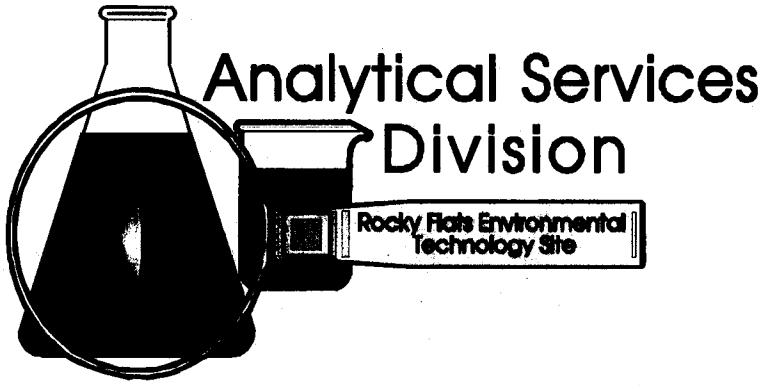

KAISER-HILL – RISS
ANALYTICAL SERVICES DIVISION

IDENTIFICATION SYSTEM FOR REPORTS AND SAMPLES

ASD-003, Revision 2

Approved By: _____ / Virgene L. Ideker / February 25, 2003
Manager, Analytical Services Division (ASD) — Print Name — Date

Responsible Organization: Analytical Services Division Effective Date: February 25, 2003

USE CATEGORY 3

This procedure **SHALL** be available at a known location for reference.

ISR review not required
This procedure supersedes Procedure ASD-003, Revision 1 (issued 4/3/00)
Periodic review frequency: 4 years from the effective date

Reviewed for Classification/UCNI
By *Roger S. Cichorz* U/NU
ASD QA Officer – T130A
Date February 25, 2003

1/8

ADMIN RECORD

TABLE OF CONTENTS

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LIST OF EFFECTIVE PAGES

Pages	Effective Date	Change Number
1 through 8	02/25/03	not applicable (new revision)

PURPOSE

This procedure describes the method of assigning unique report identification numbers (RINs) and sample numbers for sample events originating at the Rocky Flats Environmental Technology Site (RFETS). In addition, the procedure characterizes the relationship between the RIN and the sample event number.

SCOPE

The Kaiser-Hill Analytical Services Division (ASD) assigns a unique report identification number (RIN) to every analytical chemistry project at RFETS. This procedure specifies the hardware and software required to assign RINs. The same hardware and software used to generate RINs are used to assign sample event numbers and bottle numbers.

1. INTRODUCTION

The ASD uses a three-tiered numbering system for cataloging laboratory samples and reports. At the top of the hierarchical structure is the report identification number (RIN). An event number and bottle number are then linked to the RIN. The Analytical Services Toolkit (AST), a custom sample-tracking database system administered by ASD, for which technical and operational details are outside the scope of this procedure, links these numbers together. The resultant unique identifier makes it possible to track samples, analyses, and analytical reports.

The ASD guarantees unique RINs by requiring that numbers be generated through the AST system. AST assigns a unique RIN when a user initiates a new request for analytical services. The software, hardware, and administrative controls provided by this procedure guarantee a unique number. The same software, hardware, and administrative controls provide a system for assigning unique event and bottle numbers.

To request analytical services (sampling and/or laboratory analyses) and a RIN assignment, a customer (originator/requester) can: (1) generate a Sampling and Analysis Request Form (SARF) and submit it to the ASD for processing, (2) contact an ASD Project Lead (customer-service representative) who will obtain necessary information about the analytical project through an interview, or (3) use computer-notification scheduling for routine samples. When securing a new request for analytical services, the user accepts the next available RIN provided by AST and assigns this number to the project, specifying the appropriate project name and task during the process.

The only way for a customer to obtain RFETS analytical services is through an ASD Project Lead. For all new customer requests for analytical services, the ASD Project Lead collects (through the SARF application, interviews with the customer, or computer-notification scheduling) pertinent information about the project before arranging for sampling and analysis. Information collected from the SARFs or during the interviews allows the assignment of RINs and event numbers. Details about the initiation of analytical services, filling out and submission of SARFs, and generation and implementation of Chain-of-Custody Forms are given in *PRO-543-ASD-002*, "Initiation, Preparation, and Implementation of Chain-of-Custody Forms."

The AST system also handles the assignment of sample numbers in a sequential fashion and ensures that these are unique within a RIN. To understand the way AST assigns these numbers, it is important to understand the concepts of "event" and "bottle." An event is defined as a sampling event at a given location and time and under the same environmental conditions. An event may consist of multiple bottles if there are many analytes of interest and these have different bottling requirements. Also, some analyses require multiple bottles to obtain enough sample volume.

AST automatically assigns event number 001 to the first event collected for a RIN. Additional events are given sequentially higher numbers with no duplication possible. Individual bottles are then created from pre-defined analysis templates and assigned sequentially for each event. AST ensures that no event/bottle numbers are duplicated within a RIN and the complete sample identification number consists of the RIN, event, and bottle together in the format specified in Section 5.1.

2. HARDWARE

2.1 IBM-compatible computer equipped with a Pentium microprocessor and an Ethernet card

2.2 Oracle production server connected to the RFETS local area ethernet

2.3 RFETS local area ethernet connection

3. SOFTWARE

3.1 Site-approved operating systems (e.g., Windows 95 or Windows NT)

3.2 Site standard network database software (e.g., Oracle 7.3.4 or later)

3.3 Current release of AST as provided by Site configuration management

4. ANATOMY OF A REPORT IDENTIFICATION NUMBER (RIN)

4.1 A report identification number has seven digits and is composed of three parts

YYNXXXX

where YY are the last two digits of the federal government fiscal year, N is a use code (alphabet letter assigned to an individual ASD Project Lead), and XXXX is a sequential number from 0001 to 9999 for each N code used. At the beginning of the fiscal year, the sequential number is reset to 0001 and incremented with each RIN assignment.

4.2 The ASD has use codes represented by a single alpha character (A-Z) that link a project to the ASD Project Lead responsible for the project.

4.3 Revised AST software installed during the first quarter of fiscal year 2000 (FY2000) enables each ASD Project Lead to generate a unique sequential RIN differentiated by the use code. (Previously, the AST software produced RINs that were designed to be sequentially numbered independent of the use code.)

NOTE: *The present RIN-generation software represents an improvement over pre-FY2000 AST software versions for the following reasons:*

(1) AST can now produce up to 9999 unique RINs for each AST Project Lead instead of just 9999 unique RINs during the course of one fiscal year, thereby greatly increasing the capacity to accommodate samples and ensuring that there will not be a shortage of unique RINs during a fiscal year.

(2) The ASD Project Lead is now able to assign RINs to customers when the AST system is down or the ASD Project Lead is otherwise unable to access AST. Because subsequent RINs will be in numerical sequence to the last previously assigned RIN, the representative can assign those RINs and backfill the relevant information into AST when it becomes accessible or at any later time that is convenient to the representative.

5. EVENT/BOTTLE NUMBERS

Upon creation of a RIN, the AST system also assigns a numeric event number for each sampling event in a report beginning with 001 and with a maximum value of 999. Sequentially numbered bottles are then assigned to each event and associated with a line item code(s), which specifies the analysis requested. The AST system generates the event/bottle numbers in the format specified in Section 5.1, ensuring that there is no duplication.

5.1 Complete Sample Identification Number

The complete sample identification number consists of a unique seven-digit RIN with event/bottle number in the following format:

YYNXXXX-EVT.BOT

Example: 00D2105-001.001

5.2 Customer Sample Number

A customer may choose to use a customized numbering scheme for samples (i.e., the customer's own identification scheme) in addition to the AST-generated sample numbers. Custom numbers consisting of any alpha or numeric characters can be entered into the customer sample number field in AST, but there is no uniqueness enforced for this field.

NOTE: *The customer sample number is specified at the event level and applies to all bottles assigned to that event.*

6. AST SOFTWARE QUALITY ASSURANCE

AST-software revisions are tested, implemented, and archived and the AST-software revision history is documented in accordance with guidelines described in the following RFETS-approved work-control documents:

- *RFETS-SOP-APP-001*, "Applications & Systems Development Team Standard Operating Procedure" (Dyncorp)
- *RFETS-PLN-QA-001*, "Software Validation & Verification (SV&V) Testing Plan (Dyncorp)

7. REFERENCES

PRO-543-ASD-002,
"Initiation, preparation, and Implementation of Chain-of-Custody Forms

PRO-908-ASD-004,
"On-Site Transfer and Off-Site Shipment of Samples"

APPENDIX 1

ACRONYMS AND DEFINITIONS

Acronyms:

ASD	Kaiser-Hill Analytical Services Division
AST	Analytical Services Toolkit
RFETS	Rocky Flats Environmental Technology Site
RIN	Report Identification Number
SARF	Sampling and Analysis Request Form

Definitions:

AST	Analytical Services Toolkit – the Site database administered by ASD that records and tracks all samples taken at the Site for analysis at both on-site and off-site laboratories
Bottle	a sample in a container ("bottle") originating from a sampling-event [Multiple bottles may be generated at any sampling event for a single sample when the sample either requires several analytes of interest that have different bottling or preservation requirements or the sample requires more than one bottle to obtain enough volume for a given analysis.]
COC Form	Chain-of-Custody Form – an official COC Form is maintained for any sampling event, providing a documented trail of all persons who had custody of the sample(s) from their origin to final disposition
RIN	Report Identification Number – an identifier assigned by ASD through AST for each sampling event or sampling project. [A RIN has seven digits composed of three parts: YYNXXXX, where YY are the last two digits of the fiscal year, N is a use code (alphabet letter assigned to an individual ASD Project Lead), and XXXX is a sequential number from 0001 to 9999 for each N code.]
Sample	a representative portion of a larger whole collected for the determination of an analyte or analytes of interest or some other chemical characteristics
Sampling Event	the collection of samples from the same location during the same time period and under the same environmental conditions
Sampling Project	the collection of samples for one or more sampling events [Each sample in a given sampling project at RFETS is assigned a unique identifier consisting of a RIN, followed by a dash and three-digit number to indicate the event number (i.e., -001, -002, etc.) and by a period and three-digit number (i.e., .001, .002, etc.) to indicate the bottle number.]
SARF	ASD Sampling and Analysis Request Form – a form used to initiate a sampling and/or analysis project at RFETS

8/8