

Questions and Comments about DOP 42.7.1

1. 4.4.13.1 talks about "One (1) mL or 2 mL amber vials . . ." IF this means that you need several amber vials that can hold either one or two milliliters, it should say, "1-mL or 2-mL amber vials . . ." ("One vials" just didn't make sense.) I have corrected it to the wording that made most sense to me, but please check it for accuracy.
2. This document reversed the normal order of degree signs and the C for centigrade. Normally, the degree symbol comes first.
3. This procedure often used a capital X for a multiplication symbol.. I used the standard symbol.
4. This procedure used both ml and mL and both l and L. Since the capital L is the preferred symbol for liter in the US, I have standardized all these forms to the capital.
5. At the end of Section 4.5.4, there is a note that says, "These instructions must be followed individually for each GC/MS instrument from the respective instrument PC." Does that note apply to the instructions in Section 4.5.4 or to the instructions in Section 4.5.5? If it applies to 4.5.4, then I need to move it to the beginning of 4.5.4 (instead of the end), since a note is supposed to appear "before and on the same page as the action step(s)" to which it applies (MP-DOCS-18.1, 4.4.9.2).
6. A series of steps from 4.5.5.18 to 4.5.5.22 says, "If passed" or "If failed." Exactly what is it that either passed or failed, and exactly how do you know if it passed or failed?
7. You have added a new "step" as 4.6.2.13, which says, "The first line should be selected as a new calibration block." What does this mean? Does it mean that the HSG chemist should select that line? (If so, it needs to be reworded to say, "Select the first line . . .") Does it mean that the system should automatically select that line? (If so, it needs to be reworded as a note.) Or does it mean that the HSG chemist should ensure that it is selected? (If so, it needs to be reworded as "Ensure that the first line . . .")
8. In 4.6.2.12, you changed nine to eleven, but in 4.6.2.16 you changed nine to ten. Why is it eleven in one step and ten in the other?
9. In 4.6.3.16.5, you said, "Select the print icon on the bottom of the screen." Is this the only way to print what you need? If this program runs under Windows, I think the operator might be able to get to the same functions by hitting Ctrl-P or by selecting File -> Print. I'd hate to have a "procedure violation" because an operator chose an equally acceptable alternative for printing. Would "Select the print function" be just as good in this step?

Similarly, in 4.6.2.16.8 and .9, you tell the operator to open Excel, and then open the worksheet. What if the operator opens the worksheet directly from a shortcut on his desktop? What if he clicks on it from "My Computer" or "Explore"? In these steps, I think we could just say, "Open the Ex-CCAL-ICAL worksheet in Microsoft Excel." No sense creating audit bait.

10. 4.6.3.16.6 says, "Select the print calibration block report (ASCII)." Our normal convention at AMWTP is to put computer commands and menu options in quotation marks. How much of this step is what actually appears on the screen?
11. ¶ 4.6.3.16.10 says, "Select the "ICAL Raw Data" worksheet tab contained in the workbook." Should *workbook* be *worksheet* in this sentence?
12. In 4.6.7.1 and .2, I have a similar comment to 10, above. Instead of opening Excel, then opening the spreadsheet, and then opening it again using Excel, I just said, "Open the previous calibration "RT Window" spreadsheet in Microsoft Excel."
13. In 4.6.7.3, it says, "Update the header information in the spreadsheet to reflect the most current of the new calibrations." The "most current" what? The most current header information? The most current spreadsheet? The most current of the new calibrations?
14. Paragraphs 4.6.10.1, 4.6.10.2, and 4.6.10.3 are currently worded as if they should be notes, but they are numbered as if they were actions. This does not comply with DOE standards for procedure writing.

Those paragraphs currently look like this:

4.6.10.1 Calibration of the PID is performed prior to first use and whenever the calibration verification fails thereafter. PID calibration verification is performed daily according to INST-OI-13.

4.6.10.2 The PID calibration standard contains 100 ppm isobutylene or other certified VOC gas standard as specified by the manufacturers instructions. The balance of the calibration gas is nitrogen, which is consistent with the manifold purge gas.

4.6.10.3 UHP nitrogen is used for zeroing the PID.

It looks to me like 4.6.10.1 needs to be made into a note and reworded slightly. I think it should be worded something like this:

NOTE 2: *PID calibration verification is performed daily according to INST-OI-13. Section 4.6.10 needs to be performed whenever the calibration verification fails. It also needs to be performed before the first use of a new PID.*

4.6.10.2 will have to be turned into a note, since it does not contain anything that could be made into a step.

4.6.10.3 will probably need to be turned into a step ("Use UHP nitrogen . . ."), provided it's already in the right position in the process. 'd also like to talk to you about deleting the step that says "Calibrate the PID." That's not as crazy as it might sound, but I'd like to visit with you about it.

15. There are virtually no "steps" in Sections 4.6.11 through 4.6.14. I tried to make 4.6.11 conform to our procedure standards, but I'll need to talk with you about 4.6.12 through 4.6.14. 16. Many of the paragraphs in the MDL Determination section (4.7.1) need to be notes or need to be reworded in order to comply with

MP-DOCS-18.1.. I have started to make this conversion for the most obvious steps, but I need to talk with you further.