

TI 276B: HIPS Logs and Tray Check

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1. PURPOSE AND APPLICABILITY

The purpose of this SOP is to describe the procedures used to create log files for running HIPS and for performing tray checks of the filters before going through HIPS analysis.

2. SUMMARY OF THE METHOD

Log files for running HIPS analysis consist of one workbook for IMPROVE filters and a separate workbook for field blanks for a given sampling month. These workbooks are primarily generated through a macro, but they may also be generated directly through SQL Server Management Studio or manually through Microsoft Excel. Filters are then double-checked to confirm that they are in the proper order and that “problem” filters have been removed.

3. CAUTIONS

Pay close attention when entering information into any macro. The information has to be in the exact format as the example shown in the input box. If an incorrect format is entered, the macro will not work correctly and an error will occur. If an error does occur, close the files and start over.

4. PROCEDURE

4.1 *Creating Log Files Using the Laser Macro*

1. Go to U:\IMPROVE_Lab\Laser\Templates\template_laser analysis.xlsm.
2. Click on “Generate Laser Logs” in the worksheet entitled, “ToggleBoard.” The macro will prompt the user to enter the month and year that needs to be analyzed. After entering the information, the macro will create a log file for the given month and year, including the corresponding Field Blanks for the Set.

4.2 *HIPS Log File Check*

Once the set of files for the sampling month are generated, the checks below are done to ensure that the HIPS logs have accurate references:

- a. Make sure terminal statuses are in red font.
- b. Make sure sites are in alphabetical order.
- c. Make sure dates are in numerical order.

- d. Make sure all the Field Blanks are alphabetically arranged at the end of the list.

4.3 Tray Check Prior to HIPS Analysis

Using the log files as a guide, do a quick check of the filters that will be going through laser analysis. Confirm that the slides in each tray match up to the log file. After verification that all slides are in their correct positions, the filters are ready for HIPS analysis.

Some discrepancies that one may encounter in tray check are listed below:

- i. Sample Swaps: In any case that a swap is suspected, reweighing(s) is/are performed to check sample identity. Follow-up reweighing(s) may also be performed (samples from the same sampling month, samples from the same XRF tray file, etc.) to aid in identifying the anomalous sample.
- ii. Missing Sample: In any case that a sample is missing in the slide tray, an inventory check is performed by checking the database. If the sample does not have a terminal status in the database, weights are checked to see if the sample was placed into special tray due to unacceptable status before or after the filtersets were prepared for HIPS analysis (i.e. usually damaged filter).