

SAMPLE RUNS:

READY
FSTEL
EXECUTING CLIST(FSTEL)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE ACTIVITY NUMBER ? ADF03

DO YOU WISH TO GENERATE:

- A) FIELD SHEETS
- B) LABELS
- C) TAGS

ENTER SELECTION : A

DO YOU WISH:

- A) ALL SAMPLES
- B) A RANGE OF SAMPLES
- C) ONE SAMPLE ONLY

ENTER SELECTION : A

SAVED

READY

READY

FSTEL

EXECUTING CLIST(FSTEL)

WHAT IS THE FISCAL YEAR ? 88

WHAT IS THE ACTIVITY NUMBER ? ADF03

DO YOU WISH TO GENERATE:

- A) FIELD SHEETS
- B) LABELS
- C) TAGS

ENTER SELECTION : C

DO YOU WISH:

- A) ALL SAMPLES
- B) A RANGE OF SAMPLES
- C) ONE SAMPLE ONLY

ENTER SELECTION : B

ENTER THE BEGINNING SAMPLE NUMBER (3 CH): 001

ENTER THE Q.C. CODE FOR THIS SAMPLE (1 CH):

ENTER THE ENDING SAMPLE NUMBER (3 CH): 003

ENTER THE Q.C. CODE FOR THIS SAMPLE (1 CH): F

SAVED

READY

READY

FSTEL

EXECUTING CLIST(FSTEL)

WHAT IS THE FISCAL YEAR ? 88

WHAT IS THE ACTIVITY NUMBER ? ADF03

DO YOU WISH TO GENERATE:

- A) FIELD SHEETS
- B) LABELS
- C) TAGS

ENTER SELECTION : A

DO YOU WISH:

- A) ALL SAMPLES
- B) A RANGE OF SAMPLES
- C) ONE SAMPLE ONLY

ENTER SELECTION : C

ENTER THE SAMPLE NUMBER (3 CH): 001

ENTER THE Q.C. CODE FOR THIS SAMPLE (1 CH):

SAVED

READY

READY
FSTEL
EXECUTING CLIST(FSTEL)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE ACTIVITY NUMBER ? ADF03
DO YOU WISH TO GENERATE:
A) FIELD SHEETS
B) LABELS
C) TAGS
ENTER SELECTION : A
DO YOU WISH:
A) ALL SAMPLES
B) A RANGE OF SAMPLES
C) ONE SAMPLE ONLY
ENTER THE SELECTION : C
ENTER THE SAMPLE NUMBER (3 CH): 003
ENTER THE Q.C. CODE FOR THIS SAMPLE (1 CH): F
SAVED
READY

FIELD SHEET

U.S. ENVIRONMENTAL PROTECTION AGENCY, REGION VII
ENVIRONMENTAL SERVICES DIV. 25 HUNSTON RD. KANSAS CITY, KS 66115

ENV: 10 ACTNO: ECF40 SAMPLER: C02 MCC: _ MEDIA: WATER PL: COMLES, L.

ACTIVITY DES: SUN CREEK INTENSIVE SURVEY

REF LATITUDE: _ _ _

LOCATION: MCPHERSON, KS

PROJECT NUM: 553 PT: LONGITUDE: _ _ _

SAMPLE LBS: TURKEY CREEK CTC-?

DATE TIME FROM REF PT

LOCATION: MCPHERSON

KS

SEGS: 10/21/97

EAST: _ _ _

SMP NO: _ SHIP NO: _ LAB: _

END: _/ _/ _

NORTH: _ _ _

STORLT/SAFEAD NO: 037254

DOWN: _ _ _

ANALYSIS REQUESTED:

CONTAINER	COLOR	PRESERVATIVE	HGP	NAME
CU-1	WHITE	MN03	WM	METALS
CU-1	YELLOW	M2S04	W02	NUTRIENT
NONE			WF01	WATER TEMP
NONE			WF04	FLUX, CFS
NONE			WF05	PH, FIELD
CU-1	TAN	ICED	WG24	SOLIDS, NON-FILTERABLE (NF)
GLASS STOPPERED	GREEN	MNS04 + ALK KI	WG17	DISSOLVED OXYGEN
CU-1	TAN	ICED	WG15	CO2
CU-1	TAN	ICED	WG06	BOD 5, CARBONACEOUS
CU-1	TAN	ICED	WG05	BOD 5
4 OZ BOTTLE	BLUE	HCL	WG03	CARBON, TOTAL ORGANIC
4 OZ BOTTLE	BLUE	HCL (2 ML CONC)	WG15	DISSOLVED ORGANIC CARBON
CU-1	BLUE	ICED	WG01	CHLOROPHYLL A
CU-1	TAN	ICED	WG12	CHLORIDE
CU-1	TAN	ICED	WG16	CONDUCTIVITY

COMMENTS:

SAMPLE COLLECTED BY : _____

TURKEY CREEK DTC-3
A-ECF40-052- WATER
METALS
COLOR: WHITE
PRE : HNC3
CONT : CU2I
10/21/87

TURKEY CREEK DTC-3
B-ECF40-052- WATER
NUTRIENT
COLOR: YELLOW
PRE : H2SO4
CONT : CU2I
10/21/87

TURKEY CREEK DTC-3
B-ECF40-052- WATER
WATER TEMP
COLOR:
PRE :
CONT : NONE
10/21/87

TURKEY CREEK DTC-3
A-ECF40-052- WATER
FLOW, CFS
COLOR:
PRE :
CONT : NONE
10/21/87

TURKEY CREEK DTC-3
B-ECF40-052- WATER
PH, FIELD
COLOR:
PRE :
CONT : NONE
10/21/87

TURKEY CREEK DTC-3
C-ECF40-052- WATER
SOLIDS, NCN-FILTERABLE (MFS)
COLOR: TAN
PRE : ICtD
CONT : CU2I
10/21/87

TURKEY CREEK DTC-3
B-ECF40-052- WATER
DISSOLVED OXYGEN
COLOR: GREEN
PRE : H2SO4 + ALK KI
CONT : GLASS STOPPERED
10/21/87

TURKEY CREEK DTC-3

Section 15: TRANSFER HP DATA

Uses:

The purpose of this process is to electronic transfer sample data information generated by the laboratory and stored on the Hewlett Packard to the appropriate sample data files on the IBM. The data from the HP 3357 will be provided to you on a 5 1/4" floppy diskette by the LABO coordinator.

Operational Procedure:

The following procedure may be used to transfer HP data:

1. Place the floppy disk into the B: drive of an AT.
2. Select F4 from the EPA main menu.
3. Select F1 from the Communications menu.
4. Enter your last name.
5. Select by number the TSO command file.
6. Press return when connection established.
7. At Selection prompt type:

 IBM <CR>
8. Press return after the message 'CONNECTED.' appears.
9. At TSO,OBS prompt type:

 TSO <CR>
10. At LOGON prompt type:

 LOGON <CR>
11. At User ID prompt, enter your user ID.
12. At Password prompt, enter your password.
13. At Account Number prompt, enter your account number.
14. At Procedure prompt, enter your procedure name.
15. At Fimas ID prompt, enter your fimas id.

16. At READY prompt type:
DEL 'LAST.AAA.HP.DAT' <CR>
17. At READY prompt type:
EDIT 'LAST.AAA.HP.DAT' NEW NONUM <CR>
18. After INPUT is displayed, press the ESC key.
19. At the COMMAND prompt type:
SE B:PK801.DAT <CR>
(where PK801.DAT is the file to be transferred)
20. After the file stops scrolling on the screen, press
<CR>
21. At the QED prompt type:
SAVE <CR>
22. At the SAVED prompt type:
END <CR>
23. At the READY prompt type:
LOGOFF <CR>
24. After the message 'LOGGED OFF TSO' appears press the
ESC key followed by:
BYE <CR>
25. Press the ESC key followed by:
QUIT <CR>
26. Log on to the IBM under the LAST account. (See the
LAST System Manager for the LOG ON Supplement.)
27. At the READY prompt, type:
HP <CR>

This will cause a batch job to be submitted which will transfer the HP data to the appropriate Sample Data Files on the IBM.

28. The following message will appear on the screen:

EXECUTING CLIST(HP)
SAVED
READY

29. A report of the data elements submitted for transfer and resolution of errors will be sent electronically from RTP to Region VII.

SAMPLE RUN:

READY
HP
EXECUTING CLIST(HP)
SAVED
READY

7WCF31002	WP01	.038U00	*****	FOUND	*****
7WCF31002	WP02	.075U00	*****	FOUND	*****
7WCF31002	WP03	.033U00	*****	FOUND	*****
7WCF31002	WP04	.040U00	*****	FOUND	*****
7WCF31002	WP05	.100U00	*****	FOUND	*****
7WCF31002	WP06	.17U00	*****	FOUND	*****
7WCF31002	WP07	.075U00	*****	FOUND	*****
7WCF31002	WP08	.13U00	*****	FOUND	*****
7WCF31002	WP09	.25U00	*****	FOUND	*****
7WCF31002	WP10	.13U00	*****	FOUND	*****
7WCF31002	WP11	.20U00	*****	FOUND	*****
7WCF31002	WP13	.100U00	*****	FOUND	*****
7WCF31002	WP14	.13U00	*****	FOUND	*****
7WCF31002	WP15	.23U00	*****	FOUND	*****
7WCF31002	WP16	1.0U00	*****	FOUND	*****
7WCF31002	WP17	1.8 U00	*****	FOUND	*****
7WCF31002	WP17	1.8 U00	*****	FOUND	*****
7WCF31002	WP17	1.8U00	*****	FOUND	*****
7WCF31002	WP18	1.5 U00	*****	FOUND	*****
7WCF31002	WP18	1.5 U00	*****	FOUND	*****
7WCF31002	WP18	1.5U00	*****	FOUND	*****
7WCF31002	WP19	0.5 U00	*****	FOUND	*****
7WCF31002	WP19	0.5 U00	*****	FOUND	*****
7WCF31002	WP19	.50U00	*****	FOUND	*****
7WCF31002	WP20	1.8 U00	*****	FOUND	*****
7WCF31002	WP20	1.8 U00	*****	FOUND	*****
7WCF31002	WP20	1.8U00	*****	FOUND	*****
7WCF31002	WP21	1.8 U00	*****	FOUND	*****
7WCF31002	WP21	1.8 U00	*****	FOUND	*****
7WCF31002	WP21	1.8U00	*****	FOUND	*****
7WCF31002	WP22	2.0 U00	*****	FOUND	*****
7WCF31002	WP22	2.0 U00	*****	FOUND	*****
7WCF31002	WP22	2.0U00	*****	FOUND	*****
7WCF31002	WP23	0.5 U00	*****	FOUND	*****
7WCF31002	WP23	0.5 U00	*****	FOUND	*****
7WCF31002	WP23	.50U00	*****	FOUND	*****
7WCF31002	WP24	.75U00	*****	FOUND	*****
7WCF31002	WP25	.040U00	*****	FOUND	*****
7WCF31002	WP26	.032U00	*****	FOUND	*****
7WCF31002	WS40	10.0U0	*****	FOUND	*****
7WCF31002	WS41	10.0U0	*****	FOUND	*****
7WCF31002	WS42	10.0U0	*****	FOUND	*****
7WCF31002	WS43	10.0U0	*****	FOUND	*****
7WCF31002	WS44	50.0U0	*****	FOUND	*****
7WCF31002	WS45	50.0U0	*****	FOUND	*****
7WCF31002	WS46	10.0U0	*****	FOUND	*****
7WCF31002	WS47	10.0U0	*****	FOUND	*****
7WCF31002	WS48	10.0U0	*****	FOUND	*****
7WCF31002	WS49	50.0U0	*****	FOUND	*****
7WCF31002	WS50	10.0U0	*****	FOUND	*****
7WCF31002	WS51	10.0U0	*****	FOUND	*****
7WCF31002	WS52	10.0U0	*****	FOUND	*****
7WCF31002	WS53	10.0U0	*****	FOUND	*****
7WCF31002	WS54	10.0U0	*****	FOUND	*****
7WCF31002	WS55	10.0U0	*****	FOUND	*****
7WCF31002	WS56	20.0U0	*****	FOUND	*****
7WCF31002	WS57	10.0U0	*****	FOUND	*****
7WCF31002	WS58	10.0U0	*****	FOUND	*****
7WCF31002	WS59	10.0U0	*****	FOUND	*****
7WCF31002	WS60	10.0U0	*****	FOUND	*****
7WCF31002	WS61	10.0U0	*****	FOUND	*****
7WCF31002	WS62	10.0U0	*****	FOUND	*****
7WCF31002	WS62	10.0U0	*****	FOUND	*****

Uses:

It is the policy of the EMCM branch that all data are validated by the project leader prior to release or storage in a national data base. This is usually done at the time the activity report is transmitted to the client by establishing a report transmitted data.

Operational Procedure:

The following procedure may be used to validate data:

1. Log on to the IBM under the LAST account. (See the LAST System Manager for the LOG ON Supplement.)
2. At the READY prompt, type:

VALID <CR>

3. The following question will appear on the screen:

EXECUTING CLIST(VALID)
WHAT IS THE FISCAL YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following question will appear on the screen:

WHAT IS THE ACTIVITY NUMBER ?

Enter the five character activity number followed by a carriage return. For example, if the activity number is DLR70, then enter:

DLR70 <CR>

5. The following question will appear on the screen:

WHAT IS THE VALIDATION DATE (MMDDYY) ?

Enter the six digit validation date in the month, day, year sequence followed by a carriage return. For example, if the validation date is May 9, 1988, then enter:

050988 <CR>

6. A question similar to the following will appear on the screen:

VALIDATION OPTIONS:

- A) ALL RECORDS IN THE ACTIVITY
 - B) ALL RECORDS IN ONE SAMPLE ONLY
 - C) ALL RECORDS FOR A SINGLE MEDIA
 - D) ALL RECORDS FOR A PARTICULAR GROUP
- WHAT IS YOUR SELECTION ?

Enter the appropriate letter followed by a carriage return. For example, if you wish to validate all the data in the activity, then enter:

A <CR>

7. If you selected option A (all records in the activity) in step 6, then proceed to step 11.
8. If you selected option B (all records in one sample only) in step 6, then the following question will appear on the screen:

WHAT IS THE SAMPLE NUMBER (3 CH) ?

Enter the three digit sample number for the sample whose data you wish to validate followed by a carriage return. For example, if you wish to validate data for sample 003, then enter:

003 <CR>

The following question will appear on the screen:

WHAT IS THE QC CODE (1 CH) ?

Enter the one character quality control code for the sample whose data you wish to validate followed by a carriage return. For example, if you wish to validate data for a sample whose quality control code is P, then enter:

P <CR>

Proceed to step 11.

9. If you selected option C (all records for a single media) in step 6, then the following question will appear on the screen:

WHAT IS THE MEDIA (1 CH) ?

Enter the one character letter for the appropriate media followed by a carriage return. Legitimate media are:

A = air
H = hazardous waste
S = soil/sediment/sludge
T = tissue
W = water

For example, if you wish to validate all the water data in the activity, then enter:

W <CR>

Proceed to step 11.

10. If you selected option D (all records for a particular group) in step 6, then the following question will appear on the screen:

WHAT IS THE GROUP (1 CH) ?

Enter the one character letter for the appropriate group followed by a carriage return. For example, if you wish to validate all the inhouse metals data for the activity, then enter:

M <CR>

Proceed to step 11.

11. The following message will appear:

SAVED
READY

12. The records that you selected will be validated.

SAMPLE RUNS:

READY
VALID
EXECUTING CLIST(VALID)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE ACTIVITY NUMBER ? ADF03
WHAT IS THE VALIDATION DATE (MMDDYY) ? 051588
VALIDATION OPTIONS:
A) ALL RECORDS IN THE ACTIVITY
B) ALL RECORDS IN ONE SAMPLE ONLY
C) ALL RECORDS FOR A SINGLE MEDIA
D) ALL RECORDS FOR A PARTICULAR GROUP
WHAT IS YOUR SELECTION ? A
SAVED
READY

READY
VALID
EXECUTING CLIST(VALID)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE ACTIVITY NUMBER ? ADF03
WHAT IS THE VALIDATION DATE (MMDDYY) ? 051688
VALIDATION OPTIONS:
A) ALL RECORDS IN THE ACTIVITY
B) ALL RECORDS IN ONE SAMPLE ONLY
C) ALL RECORDS FOR A SINGLE MEDIA
D) ALL RECORDS FOR A PARTICULAR GROUP
WHAT IS YOUR SELECTION ? B
WHAT IS THE SAMPLE NUMBER (3 CH) ? 001
WHAT IS THE QC CODE (1 CH) ?
SAVED
READY

READY
VALID
EXECUTING CLIST(VALID)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE ACTIVITY NUMBER ? ADF03
WHAT IS THE VALIDATION DATE (MMDDYY) ? 051788
VALIDATION OPTIONS:
A) ALL RECORDS IN THE ACTIVITY
B) ALL RECORDS IN ONE SAMPLE ONLY
C) ALL RECORDS FOR A SINGLE MEDIA
D) ALL RECORDS FOR A PARTICULAR GROUP
WHAT IS YOUR SELECTION ? C
WHAT IS THE MEDIA (1 CH) ? W
SAVED
READY

READY
VALID
EXECUTING CLIST(VALID)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE ACTIVITY NUMBER ? ADF03
WHAT IS THE VALIDATION DATE (MMDDYY) ? 051888
VALIDATION OPTIONS:
A) ALL RECORDS IN THE ACTIVITY
B) ALL RECORDS IN ONE SAMPLE ONLY
C) ALL RECORDS FOR A SINGLE MEDIA
D) ALL RECORDS FOR A PARTICULAR GROUP
WHAT IS YOUR SELECTION ? D
WHAT IS THE GROUP (1 CH) ? M
SAVED
READY

Section 17:

STORET ERROR CHECKING

Use:

The purpose of this process is to check for errors in an activity before its data is submitted to STORET. The user should correct all indicated errors and continue to execute this error checking process until all errors are resolved.

Operational Procedure:

The following procedure may be used to check for errors in an activity:

1. Log on to the IBM under the LAST account. (See the LAST System Manager for the LOG ON Supplement.)

2. At the READY prompt, type:

STOERR <CR>

3. The following question will appear on the screen:

WHAT IS THE FISCAL YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following question will appear on the screen:

WHAT IS THE ACTIVITY NUMBER ?

Enter the five character activity number followed by a carriage return. For example, if the activity number is DLR70, then enter:

DLR70 <CR>

5. The following message will appear on the screen:

SAVED
READY

6. The error report will be sent electronically from RTP to Region VII.

SAMPLE RUN:

READY
STOERR
EXECUTING CLIST(STOERR)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE ACTIVITY NUMBER ? ADF03
SAVED
READY

STORET ERROR REPORT
FOR ACTIVITY
109E5
FY-67
12/04/87 10:02:44

DUPLICATES IN INFORMATION FILE:

OTHER INFORMATION FILE ERRORS:

THESE RECORDS WILL NOT GO TO STORET:

001 TP54VR0.060	U00120287- NOT DEFINED IN STORET
001 TP55VR0.060	U00120287- NOT DEFINED IN STORET
002 TP54VR0.020	U00120287- NOT DEFINED IN STORET
002 TP55VR0.020	U00120287- NOT DEFINED IN STORET
003 TP54VR0.100	U00120287- NOT DEFINED IN STORET
003 TP55VR0.100	U00120287- NOT DEFINED IN STORET
004 TP54VR0.100	U00120287- NOT DEFINED IN STORET
004 TP55VR0.100	U00120287- NOT DEFINED IN STORET
005 TP54VR0.020	U00120287- NOT DEFINED IN STORET
005 TP55VR0.020	U00120287- NOT DEFINED IN STORET
006 TP54VR0.100	U00120287- NOT DEFINED IN STORET
006 TP55VR0.100	U00120287- NOT DEFINED IN STORET
007 TP54VR0.100	U00120287- NOT DEFINED IN STORET
007 TP55VR0.100	U00120287- NOT DEFINED IN STORET
008 TP54VR0.060	U00120287- NOT DEFINED IN STORET
008 TP55VR0.060	U00120287- NOT DEFINED IN STORET
009 TP54VR0.100	U00120287- NOT DEFINED IN STORET
009 TP55VR0.100	U00120287- NOT DEFINED IN STORET
010 TP54VR0.100	U00120287- NOT DEFINED IN STORET
010 TP55VR0.100	U00120287- NOT DEFINED IN STORET
011 TP54VR0.060	U00120287- NOT DEFINED IN STORET
011 TP55VR0.060	U00120287- NOT DEFINED IN STORET
012 TP54VR0.060	U00120287- NOT DEFINED IN STORET
012 TP55VR0.060	U00120287- NOT DEFINED IN STORET
013 TP54VR0.060	U00120287- NOT DEFINED IN STORET
013 TP55VR0.060	U00120287- NOT DEFINED IN STORET
014 TP54VR0.060	U00120287- NOT DEFINED IN STORET
014 TP55VR0.060	U00120287- NOT DEFINED IN STORET
015 TP54VR0.060	U00120287- NOT DEFINED IN STORET
015 TP55VR0.060	U00120287- NOT DEFINED IN STORET
016 TP54VR0.100	U00120287- NOT DEFINED IN STORET
016 TP55VR0.100	U00120287- NOT DEFINED IN STORET
017 TP54VR0.100	U00120287- NOT DEFINED IN STORET
017 TP55VR0.100	U00120287- NOT DEFINED IN STORET
018 TP54VR0.060	U00120287- NOT DEFINED IN STORET
018 TP55VR0.060	U00120287- NOT DEFINED IN STORET
019 TP54VR0.060	U00120287- NOT DEFINED IN STORET
019 TP55VR0.060	U00120287- NOT DEFINED IN STORET
020 TP54VR0.060	U00120287- NOT DEFINED IN STORET
020 TP55VR0.060	U00120287- NOT DEFINED IN STORET
021 TP54VR0.060	U00120287- NOT DEFINED IN STORET
021 TP55VR0.060	U00120287- NOT DEFINED IN STORET

Section 18: TRANSFER DATA TO STORET

Use:

The purpose of this process is to format data to be submitted to STORET. After submission, the user should notify the STORET coordinator.

Operational Procedure:

The following procedure may be used to format data in an activity for submission to STORET.

1. Log on to the IBM under the LAST account. (See the LAST System Manager for the LOG ON Supplement.)
2. At the READY prompt, type:

STORET <CR>

3. The following question will appear on the screen:

WHAT IS THE FISCAL YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following question will appear on the screen:

WHAT IS THE ACTIVITY NUMBER ?

Enter the five character activity number followed by a carriage return. For example, if the activity number is DLR70, then enter:

DLR70 <CR>

5. The following question will appear on the screen:

WHAT IS THE PASSWORD ?

Enter the three character password followed by a carriage return. For example, if the password is 999, then enter:

999 <CR>

6. The following message will appear on the screen:

SAVED
READY

7. Notify the STORET coordinator.

SAMPLE RUN:

STORET
EXECUTING CLIST(STORET)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE ACTIVITY NUMBER ? ADF03
WHAT IS THE PASSWORD ? 999
SAVED
READY

Uses:

The ACTALL report is used by personnel to identify activities to which they have charged time in a fiscal year.

Operational Procedure:

The following procedure may be used to generate The ACTALL report:

1. Log on to the IBM under The LAST Account (See the LAST Section manager for The LOG ON supplement.)
2. At the READY prompt, type:

ACTALL <CR>

3. The following question will appear on the screen:

EXECUTING CLIST (ACTALL)
WHAT IS THE FISCAL YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following question will appear on the screen:

WHAT IS THE BEGINNING PAY PERIOD (EX: 01) ?

Enter the two digits for the first pay period for which you wish information followed by a carriage return. For example, if you wish a report for data beginning with pay period 3, then enter:

03 <CR>

5. The following question will appear on the screen:

WHAT IS THE ENDING PAY PERIOD (EX: 03) ?

Enter the two digits for the final pay period for which you wish information followed by a carriage return. For example, if you wish a request for data up through pay period 7 then enter:

07 <CR>

6. The following message will appear on the screen:

SAVED
READY

7. The report will be sent electronically from RTP to region VII.

SAMPLE RUN:

READY
ACTALL
EXECUTING CLIST (ACTALL)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE BEGINNING PAY PERIOD (EX: 01) ? 01
WHAT IS THE ENDING PAY PERIOD (EX: 03) ? 05
SAVED
READY

*** RESOURCE TRACKING FOR S & A DIVISION ***

LISTING FOR PROJECTS AND ACTIVITIES

FOR FISCAL YEAR 1988 PERIODS 1 THROUGH 1
DATE: 10/21/87 TIME: 13:29:19

***** DORTH, D.
POSNO: PLQ03

ACTIVITY	DESCRIPTION	PROJECT NUMBER	TIME SPENT
8 ORL04	ENVY WASTE REMOVAL	009	6.00
8 OBL06	COMPLIANCE WITH OSHA REGS	009	2.00
8 OJA07	ANNUAL LEAVE	004	9.00
8 OJM03	STAFF MEETINGS	001	2.00
8 OJM21	NEW EMPLOYEE ORIENTATION	003	3.00
9 OJM23	GENERAL REVIEW OF LITERATURE	003	3.00
8 OJM64	SAFETY TRAINING	008	5.00
8 OJM69	SAFETY PROGRAM COORDINATION	008	27.00
8 OKL32	COMPLIANCE WITH RCRA REGS	009	5.00

Section 20:

ACTIVITY REPORT (A REPORT)

Uses:

The activity (A) report is used to identify all current activities in the system listed by project, decision unit and division. The report is used primarily by supervisors to assign new activity numbers.

Operational Procedure:

The following procedure may be used to generate the Activity Report (A REPORT).

1. Log on to the IBM under the LAST account. (See the LAST system manager for the LOG ON supplement.)
2. At the READY prompt, type:

AREPORT <CR>

3. The following question will appear on the screen:

EXECUTING CLIST (AREPORT)
WHAT IS THE FISCAL YEAR (YY) ?

Enter the last two digits of fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following message will appear on the screen:

SAVED
READY

5. The report will be sent electronically from RTP to region VII.

6. SAMPLE RUN:

READY
AREPORT
EXECUTING CLIST (AREPORT)
WHAT IS THE FISCAL YEAR (YY) ? 88
SAVED
READY

ACTIVITY REPORT FOR ENSV DIVISION
REPORT LISTING DIVISION / DECISION / PROJECTS / AND ACTIVITIES
10/23/87 14:16:00

FISCAL YEAR 19-88

DIVISION: 1 OVERHEAD

DECISION UNIT: 0990 OVERHD PERSONNEL

PROJECT: 001 GEN. MGMT. & SUP.	
2-CJW01 GENERAL SUPERVISION & MGMT.	NONE
8-OJW02 PLANNING AND TRACKING	NONE
8-OJW03 STAFF MEETINGS	NONE
PROJECT: 002 GENERAL CLERICAL	
2-CJW12 FILING	NONE
8-OJW10 GENERAL CLERICAL	NONE
8-OJW14 OTHER	NONE
8-OJW11 RECEPTIONIST / PHONE	NONE
8-OJW13 TRAVEL	NONE
PROJECT: 003 EMPLOYEE TRAINING	
8-OJW20 FORMAL CAREER DEV. COURSES	NONE
8-OJW23 GENERAL REVIEW OF LITERATURE	NONE
8-OJW24 GENERAL TRAINING	NONE
8-OJW21 NEW EMPLOYEE ORIENTATION	NONE
8-CJW22 PROFESSIONAL MEETINGS	NONE
PROJECT: 004 LEAVE	
8-OJAC7 ANNUAL LEAVE	NONE
2-OJH07 HOLIDAY LEAVE	NONE
4-OJ007 OTHER (ADMINISTRATION) LEAVE	NONE
8-OJS07 SICK LEAVE	NONE
PROJECT: 005 EC. & FAC. MAINT.	
8-OWR12 DIVISION COMPUTER MAINTENANCE	ALL
8-OJW40 FACILITY MAINTENANCE	NONE
8-OJW41 GENERAL HOUSEKEEPING	NONE
8-OJW42 GLASSWARE CLEANING	NONE
8-GWR14 HARRIS MAINTENANCE/MANAGEMENT	ALL
8-OJW43 INSTRUMENT MAINTENANCE	NONE
8-GWR10 PC MAINTENANCE	ALL
8-OJW46 PURCHASING/INVENTORY OF SUPP.	NONE
8-OJW45 SHIPPING & RECEIVING	NONE
8-OWR11 TCK MAINTENANCE	ALL
8-OJW44 VEHICLE MAINTENANCE	NONE
PROJECT: 006 GENERAL Q A	
8-OJW51 CUORD. WITH IN REGION VII	ALL
2-ORF02 FY-97 QA REPORT	NONE
8-OJF01 MANAGE REGION VII QA PROGRAM	OTHER
8-ORF03 QA TRACKING	NONE
8-OJW46 STANDARD PREP.	ALL
PROJECT: 007 SUPPORT OTHER DIV.	
8-OJW62 EEO ACTIVITIES	NONE
8-OJW60 FOI REQUESTS	NONE
2-OCL50 IG AUDIT	NONE
8-OJD06 MANAGEMENT OF PROPERTY	OTHER
PROJECT: 008 SAFETY	
8-CJW66 ACCIDENTS & CORREC. ACTIONS	NONE
8-CJW65 MEDICAL MONITORING	NONE
8-OJW69 OTHER SAFETY	NONE
8-OJW63 SAFETY COMMITTEE	NONE
8-OJW67 SAFETY INSPECTIONS	ALL

Section 21: CONTRACTOR ACTIVITY REPORT (CONTRACTOR A REPORT)

Uses:

The contractor activity (A) report is used to identify contractor activities. The contractor activity report and the director's management report for contractors are used by both the EPA project officer and the contractor to track the number of hours that have been charged to each work order in each of the contractors labor categories. Since most contracts have an hourly dollar rate for each labor category, the report is used to track the total dollar costs for each activity or work order. This information is used to confirm the accuracy of invoices.

Operational procedure:

The following procedure may be used to generate the Contractor activity Report (Contractor A Report).

1. LOG ON to the IBM under the LAST account. (See the LAST system manager for The LOG ON supplement)
2. At the READY prompt, type:

CAREPORT <CR>

3. The following question will appear on the screen:

EXECUTING CLIST (CAREPORT)
WHAT IS THE FISCAL YEAR (YY) ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following message will appear on the screen:

SAVED
READY

5. The report will be sent electronically from RTP to region VII.
6. SAMPLE RUN:

READY
CAREPORT
EXECUTING CLIST (CAREPORT)
WHAT IS THE FISCAL YEAR (YY) ? 88
SAVED
READY

REPORT LISTING DIVISION - DECISION / PROJECTS / AND ACTIVITIES FOR CONTRACT DELIVERY ORDER

10/21/87
11:51:45

DECISION UNIT: RCRA ACCT: ?????????? BGT: ?????
 PROJECT: R70 OVERHEAD
 ORC01 SUPERVISION/MGMT - RCRA (C)
 PROJECT: R71 MAINT. EXISTING SOFTWARE
 XXXX1 TEMPORARY
 PROJECT: R72 DEVELOP. NEW SOFTWARE
 XXXX3 TEMPORARY
 PROJECT: R73 GENERAL DATA HANDLING
 ORC01 ROUTINE CLERICAL SUPPORT (C)
 DECISION UNIT: SPFD ACCT: ?????????? BGT: ?????
 PROJECT: S70 OVERHEAD
 OSF01 MANAGEMENT & SUPERVISION (C)
 PROJECT: S71 MAINT. EXISTING SOFTWARE
 MSF01 MAINTAIN LAST SOFTWARE (C)
 MSF02 WIND ROSES (D: 12/1)
 MSF03 AIR MAPPING (D: 1/1)
 PROJECT: S72 DEVELOP. NEW SOFTWARE
 XXXX2 TEMPORARY
 PROJECT: S73 GENERAL DATA HANDLING
 OSF01 GC/MS-IR ANALYTICAL WORK (C)
 OSF02 FMGT REPORT (C)
 OSF03 BUILDING MOUS-MAPS (C)
 OSF04 TENAX METHOD (D: 12/5)
 OSF05 GC/MS-IR-PCB CONGINERS (D:2/1)
 OSF06 AIR ANALYSIS METHOD (D: 4/1)
 OSF07 AMBIENT AIR METHOD (D: 12/1)
 DECISION UNIT: WATR ACCT: 7D5329R002 BGT: 40K
 PROJECT: W70 OVERHEAD
 OWA01 MANAGEMENT & SUPERVISION (C)
 PROJECT: W71 MAINT. EXISTING SOFTWARE
 MVA01 GRAPH WORK STATION MAINT (C)
 MVA02 MAINTAIN LAST SOFTWARE (C)
 MVA03 DATA TO STORET (D: 1/1)
 MVA04 LAST MODIFICATION (D: 11/1)
 MVA05 STRIDES (D: 1/1)
 MVA06 PARS DBASE PROGRAM (D:10/21)
 MVA07 MODIFY DMR REPORT (D: 12/1)
 MVA08 FAN HRS REPORT (D: 4/1)
 PROJECT: W72 DEVELOP. NEW SOFTWARE
 NWA01 FACILITY VIOLATIONS (D:12/1)
 PROJECT: W73 GENERAL DATA HANDLING
 OWA01 ROUTINE DATA ENTRY - LAST (C)
 OWA02 STORET DATA HANDLING (C)
 OWA03 GEN DIST LAST REPORTS (C)
 OWA04 FMGT REPORT (C)
 OWA05 WATER QUALITY MAPS (C)

Section 22:

PROJECT REPORT (P REPORT)

Uses:

The project (P) report is used to identify current projects listed by decision unit and division.

Operational Procedure:

The following procedure may be used to generate the Project Report (P Report).

1. LOG ON to the IBM under the LAST account. (See the LAST system manager for the LOG ON supplement)
2. At the READY prompt type:

PREPORT <CR>

3. The following question will appear on the screen:

EXECUTING CLIST (PREPORT)
WHAT IS THE FISCAL YEAR (YY) ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following message will appear on the screen:

SAVED
READY

5. The report will be sent electronically from RTP to region VII.
6. SAMPLE RUN:

READY
PREPORT
EXECUTING CLIST (PREPORT)
WHAT IS THE FISCAL YEAR (YY) ? 88
SAVED
READY

PROJECT REPORT FOR ENSV DIVISION

REPORT LISTING DIVISION / DECISION / PROJECTS

FOR FISCAL YEAR 88

10/23/87
09:38:28

•DIVISION OVERHEAD

DECISION UNIT: 0996 OVERHD PERSONNEL

PROJECT: 001 GEN. MGMT. & SUP.
PROJECT: 002 GENERAL CLERICAL
PROJECT: 003 EMPLOYEE TRAINING
PROJECT: 004 LEAVE
PROJECT: 005 EQ. & FAC. MAINT.
PROJECT: 006 GENERAL Q A
PROJECT: 007 SUPPORT OTHER DIV.
PROJECT: 008 SAFETY
PROJECT: 009 ENSV COMPLI W/REGULATION
PROJECT: 010 GENERAL DATA PROCESSING
PROJECT: 011 OTHER OVERHEAD

•DIVISION PLANNING & MANAGEMENT

DECISION UNIT: 8207 AGW280 DREDGING/WETLANDS

PROJECT: M01 TECHNICAL SUPPORT NON-SAMPLING
PROJECT: M02 SAMPLING & ANALYTICAL SUPPORT
PROJECT: M03 QUALITY ASSURANCE ACTIVITIES
PROJECT: M04 QUALITY CONTROL ACTIVITIES

•DIVISION ENVIRONMENTAL SERVICES

DECISION UNIT: A235 A23A2F AMBIENT AIR MONITORING

PROJECT: E01 PROGRAM MANAGEMENT
PROJECT: E02 COORDINATE NAMS & SLAMS
PROJECT: E03 SITE EVALUATIONS
PROJECT: E04 SYSTEM AUDITS
PROJECT: E05 MONITOR AUDITS
PROJECT: E06 NETWORK REVIEWS
PROJECT: E07 DATA HANDLING & VALIDATION
PROJECT: E08 DOCUMENT REVIEWS
PROJECT: E09 AIR QUALITY ASSESSMENT REPORTS
PROJECT: E10 TRAINING/STATE & LOCAL PERSONNEL
PROJECT: E11 AIR TOXIC STUDIES
PROJECT: E13 SPECIAL DATA VALIDATION REQUESTS
PROJECT: E14 CRITERIA POLLUTANT MONITORING
PROJECT: E16 OTHER DELIVERABLE PRODUCTS
PROJECT: E17 QUALITY ASSURANCE ACTIVITIES
PROJECT: E18 QUALITY CONTROL ACTIVITIES

DECISION UNIT: 9212 A51820 OIL SPILLS

PROJECT: E30 PROGRAM MANAGEMENT
PROJECT: E33 TRAINING OF OTHERS
PROJECT: E34 SPCC INSPECTIONS
PROJECT: E35 CWA FUNDED OIL CLEANUP BY EPA
PROJECT: E36 ON-SCENE MONIT. RESP. OIL SPILL

DECISION UNIT: 3224 A5302F WATER QUALITY MONITOR.

PROJECT: E40 PROGRAM MANAGEMENT
PROJECT: E41 COMP WATER QUAL ACCESS IN CAT U
PROJECT: E42 OVERVIEW WATER QUAL ACCESS BY S
PROJECT: E43 REVIEW & COMMENT ON STATE LIST
PROJECT: E44 DEV SOP REVIEW OF RIO MONIT BY
PROJECT: E45 COMPLETE TMDL'S & WLA'S
PROJECT: E46 CONDUCT TREND ANALYSES

Uses

The personnel report is reproduction with year-to-date summaries of each employee's time log sheet. This report is used in cost recovery cases and for auditing purposes when it is necessary to establish how an individual employee has charged their time. All salary hours are accounted for in this report including overtime, compensatory time, etc.

Operational Procedure:

The following procedure may be used to generate the Personnel Report:

1. LOG ON to the IBM under the LAST account. (see the LAST system manager for the LOG ON supplement)
2. At the READY prompt, type:

PRSRPT <CR>

3. The following question will appear on the screen:

EXECUTING CLIST (PRSRPT)
WHAT IS THE FISCAL YEAR ?

Enter the last two digits of the fiscal year followed by a carriage retron. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following question will appear on the screen:

WHAT IS THE BEGINNING PAY PERIOD (EX: 01) ?

Enter the two digits of the first pay period for which you want information followed by a carriage return. For example, if you wish information beginning with pay period 1, then enter:

01 <CR>

5. The following question will appear on the screen:

WHAT IS THE ENDING PAY PERIOD. (EX: 03) ?

Enter the two digits of the last pay period for which you wish information followed by a carriage return.

For example, if you wish information for data through pay period 4, then enter:

04 <CR>

6. The following menu will appear on the screen:

DO YOU WISH THE REPORT FOR:
A) ALL POSITIONS
B) ONE POSITION NUMBER

WHAT IS YOUR SELECTION ?

Enter your selection by a carriage return. For example, if you wish the report for all employees, then enter:

A <CR>

7. If your selection in step 6 was option B, then the following question will appear on the screen:

(REPLACE SPACE IN POSITION NUMBER WITH THE LETTER ('Z'))
(I.E. ENTER POSITION NUMBER PT 01 AS PTZ01)
WHAT IS THE ONE POSITION NUMBER ?

Enter the five character position number followed by a carriage return. For example if you wish the report for the employee whose position number is PTA11, then enter:

PTA11 <CR>

8. The following message will appear on the screen:

SAVED
READY

9. The report will be sent electronically from RTP to region V11.

SAMPLE RUN:

READY
PRSRPT
EXECUTING CLIST (PRSRPT)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE BEGINNING PAY PERIOD (EX: 01) ? 01
WHAT IS THE ENDING PAY PERIOD (EX: 03) ? 05
DO YOU WISH THE REPORT FOR:
A) ALL POSITIONS
B) ONE POSITION NUMBER
WHAT IS YOUR SELECTION ? B
(REPLACE SPACE IN POSITION NUMBER WITH THE LETTER 'Z')

(I.E. ENTER POSITION NUMBER PT 01 AS PTZ01)
WHAT IS THE ONE POSITION NUMBER ? PTZ01
SAVED
READY

SAMPLE RUN:

READY
PRSRPT

EXECUTING CLIST (PRSRPT)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE BEGINNING PAY PERIOD (EX: 01) ? 01
WHAT IS THE ENDING PAY PERIOD (EX: 03) ? 27
DO YOU WISH THE REPORT FOR:
A) ALL POSITIONS
B) ONE POSITION NUMBER
WHAT IS YOUR SELECTION ? A
SAVED
READY

P E R S O N N E L R E P O R T
FOR PAY PERIODS 1 THROUGH 2 OF FY-88
11/03/97 09:41:22

*** POSITION NUMBER: PTA10 NAME: WANDTKE, J.

PAY PERIOD 01	ACTIVITY NUMBER	ACTIVITY DESCRIPTION	HOURS
	7-EWR44	4Q FY87 NAMS/SLAMS 2Q 87 KS	6.00
	7-EWR45	4Q FY87 NAMS/SLAMS 2Q 87 MD	6.00
	8-EWR01	NAMS/SLAMS GENERAL MAINTENANCE	5.00
	9-EWR11	PARS	7.00
	9-OJA07	ANNUAL LEAVE	5.00
	8-OJW03	STAFF MEETINGS	5.00
	8-OWR03	LAB COMPUTER SUPPORT	2.00
	8-OWR10	PC MAINTENANCE	3.00
	8-OWR11	TEK MAINTENANCE	6.00
	8-OWR14	HARRIS MAINTENANCE/MANAGEMENT	8.00
TOTAL HOURS FOR PAY PERIOD 01 :			53.00

PAY PERIOD 02	ACTIVITY NUMBER	ACTIVITY DESCRIPTION	HOURS
	7-EWR44	4Q FY87 NAMS/SLAMS 2Q 87 KS	4.00
	7-EWR46	4Q FY87 NAMS/SLAMS 2Q 87 NE	6.00
	8-EWR06	STATE MONITORING COORD MTGS	9.00
	8-EWR01	NAMS/SLAMS GENERAL MAINTENANCE	4.00
	8-EWR11	PARS	4.00
	8-OJA07	ANNUAL LEAVE	2.00
	8-OJW07	HOLIDAY LEAVE	9.00
	8-OJW07	OTHER (ADMINISTRATION) LEAVE	4.00
	8-OWR06	DATP SUPPORT	4.00
	8-OWR10	PC MAINTENANCE	15.00
	8-OWR11	TEK MAINTENANCE	3.00
	9-OWR13	DIVISION COMPUTER MANAGEMENT	3.00
	8-OWR14	HARRIS MAINTENANCE/MANAGEMENT	13.00
TOTAL HOURS FOR PAY PERIOD 02 :			80.00

*** TOTAL HOURS FOR POSITION PTA10 : 133.00

Section 24: CONTRACTOR PERSONNEL REPORT

Uses:

The contractor personnel report is used to check time log sheet data entry of contractors and hours charged by contractors.

Operational Procedure:

The following procedure may be used to generate the Contractor Personnel Report:

1. LOG ON to the IBM under the LAST account. (see the LAST System manager for the LOG ON supplement)

2. At the READY prompt, type:

CPRSRPT <CR>

3. The following question will appear on the screen:

EXECUTING CLIST (CPRSRPT)
WHAT IS THE FISCAL YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following question will appear on the screen

WHAT IS THE BEGINNING PAY PERIOD (EX: 01) ?

Enter the two digits of the first pay period for which you want information followed by a carriage return. For example, if wish information beginning with pay period 1, then enter:

01 <CR>

5. The following questions will appear on the screen:

WHAT IS THE ENDING PAY PERIOD (EX: 03) ?

Enter the two digits of the last pay period for which you wish information followed by a carriage return. For example, if you wish information for data through pay period 4, then enter:

04 <CR>

6. The following menu will appear on the screen:

DO YOU WISH THE REPORT FOR:

A) ALL POSITIONS

B) ONE POSITION NUMBER

WHAT IS YOUR SELECTION ?

Enter your selection followed by a carriage return. For example, if you wish the report for all contractors, then enter:

A <CR>

7. If your selection in step 6 was option B, then the following question will appear on the screen:

WHAT IS THE ONE POSITION NUMBER ?

Enter the five character position number followed by a carriage return. For example, if you wish the report for the contractor whose position number is 8TP03, then enter:

8TP03 <CR>

8. The following message will appear on the screen:

SAVED

READY

9. The report will be sent electronically from RTP to region VII.

SAMPLE RUN:

READY

CPRSRPT

EXECUTING CLIST (CPRSRPT)

WHAT IS THE FISCAL YEAR ? 88

WHAT IS THE BEGINNING PAY PERIOD (EX: 01) ? 01

WHAT IS THE ENDING PAY PERIOD (EX: 03) ? 02

DO YOU WISH THE REPORT FOR:

A) ALL POSITIONS

B) ONE POSITION

WHAT IS YOUR SELECTION ? B

WHAT IS THE ONE POSITION NUMBER ? 8TP03

SAVED

READY

SAMPLE RUN:

READY
CPRSRPT
EXECUTING CLIST (CPRSRPT)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE BEGINNING PAY PERIOD (EX: 01) ? 01
WHAT IS THE ENDING PAY PERIOD (EX: 03) ? 21

DO YOU WISH THE REPORT FOR:
A) ALL POSITIONS
B) ONE POSITION
WHAT IS YOUR SELECTION ? A
SAVED
READY

C O N T R A C T O R P E R S O N N E L R E P O R T
 FGR PAY PERIODS 1 THROUGH 2 OF FY-98
 10/23/97 14:17:29

POSITION NUMBER: 8TP03 INCUMBENT: TOMPKINS, MAGGIE PAY PERIOD: 01

ACTIVITY NUMBER	ACTIVITY DESCRIPTION	HOURS
MSF01	MAINTAIN LAST SOFTWARE (C)	16.00

SUB TOTAL:		16.00

POSITION NUMBER: 8TP03 INCUMBENT: TOMPKINS, MAGGIE PAY PERIOD: 02

ACTIVITY NUMBER	ACTIVITY DESCRIPTION	HOURS
MSF01	MAINTAIN LAST SOFTWARE (C)	39.00
OSF01	MANAGEMENT & SUPERVISION (C)	1.00

SUB TOTAL:		40.00

*** TOTAL HOURS FOR ALL WEEKS: 56.00

*** GRAND TOTAL OF HOURS: 56.00

Section 25: DIRECTOR'S MANAGEMENT REPORT (DMR)

Uses:

The director's management report (DMR) is used to check hours charged to activity numbers and to check FTEs for projects, decision units, and divisions. The directors management report is probably the most useful report from the LAST software system. It provides a summary of the number of hours the employees in each unit (branch) of the organization have charged to each activity (approximately 30% of the total labor for a water compliance sampling inspection is charged by the laboratory branch employees). It also provides a summary of the hours and FTE's charged by the entire division (or other organizational unit) to each activity (the Sunflower Army Ammunition Plant RCRA compliance evaluation inspection), project (all RCRA CEI's) decision unit (D307), client (Hazardous Waste Management Division) and financial management account number. The financial management account number is associated with an activity by the software (superfund site) when needed and with a decision unit when that is appropriate.

The directors management report (DMR) also defines overhead or indirect labor activities and tracks the fraction of labor charged to overhead. Leave is usually the largest part of overhead at approximately 13% of total labor. The DMR is available with the overhead included in the direct labor by the equation:

$$\text{Total Labor} = \text{Factor} \times \text{Direct Labor}$$

or with all labor listed as charged on the employee's time log sheet. The option of including overhead is convenient when total division pricing factors are needed. The report is also available for each subunit (branch and all sections) of a given organization.

Operational Procedure:

The following procedure may be used to generate the Director's Management Report:

1. LOG ON to the IBM under the LAST account (see the LAST system manager for the LOG ON supplement.)
2. At the READY prompt, type :

DMR <CR>

3. The following question will appear on the screen:

EXECUTING CLIST (DMR)
WHAT IS THE FISCAL YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following question will appear on the screen:

WHAT IS THE BEGINNING PAY PERIOD (EX: 01) ?

Enter the two digits for the first pay period for which you want information followed by a carriage return. For example, if you want data from pay period 1 then enter:

01 <CR>

5. The following question will appear on your screen:

WHAT IS THE ENDING PAY PERIOD (EX: 03) ?

Enter the two digits for the last pay period for which you want information followed by a carriage return. For example, if you want data through pay period 4, then enter:

04 <CR>

6. The following question will appear on your screen:

DO YOU WISH THE OVERHEAD FACTOR (Y OR N) ?

Enter either Y (yes) or N (no) followed by a carriage return. For example, if you wish the overhead hours factored into the direct labor hours, then enter:

Y <CR>

7. The following menu will appear on the screen:

DO YOU WISH THE REPORT FOR:

- A) DIVISION REPORT (ALL BRANCHES)
- B) DIRECTORS REPORT
- C) E P AND R BRANCH REPORT
- D) EMCM BRANCH REPORT
- E) LAB BRANCH REPORT

WHAT IS YOUR SELECTION ? A

8. Enter A,B,C,D, OR E followed by a carriage return. For example, if you would like the report for all hours in the division then enter:

A <CR>

9. The following message will appear on the screen:

SAVED
READY

10. The report will be sent electronically from RTP to Region VII.

SAMPLE RUN:

READY
DMR
EXECUTING CLIST (DMR)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE BEGINNING PAY PERIOD (EX: 01) ? 01
WHAT IS THE ENDING PAY PERIOD (EX: 03) ? 06
DO YOU WISH THE OVERHEAD FACTOR (Y OR N) ? Y
DO YOU WISH THE REPORT FOR:

- A) DIVISION REPORT (ALL BRANCHES)
- B) DIRECTORS REPORT
- C) E P AND R BRANCH REPORT
- D) EMCM BRANCH REPORT
- E) LAB BRANCH REPORT

WHAT IS YOUR SELECTION ? A
SAVED
READY

ACTIVITIES REPORT FOR ENSV DIVISION
WITHOUT OVERHEAD
PAY PERIODS 1 THROUGH 2
FY-1988
10/30/87 09:03:26

DIVISION: WATER DIVISION

DECISION UNIT: B230 A56826 MUNICIPAL TREATMENT							
	STATE	DIRECTORS OFFICE	EP & R BRANCH	EMCM BRANCH	LABORATORY BRANCH	TOTAL	FTE'S
PROJECT: W20 PROGRAM MANAGEMENT							
8-WJF29 O & M & 1046 PROG MANG	ALL	0.00	0.00	12.00	0.00	12.00	0.0882
=====							
PROJECT TOTALS:		0.00	0.00	12.00	0.00	12.00	
FTE'S:		0.0000	0.0000	0.0882	0.0000	0.0882	0.0882

	STATE	DIRECTORS OFFICE	EP & R BRANCH	EMCM BRANCH	LABORATORY BRANCH	TOTAL	FTE'S
PROJECT: W21 OVERSIGHT O&M INSPECTIONS							
8-WJF37 O & M SITE TBA	KS	0.00	0.00	0.00	0.00	0.00	0.0000
8-WJF38 O & M SITE TBA	KS	0.00	0.00	0.00	0.00	0.00	0.0000
7-WJF19 RENSON, IOWA	IA	0.00	0.00	7.00	0.00	7.00	0.0515
=====							
PROJECT TOTALS:		0.00	0.00	7.00	0.00	7.00	
FTE'S:		0.0000	0.0000	0.0515	0.0000	0.0515	0.0515

DECISION TOTALS:		0.00	0.00	19.00	0.00	19.00	
FTE'S:		0.0000	0.0000	0.1397	0.0000	0.1397	0.1397

DECISION UNIT: B304 AFEB3A WATER COMPLIANCE							
	STATE	DIRECTORS OFFICE	EP & R BRANCH	EMCM BRANCH	LABORATORY BRANCH	TOTAL	FTE'S
PROJECT: W30 PROGRAM MANAGEMENT							
8-WJ001 IOWA HYGIENIC LAB CCOP.	ALL	0.00	0.00	0.00	0.00	0.00	0.0000
8-WFR50 WATER COMP MANAGEMENT	ALL	0.00	0.00	0.00	0.00	0.00	0.0000
8-WTR52 WATER COMPLIANCE MANAGEMENT	ALL	0.00	0.00	50.00	0.00	50.00	0.3676
=====							
PROJECT TOTALS:		0.00	0.00	50.00	0.00	50.00	
FTE'S:		0.0000	0.0000	0.3676	0.0000	0.3676	0.3676

	STATE	DIRECTORS OFFICE	EP & R BRANCH	EMCM BRANCH	LABORATORY BRANCH	TOTAL	FTE'S
PROJECT: W31 CSI							
8-AAA11 EUNICE'S HOUSE	MS	0.00	0.00	0.00	0.00	0.00	0.0000
8-AAA77 KNIGHT ROAD FELINE PRESERVE	MO	0.00	0.00	0.00	0.00	0.00	0.0000
8-AAA33 MAGGIE'S FARM	MO	0.00	0.00	0.00	0.00	0.00	0.0000
8-WJF34 WARREN'SBURG N.W. WUTP	MO	0.00	0.00	0.00	0.00	0.00	0.0000
=====							

**ACTIVITIES REPORT FOR ENSV DIVISION
DIRECTOR'S OFFICE REPORT
WITHOUT OVERHEAD
PAY PERIODS 1 THROUGH 2
FY-1988
10/30/87 09:03:54**

DIVISION: OVERHEAD

DECISION UNIT: 0996 OVERHD PERSONNEL

	STATE	DIRECTORS OFFICE	TOTAL	FTE'S
PROJECT: 001 GEN. MGMT. & SUP.				
8-OJM01 GENERAL SUPERVISION & MGMT.	NONE	22.00	22.00	0.1618
8-OJM02 PLANNING AND TRACKING	NONE	3.00	3.00	0.0221
8-OJM03 STAFF MEETINGS	NONE	3.00	3.00	0.0221

PROJECT TOTALS:		28.00	28.00	
% INDIRECT LABOR:		3.93%	3.93%	

	STATE	DIRECTORS OFFICE	TOTAL	FTE'S
PROJECT: 002 GENERAL CLERICAL				
8-OJM12 FILING	NONE	2.50	2.50	0.0184
8-OJM10 GENERAL CLERICAL	NONE	61.50	61.50	0.4522
8-OJM14 OTHER	NONE	0.00	0.00	0.0000
8-OJM11 RECEPTIONIST / PHONE	NONE	8.50	8.50	0.0625
8-OJM13 TRAVEL	NONE	9.00	9.00	0.0662

PROJECT TOTALS:		81.50	81.50	
% INDIRECT LABOR:		11.43%	11.43%	

	STATE	DIRECTORS OFFICE	TOTAL	FTE'S
PROJECT: 003 EMPLOYEE TRAINING				
8-OJM20 FORMAL CAREER DEV. COURSES	NONE	0.00	0.00	0.0000
8-OJM23 GENERAL REVIEW OF LITERATURE	NONE	0.00	0.00	0.0000
8-OJM23 GENERAL TRAINING	NONE	30.00	30.00	0.2205
8-OJM21 NEW EMPLOYEE ORIENTATION	NONE	0.00	0.00	0.0000
8-OJM22 PROFESSIONAL MEETINGS	NONE	0.00	0.00	0.0000

PROJECT TOTALS:		30.00	30.00	
% INDIRECT LABOR:		4.21%	4.21%	

	STATE	DIRECTORS OFFICE	TOTAL	FTE'S
PROJECT: 004 LEAVE				
8-OJA07 ANNUAL LEAVE	NONE	61.00	61.00	0.5000
8-OJM07 HOLIDAY LEAVE	NONE	35.00	35.00	0.2574
8-OJOG7 OTHER (ADMINISTRATION) LEAVE	NONE	0.00	0.00	0.0000
8-OJS07 SICK LEAVE	NONE	11.00	11.00	0.0809

ACTIVITIES REPORT FOR ENSV DIVISION
ENCM BRANCH REPORT
WITHOUT OVERHEAD
PAY PERIODS 1 THROUGH 2
FY-1988
10/30/87 09:02:31

 DIVISION: ENVIRONMENTAL SERVICES *

DECISION UNIT: A235 A23A2P AMBIENT AIR MONITORING

	STATE	ENCM BRANCH	AIR MONITORING	RCRA MONITORING	WATER MONITORING	TOTAL	FTE'S
PROJECT: E01 PROGRAM MANAGEMENT							
8-EMR02 AIR QUAL MONIT MGMT	ALL	0.00	47.00	0.00	0.00	47.00	0.3456
4-EMR04 GRANT MGMT & EVALUATION	ALL	0.00	0.00	0.00	0.00	0.00	0.0000
8-ERRO1 SEA GRANT REVIEW	IA	0.00	28.00	0.00	0.00	28.00	0.2059
8-ERRO2 SEA GRANT REVIEW	KS	0.00	12.00	0.00	0.00	12.00	0.0882
8-ERRO3 SEA GRANT REVIEW	MO	0.00	3.00	0.00	0.00	3.00	0.0221
9-ERRO4 SEA GRANT REVIEW	MO	0.00	0.00	0.00	0.00	0.00	0.0000
8-EMR06 STATE MONITORING COORD MTGS	ALL	0.00	149.00	0.00	0.00	149.00	1.0892
=====							
PROJECT TOTALS:		0.00	238.00	0.00	0.00	238.00	
FTE'S:		0.0000	1.7500	0.0000	0.0000	1.7500	1.7500

	STATE	ENCM BRANCH	AIR MONITORING	RCRA MONITORING	WATER MONITORING	TOTAL	FTE'S
PROJECT: E05 MONITOR AUDITS							
8-EKR10 MONIT AUDIT LINN CO	IA	0.00	0.00	0.00	0.00	0.00	0.0000
8-EKR11 MONIT AUDIT LINN O3	IA	0.00	0.00	0.00	0.00	0.00	0.0000
8-EKR08 MONIT AUDIT LINN PM10-1	IA	0.00	0.00	0.00	0.00	0.00	0.0000
8-EKR09 MONIT AUDIT LINN PM10-2	IA	0.00	0.00	0.00	0.00	0.00	0.0000
8-EKR12 MONIT AUDIT LINN SC2	IA	0.00	0.00	0.00	0.00	0.00	0.0000
8-EKR06 MONIT AUDIT LINN TSP-1	IA	0.00	0.00	0.00	0.00	0.00	0.0000
8-EKR07 MONIT AUDIT LINN TSP-2	IA	0.00	0.00	0.00	0.00	0.00	0.0000
8-EKR04 MONIT AUDIT UHL PM10-1	IA	0.00	0.00	0.00	0.00	0.00	0.0000
8-EKR05 MONIT AUDIT UHL PM10-2	IA	0.00	0.00	0.00	0.00	0.00	0.0000
8-EKR02 MONIT AUDIT UHL TSP-1	IA	0.00	0.00	0.00	0.00	0.00	0.0000
8-EKR03 MONIT AUDIT UHL TSP-2	IA	0.00	0.00	0.00	0.00	0.00	0.0000
8-EKR01 MONITOR PERP AUDIT PREP	ALL	0.00	2.00	0.00	0.00	2.00	0.0147
=====							
PROJECT TOTALS:		0.00	2.00	0.00	0.00	2.00	
FTE'S:		0.0000	0.0147	0.0000	0.0000	0.0147	0.0147

	STATE	ENCM BRANCH	AIR MONITORING	RCRA MONITORING	WATER MONITORING	TOTAL	FTE'S
PROJECT: E07 DATA HANDLING & VALIDATION							
8-EWR01 NAMS/SLAMS GENERAL MAINTENANCE	ALL	0.00	9.00	0.00	0.00	9.00	0.0662
9-EWR02 NEDS GENERAL MAINTENANCE	ALL	0.00	0.00	0.00	0.00	0.00	0.0000
8-EWR11 PARS	ALL	0.00	11.00	0.00	0.00	11.00	0.0809
8-EWR47 PROCESS NEDS DATA	IA	0.00	0.00	0.00	0.00	0.00	0.0000
8-EWR43 PROCESS NEDS DATA	KS	0.00	0.00	0.00	0.00	0.00	0.0000
9-EWR49 PROCESS NEDS DATA	MO	0.00	0.00	0.00	0.00	0.00	0.0000

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ACTIVITIES REPORT FOR ENSV DIVISION
EP & R BRANCH REPORT
WITHOUT OVERHEAD
PAY PERIODS 1 THROUGH 2
FY-1985
10/30/87 09:02:03

 DIVISION: OVERHEAD *

DECISION UNIT: 0996 OVERHD PERSONNEL

	STATE	EP & R BRANCH	FIELD REMOVAL	SITE INVESTIGAT	TOTAL	FTE'S
PROJECT: 001 GEN. MGMT. & SUP.						
8-OJW01 GENERAL SUPERVISION & MGMT.	NONE	0.00	14.00	0.00	14.00	0.1029
8-OJW02 PLANNING AND TRACKING	NONE	0.00	0.00	10.00	10.00	0.0735
8-OJW03 STAFF MEETINGS	NONE	0.00	24.00	2.00	26.00	0.1912

PROJECT TOTALS:		0.00	38.00	12.00	50.00	
% INDIRECT LABOR:		0.00%	1.29%	0.41%	1.70%	

	STATE	EP & R BRANCH	FIELD REMOVAL	SITE INVESTIGAT	TOTAL	FTE'S
PROJECT: 002 GENERAL CLERICAL						
8-OJW12 FILING	NONE	0.00	0.00	0.00	0.00	0.0000
8-OJW10 GENERAL CLERICAL	NONE	0.00	0.00	0.00	0.00	0.0000
8-OJW14 OTHER	NONE	0.00	0.00	0.00	0.00	0.0000
8-OJW11 RECEPTIONIST / PHONE	NONE	15.00	0.00	0.00	15.00	0.1103
8-OJW13 TRAVEL	NONE	0.00	0.00	0.00	0.00	0.0000

PROJECT TOTALS:		15.00	0.00	0.00	15.00	
% INDIRECT LABOR:		0.51%	0.00%	0.00%	0.51%	

	STATE	EP & R BRANCH	FIELD REMOVAL	SITE INVESTIGAT	TOTAL	FTE'S
PROJECT: 003 EMPLOYEE TRAINING						
8-OJW20 FORMAL CAREER DEV. COURSES	NONE	0.00	66.00	28.00	96.00	0.7059
8-OJW23 GENERAL REVIEW OF LITERATURE	NONE	0.00	28.00	0.00	28.00	0.2059
8-OJW22 GENERAL TRAINING	NONE	0.00	2.00	18.00	26.00	0.1912
8-OJW21 NEW EMPLOYEE ORIENTATION	NONE	0.00	0.00	0.00	0.00	0.0000
8-OJW22 PROFESSIONAL MEETINGS	NONE	0.00	40.00	4.00	44.00	0.3235

PROJECT TOTALS:		0.00	144.00	50.00	194.00	
% INDIRECT LABOR:		0.00%	4.90%	1.70%	6.60%	

	STATE	EP & R BRANCH	FIELD REMOVAL	SITE INVESTIGAT	TOTAL	FTE'S
PROJECT: 004 LEAVE						
8-OJA07 ANNUAL LEAVE	NONE	33.00	29.00	81.00	143.00	1.0515
8-OJH07 HOLIDAY LEAVE	NONE	38.00	66.00	64.00	168.00	1.2353
8-OJJ07 OTHER (ADMINISTRATION) LEAVE	NONE	2.00	2.00	0.00	4.00	0.0294
8-OJS07 SICK LEAVE	NONE	15.00	20.00	38.00	73.00	0.5368

ACTIVITIES REPORT FOR ENSV DIVISION
LABORATORY BRANCH REPORT
WITHOUT OVERHEAD
PAY PERIODS 1 THROUGH 2
FY-1982
10/30/87 09:02:58

 DIVISION: WASTE MANAGEMENT

DECISION UNIT: D307 ACOD3A RCRA COMPLIANCE

STATE	LABORATORY BRANCH	ANALYTICAL SECTION	CL/QA SECTION	TOTAL	FTE'S
PROJECT: A50 PROGRAM MANAGEMENT					
ALL	5.00	0.00	2.00	7.00	0.0515
ALL	0.00	0.00	0.00	0.00	0.0000
NONE	0.00	0.00	12.00	12.00	0.0892
ALL	0.00	4.00	0.00	4.00	0.0294

PROJECT TOTALS:	5.00	4.00	14.00	23.00	
FTE'S:	0.0368	0.0294	0.1029	0.1691	0.1691

STATE	LABORATORY BRANCH	ANALYTICAL SECTION	CL/QA SECTION	TOTAL	FTE'S
PROJECT: A51 CEI - F, S & L					
MO	0.00	0.00	0.00	0.00	0.0000
KS	0.00	0.00	0.00	0.00	0.0000
NE	0.00	0.00	0.00	0.00	0.0000
IA	0.00	0.00	0.00	0.00	0.0000

PROJECT TOTALS:	0.00	0.00	0.00	0.00	
FTE'S:	0.0000	0.0000	0.0000	0.0000	0.0000

STATE	LABORATORY BRANCH	ANALYTICAL SECTION	CL/QA SECTION	TOTAL	FTE'S
PROJECT: A52 CEI - LD					
IA	0.00	0.00	0.00	0.00	0.0000
IA	0.00	0.00	0.00	0.00	0.0000
IA	0.00	0.00	0.00	0.00	0.0000
KS	0.00	0.00	0.00	0.00	0.0000
IA	0.00	0.00	0.00	0.00	0.0000

PROJECT TOTALS:	0.00	0.00	0.00	0.00	
FTE'S:	0.0000	0.0000	0.0000	0.0000	0.0000

STATE	LABORATORY BRANCH	ANALYTICAL SECTION	CL/QA SECTION	TOTAL	FTE'S
PROJECT: A53 CEI - OTHER TSD					
IA	0.00	0.00	0.00	0.00	0.0000
IA	0.00	0.00	0.00	0.00	0.0000
IA	0.00	0.00	0.00	0.00	0.0000
IA	0.00	0.00	0.00	0.00	0.0000

Section 26: DIRECTOR'S MANAGEMENT REPORT FOR CONTRACTORS

Uses:

The director's management report for contractors is used to check hours charged to activity numbers and the cost of products used by both the EPA project officer and the contractor to track the number of hours that have been charged to each work order in each of the contractors labor categories. Since most contracts have an hourly dollar rate for each labor category the report is also used to track the total dollar cost for each activity or work order. This information is used to confirm the accuracy of invoices.

Operational Procedure:

The following procedure may be used to generate the Director's Management Report for contractors:

1. LOG ON the IBM under the LAST account (see the LAST system manager for the LOG ON supplement)

2. At the READY prompt, type:

CDMR <CR>

3. The following question will appear on your screen:

EXECUTING CLIST (CDMR)
WHAT IS THE FISCAL YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following question will appear on the screen:

WHAT IS THE BEGINNING PAY PERIOD (EX: 01) ?

Enter the two digits for the first pay period for which you want information followed by a carriage return. For example, if you want data from pay period 1 then enter:

01 <CR>

5. The following question will appear on the screen:

WHAT IS THE ENDING PAY PERIOD (EX: 03) ?

Enter the two digits for the last pay period for which you want information followed by a carriage return. For example, if you want data through pay period 8, then enter:

08 <CR>

6. The following question will appear on your screen:

DO YOU WISH DOLLARS PRINTED (Y OR N) ?

Enter either Y (yes) or N (no) followed by a carriage return. For example, if you wish the dollars to be displayed, then enter:

Y <CR>

7. The following message will appear on your screen:

SAVED
READY

8. The report will be sent electronically from RTP to Region VII.

SAMPLE RUN:

READY
CDMR
EXECUTING CLIST (CDMR)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE BEGINNING PAY PERIOD (EX: 01) ? 01
WHAT IS THE ENDING PAY PERIOD (EX: 03) ? 23
DO YOU WISH DOLLARS PRINTED (Y OR N) ? N
SAVED
READY

ACTIVITIES REPORT FOR ENSV DIVISION - CONTRACTORS

PAY PERIOD 1 THROUGH PAY PERIOD 2

10/22/87 15:30:31

 * DIVISION: DEL ORD FOR 28 CONTRACT *

DECISION UNIT: RCRA ACCT: ?????????? BGT: ?????		INFO SPEC	TECH PROJ	MINI SPEC	PROG	PROG ANAL	WORD PROS	CONT CLK	TOTAL
PROJECT: R70 OVERHEAD ORCO1 SUPERVISION/MGMT - RCRA (C)		3.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00
PROJECT TOTALS:		3.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00
PROJECT: R71 MAINT. EXISTING SOFTWARE XXXX1 TEMPORARY		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PROJECT TOTALS:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PROJECT: R72 DEVELOP. NEW SOFTWARE XXXX3 TEMPORARY		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PROJECT TOTALS:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PROJECT: R73 GENERAL DATA HANDLING ORCO1 ROUTINE CLERICAL SUPPORT (C)		0.00	0.00	0.00	0.00	0.00	0.00	15.00	15.00
PROJECT TOTALS:		0.00	0.00	0.00	0.00	0.00	0.00	15.00	15.00
DECISION TOTALS:		3.00	0.00	0.00	0.00	0.00	0.00	15.00	18.00

DECISION UNIT: SPFO ACCT: ?????????? BGT: ?????		INFO SPEC	TECH PROJ	MINI SPEC	PROG	PROG ANAL	WORD PROS	CONT CLK	TOTAL
PROJECT: S70 OVERHEAD OSFO1 MANAGEMENT & SUPERVISION (C)		4.00	1.00	0.00	2.00	0.00	0.00	0.00	7.00
PROJECT TOTALS:		4.00	1.00	0.00	2.00	0.00	0.00	0.00	7.00

Uses:

The charge report is used to identify hours charged to an activity by pay period and the cost of that work. The charge report was designed primarily to provide site cost information for superfund cost recovery activities. The report provides the salary and benefit (employee cost to the agency) costs for each employee for the specific pay periods the employee charged time to the activity. The report is password protected when dollar costs are included.

Operational procedure:

The following procedure may be used to generate a charge report:

1. LOG ON to the IBM under the LAST account. (see the LAST system manager for the LOG ON supplement.)
2. At the READY prompt, type:

CHARGE <CR>
3. The following question will appear on the screen:

EXECUTING CLIST (CHARGE)
WHAT IS THE FISCAL YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following question will appear on your screen:

WHAT IS THE BEGINNING PAY PERIOD (EX: 01) ?

Enter the two digits for pay period for which you want information followed by a carriage return. For example, if you want data from pay period 1, then enter:

01 <CR>

5. The following question will appear on the screen:

WHAT IS THE ENDING PAY PERIOD (EX: 03) ?

Enter the two digits for the last pay period for which you want information followed by a carriage return. For example, if you want data through pay period 4, then enter:

04 <CR>

6. The following question will appear on the screen:

DO YOU WISH THE OVERHEAD FACTOR (Y OR N) ?

Enter either Y (yes) or N (no) followed by a carriage return. For example, if you would like the overhead hours factored into the direct labor hours, then enter:

Y <CR>

7. The following question will appear on the screen:

DO YOU WISH SALARY BENEFIT INFORMATION (Y OR N) ?

Enter either Y (yes) or N (no) followed by a carriage return. For example, if you would like the cost figures to be displayed, then enter:

Y <CR>

8. The following question will appear on the screen:

DO YOU WISH A SINGLE ACTIVITY NUMBER (Y OR N) ?

Enter either Y (yes) or N (no) followed by a carriage return. For example, if you want a report for all activities for the year, then enter:

N <CR>

9. If you entered "Y" on step number 8, then the following question will appear on the screen:

WHAT IS THE ONE ACTIVITY NUMBER ?

Enter the five - character activity number followed by a carriage return.

10. The following message will appear on the screen:

SAVED
READY

11. The report will be sent electronically from RTP to Region VII.

SAMPLE RUN:

READY
CHARGE
EXECUTING CLIST (CHARGE)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE BEGINNING PAY PERIOD (EX: 01) ? 01
WHAT IS THE ENDING PAY PERIOD (EX: 03) ? 07
DO YOU WISH THE OVERHEAD FACTOR (Y OR N) ? N
DO YOU WISH SALARY AND BENEFIT INFORMATION (Y OR N) ? N
DO YOU WISH SINGLE ACTIVITY NUMBER (Y OR N) ? Y
WHAT IS THE ONE ACTIVITY NUMBER ? OJS07
SAVED
READY

SUMMARY OF TIME AND DOLLARS CHARGED TO AN ACTIVITY
WITHOUT OVERHEAD
FOR ENSV PERSONNEL
FOR PAY PERIOD 1 THROUGH 2 OF FY-88
10/30/87 15:22:31

PROJECT NUMBER	ACTIVITY NUMBER	ACTIVITY DESCRIPTION	POSITION NUMBER	NAME	PAY PERIOD	HOURS CHARGED	SALARY AND BENEFIT DOLLARS
E53	8-ECF40	SUN CREEK INTENSIVE SURVEY	PTW04	COWLES, L.	01	7.00	0.00
E53	8-ECF40	SUN CREEK INTENSIVE SURVEY	PTW05	CRISP, N.	01	10.00	0.00
E53	8-ECF40	SUN CREEK INTENSIVE SURVEY	PTW10	REGER, J.	01	16.00	0.00
						-----	-----
TOTAL HOURS AND MONEY FOR WEEK # 01						33.00	0.00

PROJECT NUMBER	ACTIVITY NUMBER	ACTIVITY DESCRIPTION	POSITION NUMBER	NAME	PAY PERIOD	HOURS CHARGED	SALARY AND BENEFIT DOLLARS
E53	8-ECF40	SUN CREEK INTENSIVE SURVEY	PD 05	BRUNE, D.	02	64.00	0.00
E53	8-ECF40	SUN CREEK INTENSIVE SURVEY	PLA07	MCKINNEY, G.	02	24.00	0.00
E53	8-ECF40	SUN CREEK INTENSIVE SURVEY	PLA09	ROBINSON, J.	02	47.00	0.00
E53	8-ECF40	SUN CREEK INTENSIVE SURVEY	PLA12	SIMMONS, V.	02	16.00	0.00
E53	8-ECF40	SUN CREEK INTENSIVE SURVEY	PTW03	BEEMONT, G.	02	21.00	0.00
E53	8-ECF40	SUN CREEK INTENSIVE SURVEY	PTW04	COWLES, L.	02	95.50	0.00
E53	8-ECF40	SUN CREEK INTENSIVE SURVEY	PTW05	CRISP, N.	02	66.00	0.00
E53	8-ECF40	SUN CREEK INTENSIVE SURVEY	PTW08	LAWRENCE, K.	02	54.00	0.00
E53	8-ECF40	SUN CREEK INTENSIVE SURVEY	PTW09	LITTELL, B.	02	26.00	0.00
E53	8-ECF40	SUN CREEK INTENSIVE SURVEY	TLA02	CAPRON, C.	02	9.00	0.00
E53	8-ECF40	SUN CREEK INTENSIVE SURVEY	TTW02	HENRY, W.	02	44.00	0.00
						-----	-----
TOTAL HOURS AND MONEY FOR WEEK # 02						466.50	0.00

**** TOTAL NUMBER OF HOURS FOR ACTIVITY ECF40 IS 499.50
**** TOTAL SALARY AND BENEFIT DOLLARS FOR ECF40 IS 0.00

**** TOTAL NUMBER OF HOURS FOR ALL REQUESTED ACTIVITIES IS 499.50
**** TOTAL SALARY AND BENEFIT DOLLARS FOR ALL REQUESTED ACTIVITIES IS 0.00

Section 28:

CURRENT ACTIVITY REPORT

Uses:

The current activity report is used to list current activities in a fiscal year.

Operational Procedure:

The following procedure may used to generate the current activity report:

1. LOG ON to the IBM under the LAST account (see the LAST system manager for the LOG ON supplement.)

2. At the READY prompt, type:

CURACT <CR>

3. The following question will appear on the screen:

EXECUTING CLIST (CURACT)
WHAT IS THE FISCAL YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988 then enter:

88 <CR>

4. The following message will appear on the screen:

SAVED
READY

5. The report will be sent electronically from RTP to Region VII.

SAMPLE RUN:

READY
CURACT
EXECUTING CLIST (CURACT)
WHAT IS THE FISCAL YEAR ? 88
SAVED
READY

LIST OF CURRENT ACTIVITIES FOR FY-88 10/21/87

AAA11	EMR04	EMR06	GK302	OJW23	SER06	SSF64	WTR52	XXXXX
AAA22	EMR05	EMR04	GK403	OJW29	SHR07	TK9C0	XXXXX	XXXXX
AAA33	EMR06	EMR11	GK304	OJW40	SHR09	TK9C1	XXXXX	XXXXX
ACL79	EJF10	EMR31	GK401	OJW41	SHR09	T0949	XXXXX	XXXXX
ACL19	EJF11	EMR32	GK402	OJW42	SHR10	T097J	XXXXX	XXXXX
ADF11	EJR01	EMR33	GK403	OJW43	SHR11	WBL01	XXXXX	XXXXX
AFR40	EJR02	EMR34	K094H	OJW44	SAR12	WBN01	XXXXX	XXXXX
AKJ3K	EJR03	EMR35	K0A9J	OJW45	SAR13	WBN04	XXXXX	XXXXX
APF60	EKR01	EMR36	NOP9K	OJW46	SGF01	WBN05	XXXXX	XXXXX
APF61	EKR02	EMR37	NOPM9	OJW48	SGF02	WCF50	XXXXX	XXXXX
APF62	EKR03	EMR38	NOP5A	OJW51	SGF03	WCF51	XXXXX	XXXXX
ARP03	EKR04	EMR39	NOP6D	OJW60	SGF09	WCF52	XXXXX	XXXXX
ARP04	EKR05	EMR40	NOP6A	OJW62	SGF13	WCF53	XXXXX	XXXXX
ARP05	EKR06	EMR41	NOP8G	OJW63	SGF19	WCF54	XXXXX	XXXXX
ARP06	EKR07	EMR42	NOP1P	OJW64	SGF23	WCF55	XXXXX	XXXXX
ARP07	EKR08	EMR43	NOP3J	OJW65	SHR01	WEF60	XXXXX	XXXXX
ATF01	EKR09	EMR44	NOP4J	OJW66	SHR02	WEF61	XXXXX	XXXXX
ATF02	EKR10	EMR45	OBFO1	OJW67	SHR03	WEF62	XXXXX	
ATF03	EKR11	EMR46	OBFO2	OJW68	SJD01	WEF63	XXXXX	
ATF04	EKR12	EMR47	OBFO3	OJW69	SJD02	WEF64	XXXXX	
ATF97	ELR13	EMR48	OBLO4	OJW93	SKL92	WEF65	XXXXX	
ATF98	ELF01	EMR49	OBLO6	OKL32	SKM09	WEF66	XXXXX	
ATF99	ELR11	EMR50	OBNO2	OKL34	SMR34	WEF67	XXXXX	
AUF47	ELR12	GBL02	OBNO3	OWR01	SMR35	WEF68	XXXXX	
AUF48	ELR13	GBL40	OCL50	OWR02	SMR36	WEF69	XXXXX	
AUF13	ELR14	GKU01	OFRO1	OWR03	SMR37	WEF71	XXXXX	
AUF14	ELR17	GKU03	OFRO2	OWR04	SMR38	WEF84	XXXXX	
AUF15	ELR26	GKU05	OFRO3	OWR05	SMR39	WEF85	XXXXX	
AUF16	ELR27	GKU06	OFRO4	OWR06	SMR40	WJ001	XXXXX	
AUF17	ELR28	GKU07	OJA07	OWR10	SMR41	WJF29	XXXXX	
AUF18	ELR29	GKU09	OJD01	OWR11	SMR42	WJF30	XXXXX	
AUF19	ELR30	GKU09	OJD02	OWR12	SMR43	WJF31	XXXXX	
AUF20	ELR31	GKU10	OJD03	OWR13	SMR44	WJF32	XXXXX	
AUF21	ELR32	GK701	OJD04	OWR14	SMR45	WJF33	XXXXX	
AUF22	ELR33	GK702	OJD05	OWR21	SMR46	WJF34	XXXXX	
AUF23	ERR01	GK703	OJD06	QAB01	SMR47	WJF37	XXXXX	
AUF24	ERR02	GK704	OJH07	QAB02	SMR48	WJF38	XXXXX	
AUF25	ERR03	GK705	OJC07	QAB03	SSF01	WLF30	XXXXX	
ECF40	ERR04	GK706	CJS07	QA904	SSF02	WLF31	XXXXX	
ECR40	ERR41	GK707	OJW01	QA905	SSF03	WRJ10	XXXXX	
ECR60	ERR09	GK708	OJW02	QAC06	SSF04	WRJ11	XXXXX	
ECR61	ETR51	GK709	OJW03	QAD02	SSF05	WRJ12	XXXXX	
ECR62	ETR52	GK710	CJW10	QAD03	SSF06	WRJ13	XXXXX	
ECR63	ETR70	GK725	CJW11	QAD05	SSF07	WRJ14	XXXXX	
ECR64	ETR75	GK726	OJW12	RU9HP	SSF09	WRJ15	XXXXX	
ECR65	EW201	GK727	OJW13	SBR01	SSF09	WRJ16	XXXXX	
ECR66	EW202	GK728	CJW14	SBR02	SSF10	WRJ17	XXXXX	
ECW01	EW203	GK729	OJW20	SBR03	SSF11	WRJ18	XXXXX	
SFR10	EW204	GK730	OJW21	SBR04	SSF12	WRJ19	XXXXX	
EMR02	EW205	GK801	CJW22	SBR05	SSF35	WRJ20	XXXXX	

TOTAL NUMBER OF ACTIVITIES IS- 417

Section 29: **SALARY RATE REPORT**

Uses:

The salary rate report is used to check salary and benefit rates.

Note:

Only authorized people may obtain this report. Some data (social security numbers and names for example) have been deleted from this example.

Operational procedure:

The following procedure may be used to generate the salary rate report:

1. LOG ON to the IBM under the LAST account. (see the LAST system manager for the LOG ON supplement.)

2. At the READY prompt, type:

SALDIS <CR>

3. The following question will appear on the screen:

EXECUTING CLIST (SALDIS)
WHAT IS THE FISCAL YEAR ?

Enter the last two digits of the fiscal year followed by carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following message will appear on the screen:

SAVED
READY

5. The report will be sent electronically from RTP to Region VII.

SAMPLE RUN:

READY
SALDIS
EXECUTING CLIST (SALDIS)
WHAT IS THE FISCAL YEAR ? 88
SAVED
READY

16/23/87 09.36.41 AM

NAME:		POSITION NO.:		PE 03	SS NO.		ACCOUNT #: BTGB07M400			
1= 00.0000	2= 00.0000	3= 00.0000	4= 00.0000	5= 00.0000	6= 00.0000	7= 00.0000	8= 00.0000	9= 00.0000	10= 00.0000	
11= 00.0000	12= 00.0000	13= 00.0000	14= 00.0000	15= 00.0000	16= 00.0000	17= 00.0000	18= 00.0000	19= 00.0000	20= 00.0000	
21= 00.0000	22= 00.0000	23= 00.0000	24= 00.0000	25= 00.0000	26= 00.0000	27= 00.0000	28= 00.0000			

Section 30:

TIME USE REPORT

Uses:

The time use report is used to display FTEs. The Superfund regulations require that an employee charged (fixed account) to that program spend at least half of his time doing superfund work. The time use report is a summary by employee, listing the time each employee charges to superfund (direct labor), non superfund (direct labor) and overhead.

Operational Procedure:

The following procedure may be used to generate the Time Use report:

1. LOG ON to the IBM under the LAST account. (see the LAST system manager for the LOG ON supplement.)
2. At the READY prompt, type:

TIMEUSE <CR>
3. The following question will appear on the screen:

EXECUTING CLIST (TIMEUSE)
WHAT IS THE FISCAL YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following question will appear on the screen:

WHAT IS THE BEGINNING PAY PERIOD (EX: 01) ?

Enter the two digit for the first pay period for which you want information followed by a carriage return. For example, if you wish the report to start with data from pay period 1, then enter:

01 <CR>

5. The following question will appear on the screen:

WHAT IS THE ENDING PAY PERIOD (EX: 03) ?

Enter the two digits for the last pay period for which you want information followed by a carriage return. For example, if you want data through pay period 7, then enter:

07 <CR>

6. The following menu will appear on the screen:

DO YOU WISH THE REPORT FOR:

A) ALL POSITIONS

B) ONE POSITION NUMBER

WHAT IS YOUR SELECTION ?

Enter either A or B followed by a carriage return. For example, if you wish the report to display the time used by all employees, then enter:

A <CR>

7. If the selection on step 6 was B, then the following question will appear on the screen:

(REPLACE SPACE IN POSITION NUMBER WITH THE LETTER 'Z')

(I.E. ENTER POSITION NUMBER PT 01 AS PTZ01)

WHAT IS THE ONE POSITION NUMBER ?

Enter the five character position number followed by a carriage return. For example, if you wish a report of the time used by one employee whose position number is PTA11, then enter:

PTA11 <CR>

8. The following message will appear on the screen:

SAVED

READY

9. The report will be sent electronically from RTP to Region VII.

SAMPLE RUN:

READY
TIMEUSE
EXECUTING CLIST (TIMEUSE)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE BEGINNING PAY PERIOD (EX: 01) ? 01
WHAT IS THE ENDING PAY PERIOD (EX: 03) ? 05
DO YOU WISH THE REPORT FOR:
A) ALL POSITIONS
B) ONE POSITION NUMBER
WHAT IS YOUR SELECTION ? B
(REPLACE SPACE IN POSITION NUMBER WITH THE LETTER 'Z')
(I.E. ENTER POSITION NUMBER PT 01 AS PTZ01)
WHAT IS THE ONE POSITION NUMBER ? PTA11
SAVED
READY

RESOURCE TRACKING AND EVALUATION OF TIME USE
FOR PAY PERIOD 1 THROUGH 2 OF FY-83
10/23/87 14:22:06

PT 04 HUDSON, J.

PROJECT NUMBER	PROJECT DESCRIPTION	WORK HOURS	% OF TOTAL	WORK YEARS TO DATE	PROJECTED WORK YEAR
A31	REMOVALS SITE SPECIFIC	14.00	22.521	0.0067	0.1029
E11	AIR TOXIC STUDIES	5.00	7.065	0.0024	0.0369
C04	LEAVE	1.00	1.613	0.0005	0.0074
S21	TSCA ACTIVITIES	4.00	6.452	0.0019	0.0294
025	SUPERFUND GENERAL OVERHEAD	38.00	61.290	0.0161	0.2794
		-----	-----	-----	-----
		62.00	100.000	0.0296	0.4559

SUBTOTALS:		WORK HOURS	% OF TOTAL	WORK YEARS TO DATE	PROJECTED WORK YEAR
OVERHEAD		1.00	1.613	0.0005	0.0074
SUPERFUND		52.00	93.871	0.0248	0.3824
OTHER DIRECT LABOR		9.00	14.516	0.0043	0.0662
		-----	-----	-----	-----
		62.00	100.000	0.0296	0.4559

INTRODUCTION

MINI-LAST is a scaled-down version of LAST on the IBM 3090. Many of the routines are similar to LAST on the IBM. Throughout this section references will be made to other sections of the LAST user guide. MINI-LAST is designed to be used on a portable IBM-compatible PC for field operations. A modem must be connected to the PC and the communications package XTALK must be installed on the PC for uploading and downloading of files. The data base manager DBASE III+ must also be installed on the PC for MINI-LAST to function.

The user must have a valid user id, password, and fimas id for the IBM 3090 mainframe.

The procedure for starting the MINI-LAST system is as follows:

1. Select F1 from the EPA main menu. This will initialize the DBASE system.
2. Press the CR key when asked to.
3. At the dot prompt, type
 SET DEFAULT TO C: followed by a CR
 !CD \MLAST followed by a CR
 DO MLAST followed by a CR
4. You will be asked for the floppy disk drive designator that your activity data files reside on. (A or B)
5. The main menu similar to the one below will appear. Entering a 'X' at the main menu will allow you to exit the MINI-LAST system.

There are 7 options available to the user and they are:

- A) Upload files for an activity
 - B) Download files for an activity
 - C) Define and edit samples
 - D) Add/Delete parameters and groups
 - E) Generate Analysis Request Report
 - F) Generate Fieldsheets, Tags, or Labels
 - G) Print Fieldsheets, Tags, Labels, or Analysis Request Report
6. Entering the letter 'X' at the main menu will allow the user to exit the MINI-LAST system. Type: QUIT followed by a CR to return to the EPA menu.

Upload Files for an Activity

This routine will transfer files from PC to IBM 3090.

1. Choose the letter 'A' from the main menu. A menu requesting Fiscal Year, Activity Number, User ID, Password, and Fimas ID will appear.
2. Enter the Fiscal Year.
3. Enter the Activity Number.
4. Enter your IBM 3090 user id.
5. Enter your IBM 3090 password. Press CR.
6. Enter your Fimas ID.

If the files for that activity do not exist on the PC, the routine will return to its beginning.

It will take some time for the files to be uploaded.
Please be patient.

7. To exit this routine, enter '**' for the Fiscal Year.

Download Files for an Activity

This routine will transfer files from IBM 3090 to PC.

1. Choose the letter 'B' from the main menu. A menu requesting Fiscal Year, Activity Number, User ID, and Password.
2. Enter the Fiscal Year.
3. Enter the Activity Number.
4. Enter your IBM 3090 user id.
5. Enter your IBM 3090 password. Press CR.
6. Enter your Fimas ID.

If the files for that activity exist on the PC, the routine will ask the user whether or not to continue.

It will take some time for the files to be downloaded.
Please be patient.

7. To exit this routine, enter '**' for the Fiscal Year.

Define and Edit Sample

Choose the letter 'C' from the main menu. Consult the LAST user guide for operation of this routine. (SECTION 13 of LAST users guide)

The PgDn key is used to exit a screen in this routine.

Add/Delete Parameter and Groups

Choose the letter 'D' from the main menu. Consult the LAST user guide for operation of this routine. (SECTION 13 of LAST users guide)

The PgDn key is used to exit a screen in this routine.

Analysis Request Report

Choose the letter 'E' from the main menu. Consult the LAST user guide for operation of this routine. (SECTION 4 of LAST users guide)

Generate Fieldsheets, Tags, or Labels

1. Choose the letter 'F' from the main menu. A menu requesting Fiscal Year, Activity Number, and output format (fieldsheets, tags, or labels).
2. Enter the Fiscal Year.
3. Enter the Activity Number.
4. Enter 'A', 'B', or 'C' to choose Fieldsheets, Tags, or Labels.
5. A new screen appears requesting number of samples, sample numbers, and quality control codes.
6. Enter 'A', 'B', or 'C' to choose all samples, a range of samples, or one sample.
7. If 'B' was chosen, Enter the beginning and ending sample numbers.
8. If 'C' was chosen, Enter the sample number desired and the Quality Control Code.

9. Press CR to have your selection processed.

The routine will then generate all output and place it in a file for printing by the hard copy routine.

10. To exit this routine, enter '**' for the Fiscal Year.

Print Fieldsheets, Tags, Labels, or
Analysis Request Reports

1. Choose the letter 'G' from the main menu. A menu requesting Fiscal Year, Activity Number, and output choice (fieldsheets, tags, labels, or analysis request report).
2. Enter the Fiscal Year.
3. Enter the Activity Number.
4. Enter 'A', 'B', 'C', or 'D' to choose Fieldsheets, Tags, Labels, or Analysis Request Report.
5. If 'B' was chosen, put the tag paper in the printer and press CR to continue.

The paper needed is:
one-up tags
8 1/2 x 11 paper

Printer needed:
- A printer that can do compressed print is necessary for the Analysis Request Report
- For other reports any printer can work.

6. To exit this routine, enter '**' for the Fiscal Year.

Section 32: ARCHIVE QUALITY CONTROL DATA

Contents:

The quality control data files are a set of files for storing quality control data. The data are stored by method-group-parameter, quality control audit code and the activity start (sampling usually) date. For most methods, we save the most recent 30 values for each method and audit combination. Therefore the files contain approximately (2500 Methods x 13 QC Audit Codes x 30 Values) 975000 six digit (000.000) numbers. The data are used to estimate the reliability of reported environmental data.

Operational Procedure:

The following procedure may be used to archive valid quality control data for an activity to all of The appropriate Quality Control files:

1. LOG ON to the IBM under the LAST account. (See The LAST system manager for the LOG ON Supplement.)
2. At the READY prompt, type:

 QCARCH <CR>
3. The following question will appear on the screen:

 EXECUTING CLIST (QCARCH)
 WHAT IS THE FISCAL YEAR ?

Enter the last two digits of the fiscal year followed by a carriage return. For example, if the fiscal year is 1988, then enter:

88 <CR>

4. The following question will appear on the screen:

 WHAT IS THE ACTIVITY NUMBER ?

Enter the five-character activity number followed by a carriage return. For example if you wish to archive the activity whose number is ECR40, then enter:

ERC40 <CR>

5. The following message will appear on the screen:

SAVED
READY

6. A report of archive processing will be sent electronically from RTP to Region VII.

SAMPLE RUN:

READY
QCARCH
EXECUTING CLIST (QCARCH)
WHAT IS THE FISCAL YEAR ? 88
WHAT IS THE ACTIVITY NUMBER ? ECF40
SAVED
READY

ARCHIVAL PROCESSING FOR FISCAL YEAR 1987 ACTIVITY AAASO DATED 11/03/87 06:15:53:

***** NOT ARCHIVED *****	001AWM011.0	U	001CWM013.0	INVALID DETECTION ID.
***** NOT ARCHIVED *****	001DWM074.0	U	001 WMO70.0	INVALID DETECTION ID.
***** NOT ARCHIVED *****	001EWM065.0	U	001LWM0612.0	INVALID DETECTION ID.
FIELD BLANK (F) ARCHIVED TO WMO5.FB FOR SAMPLE 001.				
***** NOT ARCHIVED *****	001GWM037.0	U	001HWM033.0	INVALID DETECTION ID ON G RECORD.
LAB BLANK (M) ARCHIVED TO WMO4.LB FOR SAMPLE 001.				
***** NOT ARCHIVED *****	001PWM0216.0	U	001TWM0220.0	INVALID DETECTION ID ON P RECORD.
***** NOT ARCHIVED *****	003AWM011.0	J	003CWM013.0	INVALID DETECTION ID.
***** NOT ARCHIVED *****	003DWM074.0	J	003 WMO70.0	INVALID DETECTION ID.
***** NOT ARCHIVED *****	003EWM065.0	J	003LWM0612.0	INVALID DETECTION ID.
FIELD BLANK (F) ARCHIVED TO WMO5.FB FOR SAMPLE 003.				
***** NOT ARCHIVED *****	003GWM037.0	J	003HWM033.0	INVALID DETECTION ID ON G RECORD.
LAB BLANK (M) ARCHIVED TO WMO4.LB FOR SAMPLE 003.				
***** NOT ARCHIVED *****	003PWM0216.0	J	003TWM0220.0	INVALID DETECTION ID ON P RECORD.
***** NOT ARCHIVED *****	004AWM011.0	M	004CWM013.0	INVALID DETECTION ID.
***** NOT ARCHIVED *****	004DWM074.0	M	004 WMO70.0	INVALID DETECTION ID.
***** NOT ARCHIVED *****	004EWM065.0	M	004LWM0612.0	INVALID DETECTION ID.
FIELD BLANK (F) ARCHIVED TO WMO5.FB FOR SAMPLE 004.				
***** NOT ARCHIVED *****	004GWM037.0	M	004HWM033.0	INVALID DETECTION ID ON G RECORD.
LAB BLANK (M) ARCHIVED TO WMO4.LB FOR SAMPLE 004.				
***** NOT ARCHIVED *****	004PWM026.0	M	004TWM020.0	INVALID DETECTION ID ON P RECORD.
***** NOT ARCHIVED *****	005AWM011.0	U	005CWM013.0	INVALID DETECTION ID.
***** NOT ARCHIVED *****	005DWM074.0	U	005 WMO70.0	INVALID DETECTION ID.
***** NOT ARCHIVED *****	005EWM065.0	U	005LWM0612.0	INVALID DETECTION ID.
FIELD BLANK (F) ARCHIVED TO WMO5.FB FOR SAMPLE 005.				
METHOD STANDARD (G,H) ARCHIVED TO WMO3.MS FOR SAMPLE 005.				
LAB BLANK (M) ARCHIVED TO WMO4.LB FOR SAMPLE 005.				
PERFORMANCE SAMPLE (P,T) ARCHIVED TO WMO2.PS FOR SAMPLE 005.				
***** NOT ARCHIVED *****	006AWM011.0	NO MATCHING RECORD WITH QC CODE=C WAS FOUND.		
***** NOT ARCHIVED *****	006DWM074.0	NO MATCHING RECORD WITH QC CODE=BLANK WAS FOUND.		
***** NOT ARCHIVED *****	006EWM065.0	NO MATCHING RECORD WITH QC CODE=L WAS FOUND.		
FIELD BLANK (F) ARCHIVED TO WMO5.FB FOR SAMPLE 006.				
***** NOT ARCHIVED *****	006GWM037.0	NO MATCHING RECORD WITH QC CODE=H WAS FOUND.		
LAB BLANK (M) ARCHIVED TO WMO4.LB FOR SAMPLE 006.				
***** NOT ARCHIVED *****	006PWM0216.0	NO MATCHING RECORD WITH QC CODE=T WAS FOUND.		
***** NOT ARCHIVED *****	007AWM011.0	J	007CWM013.0	INVALID DETECTION ID.
***** NOT ARCHIVED *****	007DWM074.0	J	007 WMO70.0	INVALID DETECTION ID.
***** NOT ARCHIVED *****	007EWM065.0	J	007LWM0612.0	INVALID DETECTION ID.
FIELD BLANK (F) ARCHIVED TO WMO5.FB FOR SAMPLE 007.				
METHOD STANDARD (G,H) ARCHIVED TO WMO3.MS FOR SAMPLE 007.				
LAB BLANK (M) ARCHIVED TO WMO4.LB FOR SAMPLE 007.				
PERFORMANCE SAMPLE (P,T) ARCHIVED TO WMO2.PS FOR SAMPLE 007.				
***** NOT ARCHIVED *****	008AWM011.0	M	008CWM013.0	INVALID DETECTION ID.
***** NOT ARCHIVED *****	008DWM074.0	M	008 WMO70.0	INVALID DETECTION ID.
***** NOT ARCHIVED *****	008EWM065.0	M	008LWM0612.0	INVALID DETECTION ID.
FIELD BLANK (F) ARCHIVED TO WMO5.FB FOR SAMPLE 008.				
METHOD STANDARD (G,H) ARCHIVED TO WMO3.MS FOR SAMPLE 008.				
LAB BLANK (M) ARCHIVED TO WMO4.LB FOR SAMPLE 008.				
PERFORMANCE SAMPLE (P,T) ARCHIVED TO WMO2.PS FOR SAMPLE 008.				
***** NOT ARCHIVED *****	009AWM011.0	NO MATCHING RECORD WITH QC CODE=C WAS FOUND.		
***** NOT ARCHIVED *****	009DWM074.0	NO MATCHING RECORD WITH QC CODE=BLANK WAS FOUND.		
***** NOT ARCHIVED *****	009EWM065.0	NO MATCHING RECORD WITH QC CODE=L WAS FOUND.		
FIELD BLANK (F) ARCHIVED TO WMO5.FB FOR SAMPLE 009.				

***** NOT ARCHIVED ***** 0096WM037.0 NO MATCHING RECORD WITH QC CODE=N WAS FOUND.
 LAB BLANK (M) ARCHIVED TO WM04.LB FOR SAMPLE 009.
 ***** NOT ARCHIVED ***** 0097WM0216.0 NO MATCHING RECORD WITH QC CODE=T WAS FOUND.
 CALIBRATION STANDARD (A,C) ARCHIVED TO WM01.CS FOR SAMPLE 011.
 DUPLICATE SAMPLES (D,BLANK) ARCHIVED TO WM07.OS FOR SAMPLE 011.
 DUPLICATE ALIQUOTS (E,L) ARCHIVED TO WM06.DA FOR SAMPLE 011.
 FIELD BLANK (F) ARCHIVED TO WM05.FB FOR SAMPLE 011.
 METHOD STANDARD (G,H) ARCHIVED TO WM03.MS FOR SAMPLE 011.
 LAB BLANK (M) ARCHIVED TO WM04.LB FOR SAMPLE 011.
 PERFORMANCE SAMPLE (P,T) ARCHIVED TO WM02.PS FOR SAMPLE 011.
 DUPLICATE SPIKES (K,N,J) ARCHIVED TO WM08.DK FOR SAMPLE 020.
 SAMPLE SPIKES (R,S,BLANK) ARCHIVED TO WM06.SS FOR SAMPLE 020.
 ***** NOT ARCHIVED ***** 021KWM0819.0 021NWM0830.0 U 021JWM0818.0 U INVALID DETECTION ID.
 ***** NOT ARCHIVED ***** 021RWM0819.0 021SWM0819.0 U 021 WM0830.0 U INVALID DETECTION ID.
 ***** NOT ARCHIVED ***** 022KWM0819.0 U 022NWM0830.0 U 022JWM0818.0 U INVALID DETECTION ID.
 ***** NOT ARCHIVED ***** 022RWM0819.0 U 022SWM0819.0 U 022 WM0830.0 U INVALID DETECTION ID.
 ***** NOT ARCHIVED ***** 023KWM0819.0 U 023NWM0830.0 U 023JWM0818.0 U INVALID DETECTION ID.
 ***** NOT ARCHIVED ***** 023RWM0819.0 U 023SWM0819.0 U 023 WM0830.0 U INVALID DETECTION ID.
 ***** NOT ARCHIVED ***** 024KWM0819.0 U 024NWM0830.0 U 024JWM0818.0 U INVALID DETECTION ID.
 ***** NOT ARCHIVED ***** 024RWM0819.0 U 024SWM0819.0 U 024 WM0830.0 U INVALID DETECTION ID.
 ***** NOT ARCHIVED ***** 025KWM0819.0 U 025NWM0830.0 U 025JWM0818.0 U INVALID DETECTION ID.
 ***** NOT ARCHIVED ***** 025RWM0819.0 U 025SWM0819.0 U 025 WM0830.0 U INVALID DETECTION ID.
 ***** NOT ARCHIVED ***** 026KWM0819.0 U 026NWM0830.0 U 026JWM0818.0 U INVALID DETECTION ID.
 ***** NOT ARCHIVED ***** 026RWM0819.0 U 026SWM0819.0 U 026 WM0830.0 U INVALID DETECTION ID.
 ***** NOT ARCHIVED ***** 027KWM0819.0 U 027NWM0830.0 U 027JWM0818.0 U INVALID DETECTION ID.
 ***** NOT ARCHIVED ***** 027RWM0819.0 U 027SWM0819.0 U 027 WM0830.0 U INVALID DETECTION ID.
 DUPLICATE SPIKES (K,N,J) ARCHIVED TO WM08.DK FOR SAMPLE 028.
 SAMPLE SPIKES (R,S,BLANK) ARCHIVED TO WM08.SS FOR SAMPLE 028.
 ***** NOT ARCHIVED ***** 029KWM0819.0 NO MATCHING RECORD WITH QC CODE=N WAS FOUND.
 ***** NOT ARCHIVED ***** 029RWM0819.0 NO MATCHING RECORD WITH QC CODE=BLANK WAS FOUND.
 ***** NOT ARCHIVED ***** 030KWM0819.0 NO MATCHING RECORD WITH QC CODE=S WAS FOUND.
 ***** NOT ARCHIVED ***** 031RWM0819.0 NO MATCHING RECORD WITH QC CODE=S WAS FOUND.
 ***** NOT ARCHIVED ***** 032KWM0819.0 NO MATCHING RECORD WITH QC CODE=J WAS FOUND.
 ***** NOT ARCHIVED ***** 033KWM0819.0 NO MATCHING RECORD WITH QC CODE=N WAS FOUND.

REPORT OF Q.C. ARCHIVAL PROCESSING:

Q.C. FILE WM05.FB NOW HAS 9 NON-DUPLICATED RECORDS.
 Q.C. FILE WM04.LB NOW HAS 9 NON-DUPLICATED RECORDS.
 Q.C. FILE WM03.MS NOW HAS 4 NON-DUPLICATED RECORDS.
 Q.C. FILE WM02.PS NOW HAS 4 NON-DUPLICATED RECORDS.
 Q.C. FILE WM01.CS NOW HAS 1 NON-DUPLICATED RECORDS.
 Q.C. FILE WM07.OS NOW HAS 1 NON-DUPLICATED RECORDS.
 Q.C. FILE WM06.DA NOW HAS 1 NON-DUPLICATED RECORDS.
 Q.C. FILE WM08.DK NOW HAS 2 NON-DUPLICATED RECORDS.
 Q.C. FILE WM06.SS NOW HAS 2 NON-DUPLICATED RECORDS.

Q.C. REPORT IS COMPLETED.

Section 33: QUALITY CONTROL REPORTS

CALIBRATION CURVES

A least squares best fit line is calculated from the quality control data having a "C" code (measured concentration) and an "A" code (true concentration) using the equation:

$$\text{True conc.} = \text{slope} * \text{measured conc.} + \text{intercept}$$

QC data with an U, I, M or J flag are deleted prior to any calculations.

ACCURACY FROM SPIKED SAMPLE DATA

Quality control data with a "blank", R, or S code are used to calculate a total method accuracy indicator (TMAI) as follows:

$$\begin{aligned} \text{Percent Recovery} &= \frac{S}{\text{"blank"} + \text{spike}} * 100 \\ \text{TMAI} &= \frac{\sum \text{percent recoveries}}{\text{number of data values}} \end{aligned}$$

Quality control data with an I , U, J or M flag are deleted prior to performing any calculations. At least seven percent recovery values are needed before the mean percent recovery (TMAI) is calculated. In addition the concentration resulting from the spike must be larger than 0.1 of the sample concentration prior to the spike (R must be > 0.1 "blank").

TOTAL METHOD DETECTION LIMIT FROM FIELD BLANKS

The quality control audit code for field blanks is F. A field blank is a sample that is exposed to everything "real" samples are exposed to. A field blank should not contain the parameter of interest except through contamination. It is used to calculate the total method (field, analytical and data reduction) detection limit.

In the calculation of a total method detection limit all questionable (J coded) data are deleted. All less than (U

coded) and less than quantitation limit of detection (M coded) data are used to calculate a mean and a standard deviation by the following equations:

$$\text{Mean} = \frac{\sum \text{values}}{\text{number of values}}$$

$$\text{Standard Deviation} = \sqrt{\frac{n \sum v_i^2 - (\sum v_i)^2}{n(n-1)}}$$

The detection limit is defined as three standard deviations above the mean.

ANALYTICAL DETECTION LIMIT

The analytical detection limit is calculated the same way as the total method detection limit except that laboratory blanks are used instead of field blanks.

ANALYTICAL PRECISION

Analytical precision is calculated like total method precision except that lab duplicates data (QC codes " " and "L") are used instead of duplicate sample data. All restrictions that apply to duplicate sample data also apply to lab duplicate data (I, U, J and M flagged data are not used).

DATA PRECISION

An estimate of the precision of reported data from a total measurement method is made using measured concentrations from duplicate samples (not duplicate aliquots from a single sample) or duplicate spiked samples. The estimate is made by calculating the pooled standard deviation (Sp) of the differences (di) from the paired samples.

$$Sp = \sqrt{\frac{\sum (di)^2}{2n}}$$

The precision estimate is reported at the 95% confidence level as a plus or minus range around the reported value. The interpretation is that the true value probably lies within the plus or minus range specified around the measured value.

Data values with a J, M, I, or U flag are not used and at least 7 valid data pairs are required before a data precision estimate is calculated. Precision estimates for laboratory data are made in the same way except that duplicate sample aliquots ("L" quality control code) are used rather than duplicate field samples.

ANALYTICAL ACCURACY FROM BLIND PERFORMANCE SAMPLES

Analytical accuracy may be estimated from data obtained by analyzing performance audit samples in which the concentration is an unknown to the analyst. Data with an I, U, J or M code are not used. The absolute percent difference (APD) is initially calculated using the P and T coded values. The pooled standard deviation and estimate of the concentration range that would include the true value is calculated as described above for duplicate samples.

PRECISION FROM DUPLICATE SPIKES

A measurable concentration of many parameters is not present in most real samples. In such cases it is impossible to estimate total method precision using duplicate sample data. Therefore we have elected to use duplicate spiked samples to estimate both precision and accuracy. The QC codes are as follows:

() = Sample Concentration prior to spike	
(R or Z) = Concentration from spike	(B or K) = Duplicate conc. from spike
(S or Y) = Concentration after spike	(W or N) = Duplicate conc. after spike

Data value with I, J and M are deleted and all U coded values are taken as zero if they also carry a J or B code. The percent recovery (PR) is:

$$PR = 100 * \left[\frac{S}{\text{" " + R}} \text{ or } \frac{Y}{\text{" " + Z}} \text{ or } \frac{W}{\text{" " + B}} \text{ or } \frac{N}{\text{" " + K}} \right]$$

The method precision (MP) is:

$$MP = 100 - \frac{|S - W|}{S} * 100 \text{ or } MP = 100 - \frac{|Y - N|}{Y} * 100$$

When at least 7 values for the TMP are available a pooled standard deviation is calculated and used to estimate the total method precision as described above for duplicate samples.

Operational Procedure:

The following procedure may be used to generate any of the Quality Control Reports:

1. LOG ON to the IBM under the LAST account. (See The LAST System manager for the LOG ON Supplement.)
2. At the READY prompt, type:

QCRPT <CR>
3. The following menu will appear on the screen:

```
EXECUTING CLIST (QCRPT)
DO YOU WISH THE REPORT FOR:
A) CALIBRATION STANDARDS
B) PERFORMACE SAMPLES
C) METHOD STANDARD
D) LAB BLANK
E) FIELD BLANK
F) DUPLICATE ALIQUO ITS (LAB DUPLICATES)
G) DUPLICATE SAMPLES (FIELD DUPLICATES)
H) LAB SPIKE
I) FIELD SPIKE
J) DUPLICATE FIELD SPIKE
K) DUPLICATE LAB SPIKE
WHAT IS YOUR SELECTION ?
```

Enter a single letter A through K representing the report you wish followed by a carriage return. For example, if you want a Quality Control Report for Lab Blanks, then enter:

D <CR>

4. The following question will appear on the screen:

WHAT IS THE MEDIA ?

Enter the one character code for the media followed by a carriage return. Valid media codes are:

A = AIR
H = HAZARDOUS WASTE
S = SOIL/SEDIMENT/SLUDGE
T = TISSUE
W = WATER

5. The following question will appear on the screen:

WHAT IS THE GROUP ?

Enter the one character code for the group followed by a carriage return. For example, if you wish the report for one of The Metals Parameters then enter:

M <CR>

6. The following questions will appear on the screen:

WHAT IS THE PARAMETER ?

Enter the appropriate two digits parameter number followed by a carriage return. For example, if you wish the report for mercury whose MGP code is WM34, then enter:

34 <CR>

7. The following message will appear on the screen:

SAVED
READY

8. The report will be sent electronically from RTP to Region VII.

SAMPLE RUN:

READY
QCRPT
EXECUTING CLIST (QCRPT)
DO YOU WISH THE REPORT FOR:
A) CALIBRATION STANDARDS
B) PERFORMANCE SAMPLES
C) METHOD STANDARD
D) LAB BLANK
E) FIELD BLANK
F) DUPLICATE ALIQUOTS (LAB DUPLICATES)
G) DUPLICATE SAMPLES (FIELD DUPLICATES)
H) LAB SPIKE
I) FIELD SPIKE
J) DUPLICATE FIELD SPIKE
K) DUPLICATE LAB SPIKE
WHAT IS YOUR SELECTION ? D
WHAT IS THE MEDIA ? W
WHAT IS THE GROUP ? M
WHAT IS THE PARAMETER ? 34
SAVED
READY

 *** D U P L I C A T E L A B S P I K E ***

REPORT DATE: 02/07/88 MGP CODE: W624 MGP NAME: SOLIDS, NON-FILTERABLE (NFS)

METHOD: 1601W0200 UNITS: MG/L

QUALITY CONTROL DATA FROM 07/04/87 TO 08/15/87

SAMPLE NUMBER	DATE	ORIGINAL ()	SPIKE (R)	FINAL (S)	SPIKE (B)	FINAL (W)	% RECOVERY (,R,S)	% RECOVERY (,B,W)
6-ERF03-102	07/04/87	66.10	394.00	405.60	394.00	406.60	88.15	88.37
6-WCR05-006	07/04/87	7.02	333.00	313.00	334.00	314.00	92.05	92.08
7-ECF35-006	08/15/87	104.00	177.00	202.00	178.00	203.00	71.89	71.99
7-WRF03-026	08/15/87	63.90	90.40	96.00	91.00	97.00	62.22	62.62
7-WJF07-006	08/15/87	236.00	56.50	170.00	57.50	175.00	58.12	59.63
7-WCF30-004	08/15/87	17.00	56.50	66.00	57.50	67.00	89.80	89.93
7-WCF13-002	08/15/87	12.00	56.50	61.80	57.50	62.80	90.22	90.36
7-ECR53-014	08/15/87	40.00	56.50	77.00	57.50	78.00	79.79	80.00
7-ECR53-013	08/15/87	48.00	56.50	70.00	57.50	71.00	66.99	67.30
7-ECR53-012	08/15/87	51.00	56.50	68.00	57.50	69.00	63.26	63.59

NUMBER OF DATA VALUES USED IN CALCULATIONS : 10

POOLED STD.DEV. : 1.30

AVERAGE OF PERCENT RECOVERIES : 76.42

95% CONFIDENCE INTERVAL IS PLUS OR MINUS

2.61 MG/L AROUND THE MEASURED VALUE

POOLED STD. DEV. = SQRT(SUM((S-W)*(S-W))/(2N))

 *** D U P L I C A T E F I E L D S P I K E ***

REPORT DATE: 02/07/88 MCP CODE: WG24 MCP NAME: SOLIDS, NON-FILTERABLE (NFS)

METHOD: 1601W0200 UNITS: MG/L

QUALITY CONTROL DATA FROM 07/04/87 TO 08/15/87

SAMPLE NUMBER	DATE	ORIGINAL ()	SPIKE (Z)	FINAL (Y)	SPIKE (K)	FINAL (N)	% RECOVERY (Z,Y)	% RECOVERY (K,N)
6-ERF03-102	07/04/87	66.10	394.00	405.60	394.00	406.60	88.15	88.37
6-WCR05-006	07/04/87	7.02	333.00	313.00	334.00	314.00	92.05	92.08
7-ECF35-006	08/15/87	104.00	177.00	202.00	178.00	203.00	71.89	71.99
7-WRF03-026	08/15/87	63.90	90.40	96.00	91.00	97.00	62.22	62.62
7-WJF07-006	08/15/87	236.00	56.50	170.00	57.50	175.00	58.12	59.63
7-WCF30-004	08/15/87	17.00	56.50	66.00	57.50	67.00	89.80	89.93
7-WCF13-002	08/15/87	12.00	56.50	61.80	57.50	62.80	90.22	90.36
7-ECR53-014	08/15/87	40.00	56.50	77.00	57.50	78.00	79.79	80.00
7-ECR53-013	08/15/87	48.00	56.50	70.00	57.50	71.00	66.99	67.30
7-ECR53-012	08/15/87	51.00	56.50	68.00	57.50	69.00	63.26	63.59

NUMBER OF DATA VALUES USED IN CALCULATIONS : 10

POOLED STD.DEV. : 1.30

AVERAGE OF PERCENT RECOVERIES : 76.42

95% CONFIDENCE INTERVAL IS PLUS OR MINUS 2.61 MG/L AROUND THE MEASURED VALUE

POOLED STD. DEV. = $\text{SQRT}(\text{SUM}((Y-N)*(Y-N))/(2*\text{NUMBER OF DATA VALUES}))$

 *** FIELD SPIKE ***

REPORT DATE: 02/07/88 MGP CODE: W624 MGP NAME: SOLIDS, NON-FILTERABLE (NFS)

METHOD: 1601W0200 UNITS: MG/L

QUALITY CONTROL DATA FROM 07/04/87 TO 08/15/87

SAMPLE #	DATE	ORIGINAL ()	SPIKE (2)	FINAL (Y)	% RECOVERY
6-ERF03-102	07/04/87	66.10	394.00	405.60	88.15
6-WCR05-006	07/04/87	7.02	333.00	313.00	92.05
7-ECF35-006	08/15/87	104.00	177.00	202.00	71.89
7-WRF03-026	08/15/87	63.90	90.40	96.00	62.22
7-WJF07-006	08/15/87	236.00	56.50	170.00	58.12
7-WCF30-004	08/15/87	17.00	56.50	66.00	89.80
7-WCF13-002	08/15/87	12.00	56.50	61.80	90.22
7-ECR53-014	08/15/87	40.00	56.50	77.00	79.79
7-ECR53-013	08/15/87	40.00	56.50	70.00	66.99
7-ECR53-012	08/15/87	51.00	56.50	68.00	63.26

NUMBER OF DATA VALUES USED IN CALCULATIONS : 10
 MEAN % RECOVERY : 76.25
 STANDARD DEVIATION OF % RECOVERY : 13.26

MEAN % RECOVERY = $\text{SUM}(\text{XR}) / N$ STD DEV OF % RECOVERY = $\text{SQRT}((N * \text{SUM}(\text{XR} * \text{XR}) - \text{SUM}(\text{XR}) * \text{SUM}(\text{XR})) / (N * (N - 1)))$

 *** LAB SPIKE ***

REPORT DATE: 02/06/88 MGP CODE: W624 MGP NAME: SOLIDS, NON-FILTERABLE (NFS)

METHOD: 1601W0200 UNITS: MG/L

QUALITY CONTROL DATA FROM 07/04/87 TO 08/15/87

SAMPLE #	DATE	ORIGINAL ()	SPIKE (R)	FINAL (S)	% RECOVERY
6-ERF03-102	07/04/87	66.10	394.00	405.60	88.15
6-WCRO5-006	07/04/87	7.02	333.00	313.00	92.05
7-ECF35-006	09/15/87	104.00	177.00	202.00	71.89
7-WRF03-026	08/15/87	63.90	90.40	96.00	62.22
7-WJF07-006	08/15/87	236.00	56.50	170.00	53.12
7-WCF30-004	09/15/87	17.00	56.50	66.00	89.80
7-WCF13-002	08/15/87	12.00	56.50	61.80	90.22
7-ECR53-014	08/15/87	40.00	56.50	77.00	79.79
7-ECR53-013	08/15/87	48.00	56.50	70.00	66.99
7-ECR53-012	08/15/87	51.00	56.50	68.00	63.26

NUMBER OF DATA VALUES USED IN CALCULATIONS : 10
 MEAN % RECOVERY : 76.25
 STANDARD DEVIATION OF % RECOVERY : 13.26

MEAN % RECOVERY = SUM(XR) / N STD DEV OF % RECOVERY = SQRT((N*SUM(XR*XR) - SUM(XR)*SUM(XR)) / (N*(N-1)))

 *** FIELD DUPLICATE ***

REPORT DATE: 02/06/88 MGP CODE: WF01 MGP NAME: WATER TEMP

METHOD:

00 UNITS: °C

QUALITY CONTROL DATA FROM 07/04/87 TO 08/15/87

SAMPLE NUMBER	DATE	ORIGINAL ()	DUPLICATE (D)	DIFFERENCE (CONC)	% DIFFERENCE
7-ADJC6-006	08/15/87	155.00	16.00	139.00	89.68
7-ELR24-404	08/15/87	29.00	29.00	0.0000	0.0000
7-ELR24-073	08/15/87	23.00	23.00	0.0000	0.0000
7-ELR24-023	08/15/87	23.00	23.00	0.0000	0.0000
7-ELR24-022	08/15/87	22.00	22.00	0.0000	0.0000
7-ADFC6-005	08/15/87	20.50	20.50	0.0000	0.0000
7-ELR24-024	08/15/87	20.00	20.00	0.0000	0.0000
7-ELR24-021	08/15/87	20.00	20.00	0.0000	0.0000
7-ADJ04-016	08/15/87	20.00	20.00	0.0000	0.0000
7-ADFC9-003	08/15/87	20.00	20.00	0.0000	0.0000
7-ELR24-072	08/15/87	19.00	19.00	0.0000	0.0000
7-ELR24-074	08/15/87	18.00	18.00	0.0000	0.0000
7-ADJC4-C01	08/15/87	18.00	16.00	2.00	11.11
7-ADVC1-022	08/15/87	16.20	16.20	0.0000	0.0000
7-ADV01-003	08/15/87	16.10	16.10	0.0000	0.0000
6-ADJ07-001	07/04/87	15.00	15.00	0.0000	0.0000
7-ADJ02-003	08/15/87	14.00	13.00	1.00	7.14
7-ADF08-005	08/15/87	12.00	12.00	0.0000	0.0000

NUMBER OF DATA VALUES USED IN CALCULATIONS : 18 POOLED STD. DEV. : 23.17

AVERAGE OF ABSOLUTE VALUE OF % DIFFERENCES : 6.00

95% CONFIDENCE INTERVAL IS PLUS OR MINUS 46.34 °C AROUND THE MEASURED VALUE

POOLED STD. DEV. = SQRT(SUM((ORIG-DUP)*(ORIG-DUP))/(2N))

 *** LAB DUPLICATE ***

REPORT DATE: 02/06/88 MGP CODE: TM22 MGP NAME: MAGNESIUM BY ICAP

METHOD: 2001F7700 UNITS: MG/KG

QUALITY CONTROL DATA FROM 01/11/88 TO 01/11/88

SAMPLE NUMBER	DATE	ORIGINAL ()	DUPLICATE (L)	DIFFERENCE (CONC)	X DIFFERENCE
6-ELR60-507	01/11/88	460.00	490.00	30.00	6.52
6-ELR60-519	01/11/88	430.00	440.00	10.00	2.33
6-ELR60-511	01/11/88	430.00	400.00	30.00	6.98
6-ELR60-510	01/11/88	390.00	390.00	10.00	2.56
6-ELR60-517	01/11/88	370.00	380.00	10.00	2.70
6-ELR60-509	01/11/88	370.00	360.00	10.00	2.70
6-ELR60-504	01/11/88	370.00	370.00	0.0000	0.0000
6-ELR60-516	01/11/88	340.00	390.00	50.00	14.71
6-ELR60-523	01/11/88	330.00	330.00	0.0000	0.0000
6-ELR60-526	01/11/88	310.00	380.00	70.00	22.58

NUMBER OF DATA VALUES USED IN CALCULATIONS : 10 POOLED STD. DEV. : 21.91

AVERAGE OF ABSOLUTE VALUE OF X DIFFERENCES : 6.11

95% CONFIDENCE INTERVAL IS PLUS OR MINUS 43.82 MG/KG AROUND THE MEASURED VALUE

POOLED STD. DEV. = $\sqrt{\text{SUM}((\text{ORIG}-\text{DUP})^2)/(\text{2N})}$

95% CONFIDENCE INTERVAL = 2 * POOLED STD. DEV.

 *** FIELD BLANK ***

REPORT DATE: 02/06/88 NCP CODE: WV04 NCP NAME: BROMOMETHANE

METHOD: 6241W0000 UNITS: UG/L

QUALITY CONTROL DATA FROM 07/04/87 TO 11/02/87

SAMPLE NUMBER	DATE	REPORTED VALUE (F)		SAMPLE NUMBER	DATE	REPORTED VALUE (F)		SAMPLE NUMBER	DATE	REPORTED VALUE (F)	
7-WXF71-005-F	11/02/87	22.00	U	7-WXF71-003-F	11/02/87	22.00	U	7-WXF71-001-F	11/02/87	22.00	U
7-WEF39-007-F	10/07/87	22.00	U	7-WEF38-007-F	10/07/87	22.00	U	7-WEF41-003-F	08/25/87	22.00	U
7-WXF70-005-F	08/15/87	22.00	U	7-WXF70-003-F	08/15/87	22.00	U	7-WXF70-001-F	08/15/87	22.00	U
7-WRF18-015-F	08/15/87	22.00	U	7-WRF18-013-F	08/15/87	22.00	U	7-WRF18-011-F	08/15/87	22.00	U
7-WRF03-005-F	08/15/87	22.00	U	7-WRF03-003-F	08/15/87	22.00	U	7-WRF03-001-F	08/15/87	22.00	U
7-WCF28-017-F	08/15/87	22.00	U	7-WCF28-013-F	08/15/87	22.00	U	7-AUF43-005-F	08/15/87	22.00	U
7-AUF43-001-F	08/15/87	22.00	U	7-ADF08-009-F	08/15/87	22.00	U	6-WEF17-001-F	07/04/87	22.00	U
6-WEF17-003-F	07/04/87	22.00	U	6-WEF17-005-F	07/04/87	22.00	U	6-WRF25-011-F	07/04/87	22.00	U

NUMBER OF DATA VALUES USED IN CALCULATIONS : 24

MEAN : 22.00 UG/L

STD DEVIATION : 0.00 UG/L

TOTAL METHOD DETECTION LIMIT : 22.00 UG/L

MEAN = SUM(F) / N

STD DEVIATION = SQRT((N*SUM(F*F) - SUM(F)*SUM(F)) / (N*(N-1)))

DETECTION LIMIT = MEAN + 3*STD DEVIATION

I-29-192

 *** LAB BLANK ***

REPORT DATE: 02/06/88 MGP CODE: WM01 MGP NAME: SILVER

BY ICAP

METHOD: 2001W7700 UNITS: UG/L

QUALITY CONTROL DATA FROM 07/04/87 TO 10/07/87

SAMPLE NUMBER	DATE	REPORTED VALUE (M)	SAMPLE NUMBER	DATE	REPORTED VALUE (M)	SAMPLE NUMBER	DATE	REPORTED VALUE (M)
7-WEF39-900-M	10/07/87	3.00	7-WRF18-900-M	08/15/87	-0.8000	7-WRF03-900-M	08/15/87	0.20
7-WJF07-900-M	08/15/87	0.30	7-WCF29-900-M	08/15/87	0.40	7-WCF28-900-M	08/15/87	2.80
7-ERF06-900-M	08/15/87	-0.7000	7-ERF04-900-M	08/15/87	0.60	7-ECR53-900-M	08/15/87	2.00
7-ADE05-900-M	08/15/87	2.90	6-AKL63-900-M	07/04/87	1.10	6-AKF73-900-M	07/04/87	2.00
6-WXF40-900-M	07/04/87	-2.9000	6-WEF17-900-M	07/04/87	-0.1000	6-WXF40-900-M	07/04/87	-2.9000
6-WXF40-900-M	07/04/87	-2.9000	6-AKL63-900-M	07/04/87	1.10	6-AKL63-900-M	07/04/87	1.10
6-CMJ89-900-M	07/04/87	1.50	6-WEF19-900-M	07/04/87	0.0000	6-AKL63-900-M	07/04/87	1.10
6-WEF19-900-M	07/04/87	0.0000	6-WEF19-900-M	07/04/87	0.0000			

NUMBER OF DATA VALUES USED IN CALCULATIONS : 23

MEAN : 0.43 UG/L

STD DEVIATION : 1.69 UG/L

DETECTION LIMIT : 5.51 UG/L

MEAN = SUM(M) / N

STD DEVIATION = SQRT((N*SUM(M*M) - SUM(M)*SUM(M)) / (N*(N-1)))

DETECTION LIMIT = MEAN + 3*STD DEVIATION

I-29-193

 *** METHOD STANDARD ***

REPORT DATE: 02/06/88 NCP CODE: WHO1 NCP NAME: SILVER

BY ICAP

METHOD: 2001W7700 UNITS: UG/L

QUALITY CONTROL DATA FROM 07/04/87 TO 10/07/87

SAMPLE NUMBER	DATE	TRUE VALUE (M)	METHOD RESPONSE (G)	DIFFERENCE (CONC)	% DIFFERENCE	ANALYTICAL ACCURACY
6-WEF19-900	07/04/87	950.00	1000.00	50.00	5.26	94.74
6-CMJB9-900	07/04/87	940.00	1000.00	60.00	6.38	93.62
7-WCF29-900	08/15/87	97.00	100.00	3.00	3.09	96.91
6-WEF17-900	07/04/87	96.00	96.00	0.0000	0.0000	100.00
7-WEF39-900	10/07/87	95.00	100.00	5.00	5.26	94.74
6-ABF83-900	07/04/87	95.00	100.00	5.00	5.26	94.74
7-WJF07-900	08/15/87	94.00	100.00	6.00	6.38	93.62
7-WCF28-900	08/15/87	94.00	100.00	6.00	6.38	93.62
7-WRF18-900	08/15/87	93.00	100.00	7.00	7.53	92.47
7-ECR53-900	08/15/87	93.00	100.00	7.00	7.53	92.47
7-ERF06-901	08/15/87	92.00	100.00	8.00	8.70	91.30
6-WXF40-900	07/04/87	91.00	100.00	9.00	9.89	90.11
7-ADE05-900	08/15/87	88.00	100.00	12.00	13.64	86.36
7-ERF04-900	08/15/87	85.00	100.00	15.00	17.65	82.35
7-WRF03-900	08/15/87	84.00	100.00	16.00	19.05	80.95

NUMBER OF DATA VALUES USED IN CALCULATIONS : 15

MEAN ANALYTICAL ACCURACY : 91.87

STANDARD DEVIATION OF ANALYTICAL ACCURACY : 5.14

MEAN ANALYTICAL ACCURACY = SUM OF ANALYTICAL ACCURACIES / N
 STD. DEV. OF ANALYTICAL ACCURACIES = $\sqrt{(N \cdot \text{SUM}(AA \cdot AA) - \text{SUM}(AA) \cdot \text{SUM}(AA)) / (N \cdot (N - 1)))}$

 *** PERFORMANCE STANDARD ***

REPORT DATE: 02/06/88 MGP CODE: ADO1 MGP NAME: 2,3,7,8-TCDD IN AIR BY PUF

METHOD: 77C1A7100 UNITS: PG/M3

QUALITY CONTROL DATA FROM 08/15/87 TO 08/15/87

SAMPLE NUMBER	DATE	TRUE VALUE (T)	METHOD RESPONSE (P)	DIFFERENCE (CONC)	% DIFFERENCE
7-AJRA8-914	08/15/87	11.77	9.09	2.68	22.80
7-AJRA8-909	08/15/87	11.02	10.49	0.52	4.74
7-AJRA8-912	08/15/87	9.72	9.09	0.63	6.51
7-AJRA8-934	08/15/87	9.67	9.05	0.63	6.46
7-AJRA8-902	08/15/87	8.91	9.01	0.0990	1.11
7-AJRA8-927	08/15/87	8.58	9.05	0.47	5.48
7-AJRA8-933	08/15/87	8.23	9.05	0.82	9.97
7-AJRA8-928	08/15/87	8.18	9.05	0.87	10.64
7-AJRA8-938	08/15/87	8.02	9.05	1.03	12.81
7-AJRA8-926	08/15/87	7.97	9.05	1.08	13.57
7-AJRA8-936	08/15/87	7.69	9.05	1.36	17.63
7-AJRA8-925	08/15/87	7.67	9.05	1.38	17.92
7-AJRA8-908	08/15/87	4.43	3.70	0.73	16.43
7-AJRA8-905	08/15/87	3.67	3.71	0.0350	0.95
7-AJRA8-904	08/15/87	3.28	3.18	0.0970	2.96
7-AJRA8-903	08/15/87	3.27	3.18	0.0850	2.60
7-AJRA8-901	08/15/87	3.26	3.18	0.0780	2.39
7-AJRA8-931	08/15/87	3.07	3.00	0.0720	2.34
7-AJRA8-930	08/15/87	2.63	3.00	0.37	14.06
7-AJRA8-911	08/15/87	1.86	1.38	0.48	25.93
7-AJRA8-913	08/15/87	1.85	1.19	0.66	35.74
7-AJRA8-907	08/15/87	1.83	1.38	0.45	24.75
7-AJRA8-910	08/15/87	1.77	1.38	0.39	22.03
7-AJRA8-935	08/15/87	1.31	0.95	0.36	27.73
7-AJRA8-923	08/15/87	1.21	1.19	0.0140	1.16
7-AJRA8-921	08/15/87	1.13	1.19	0.0640	5.67
7-AJRA8-919	08/15/87	1.07	1.19	0.12	11.40
7-AJRA8-922	08/15/87	1.04	1.19	0.15	14.40
7-AJRA8-924	08/15/87	0.99	0.93	0.0600	6.07
7-AJRA8-937	08/15/87	0.64	0.95	0.31	47.67

NUMBER OF DATA VALUES USED IN CALCULATIONS : 30 POOLED STD. DEV. : 0.55

AVERAGE OF ABSOLUTE VALUE OF % DIFFERENCES : 13.13

95% CONFIDENCE INTERVAL IS PLUS OR MINUS 1.09 PG/M3 AROUND THE MEASURED VALUE

POOLED STD. DEV. = SQRT(SUM((ORIG-DUP)*(ORIG-DUP))/(2N))

I-29-195

 *** CALIBRATION STANDARD ***

REPORT DATE: 02/06/88 NCP CODE: W03 NCP NAME: NITROGEN, TOTAL KJELDAHL

METHOD: 3511M0200 UNITS: MG/L

QUALITY CONTROL DATA FROM 07/04/87 TO 08/15/87

SAMPLE NUMBER	DATE	TRUE VALUE (A)	METHOD RESPONSE (C)		SAMPLE NUMBER	DATE	TRUE VALUE (A)	METHOD RESPONSE (C)
7-WRF18-901	08/15/87	10.60	10.70		7-WJF07-900	08/15/87	5.00	4.70
7-WEF13-901	08/15/87	4.78	4.70		7-ERF07-901	08/15/87	0.64	0.77
7-ERF06-901	08/15/87	0.80	0.53		7-ERF05-902	08/15/87	0.80	0.81
7-ERF04-901	08/15/87	2.39	2.13		7-ELR24-909	08/15/87	1.00	0.70
7-ELR24-906	08/15/87	1.00	1.32		7-ELR24-904	08/15/87	5.00	5.30
7-ELR24-902	08/15/87	5.00	5.80		7-ECR53-901	08/15/87	5.00	4.70
6-ERF03-901	07/04/87	1.20	1.59					

TRUE CONCENTRATION = SLOPE * MEASURED CONCENTRATION + INTERCEPT

NUMBER OF DATA VALUES USED IN CALCULATIONS : 13

SLOPE : 0.98

INTERCEPT : 0.0387

CORRELATION COEFFICIENT : 0.99

$$\text{SLOPE} = \frac{N \cdot \sum(A \cdot C) - \sum(A) \cdot \sum(C)}{N \cdot \sum(C \cdot C) - \sum(C) \cdot \sum(C)}$$

$$\text{INTERCEPT} = \frac{\sum(A)}{N} - \text{SLOPE} \cdot \frac{\sum(C)}{N}$$

$$\text{CORRELATION COEFFICIENT} = \frac{N \cdot \sum(A \cdot C) - \sum(A) \cdot \sum(C)}{\sqrt{((N \cdot \sum(C \cdot C) - \sum(C) \cdot \sum(C)) \cdot (N \cdot \sum(A \cdot A) - \sum(A) \cdot \sum(A)))}}$$

U,I,J,M MARKED DATA NOT USED IN CALCULATIONS

The data quality indicator summary report is designed to report the quality of data generated by the EMC branch to the user community. We have elected to use draft guidance being prepared for RCRA to estimate and report data quality. That guidance recommends reporting four data quality indicators. They are:

1. Usability of the data - This term indicates whether or not the sampling network (data completeness) collection of samples (representativeness) and measured variables (comparability) are judged to be acceptable relative to the objective of the study. All three of variables that must be considered before a decision is made that the data are/are not usable are subjective in nature. If the data fail one or more of these tests, the data are, by definition, of unknown quality. Quality control data from data that are not usable are discarded (not placed in the quality control data files)
2. Total method detection limit - (The total method detection limit is calculated as being three standard deviations above the mean of the thirty most recently measured field blanks less than values are included in the calculations as measured values.) Concentrations above the detection limit but below the quantitation limit are also included (M coded data). Data values that are uncertain (J coded data) are also included when calculating the total method detection limit.
3. Precision - The precision is calculated from duplicate samples (not duplicate aliquots from a single sample) when possible. If is is impossible or impractical to obtain duplicate samples with measurable concentrations of a given parameter then the precision is calculated from duplicate spiked samples. The 95% Confidence Interval (CI) is calculated as follows:

$$CI = 2 \times \sqrt{\frac{\sum (\text{difference in measured concentrations of sample and its duplicate})^2}{2 \times \text{number of data values}}}$$

When seven or more duplicate pairs are available, the 95% Confidence Interval is calculated and reported as our best estimate of the quality (precision) of data generated by the given method.

All data having a code of U (below the detection limit), I (invalid), J (uncertain) and M (below limit for accurate quantitation) are discarded before calculating the TMPI.

4. Accuracy - The total method accuracy indicator (TMAI) is calculated from sample spike data as follows:

$$\% \text{ Recovery} = \frac{\text{final measured conc. (S)}}{\text{original measured conc. (blank) + spike conc. (R)}} * 100$$

When seven or more percent recoveries are available the mean percent recovery is calculated and used as the TMAI.

All data with quality control flags of I, U, J and M are discarded before calculating the percent recovery.

Analytical Accuracy from Method Standard Data

Quality Control data with a code of G (measured concentration) and H (true concentration) are used to calculate an Analytical Accuracy Indicator as follows:

$$AAI = 100 - \frac{\Delta_{H,G}}{H} * 100$$

Where $\Delta_{H,G}$ is the positive difference between G and H. When seven or more values for AAI are available a mean AAI is calculated as our best estimate of the analytical accuracy of the method.

QC data with a U, I, J or M flag are deleted prior to calculating the AAI.

Operational procedures

The following procedure may be used to generate the Data Quality Indicator Summary Report:

1. LOG ON to the IBM under the LAST account. (See the LAST System manager for the LOG ON supplement)
2. At the READY prompt, type:

QCSUM <CR>

3. The following menu will appear on the screen:

```
EXECUTING CLIST (QCSUM)
DO YOU WISH THE REPORT FOR:
A) ALL MEDIA-GROUP-PARAMETER CODES
B) ONE MEDIA
C) ONE MEDIA-GROUP
D) ONE MEDIA-GROUP-PARAMETER CODE
WHAT IS YOUR SELECTION ?
```

Enter a single letter A through D representing the report you wish followed by a carriage return. For example, if you want a summary report for all hazardous waste samples, then enter:

B <CR>

4. If your selection in step 3 was option B, C, or D, then the following question will appear on the screen:

WHAT IS THE MEDIA ?

Enter the one character code for the media followed by a carriage return. Valid media codes are:

```
A = AIR
H = HAZARDOUS WASTE
S = SOIL/SEDIMENT/SLUDGE
T = TISSUE
W = WATER
```

5. If your selection in step 3 was option C, or D, then the following question will appear on the screen:

WHAT IS THE GROUP ?

Enter the one character code for the group followed by a carriage return. For example, if you wish the report for one or all of the metals parameters then enter:

M <CR>

6. If your selection in step 3 was option D, then the following question will appear on the screen:

WHAT IS THE PARAMETER ?

Enter the appropriate two digit parameter number followed by a carriage return. For example, if you wish the report for mercury whose MGP code is WM34, then enter:

34 <CR>

7. The following message will appear on the screen:

SAVED
READY

8. The report will be sent electronically from RTP to Region VII.

SAMPLE RUN:

READY
QCRPT
EXECUTING CLIST (QCSUM)
DO YOU WISH THE REPORT FOR:
A) ALL MEDIA-GROUP-PARAMETER CODES
B) ONE MEDIA
C) ONE MEDIA-GROUP
D) ONE MEDIA-GROUP-PARAMETER CODE
WHAT IS YOUR SELECTION ? D
WHAT IS THE MEDIA ? W
WHAT IS THE GROUP ? M
WHAT IS THE PARAMETER ? 34
SAVED
READY

DATA QUALITY REPORT

*** = NO QC FILE
 *** = INSUFFICIENT DATA

MGP NUM	PARAMETER DESCRIPTION	UNITS	TOTAL METHOD DETECTION LIMIT	QC USED	TOTAL METHOD PRECISION	QC USED	TOTAL METHOD ACCURACY	QC USED
TL07	AVERAGE LENGTH OF COMPONENTS IN SAMPLE	IN	***		***		***	
TL08	AVERAGE AGE OF COMPONENTS IN SAMPLE	YEAR	***		***		***	
TL09	TOTAL WEIGHT OF SAMPLE	LB	***		***		***	
TL10	STANDARD DEVIATION OF WEIGHT OF SAMPLE		***		***		***	
TL11	STANDARD DEVIATION OF LENGTH OF SAMPLE		***		***		***	
TM01	SILVER BY ICAP	MG/KG	***		***		***	
TM02	ALUMINUM BY ICAP	MG/KG	***		***		***	
TM03	ARSENIC BY ICAP	MG/KG	***		0.0713 (,D)		***	
TM04	BARIUM BY ICAP	MG/KG	2.86	(M)	1.61 (,D)		63.75 (R,S, ,B,W)	
TM05	BERYLLIUM BY ICAP	MG/KG	***		***		***	
TM06	CADMIUM BY ICAP	MG/KG	3.07	(M)	0.0827 (,D)		***	
TM07	COBALT BY ICAP	MG/KG	6.35	(M)	***		***	
TM08	CHROMIUM BY ICAP	MG/KG	7.93	(M)	0.0989 (,D)		79.04 (R,S, ,B,W)	
TM09	COPPER BY ICAP	MG/KG	13.04	(M)	0.56 (,D)		63.54 (R,S, ,B,W)	
TM10	IRON BY ICAP	MG/KG	58.39	(M)	19.44 (,D)		47.42 (R,S, ,B,W)	
TM11	MANGANESE BY ICAP	MG/KG	4.96	(M)	2.96 (,D)		57.83 (R,S, ,B,W)	
TM12	MOLYBDENUM BY ICAP	MG/KG	***		***		***	
TM13	NICKEL BY ICAP	MG/KG	11.76	(M)	***		***	
TM14	LEAD BY ICAP	MG/KG	15.75	(M)	***		***	
TM15	ANTIMONY BY ICAP	MG/KG	***		***		***	
TM16	SELENIUM BY ICAP	MG/KG	***		0.19 (,D)		***	
TM17	TITANIUM BY ICAP	MG/KG	***		***		***	
TM18	THALLIUM BY ICAP	MG/KG	***		***		***	
TM19	VANADIUM BY ICAP	MG/KG	3.95	(M)	0.0667 (,D)		***	
TM20	ZINC BY ICAP	MG/KG	30.04	(M)	17.58 (,D)		58.19 (R,S, ,B,W)	
TM21	CALCIUM BY ICAP	MG/KG	***		***		***	
TM22	MAGNESIUM BY ICAP	MG/KG	0.20	(M)	54.89 (,D)		***	
TM23	SODIUM BY ICAP	UG/KG	4.22	(M)	174.83 (,D)		***	
TM24	POTASSIUM BY ICAP	MG/KG	***		***		***	
TM25	TIN BY ICAP	MG/KG	***		***		***	
TM26	SILVER BY AA	MG/KG	***		***		***	
TM27	ARSENIC BY AA	MG/KG	***		***		***	
TM28	CADMIUM BY AA	MG/KG	***		***		***	
TM29	CHROMIUM BY AA	MG/KG	***		***		***	
TM30	LEAD BY AA	MG/KG	***		***		***	
TM31	ANTIMONY BY AA	MG/KG	***		***		***	
TM32	SELENIUM BY AA	MG/KG	***		***		***	
TM33	THALLIUM BY AA	2	***		***		***	
TM34	MERCURY BY COLD VAPOR AA	MG/KG	0.11	(M)	0.0214 (,D)		***	
TN01	WEIGHT OF EDIBLE PORTION OF SPECIMEN	LB	***		***		***	
TN02	WEIGHT OF WHOLE SPECIMEN	LB	***		***		***	
TN03	LENGTH OF WHOLE SPECIMEN	IN	***		***		***	
TN04	SPECIES OF SPECIMEN (NUMERIC)		***		***		***	
TN05	AGE OF SPECIMEN	YEAR	***		***		***	
TN06	SEX OF SPECIMEN (MALE/FEMALE)	M/F	***		***		***	
TO01	CHLOROMETHANE	MG/KG	***		***		***	
TO02	BROMOMETHANE	MG/KG	***		***		***	

I-29-201

DATA QUALITY REPORT

*** NO QC FILE
 *** INSUFFICIENT DATA

MGF NUM	PARAMETER DESCRIPTION	UNITS	TOTAL METHOD DETECTION LIMIT	QC USED	TOTAL METHOD PRECISION	QC USED	TOTAL METHOD ACCURACY	QC USED
T003	VINYL CHLORIDE	MG/KG	***		***		***	
T004	CHLOROETHANE	MG/KG	***		***		***	
T005	METHYLENE CHLORIDE	MG/KG	***		***		***	
T006	1,1-DICHLOROETHYLENE	MG/KG	***		***		***	
T007	1,1-DICHLOROETHANE	MG/KG	***		***		***	
T008	TRANS-1,2-DICHLOROETHYLENE	MG/KG	***		***		***	
T009	CHLOROFORM	MG/KG	***		***		***	
T010	1,2-DICHLOROETHANE	MG/KG	***		***		***	
T011	1,1,1-TRICHLOROETHANE	MG/KG	***		***		***	
T012	CARBON TETRACHLORIDE	MG/KG	***		***		***	
T013	BROMODICHLOROMETHANE	MG/KG	***		***		***	
T014	1,2-DICHLOROPROPANE	MG/KG	***		***		***	
T015	BENZENE	MG/KG	***		***		***	
T016	TRANS-1,3-DICHLOROPROPENE	MG/KG	***		***		***	
T017	TRICHLOROETHYLENE	MG/KG	***		***		***	
T018	CIS-1,3-DICHLOROPROPENE	MG/KG	***		***		***	
T019	DIBROMOCHLOROMETHANE	MG/KG	***		***		***	
T020	1,1,2-TRICHLOROETHANE	MG/KG	***		***		***	
T021	2-CHLOROETHYL VINYL ETHER	MG/KG	***		***		***	
T022	BROMOFORM	MG/KG	***		***		***	
T023	1,1,2,2-TETRACHLOROETHENE	MG/KG	***		***		***	
T024	TOLUENE	MG/KG	***		***		***	
T025	1,1,2,2-TETRACHLOROETHANE	MG/KG	***		***		***	
T026	CHLOROBENZENE	MG/KG	***		***		***	
T027	ETHYL BENZENE	MG/KG	***		***		***	
T028	ACETONE	MG/KG	***		***		***	
T029	CARBON DISULFIDE	MG/KG	***		***		***	
T030	2-BUTANONE	MG/KG	***		***		***	
T031	VINYL ACETATE	MG/KG	***		***		***	
T032	2-HEXANONE	MG/KG	***		***		***	
T033	4-METHYL-2-PENTANONE	MG/KG	***		***		***	
T034	STYRENE	MG/KG	***		***		***	
T035	XYLENES, TOTAL	MG/KG	***		***		***	
TP01	ALPHA-BHC	MG/KG	0.0015	(M)	***		***	
TP02	BETA-BHC	MG/KG	***		***		***	
TP03	DELTA-BHC	MG/KG	0.0015	(M)	***		***	
TP04	GAMMA-BHC (LINDANE)	MG/KG	0.0020	(M)	***		***	
TP05	ALDRIN	MG/KG	0.0040	(M)	***		***	
TP06	DIELDRIN	MG/KG	0.0070	(M)	0.17	(.0)	***	
TP07	A ENDOSULFAN	MG/KG	0.0030	(M)	***		***	
TP08	B ENDOSULFAN	MG/KG	0.0050	(M)	***		***	
TP09	ENDOSULFAN SULFATE	MG/KG	0.0100	(M)	***		***	
TP10	ENDRIN	MG/KG	0.0050	(M)	***		***	
TP11	ENDRIN ALDEHYDE	MG/KG	0.0080	(M)	***		***	
TP12	ENDRIN KETONE	MG/KG	***		***		***	
TP13	4,4'-DDE	MG/KG	0.0040	(M)	0.0534	(.0)	***	
TP14	4,4'-DDD	MG/KG	0.0050	(M)	***		***	

I-29-202

DATA QUALITY REPORT

*** NO QC FILE
 *** INSUFFICIENT DATA

MGP NUM	PARAMETER DESCRIPTION	UNITS	TOTAL METHOD DETECTION LIMIT	QC USED	TOTAL METHOD PRECISION	QC USED	TOTAL METHOD ACCURACY	QC USED
TP15	4,4'-DDT	MG/KG	0.0090	(M)	###		###	
TP16	TCXAPHENE	MG/KG	0.0400	(M)	###		###	
TP17	PCB-1016	MG/KG	0.0700	(M)	###		###	
TP18	PCB-1221	MG/KG	0.0400	(M)	###		###	
TP19	PCB-1232	MG/KG	0.0200	(M)	###		###	
TP20	PCB-1242	MG/KG	0.0700	(M)	###		###	
TP21	PCB-1248	MG/KG	0.0700	(M)	***		###	
TP22	PCB-1254	MG/KG	0.16	(M)	###		###	
TP23	PCB-1260	MG/KG	0.0200	(M)	0.23	(,0)	###	
TP24	CHLORDANE, TECHNICAL	MG/KG	0.0300	(M)	0.44	(,0)	###	
TP25	HEPTACHLOR	MG/KG	###		***		###	
TP26	HEPTACHLOR EPOXIDE	MG/KG	###		0.0216	(,0)	###	
TP27	CIS-CHLORDANE	MG/KG	###		0.0969	(,0)	###	
TP28	TRANS-CHLORDANE	MG/KG	###		0.0879	(,0)	###	
TP29	CIS-NONACHLOR	MG/KG	###		0.0606	(,0)	###	
TP30	TRANS-NONACHLOR	MG/KG	###		0.0811	(,0)	###	
TP31	1-HYDROXYCHLORDENE	MG/KG	###		###		###	
TP32	OXYCHLORDANE	MG/KG	###		###		###	
TP33	CHLORDENE	MG/KG	###		###		###	
TP34	ALPHA-CHLORDENE	MG/KG	###		###		###	
TP35	BETA-CHLORDENE	MG/KG	###		###		###	
TP36	GAMMA-CHLORDENE	MG/KG	###		###		###	
TP37	ALACHLOR (LASSO)	MG/KG	###		###		###	
TP38	METOLACHLOR (DUAL)	MG/KG	###		###		###	
TP39	METHOXYCHLOR	MG/KG	###		###		###	
TP40	MALATHION	MG/KG	###		###		###	
TP41	PARATHION	MG/KG	###		###		###	
TP42	O,P'-DDE	MG/KG	###		###		###	
TP43	O,P'-DDD	MG/KG	###		###		###	
TP44	O,P'-DDT	MG/KG	###		###		###	
TP45	ATRAZINE (AATREX)	MG/KG	###		###		###	
TP46	DCPA (DACTHAL)	MG/KG	###		###		###	
TP47	CHLORPYRIFOS (DURSABAN)	MG/KG	###		###		###	
TP48	METRIBUZIN (SENCOR)	MG/KG	###		###		###	
TP49	MIREX	MG/KG	###		###		###	
TP50	PROPACHLOR (RAMROD)	MG/KG	###		###		###	
TP51	TERPENE POLYCHLOR (STROBANE)	MG/KG	###		###		###	
TP52	BUTACHLOR (MACHETE)	MG/KG	###		###		###	
TP53	TRICHLORFON (DYLOX)	MG/KG	###		###		###	
TP54	PCB-1262	MG/KG	###		###		###	
TP55	PCB-1268	MG/KG	###		###		###	
TP56	ACEPHATE	MG/KG	###		###		###	
TP57	ALDICARB	MG/KG	###		###		###	
TP58	CARBARYL	MG/KG	###		###		###	
TP59	CARBOFURAN	MG/KG	###		###		###	
TP60	CHLORDIMEFORM	MG/KG	###		###		###	
TP61	CYPERMETHRIN	MG/KG	###		###		###	

I-29-203

Section 35:

QUALITY CONTROL MATRIX REPORT

Uses:

The quality control matrix report is used to check the number of records which are available in each quality control file for all individual media-group-parameter code. Each line of the report lists one individual media-group-parameter code and the number of records in each of the eleven possible quality control files associated with that media-group-parameter code.

Operational Procedure:

The following procedure may be used to generate the quality control matrix report:

1. LOG ON to the IBM under the LAST account. (See the LAST System Manager for the LOG ON supplement)

2. At the READY prompt, type:

QCALL <CR>

3. The following message will appear on the screen:

EXECUTING CLIST (QCALL)
SEARCHING FOR QUALITY CONTROL FILES . . .

4. It may take several minutes for the program to find all of the quality control files currently in the system. Afterwards, the following message will appear on the screen.

READY

5. The report will be sent electronically from RTP to Region VII.

SAMPLE RUN:

READY
QCALL
EXECUTING CLIST (QCALL)
SEARCHING FOR QUALITY CONTROL FILES . . . SAVED

READY

MGP NUM	PARAMETER DESCRIPTION	(CS)	(PS)	(MS)	(LB)	(FB)	(DA)	(DS)	(SS)	(FS)	(FK)	(LK)
		CAL STD	PERFM STD	METH STD	LAB BLANK	FIELD BLANK	LAB DUP	FIELD DUP	LAB SPIKE	FIELD SPIKE	DUP FIELD SPIKE (KN)	DUP FIELD SPIKE (BN)
		(A,C)	(P,T)	(G,H)	(M)	(F)	(,L)	(,D)	(RS)	(YZ)	(YZ)	(RS)
TL01	X LIPIDS IN SAMPLE	0	0	0	0	0	0	30	0	0	0	0
TL02	SPECIES CODE, NUMERIC, IN SAMPLE	0	0	0	0	0	0	30	0	0	0	0
TL03	NUMBER OF SPECIMEN IN SAMPLE	0	0	0	0	0	0	30	0	0	0	0
TL04	NUMBER OF SPECIES IN SAMPLE	0	0	0	0	0	0	30	0	0	0	0
TL05	TISSUE CODE, NUMERIC, OF SAMPLE	0	0	0	0	0	0	30	0	0	0	0
TL06	AVERAGE WEIGHT OF COMPONENTS IN SAMPLE	0	0	0	0	0	0	0	0	0	0	0
TL07	AVERAGE LENGTH OF COMPONENTS IN SAMPLE	0	0	0	0	0	0	0	0	0	0	0
TL08	AVERAGE AGE OF COMPONENTS IN SAMPLE	0	0	0	0	0	0	0	0	0	0	0
TL09	TOTAL WEIGHT OF SAMPLE	0	0	0	0	0	0	0	0	0	0	0
TL10	STANDARD DEVIATION OF WEIGHT OF SAMPLE	0	0	0	0	0	0	0	0	0	0	0
TL11	STANDARD DEVIATION OF LENGTH OF SAMPLE	0	0	0	0	0	0	0	0	0	0	0
TM01	SILVER BY ICAP	0	0	0	3	0	0	0	0	0	0	0
TM02	ALUMINUM BY ICAP	0	0	0	3	0	0	0	0	0	0	0
TM03	ARSENIC BY ICAP	0	0	0	0	0	0	27	0	0	0	0
TM04	BARIUM BY ICAP	0	0	4	10	0	10	30	10	0	0	0
TM05	BERYLLIUM BY ICAP	0	0	4	3	0	0	0	0	0	0	0
TM06	CADMIUM BY ICAP	0	0	4	10	0	6	22	5	0	0	0
TM07	COBALT BY ICAP	0	0	4	10	0	1	3	2	0	0	0
TM08	CHROMIUM BY ICAP	1	0	4	10	0	10	30	12	0	0	0
TM09	COPPER BY ICAP	1	0	4	10	0	10	30	12	0	0	0
TM10	IRON BY ICAP	0	0	4	10	0	10	30	10	0	0	0
TM11	MANGANESE BY ICAP	0	0	4	10	0	10	30	10	0	0	0
TM12	MOLYBDENUM BY ICAP	0	0	4	3	0	0	0	0	0	0	0
TM13	NICKEL BY ICAP	0	0	4	10	0	0	0	1	0	0	0
TM14	LEAD BY ICAP	0	0	4	10	0	1	1	1	0	0	0
TM15	ANTIMONY BY ICAP	0	0	0	0	0	0	0	0	0	0	0
TM16	SELENIUM BY ICAP	0	0	0	0	0	0	30	0	0	0	0
TM17	TITANIUM BY ICAP	0	0	0	0	0	0	0	0	0	0	0
TM18	THALLIUM BY ICAP	0	0	0	0	0	0	0	0	0	0	0
TM19	VANADIUM BY ICAP	0	0	4	10	0	5	23	6	0	0	0
TM20	ZINC BY ICAP	1	0	4	10	0	10	30	12	0	0	0
TM21	CALCIUM BY ICAP	0	0	0	3	0	0	0	0	0	0	0
TM22	MAGNESIUM BY ICAP	0	0	0	10	0	10	30	0	0	0	0
TM23	SODIUM BY ICAP	0	0	0	10	0	10	30	0	0	0	0
TM24	POTASSIUM BY ICAP	0	0	0	0	0	0	0	0	0	0	0
TM25	TIN BY ICAP	0	0	0	0	0	0	0	0	0	0	0
TM26	SILVER BY AA	0	0	0	0	0	0	0	0	0	0	0
TM27	ARSENIC BY AA	3	0	0	0	0	0	0	0	0	0	0
TM28	CADMIUM BY AA	3	0	0	0	0	0	0	2	0	0	0
TM29	CHROMIUM BY AA	0	0	0	0	0	0	0	0	0	0	0
TM30	LEAD BY AA	3	0	0	0	0	0	0	2	0	0	0
TM31	ANTIMONY BY AA	0	0	0	0	0	0	0	0	0	0	0
TM32	SELENIUM BY AA	0	0	0	0	0	0	0	0	0	0	0
TM33	THALLIUM BY AA	0	0	0	0	0	0	0	0	0	0	0
TM34	MERCURY BY COLD VAPOR AA	13	0	0	12	0	0	30	4	0	0	0
TN01	WEIGHT OF EDIBLE PORTION OF SPECIMEN	0	0	0	0	0	0	0	0	0	0	0
TN02	WEIGHT OF WHOLE SPECIMEN	0	0	0	0	0	0	0	0	0	0	0
TN03	LENGTH OF WHOLE SPECIMEN	0	0	0	0	0	0	0	0	0	0	0
TN04	SPECIES OF SPECIMEN (NUMERIC)	0	0	0	0	0	0	0	0	0	0	0
TN05	AGE OF SPECIMEN	0	0	0	0	0	0	0	0	0	0	0
TN06	SEX OF SPECIMEN (MALE/FEMALE)	3	0	0	0	0	0	0	0	0	0	0
TO01	CHLOROMETHANE	0	0	0	0	0	0	0	0	0	0	0
TO02	BROMOMETHANE	0	0	0	0	0	0	0	0	0	0	0
TO03	VINYL CHLORIDE	0	0	0	0	0	0	0	0	0	0	0

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HGP NUM	PARAMETER DESCRIPTION	(CS)	(PS)	(MS)	(LB)	(FB)	(DA)	(DS)	(SS)	(FS)	(FK)	(LK)
		CAL	PERFM	METH	LAB	FIELD	LAB	FIELD	LAB	FIELD	DUP	DUP
		STD	STD	STD	BLANK	BLANK	DUP	DUP	SPIKE	SPIKE	FIELD	LAB
		(A,C)	(P,T)	(G,H)	(M)	(F)	(L)	(D)	(RS)	(YZ)	(KN)	(BW)
											(Y2)	(RS)
T004	CHLOROETHANE	0	0	0	0	0	0	0	0	0	0	0
T005	METHYLENE CHLORIDE	0	0	0	0	0	0	0	0	0	0	0
T006	1,1-DICHLOROETHYLENE	0	0	0	0	0	0	0	0	0	0	0
T007	1,1-DICHLOROETHANE	0	0	0	0	0	0	0	0	0	0	0
T008	TRANS-1,2-DICHLOROETHYLENE	0	0	0	0	0	0	0	0	0	0	0
T009	CHLOROFORM	0	0	0	0	0	0	0	0	0	0	0
T010	1,2-DICHLOROETHANE	0	0	0	0	0	0	0	0	0	0	0
T011	1,1,1-TRICHLOROETHANE	0	0	0	0	0	0	0	0	0	0	0
T012	CARBON TETRACHLORIDE	0	0	0	0	0	0	0	0	0	0	0
T013	BROMODICHLOROMETHANE	0	0	0	0	0	0	0	0	0	0	0
T014	1,2-DICHLOROPROPANE	0	0	0	0	0	0	0	0	0	0	0
T015	BENZENE	0	0	0	0	0	0	0	0	0	0	0
T016	TRANS-1,3-DICHLOROPROPENE	0	0	0	0	0	0	0	0	0	0	0
T017	TRICHLOROETHYLENE	0	0	0	0	0	0	0	0	0	0	0
T018	CIS-1,3-DICHLOROPROPENE	0	0	0	0	0	0	0	0	0	0	0
T019	DIBROMODICHLOROMETHANE	0	0	0	0	0	0	0	0	0	0	0
T020	1,1,2-TRICHLOROETHANE	0	0	0	0	0	0	0	0	0	0	0
T021	2-CHLOROETHYL VINYL ETHER	0	0	0	0	0	0	0	0	0	0	0
T022	BROMOFORM	0	0	0	0	0	0	0	0	0	0	0
T023	1,1,2,2-TETRACHLOROETHENE	0	0	0	0	0	0	0	0	0	0	0
T024	TOLUENE	0	0	0	0	0	0	0	0	0	0	0
T025	1,1,2,2-TETRACHLOROETHANE	0	0	0	0	0	0	0	0	0	0	0
T026	CHLOROBENZENE	0	0	0	0	0	0	0	0	0	0	0
T027	ETHYL BENZENE	0	0	0	0	0	0	0	0	0	0	0
T028	ACETONE	0	0	0	0	0	0	0	0	0	0	0
T029	CARBON DISULFIDE	0	0	0	0	0	0	0	0	0	0	0
T030	2-BUTANONE	0	0	0	0	0	0	0	0	0	0	0
T031	VINYL ACETATE	0	0	0	0	0	0	0	0	0	0	0
T032	2-HEXANONE	0	0	0	0	0	0	0	0	0	0	0
T033	4-METHYL-2-PENTANONE	0	0	0	0	0	0	0	0	0	0	0
T034	STYRENE	0	0	0	0	0	0	0	0	0	0	0
T035	XYLENES, TOTAL	0	0	0	0	0	0	0	0	0	0	0
TP01	ALPHA-BHC	4	0	0	8	0	0	0	0	0	0	0
TP02	BETA-BHC	1	0	3	3	0	0	0	0	0	0	0
TP03	DELTA-BHC	4	0	1	7	0	0	0	0	0	0	0
TP04	GAMMA-BHC (LINDANE)	4	0	0	7	0	0	0	0	0	0	0
TP05	ALDRIN	4	0	3	7	0	0	0	0	0	0	0
TP06	DIELDRIN	0	0	3	7	0	0	19	0	0	0	0
TP07	A ENDO SULFAN	4	0	3	7	0	0	0	0	0	0	0
TP08	B ENDO SULFAN	0	0	3	7	0	0	0	0	0	0	0
TP09	ENDOSULFAN SULFATE	4	0	0	7	0	0	0	0	0	0	0
TP10	ENDRIN	4	0	0	7	0	0	0	0	0	0	0
TP11	ENDRIN ALDEHYDE	1	0	0	7	0	0	0	0	0	0	0
TP12	ENDRIN KETONE	0	0	0	0	0	0	0	0	0	0	0
TP13	4,4'-DDE	4	0	3	7	0	0	16	0	0	0	0
TP14	4,4'-DDD	4	0	0	7	0	0	5	0	0	0	0
TP15	4,4'-DDT	4	0	3	7	0	0	0	0	0	0	0
TP16	TOXAPHENE	0	0	0	7	0	0	0	0	0	0	0
TP17	PCB-1016	0	0	0	7	0	0	0	0	0	0	0
TP18	PCB-1221	0	0	0	7	0	0	0	0	0	0	0
TP19	PCB-1232	0	0	0	7	0	0	0	0	0	0	0
TP20	PCB-1242	0	0	0	7	0	0	0	0	0	0	0
TP21	PCB-1248	0	0	0	7	0	0	2	0	0	0	0
TP22	PCB-1254	0	0	0	7	0	0	0	0	0	0	0

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Section 36:

WINDROSE

Uses:

WINDROSE is a retrieval and display system for air data from the LAST system on the IBM 3090. The data retrieved is from the activity data file and includes all samples with Media = A, Group = F, and Parameter = 10 - 25. Data for an entire activity is kept in a single file on the PC with the filenaming convention; last digit of the fiscal year followed by the activity number and then a file extension of AIR.

Example:

7AJRA8.AIR
8ABL04.AIR

Information can then be retrieved for any sample within that activity. Sample number and QC code are used in the retrieval procedure. A windrose is output on a Tektronix 4696 color printer with arrows pointing toward the direction which the wind blew from, and the length of the arrows directly proportional to the percentage of the time that the wind blew from that direction.

ACCESSING SYSTEM

Two other pieces of software are needed in the running of this system. The first is XTALK; a telecommunications package; needed for data transfer. The second is AUTUMN; a PC-based graphics package; needed for windrose display and output.

1. Move to the WROSE directory:
CD \WROSE <CR>
2. Access system:
WINDROSE <CR>
3. The following main menu appears:

WINDROSE
DATA
SYSTEM

- 1) Transfer Data to PC from IBM 3090
- 2) Build Data Command File
- 3) Display WINDROSE
- 4) QUIT

Please Enter your choice (1-4) :

Fig. 1 MAIN MENU

DATA TRANSFER

The data transfer routine is fully automated after the first screen has been filled. The PC will logon to the IBM 3090, execute the dump routine, save the data to a file on the PC, logoff the IBM 3090 and return to the main menu.

** An asterisk in the fiscal year field will return the user to the main menu.

** An asterisk in any other field will return you to the fiscal year prompt.

1. Select option 1 from the main menu:
1 <CR>
2. The following screen appears:

WINDROSE DATA TRANSFER ROUTINE

Enter Fiscal Year (Ex. 88) :

Enter Activity Number (Ex. ABF01) :

Enter IBM 3090 User ID :

Enter IBM 3090 Password :

Enter IBM 3090 Fimas Code :

Fig. 2 DATA TRANSFER MENU

3. Enter the last two digits of the Fiscal Year of the activity file where data resides:
Ex. 88 <CR>
4. Enter the Activity Number of the data file to be downloaded:
Ex. AJRA8 <CR>

5. Enter your 3-character User ID for the IBM 3090:
Ex. AVF <CR>
6. Enter the Password for the above User ID (8 characters or less):
Ex. ZZZZZZZZ <CR>
7. Enter the Fimas Code that accompanies steps 4 and 5:
Ex. xyz7d <CR>

The program will now logon to the IBM 3090 and download the requested data. PLEASE be PATIENT; the time it takes depends on the size of the activity file to be downloaded.

8. If the .AIR file already exists on the PC you will be prompted to erase the existing file before continuing.
9. You will now be returned to the main menu.

BUILDING THE COMMAND FILE

This routine will ask for the Fiscal Year, Activity Number, Sample Number, QC code, and Scale so that data items can be selected and formatted in the command file. The user will then be returned to the main menu.

** An asterisk in the fiscal year field will return the user to the main menu.

** An asterisk in any other field will return you to the fiscal year prompt.

1. Select option 2 from the main menu:
2 <CR>
2. The following screen appears:

WINDROSE DATA HANDLER

Enter Fiscal Year (Ex. 88) :

Enter Activity Number (Ex. ABF01) :

Enter Sample Number (Ex. 003) :

Enter QC Code (Ex. F) :

Enter Scale Factor (Ex. 0.50) :

Fig. 3 DATA HANDLER MENU

3. Enter the last two digits of the Fiscal Year of the activity file where data resides:
Ex. 88 <CR>
4. Enter the Activity Number of the data file to be accessed:
Ex. AJRA8 <CR>

5. Enter the single Sample Number to be selected:
Ex. 001 <CR>
6. Enter the QC code to be selected:
Ex. F <CR>
7. Enter the Scale for the windrose to be drawn (Scale of
1.00 will fit nicely on a 8.5 X 11 sheet):
Ex. 1.00 <CR>
8. You will now be returned to the main menu.

DISPLAYING A WINDROSE

Windroses are displayed using the PC-based AUTUMN graphics package.

1. Select option 3 from the main menu:
3 <CR>
2. The following screen appears:

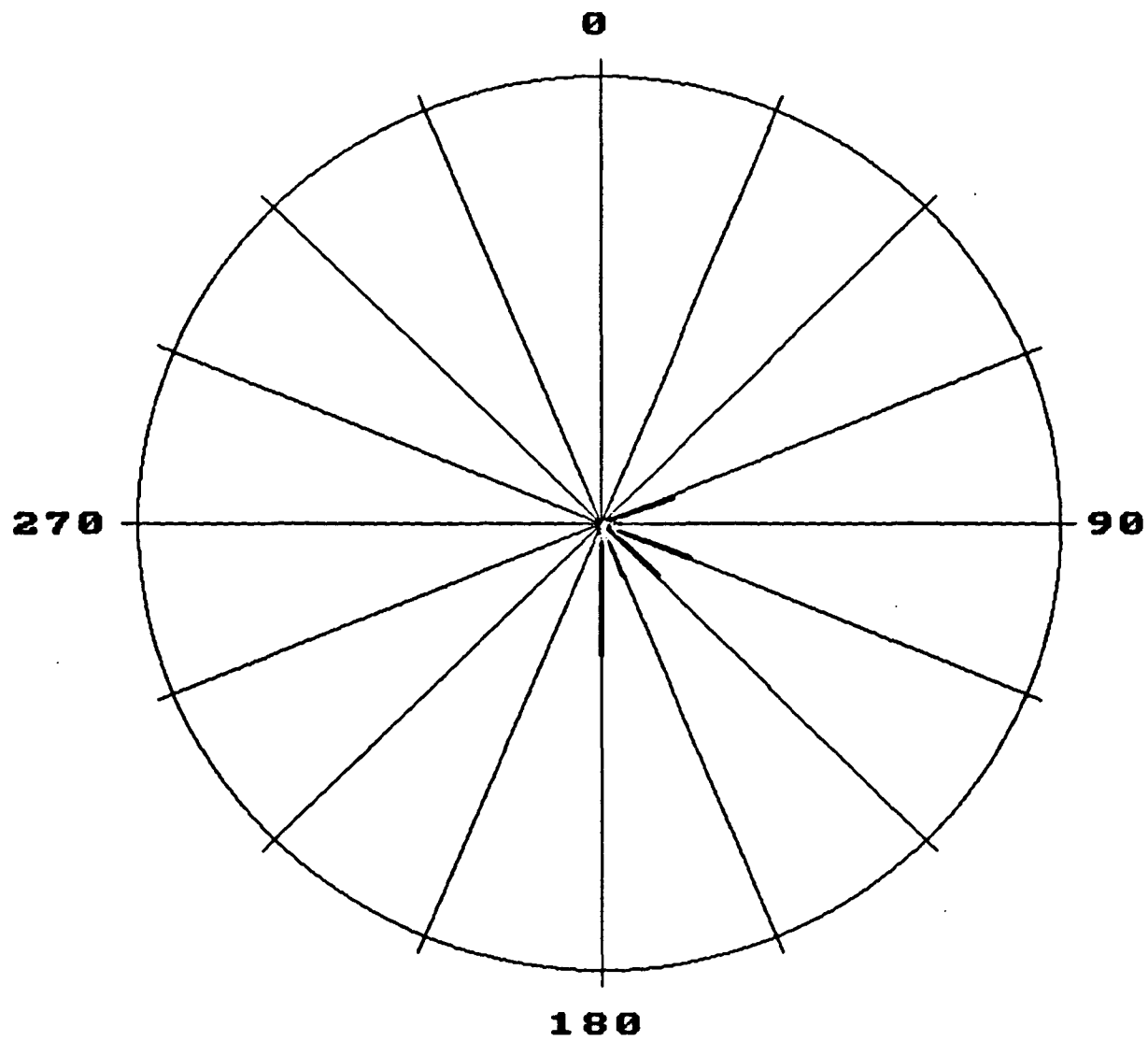
AUTUMN	1: Compose Chart-ID
	2: Chart-ID
	3: Enhancements...
	4: Transfer...
	5: GO
	6: Switch Chart-ID
	7: Help...
	8: Quit

>

Fig. 4 AUTUMN MENU

3. Press the F10 key on the keyboard:
4. At the command file prompt(>),
enter the last digit of the fiscal year followed by the
activity number:
Ex. 8AJRA8 <CR>
5. The windrose will be displayed on the color monitor.
6. Saving the windrose image:
Press the F5 key on the keyboard, you will be prompted
for a filename. Enter a name of your choosing.

7. Exiting display routine:
 - At the EGO command prompt (>) Enter:
8
 - At the AUTUMN command prompt (>) Enter:
8
 - If you did not save the windrose you will be asked if
you really want to exit without saving.
 - Yes will return you to the main menu.
 - No will allow you to save the windrose and then
return to the main menu.
8. You will now be returned to the main menu.

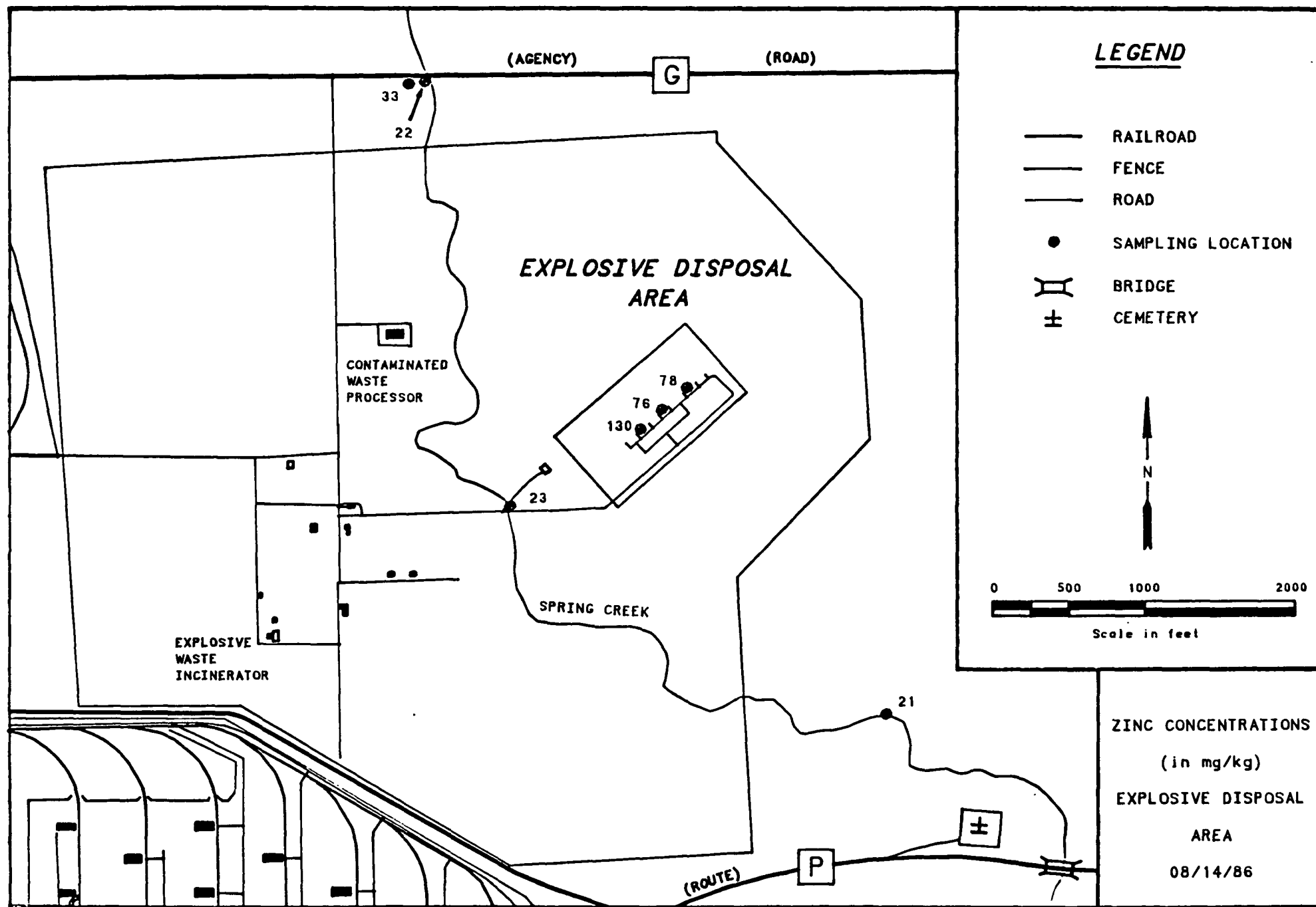


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Section 37: ELECTRONIC OUTPUT TO A GRAPHICAL INFORMATION SYSTEM

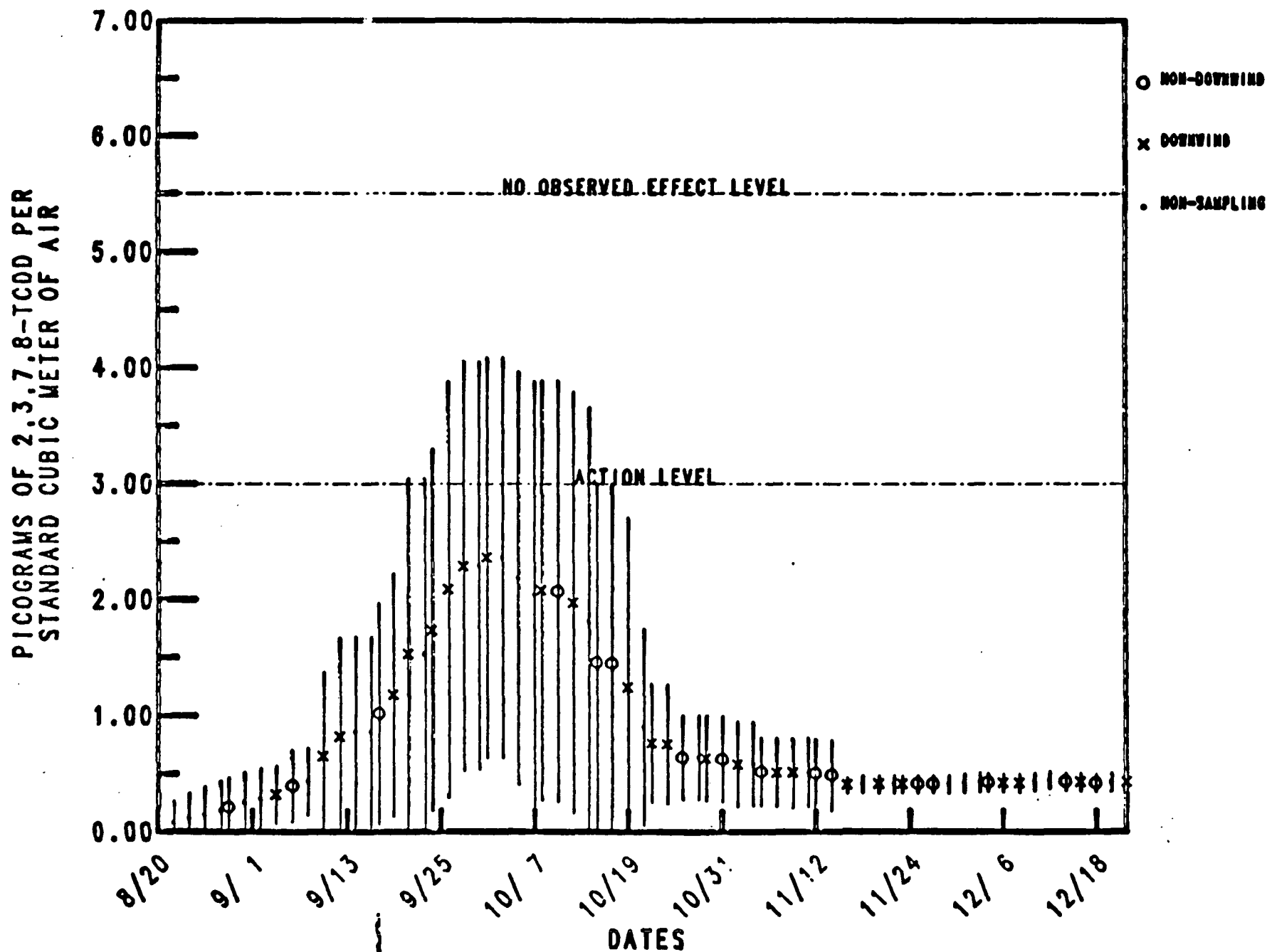
Uses:

Frequently it is desirable to report environmental data in the form of charts, graphs or maps rather than printed reports. This capability exists in LAST. By associating the three variables called Map Number, East, and North with each sample where mapping may be desired, a point or parameter concentration value can be plotted on a base map or used in a chart or graph. An example in which the 14 most recent data values (42 days since one sample in this case represents 3 days) are used to calculate and plot a running average of 2,3,7,8-TCDD in ambient air concentrations against the date the last sample was collected is shown on the next page. A second example illustrates the capability of electronically plotting parameter concentrations (zinc in this case) on a map of the Army Ammunition Plant where the samples were collected.



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14 DATA POINT RUNNING AVERAGE MINKER CUL-DE-SAC - SITE R07



Section 38:

STORET STATUS

Uses:

The STORET Status Report is used to check the status of data in STORET activities.

Operational Procedure:

The following procedure may be used to generate the STORET Status Report:

1. Log on to the IBM under the LAST account. (See the LAST System Manager for the LOG ON Supplement.)
2. At the READY prompt, type:

STOSTA <CR>
3. The following message will appear:

READY
4. The report will be sent electronically from RTP to Region VII.

SAMPLE RUN:

```
READY
STOSTA
READY
```

STATUS OF ACTIVITIES BEING PROCESSED
FOR TRANSFER TO STORET

DATE: 12/ 4/87
TIME: 10:18:13

R	ACTIVITY NUMBER		DATA BEING ANALYZED	DATA APPROVED BY LABO	DATA APPROVED BY PL	VALID EXECUTED	QCARCH EXECUTED	STOERR EXECUTED WITHOUT ERRORS	STORET EXECUTED	STORET COORDINATOR NOTIFIED	PROCESS COMPLETED
7	- AA450	CANCELLED									
7	- AA476	POSTPONED									
7	- A6L04				*****						
7	- ACL19			*****							
7	- ADE03				*****						
7	- ADE05							*****			
7	- ADF01				*****						
7	- ADF02					*****					
7	- ADF03								*****		
7	- ADF04	CANCELLED									
7	- ADF05										*****
7	- ADF06									*****	
7	- ADF07	IN PROCESS									
7	- ADF08	IN PROCESS									
7	- ADF09			*****							
7	- ADF10							*****			
7	- ADJ02						*****				
7	- ADJ04				*****						
7	- ADJ05		*****								
7	- ADJ06									*****	
7	- ADJ08				*****						
7	- ADJ09	CANCELLED									
7	- ADJ10					*****					
7	- ADJ11				*****						
7	- ADJ12						*****				

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TECHNICAL REPORT DATA <i>(Please read instructions on the reverse before completing)</i>		
1. REPORT NO. EPA 907/9-87-004	2.	3. RECIPIENT'S ACCESSION NO.
4. TITLE AND SUBTITLE Labor and Sample Tracking (LAST) User's Guide		5. REPORT DATE December 1987 Date of Approval 6. PERFORMING ORGANIZATION CODE
7. AUTHOR(S) Billy J. Fairless, Margaret Tompkins, Computer Sciences Corporation		8. PERFORMING ORGANIZATION REPORT NO.
9. PERFORMING ORGANIZATION NAME AND ADDRESS U.S. EPA, Region VII 25 Funston Road Kansas City, Kansas 66115		10. PROGRAM ELEMENT NO. A53B2F, (TFAY9A), (ACDD3A) 11. CONTRACT/GRANT NO. 68-01-7176-182
12. SPONSORING AGENCY NAME AND ADDRESS U.S. EPA, Region VII 25 Funston Road Kansas City, Kansas 66115		13. TYPE OF REPORT AND PERIOD COVERED Final 14. SPONSORING AGENCY CODE
15. SUPPLEMENTARY NOTES		
16. ABSTRACT <p>LAST (Labor and Sample Tracking) is a software system that combines management, field and laboratory data. Over fifty different reports are available from the system covering such topics as: schedules of future activities, average and unit turn-around times, overdue analyses/samples/activities, unit pricing factors (dollars and FTE's), activity costs, field sheets, sample labels, analytical data, data quality, maps, charts, measurement methods and sample holding times. The software is designed for one-time data entry, is available in both electronic and manual formats and is user friendly (users do not need ADP training but maintenance personnel do). All software is written in IBM Fortran 77.</p>		
17. KEY WORDS AND DOCUMENT ANALYSIS		
a. DESCRIPTORS	b. IDENTIFIERS/OPEN ENDED TERMS	c. COSATI Field/Group
Computer Software-Fortran 77 Sample and Analyses Tracking Unit Pricing Factors Field Sheets & Sample Labels Environmental Monitoring		
18. DISTRIBUTION STATEMENT Release Unlimited	19. SECURITY CLASS (This Report)	21. NO. OF PAGES 224
	20. SECURITY CLASS (This page)	22. PRICE

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Insert the EPA report number as it appears on the cover of the publication.
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