1076232 - R8 SDMS

Scribe

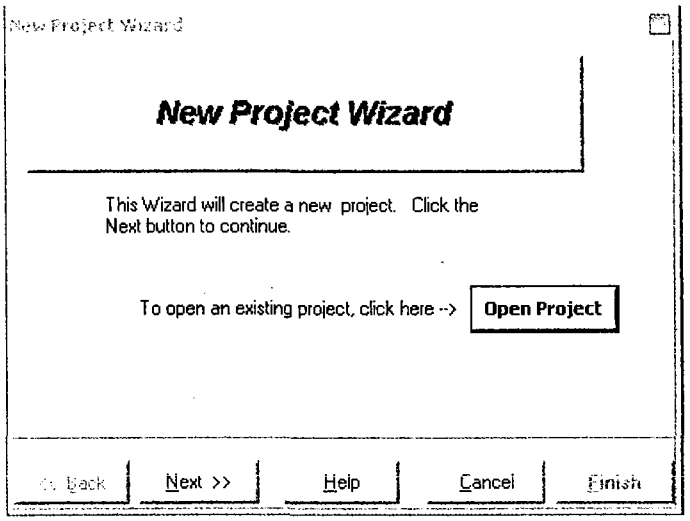
Training Exercise Guide

Exercise 1

Exercise Objective: Start a new Scribe project, customize pick lists and input 5 Soil/Sediment samples. Print sample labels & create a custom chain of custody.

1. If you are starting Scribe for the first time, the dialog box shown below will be displayed. If you have already created projects in Scribe, follow the directions below to create a new Scribe project:

   A. From the Scribe Menu, Click on **File**
   B. Select **New Project**
   C. The New Project Wizard dialog box will be displayed.



   D. Click the **Next** button

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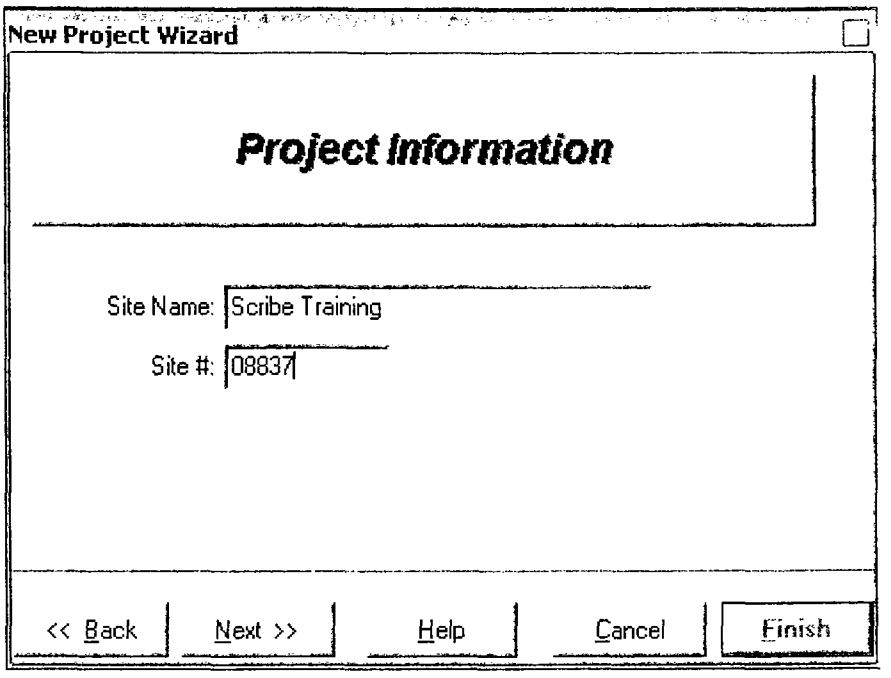
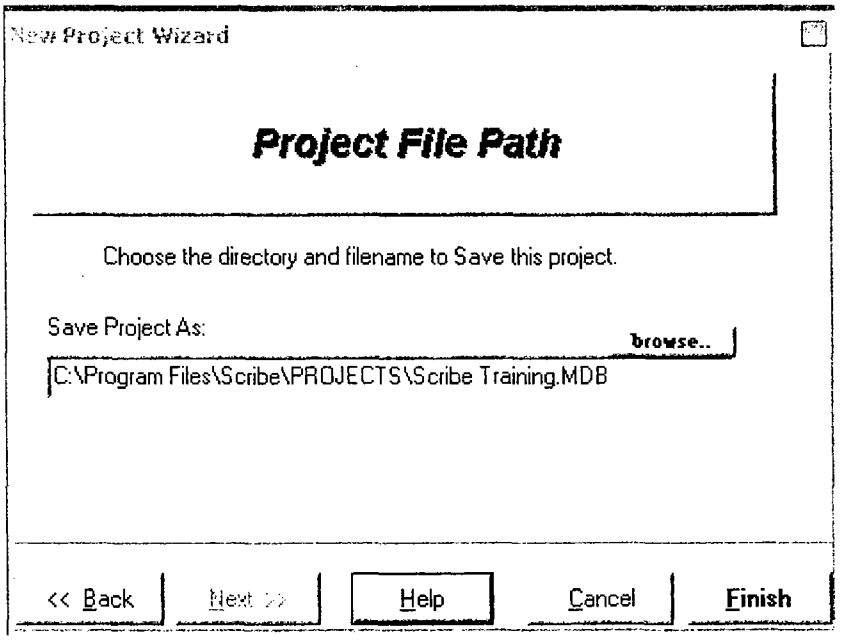
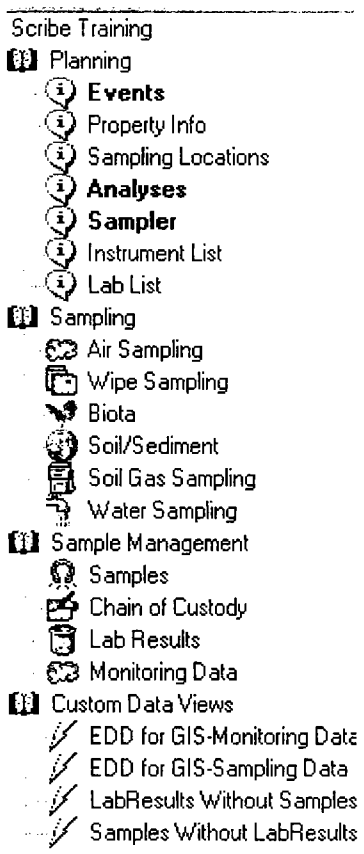
E. Type the **Site Name** and **Site #** Shown Below



F. Click the **Next** button

G. Scribe displays the file name and location where the project will be saved. Click on **Finish**





2. Customize the Analyses list for this project.

   A. Under the Planning section in the navigation pane, click on **Analyses**. Scribe starts each new project with a default list of Analyses. For this example, we will use the following two Analyses: PAHs and TAL Metals – 6010B

   B. Delete All Analyses except PAHs.
      i. Click the **Select** button ✓ Select
      ii. Click **Select All**
      iii. Scroll the list until you see PAHs
      iv. Hold the **Control** (Ctrl) key on the keyboard and **click once oh PAHs**
      v. All Analysis except PAHs should remain highlighted. Click the **Delete** button ✕ Delete to delete all the Analyses except PAHs

   C. Click the **Add** button to add TAL Metals – 6010B

3. Add the Laboratory details where samples will be sent for analysis.

   A. Under the Planning section in the navigation pane, click on **Lab List**.

   B. Click the **Add** button and add the following two labs to the list.

Lab	ABC Special Lab	ACME Environmental Lab
Lab_Contact	Mr. John J. Chemist	Mrs. Jane Q. Validator
Lab_Phone	555-111-2222	555-333-4444
Lab_Fax	555-111-2220	555-333-4440
Lab_Address	112 Main Street	86 First Avenue
Lab_Address2		
Lab_City	Anytown	Anytown
Lab_State	NJ	NJ
Lab_Zip	00000	00000
Lab_Remark		

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4. Input Soil Samples

a. Modify the Sample Prefix

i. Click on the **Sampling** heading in the navigation pane
ii. Replace 08837 with **SS** in the **Soil/Sediment** Sample # Mask
iii. Replace 08837 with **AS** in the **Air Sampling** Sample # Mask

Sampling Task	Visible	Sort	Sample # Mask
Air Sampling	Y	1	AS-####
Wipe Sampling	Y	4	08837-####
Biota	Y	5	08837-####
Soil/Sediment	Y	6	SS-####
Soil Gas Sampling	Y	7	08837-####
Water Sampling	Y	9	08837-####

b. Add Soil Samples

i. Click on **Soil/Sediment** under the Sampling section in the navigation pane.
ii. Click the **Add a Sample** button
iii. Enter the sample details and analysis shown in the figures below:

Sample Details | Analysis

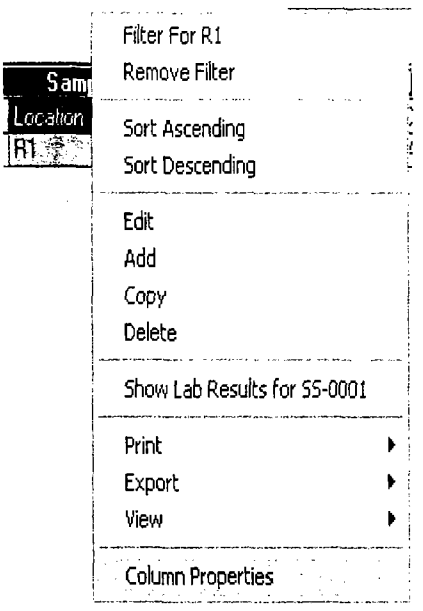
EventID: Soil Sampling - Metals
Sample Date: 06/01/2004
Sample #: SS-0001
Sample Time: 08:00 (hh:mm)
Location: R1
Sampler: START
Sub Location:

Matrix: Soil
Type: Grab
Sampling Depth
Depth From: 1
Depth To: 3
Depth Units: inches
Description:
Color:
Munsel Color Code
Hue:
Value/Chroma:
Remarks:

Sample Details | **Analysis**

TAG	Analyses	Container	No	Collection	Storage	Preservation	Description	MS_MS
A	TAL-Metals-6010B	Ziploc	1	Grab	Ice			N

iv. Click the **Close** button when you finish entering sample details & analysis.



C. Configure Scribe for copying additional sample records.

a. Remove the option to copy the **Location** field

i. **Right-click** on the **Location** column heading and select **Column Properties** at the bottom of the list.

ii. Remove the **check mark** next to Copy Column ☑ Copy Column

iii. Click on the **OK** button

iv. Click on the **Save** button and save to Default Layout

D. Create four (4) more Soil Samples using the Copy button

a. Highlight the sample to be duplicated

b. Click the **Copy** button four times

c. Click in each of the empty Location fields and **type the remaining locations** listed below

Sample #	EventID	Location
SS-0001	Soil Sampling - Metals	R1
SS-0002	Soil Sampling - Metals	R2
SS-0003	Soil Sampling - Metals	R3
SS-0004	Soil Sampling - Metals	R4
SS-0005	Soil Sampling - Metals	R5

5. Print Labels for the Soil Sample.

A. Click **Print Labels** at the bottom of the Soil Samples screen

B. Select **Label Setup**

C. Click **Next** on the label definition screen

D. Click **Next** on the label design screen

E. Click **Finish** to preview the sample labels

F. Click **Close** to return to Scribe

6. Assign soil samples to a Chain of Custody and create a custom chain.

   A. Click on **Chain of Custody** under the Sample Management section in the navigation pane

      i. Click on the **Add a Chain of Custody** button at the bottom of the screen
      ii. Select **ABC Special Lab** from the Lab drop-down list

      iii. Click on the **Assign Samples to COC** button

      iv. Click on the Select button in the toolbar

      v. Choose **Select All** from the menu

      vi. Click the Assign to 08837-08/30/06-0001 button

      vii. Click on **Yes** to verify that you want to assign the samples to the chain.

   B. Design a custom Chain of Custody for Soil Samples

      i. Click on the View button in the toolbar

      ii. Choose **Select Columns** from the menu

      iii. Scroll through the list and **remove check marks** from the following fields:

         1. EventID
         2. Location
         3. Preservative

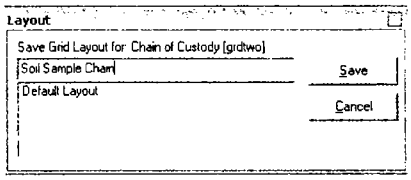
      iv. Scroll through the list and **add check marks** to the following fields:

         1. Depth
         2. Depth Units
         3. Depth_To

      v. Click **OK** to close the field selection window

vi. Click the Save Layout button

vii. Type **Soil Sample Chain** and click the **Save** button



C. Preview the Chain of Custody

i. Click the Print Chain of Custody button at the bottom of the screen

ii. Select **Preview** from the menu

iii. Click the OK button

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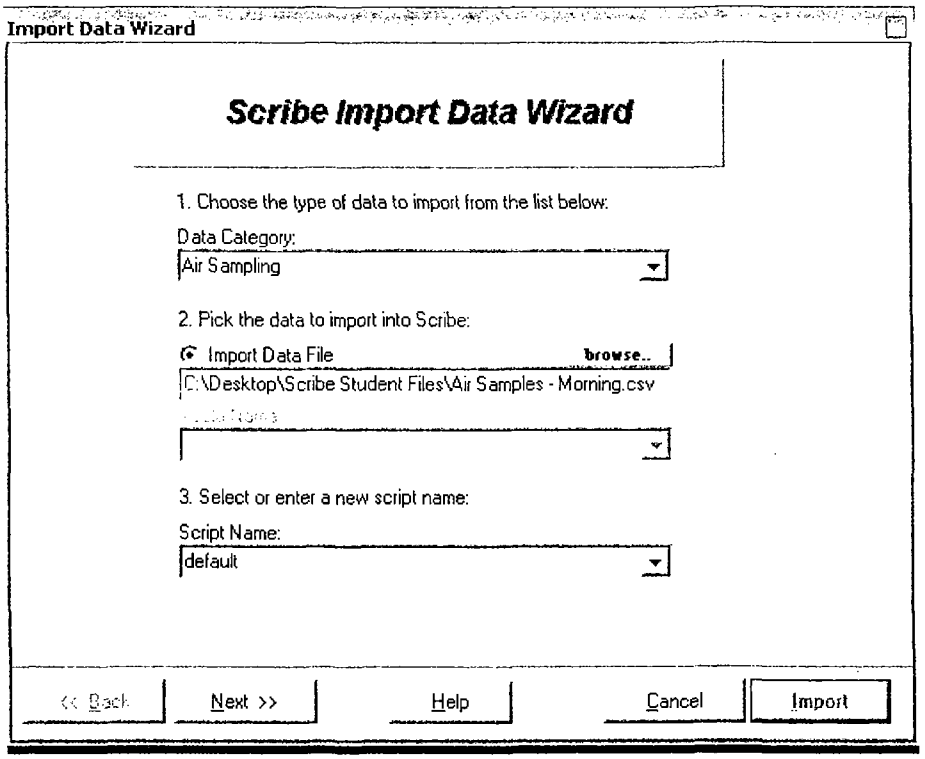
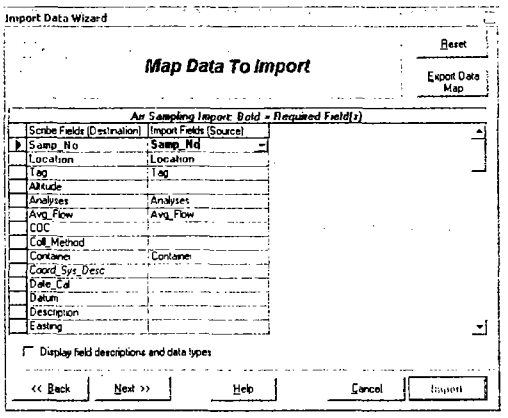
Exercise 2

Exercise Objective: Import Air Samples, Backup a Scribe project and use the Copy Event feature to create a second round of Air Samples.

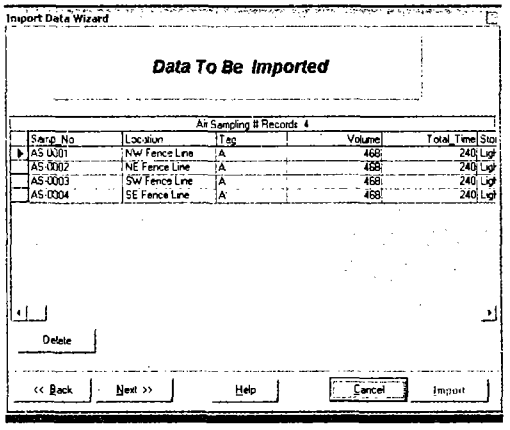
Events - Events provide another level of grouping for your sampling effort. Events are useful for repetitive sampling efforts such as fixed air station sampling. You can copy an entire Event and automatically build the samples for the next round of sampling.

1. Import Air Samples.
   A. Click on **File** in the menu at the top of the screen
   B. Select **Import**
   C. Select **Custom Import**
   D. Click on the **Yes** button when prompted to backup your project
   E. Click on the **Save** button to save your scribe project to the default location
   F. The Import Data Wizard screen will be displayed
   G. Select **Air Sampling** from the Data Category pick list
   H. Browse to the Scribe\Student Files folder and select the **Air Samples – Morning.csv** file
   I. Click the **Next** button

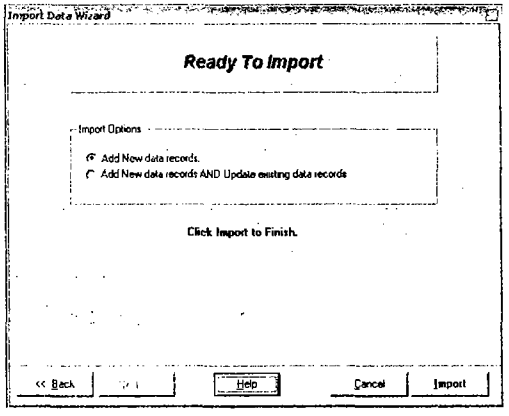




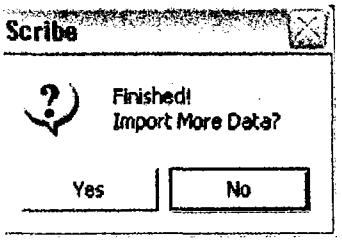
J. Click **Next** on the Map Data to Import screen



K. Click **Next** on the Data To Be Imported screen



L. Click **Import** on the Ready To Import screen



M. Click on **No** when the import is finished

2. Copy the morning Air Sampling event and create an afternoon air sampling event.

   A. Set the last Air Sample number to 4.
   Since we imported the air samples rather than adding them through the Scribe interface, Scribe does not know the last sample number assigned.

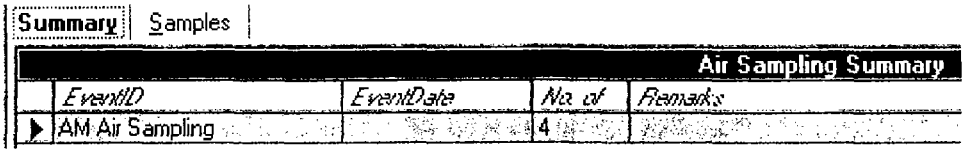
      i. Click on the **Sampling** heading in the navigation pane

      ii. Type a **4** in the Last Number field for the Air Sampling task

Sampling Task	Visible	Sort	Sample # Mask	Last Number
Air Sampling	Y	1	AS-####	4
Wipe Sampling	Y	4	08837-####	0
Biota	Y	5	08837-####	0
Soil/Sediment	Y	6	SS-####	5
Soil Gas Sampling	Y	7	08837-####	0
Water Sampling	Y	9	08837-####	0

   B. Click on the **Air Sampling** task below the Sampling section in the navigation pane.

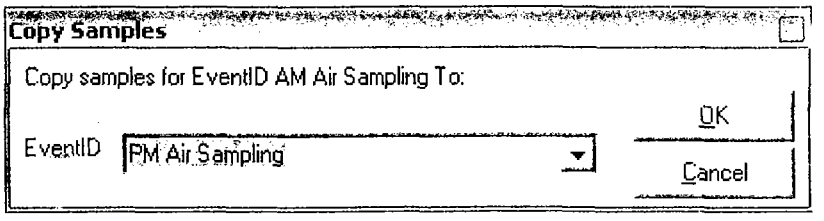
      i. Make sure the **Summary** tab is the active tab



      ii. Click the **Copy** button in the toolbar at the top of the screen

      iii. Type **PM Air Sampling** in the Event ID field

      iv. Click the **OK** button



Exercise 3

Exercise Objective: Import Lab Data and create a custom import script.

1. Import Lab Results.

   A. Click on **File** in the menu at the top of the screen

   B. Select **Import**

   C. Select **Custom Import**

   D. Click on the **No** button when prompted to backup your project

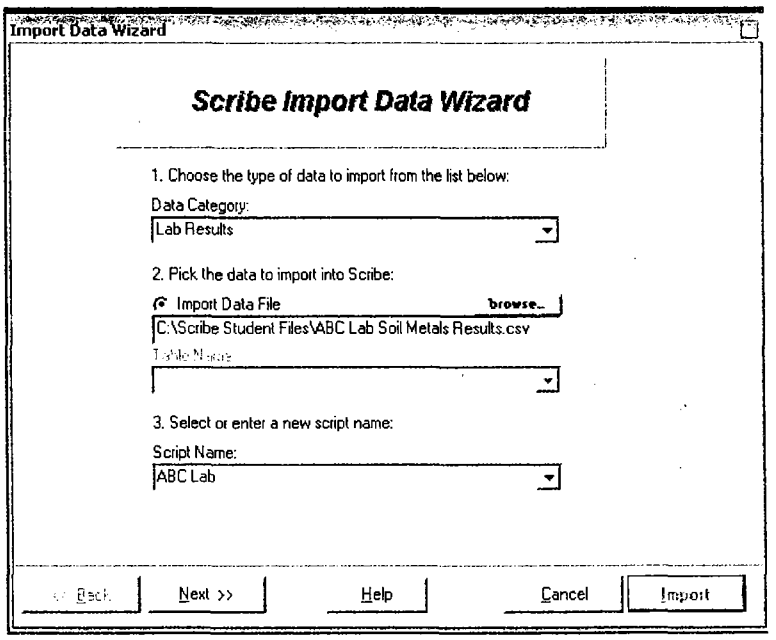
   E. The Import Data Wizard screen will be displayed

   F. Select **Lab Results** from the Data Category pick list

   G. Browse to the Scribe\Student Files folder and select the **ABC Lab Soil Metals Results.csv** file

   H. Type **ABC Lab** in the Script Name field

   I. Click on the **Next** button



Lab Results Import: Bold = Required F	
Scribe Fields (Destination)	Import Fields (Source)
Analysis	**Analysis**
Analyte	**Analyte**
Result_Units	**RUnits**
Samp_No	**Sample Number**
Analytical_Method	Analytical_Method
Basis	
Cas_no	CAS Number
Comments	
Date_Analyzed	Date_Analyzed
Date_Collected	
Date_Extracted	
Date_Received	
Detected	
Dilution_Factor	
Extraction_Method	
Final_Volume	
Final_Volume_Unit	
Lab_Batch_No	
Lab_Coc_No	
Lab_Location_ID	
Lab_Name	Lab_Name
Lab_Result_Qualifier	Lab_Result_Qualifier
Lab_Samp_No	Lab_Samp_No
Matrix_ID	Matrix
MDL	MDL
MDL_Units	MDL_Units
Percent_Lipids	

J. Click in the empty field next to Result_Units

K. Select RUnits from the drop-down list

L. Click in the empty field next to Samp_No and select Sample Number from the drop-down list

M. Click in the empty field next to **CAS_No** and select **CAS Number** from the drop-down list

N. Click in the empty field next to **Matrix_ID** and select **Matrix** from the drop-down list

O. Click the **Next** button

P. Click **Next** on the Data to be Imported screen

Q. Click **Import** on the Ready to Import screen

R. Click **NO** on the Finished pop-up

S. Click on **Lab Results** under the Sample Management section in the navigation pane and review the imported lab results

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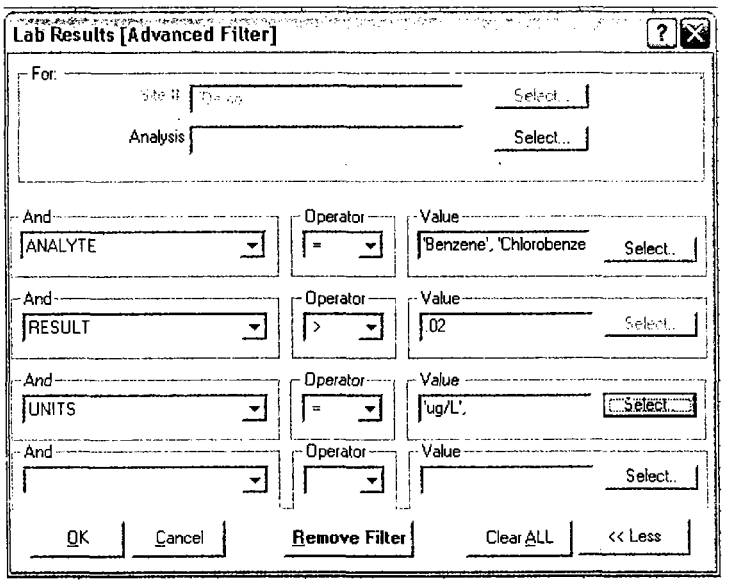
Exercise 4

<u>Exercise Objective</u>: Look at Residential Data, Use advanced data management tools i.e. Find, Filter, Sort & Export.

- Open the Property Info table by clicking on Property Info in the navigation pane
- RT-Click a Residence and show samples for that residence
- Click on Lab Results
- RT-Click an analyte and filter for it
- Use the filter button for the following criteria



- RT-click the **Analyte** column and sort ascending
- Remove columns from the view and export to a spreadsheet

Sample #	Location	Analysis	Analyte	Result	Units	Qualifier
DW-0006	Well 6	Volatiles	Benzene	0.5	ug/L	U
DW-0005	Well 5	Volatiles	Benzene	0.5	ug/L	U
DW-0004	Well 4	Volatiles	Benzene	0.5	ug/L	U
DW-0003	Well 3	Volatiles	Benzene	0.5	ug/L	U
DW-0002	Well 2	Volatiles	Benzene	0.5	ug/L	U
DW-0001	Well 1	Volatiles	Benzene	0.5	ug/L	U
DW-0006	Well 6	Volatiles	Chlorobenzene	0.5	ug/L	U
DW-0005	Well 5	Volatiles	Chlorobenzene	0.5	ug/L	U
DW-0004	Well 4	Volatiles	Chlorobenzene	0.5	ug/L	U
DW-0003	Well 3	Volatiles	Chlorobenzene	0.5	ug/L	U
DW-0002	Well 2	Volatiles	Chlorobenzene	0.5	ug/L	U
DW-0001	Well 1	Volatiles	Chlorobenzene	0.5	ug/L	U