

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program**

SOP No.: PDP-DATA-04		Page 1 of 9
Title: Data Submission, Storage, Retrieval, and Archival		
Revision: 8	Replaces: 04/01/01	Effective: 07/01/04

1. Purpose:

To provide standard procedures for data submission, storage, retrieval, and archival for laboratories participating in the USDA/AMS Pesticide Data Program (PDP).

2. Scope:

This standard operating procedure (SOP) shall be followed by all laboratories conducting residue studies for PDP, including support laboratories conducting stability or other types of studies that may impact the program.

3. Outline of Procedure:

- 5.1 Data Package Contents
 - 5.2 Data Submission
 - 5.3 Data Storage
 - 5.4 Data Archival at the Participating Laboratory
 - 5.5 Storage in Federal Record Centers
- Attachment 01 - PDP Designated Federal Records Centers
Attachment 02 - Standard Form (SF)-135 (template plus example)
Attachment 03 - Instructions for Assembly and Packaging of Record Boxes

4. References:

- USDA/AMS PDP Quality Assurance(QA)/Technical Meeting, February 21-22, 2001
 - Quality Assurance (QA) Committee Meeting, May 19-21, 1998
 - 40 CFR 160.190, Storage and Retrieval of Records and Data
 - Minutes, PDP Federal/State Meeting, July 18, 1991
 - ISO/IEC Guide 25: 1990 (E) General Requirements for the Competence of Calibration and Testing Laboratories
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5. Specific Procedures:

This standard operating procedure represents minimum PDP requirements and is presented as a general guideline. Each laboratory shall have written procedures that provide specific details concerning how the procedure has been implemented in that laboratory.

5.1 Data Package Contents

- a. Each data package retained by the State or Federal laboratory shall consist of laboratory records (i.e., worksheets and/or completed forms), USDA collection and report forms, all raw data in the form of chromatograms and integration reports, calculations, and derived data. Additional data requirements consist of two types, instrument and chromatographic. It is intended that all this information be contained in a data package.
 1. Instrument information consists of instrument type and identifier, detector type, injection volume, date and time of injection, dilution information, temperature parameters (injector, detector, oven), analytical column parameters (phase, film thickness, diameter, length), instrument parameters (integration threshold, attenuation, timed events).
 2. Chromatographic information consists of sample ID, analyst name, dilution information, and date and time of injection.
- b. Data submitted to USDA/AMS, Monitoring Programs Office (MPO) shall include the sample set QA Information Form, Laboratory Information Forms (LIFs), and Sample Information Forms (SIFs).

5.2 Data Submission

Participating laboratories shall submit data to the USDA/AMS, MPO Technical Director or his/her designee. Prior to submission, the data shall be reviewed for completeness and accuracy by a minimum of the analyst(s), Technical Program Manager (TPM), and Quality Assurance Unit (QAU) of the laboratory.

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5.3 Data Storage

- a. Each participating laboratory shall maintain in its working areas a record system to suit its particular circumstances, which assures orderly storage and expedient retrieval of:
 1. all data;
 2. calculations and derived data;
 3. documentation;
 4. protocols;
 5. internal and USDA SOPs (both historical and current);
 6. interim and final reports;
 7. correspondence and other documents relating to interpretation and evaluation of data;
 8. supporting data including but not limited to standard preparation logs, instrument logs, freezer logs, and temperature logs.
 - b. Conditions of storage shall minimize deterioration of the documents in accordance with the requirements for the time period of their retention and the nature of the documents.
 - c. Where computers or automated equipment are used for the capture, processing, manipulation, recording, reporting, storage or retrieval of data, the laboratory shall ensure that:
 1. Computer software is documented and adequate for use. An example is documentation of Excel spreadsheets and macros. A model set of input data and associated results which have been validated could be constructed. This model could be run periodically to verify correct operation;
 2. Procedures are established and implemented for protecting the integrity of data (such procedures shall include but not be limited to
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integrity of data entry or capture, data storage, data transmission, and data processing);

3. Computer and automated equipment is maintained to ensure proper functioning and provided with the environmental and operating conditions necessary to maintain the integrity of calibration and test data;
4. Appropriate procedures are established and implemented for the maintenance of security of data including the prevention of unauthorized access or amendment of electronic records.

5.4 Data Archival at the Participating Laboratory

- a. Each data package retained by a State or Federal laboratory should be filed by year, month, and then alphabetically by commodity. Data shall be archived after a data set has been completed and submitted to USDA/AMS,MPO.
 - b. An individual(s) shall be identified as responsible for the archives.
 - c. Access to archived records shall be monitored and controlled. Use of manual or electronic logs are recommended for documenting access.
 - d. Conditions of storage shall minimize deterioration of the documents in accordance with the requirements for the time period of their retention and the nature of the documents. Locked file cabinets, secured record storage facilities, etc. are acceptable.
 - e. Data packages shall be maintained at least two years following electronic transmission and before applying for disposition to Federal Records Centers. Special consideration shall be granted for early disposition on a case-by-case basis.
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- f. All other documentation shall be archived at the participating laboratory for a minimum of two years following electronic transmission.



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5.5 Storage in Federal Record Centers

- a. PDP data packages as defined in subsection 5.1 of this SOP shall be transferred to a designated Federal Records Center, preferably after the storage requirement specified in subsection 5.4.e has elapsed. Note: See Attachment 01, PDP Designated Federal Records Centers.
 - b. Dispose of all extra copies of records and non-record material (e.g., paperclips, buckslips, post-it notes, etc.) The use of accordion folders is suggested.
 - c. Each calendar year of data packages must be transferred separately. Within each year, file data packages by month and commodity.
 - d. All transfers/accessions must be accompanied by an SF-135, Records Transmittal and Receipt (refer to Attachment 02 for form template and example). Note: An Adobe Acrobat fillable form SF-135 is available on the internet.
 - e. Use only Federal Records Center boxes when transferring records. Boxes may be obtained by contacting USDA/AMS MPO. Refer to Attachment 03 for illustrated box assembly and packing instructions.
 - f. When packing records, do not force files into the boxes. Leave approximately one inch space in each box to permit easy withdrawal of folders. Pack folders upright, with letter size folders facing the front of the container. Do not place folders one on top of another.
 - g. After the files are boxed, number the cartons sequentially (e.g., 1/10, 2/10, 3/10, etc.) with permanent black marker in the upper right front corner. The box numbers shall correspond to the completed SF-135.
 - h. Send the completed form to MPO:
USDA/AMS/S&T/Monitoring Programs Office
8609 Sudley Rd., Suite 206
Manassas, VA 20110
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- i. MPO will review and assign the accession number and forward the SF-135 to the Federal Records Center for approval. Once the SF-135 is approved for transfer to the Federal Records Center, one copy will be sent back to the transferring laboratory. Upon receipt of the approved SF-135, the accession number shall be placed in the upper left front of the carton.
 - j. Place the approved SF-135 and box listing inside the first box of the accession.
 - k. Close all boxes and seal with filament tape. Ensure that the filament tape does not cover the accession number or the carton number.
 - l. Ship all boxes to the appropriate designated Federal Records Center using the most economical and secure manner (e.g., Certified US Mail 3rd Class or equivalent). All expenses incurred in transferring records must be charged to the laboratory's PDP allocated funds. Data will be retained by the Federal repositories for a period of at least 25 years and will be available for retrieval during that time.
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Gail Parker

6-16-04

Reviewed By: Gail Parker
Presiding Member of PDP QA Committee
Florida Department of Agriculture and Consumer Services
Chemical Residue Laboratory
3125 Conner Boulevard, Building 3
Tallahassee, FL 32399-1650
(850) 410-3057

Date

Diana Haynes

6-18-04

Approved By: Diana Haynes
Technical Director, Monitoring Programs Office
8609 Sudley Road, Suite 206
Manassas, VA 20110
(703) 330-2300

Date

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Revision 8

April 2004

QA/Technical Meeting

- Updated Subsection 5.5
 - Updated Subsection 4
 - Added Attachments 01, 02, and 03 and included references to the attachments in Subsection 3, Outline of Procedure
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**USDA/AMS Pesticide Data Program
Designated Federal Records Centers**

California Department of Food and Agriculture

Send to: Federal Records Center
1000 Commodore Drive
San Bruno, CA 94066-2350

Colorado Department of Agriculture

Send to: Federal Records Center
Bldg. 48, Denver Federal Center
West 6th Avenue and Kipling Street
Denver, CO 80225-0307

Florida Department of Agriculture and Consumer Services

Send to: Federal Records Center
1557 St. Joseph Avenue
East Point, GA 30344-2593

Michigan Department of Agriculture

Send to: Federal Records Center
7358 South Pulaski Road
Chicago, IL 60629-5898

Minnesota Department of Agriculture

Send to: Federal Records Center
7358 South Pulaski Road
Chicago, IL 60629-5898

Montana Department of Agriculture

Send to: Federal Records Center
Bldg. 48, Denver Federal Center
West 6th Avenue and Kipling Street
Denver, CO 80225-0307

New York Department of Agriculture and Markets

Send to: Federal Records Center
National Archives-Central Plains Region
200 Space Center Drive
Lee's Summit, MO 64064-1182

Ohio Department of Agriculture

Send to: Federal Records Center – Dayton
3150 Springboro Road
Dayton, OH 45439-1883

**USDA/AMS Pesticide Data Program
Designated Federal Records Centers**

Texas Department of Agriculture

Send to: Federal Records Center
501 West Felix Street
Fort Worth, TX 76115-3405

Washington State Department of Agriculture

Send to: Federal Records Center
6125 Sand Point Way NE
Seattle, WA 98115-7999

USDA, AMS, S&T, National Science Laboratory

Send to: Federal Records Center
1557 St. Joseph Avenue
East Point, GA 30344-2593

USDA, GIPSA, TSD, Pesticide Residue Laboratory

Send to: Federal Records Center
2312 East Bannister Road
Kansas City, MO 64131-3011

RECORDS TRANSMITTAL AND RECEIPT

Complete and send original and one copy of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.

1 TO *(Complete the address for the records center serving your area as shown in 36 CFR 1228.150.)*

Federal Records Center
(TYPE YOUR RECORDS FACILITY ADDRESS)

5 FROM *(Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address.)*

USDA-AMS-S&T
Monitoring Programs Office
8609 Sudley Road, Suite 206
Manassas, VA 20108

2	AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL <i>(signature and title)</i> Lisa R. Smith, Management Analyst	DATE
3	AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL <i>(Name, office and telephone No)</i> <i>(Laboratory point of contact)</i>	
4	RECORDS CENTER RECEIPT	RECORDS RECEIVED BY <i>(Signature and Title)</i>	DATE

6 RECORDS DATA

ACCESSION NUMBER			VOLUME <i>(cu. ft.)</i>	AGENCY BOX NUMBERS	SERIES DESCRIPTION <i>(with inclusive dates of records)</i>	RESTRICTION	DISPOSAL AUTHORITY <i>(schedule and item number)</i>	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION	SHELF PLAN	CONT. TYPE	AUTO. DISP.
<i>(a)</i>	<i>(b)</i>	<i>(c)</i>	<i>(d)</i>	<i>(e)</i>	<i>(f)</i>	<i>(g)</i>	<i>(h)</i>	<i>(i)</i>	<i>(j)</i>	<i>(k)</i>	<i>(l)</i>	<i>(m)</i>
			20		United States Department of Agriculture Agricultural Marketing Service S&T, Monitoring Programs Office PESTICIDE DATA PROGRAM RAW DATA PACKAGE RECORDS Gastonia, NC (CY 2001) 1-3 January 2001 4-5 February 2001 6-9 March 2001 10-14 April 2001 15 May & June 2001 16-18 July 2001 19 August - October 2001	R						

RECORDS TRANSMITTAL AND RECEIPT

Complete and send original and one copy of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.

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Federal Records Center

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2 AGENCY TRANSFER AUTHORIZATION TRANSFERRING AGENCY OFFICIAL *(signature and title)* DATE

3 AGENCY CONTACT TRANSFERRING AGENCY LIAISON OFFICIAL *(Name, office and telephone No)*

4 RECORDS CENTER RECEIPT RECORDS RECEIVED BY *(Signature and Title)* DATE

Fold Line

6 **RECORDS DATA**

ACCESSION NUMBER			VOLUME <i>(cu. ft.)</i>	AGENCY BOX NUMBERS	SERIES DESCRIPTION <i>(with inclusive dates of records)</i>	RESTRIC- TION	DISPOSAL AUTHORITY <i>(schedule and item number)</i>	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION	SHELF PLAN	CONT. TYPE	AUTO. DISP.
<i>(a)</i>	<i>(b)</i>	<i>(c)</i>	<i>(d)</i>	<i>(e)</i>	<i>(f)</i>	<i>(g)</i>	<i>(h)</i>	<i>(i)</i>	<i>(j)</i>	<i>(k)</i>	<i>(l)</i>	<i>(m)</i>

**United States Department of Agriculture
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Instructions for Assembly and Packaging of Record Boxes**

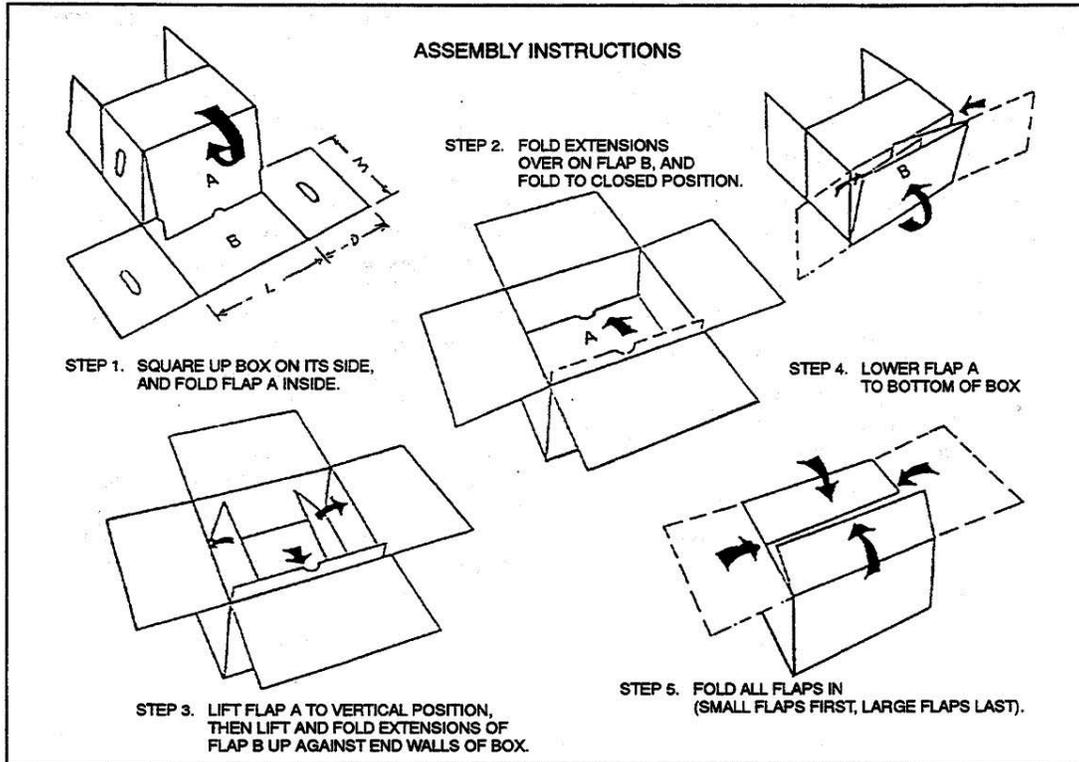


FIGURE 1 FRC BOX ASSEMBLY INSTRUCTIONS

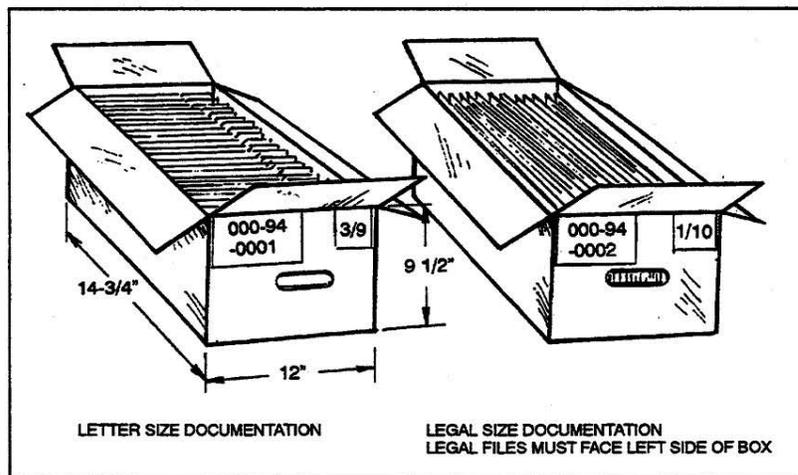


FIGURE 2 FILE PLACEMENT IN BOX AND LOCATION OF BOX IDENTIFICATION