

UCD IMPROVE Technical Information #251P

Labeling and Organizing D-Slides

*Interagency Monitoring of Protected Visual Environments
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DOCUMENT HISTORY

Date Modified	Initials	Section/s Modified	Brief Description of Modifications
03/04/2022	SRS	All	Previously anthologized version separated into individual TIs.
4/14/2022	GRM	All	Updated wording for clarification

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1. PURPOSE AND APPLICABILITY

The purpose of this TI is to describe the process of labeling D-slides and organizing slides into Sears' slide trays in the Sampling Handling Lab. These instructions are applicable to all routine 4D IMPROVE filters.

2. SUMMARY OF THE METHOD

Labeling D-slides is routinely performed prior to the beginning of a new quarter. Proper sets of stickers are generated, separated, and organized into slide trays.

3. CAUTIONS

Close attention to detail is required when color coding, cutting, and placing stickers on slides, in addition to maintaining documents in order to prevent incorrect placement of stickers and or slides. It is also necessary to ensure close attention to sections that need be completed by a Lead Laboratory Technician. Ensure that documents in the U-drive used throughout this TI are not modified beyond instructions.

4. PERSONNEL QUALIFICATIONS

Trained undergraduate students and laboratory technicians are the only personnel who perform labeling and organizing of D-slides.

5. EQUIPMENT AND SUPPLIES

- Scissors or Paper Trimmer
- Blue Sharpie or Blue Highlighter
- Ruler
- Paper Clips/Stapler
- Approximately 162 Slot Sears' tray
- 25 mm slides
- D-Slide Stickers Set 1-3
- Labels for D-slide trays
- Small circular orange and blue stickers
- ULINE Premium Laser Labels S-8039

6. PROCEDURAL STEPS

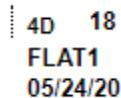
6.1 File Folder Content

Set 1 pages contain 10 columns, each column contains stickers 1-20 for one site. Set 2 pages contain 10 columns, each column contains stickers 21-30 for two sites. Set 3 pages contain sticker 31, if applicable. Each set is separated by a blank sheet of paper.

6.2 Sticker Content

1. Lead laboratory technician: update MACROS.xslm workbook located in U:\IMPROVE_Lab\Lab_Gravimetric\Applications and Macros. In the Site List tab update the Start Date to the first sampling date of the quarter based off the IMPROVE calendar. Print out tabs 1-20 new, and 21-30 new. If the quarter contains a 31st sampling date, print out tab 31 new. Manually change the 4D to 5D for the 5D sites. Place all stickers in a file folder, keeping the three sets separate.
2. Each page will hold stickers of IMPROVE sites organized alphabetically. Every sticker can be distinguished by several features:
 - a. The left-hand corner has the ordinal position and module type.
 - b. The right-hand corner has the position number 1- 30 (31). Corresponding to the position within the quarter and the placement in the D-slide tray.
 - c. The center has the IMPROVE five digit site code (e.g., FLAT1) and directly under is the sampling date (Figure 1).

Figure 1. Example of D-Slide Sticker.



6.3 Marking Stickers

1. Take Set 1 (stickers 1-20) out of the folder, while keeping Set 2 inside the folder.
2. Take the blue sharpie/highlighter and ruler. In the center of each column mark a vertical line. Ensure that each line is in the center.
3. Repeat the process ten times on each page and repeat until Set 1 is complete.
4. Open the folder and retrieve Set 2 (stickers 21-30). Place the completed marked Set 1 back in the folder.
5. Complete Step 2 and Step 3 for the unmarked Set 2 and Set 3 if applicable.
6. Remove Set 1 from the folder, whilst keeping it separate from Set 2 and Set 3.

6.4 Separating Stickers

1. Starting with Set 2 cut horizontally to separate the two sites within each column. Cut between sticker 30 of the first site and sticker 21 of the second site. It is important to cut horizontally first in order to keep sites separated and organized.
2. Cut vertically where the page is marked by a small dotted line. Only cut along dotted lines. Once each strip is released from the whole page, place the strip on

the counter. Keep strips organized in rows, repeat until five separate piles are created (Figure 2).

- Once one row of five organized piles is completed, lay the next strip from the next half page on the first pile of the row of five. Continue until all halved pages are cut vertically. Repeat until complete with Set 2.

Figure 2. Demonstration of D-Slide Sticker Cutting Orientation.

4D	19	4D	19
ACAD1 05/27/20		AGTI1 05/27/20	
4D	20	4D	20
ACAD1 05/30/20		AGTI1 05/30/20	
4D	1	4D	1
BOLA1 04/03/20		BOND1 04/03/20	

6.5 Organizing Stickers 1-30 (31)

Each site is considered complete once Set 1, Set 2, and if applicable Set 3 have been combined.

- Pick up one strip from Set 1 and one strip from Set 2 working left to right and top to bottom. Staple Set 1 and Set 2 together avoiding the face of the sticker. The result is two strips with corresponding sites numbered 1-30 in numerical order, as well in order of ascending date.
- Leave Set 3 as is.

6.6 Placing D-Slides in Trays

- Attain the Sear's trays and D-slides from corresponding storage locations. All sites will have one tray. Sites that have a 5D module will have two trays. There will also be several separate trays for Field Blanks.
- Take out a pile of unlabeled slides with the smooth front side facing up. Pickup first stapled set, starting alphabetically. Place sticker on the front side of the slide, so that the edge of the sticker does not run over the top of the slide or into the hole in the middle of the slide. Repeat until the first set of stickers for the site is complete.
- Inside each tray are slots numbered 1-40 on the right-hand side. Starting at the back of the tray at position 1, place the labeled slide into the corresponding slot. Be sure to position all stickered slides up, so that sticker is visible when looking down the tray from the front. Once all labeled slides are placed in tray slots,

recheck that each position number and sticker match the number on the right-hand side of the slide tray. Continue until all trays are full of labeled slides.

6.7 Labeling D-Slide Trays

Each site is allotted its own tray. The face of the tray is marked with a four-letter site code and number 1-9, three-digit identification code, ordinal position, and module type. Refer to section *3.5 The Quarter Naming System in TI 251 S: Box Cycles and Cartridge Orientation* for further explanation.

1. Lead Laboratory Technician: Edit Slide Box - Front D and FB- D.xslm workbook. Navigate to U:\IMPROVE_Lab\Lab_Gravimetric\Stickers. Navigate to the Slide Box Stickers tab. Under Slide Quarter update the quarter with the three-digit identification code. Print out all labels alphabetically onto ULINE Premium Laser Labels S-8039.
2. If additional FB stickers are needed navigate to the FB-D tab and update Slide Quarter and Slide Channel.
3. Apply D-slide tray label to the corresponding tray.
4. Once all sites have been completed, store all trays in a storage location or place them in the rack located above the Post-Sample Weigh-In station.