Test Level Authorization of Uploaded Results for Bench Biology Samples

1. INTRODUCTION

1.1. This procedure provides instruction for authorization of data for bench biology samples. Sample results are uploaded through LIMS QC Manager and saved as a review file (filename.REV). Once the data have been verified by two analysts (per SOP BG-01), the results can be authorized. This final authorization allows the results to be uploaded for reporting. This procedure applies to the following LIMS Analysis IDs:, CHLSUITE-W, CHL-CORR-P, CHL-MDFL-W, DW-PLATECT, FCOLI-MF, TCOLI-MF, FC-MF-CL, TC-MF-CL, ECOLI-18QT, TCOLI -18QT, ENT-24-QT, EC-18QT-CL, EN24-QT-CL.

2. DATA REVIEW

2.1. Remove paperclip from packet to be authorized and check all printouts for errors. If corrections were made during verification, be sure that they have been changed in LIMS QC Manager. Checkmark and initial pages as they are reviewed for documentation.

2.2. Check the samples and test IDs on the Run-Log printout against the appropriate worksheets for the day. The worksheets should have already been checked for errors.

2.3. Login to LIMS QC Manager. Select the appropriate instrument and open the review file to be authorized. The file name is the title on the QC Manager Results printout.

2.4. Highlight all the data in the Sample Table.

2.5. Select **Tools → Show NCRs** from the menu. If not already done, add a comment and/or appropriate qualifier to any sample/result that has a related NCR. Attach a copy of any relevant NCR to the end of the packet.

Note: When the authorizing analyst verifies that results in QCM need qualifiers, or there are missing documents, such as an NCR, or a LIMS Results Editor print-out, the packet is returned to the analyst, who uploaded the data, with instructions of the amendments needed for re-upload. Once the packet has been re-uploaded, with the appropriate adjustments, the authorizing analyst will continue the review process.

2.6. Check **Analyst**, **Date**, and **Time** changes. Also, check for **Prep Batch** and **Analysis Batch** IDs.

2.7. Check the instrument printout against the Run-Log printout to make sure all the information is the same and is correct. For example, check Sample IDs, volumes, and test IDs on each page. There is a printed report for micro analyses instead of an instrument printout. This step is done during the two-person verification process.

2.8. Make note of failed controls, standards, dups, and other sample discrepancies. (

2.9. On QC Manager print-out, check that correct rows are flagged for upload. See SOP BB-031 for what should be uploaded for each type of analysis. Check the Remarks

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column for correct qualifiers. Duplicates being reported as an average need an A-qualifier.

2.10. If a comment exists for lab duplicates, be sure a comment is attached to all sample rows for the batch and the average row. The comment for the lab duplicates should include the value of the duplicate not reported unless the value is inapplicable to report. Comments for other samples in the batch do not need to contain values.

2.11. If there are any QC control failures, make sure samples are appropriately flagged and comments have been added. See SOP BB-31 for QC acceptance limits and protocols for limit failures.

2.12. Check LIMS values and significant figures. Make a comment in the notes section of QCM and make a comment on the QCM printout if changes are made to any of the values.

2.12.1. Check LIMS result in the Quanti-Tray QCM file for exponential values. LIMS values should be changed from scientific notation to a decimal.

2.12.2. Confirm that each LIMS value has the correct number of significant figures. A value of 10 U must be changed to 10.0 U. The significant figures should be changed from 2 to 3.

2.12.3. Check averages to make sure that QCM uses the smallest number of significant figures between the values.

2.12.4. In Membrane Filtration QCM files, change the reported average to a whole number.

2.13. Save by selecting **File → Save (Ctrl+S)**.

3. AUTHORIZATION

3.1. Select **Tools → Upload → By Upload Flag**.

3.2. Note: If the message "Warning! You are uploading a spike RPD without its corresponding recoveries." appears in the **QC Manager & Results Upload** window, click OK.

3.3. Check the Error Log for corrections to be made.

3.4. NOTE: The Error Log needs to be cleared before continuing with the authorization process of all tests. Chlorophyll packet authorization is excluded from this, **only when** the following error populates in the "component" and "error" columns: "Chlorophyll/Phaeophytin Ratio / Component not found".Click once on the check mark button to **Authorise Test by Upload**. Click on the Select All button and click **Authorise Selected Tests**. Click **Close**. Close out of the **Result & QC Upload** window and close QC Manager.

3.5. Sign and date the Uploaded LIMS line on the stamped QC Manager Results printout and staple pages together.

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4. REFERENCES

4.1. DEP SOP, BG-01 Data-Entry Verification

4.2. DEP SOP, BB-31 LIMS QC Manager Data Uploading Instructions for Bench Biology and Microbiology Samples

APPENDIX OF CHANGES

06/11/2009	SOP reviewed and edited to update according to current procedures. Deleted Section 3.4 regarding micro hold time printouts which are no longer used.
07/23/2010	SOP reviewed and edited to update according to current procedures.
06/12/2012	SOP reviewed and edited to update according to current procedures.
04/28/2014	Added tests ECOLI-QT, EC-QT-CL, ENT-24-QT, EN24-QT-CL, and CHL-MDFL-W to **Introduction**. Added Steps 2.5.-2.8. to **Data Review.**
01/22/2015	Formatted for 508 compliance.
03/05/2015	Removed uploading step.
12/23/2016	Removed old test IDs.
12/19/2017	Edited LIMS Analysis IDs in Introduction. Added LIMS result and significant figure review to section 2. DATA REVIEW
12/30/2019	Eliminated references to Sediment Particle Size analysis.
12/15/2020	Edited text to clarify instructions and improve sentence flow.
12/30/2020	Added a Note to section 2.5 in DATA REVIEW.
12/22/2021	SOP reviewed and edited to update according to current procedures. Added a Note to section 3.3. Remove details for BOD analysis authorization. Added TCOLI-18QT test ID, and corrected grammar errors throughout the text.

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