



ERT

Temporary Work-Around for changes to CLP Sample ID Scheme

May 2021



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OVERVIEW

CLP Sample IDs under SFAM01.1 and HRSM02.1 SOWs no longer require the "M" or "P" prefix. This change will be programmatically included in the next release of Scribe which is anticipated in the Fall of 2021. Until then, the steps below detail how to configure Scribe to work around auto-assigning the "M" or "P" prefix.

The basics of the work around involve configuring all CLP Analyses listed in Scribe as "Organic" and printing either a "CLP Organics" or "CLP Generic" COC.

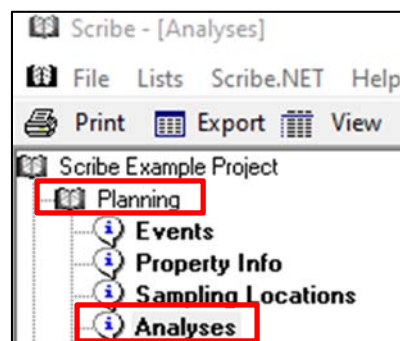


Existing Scribe Projects

Follow the steps below to update existing Scribe Projects so future CLP Samples do not include the “M” or “P” prefix in the CLP Sample ID.

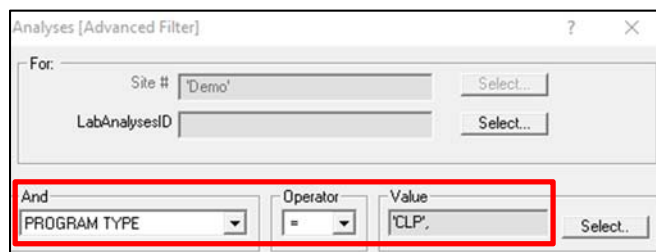
Update Scribe’s Analyses List

- Open an existing Scribe project
- Navigate to the Analyses list under the Planning section



1. Filter the Analyses list for the “Program Type” of CLP

- Option 1: Use the Filter button and select Program Type = CLP as shown here
- Option 2: In the list of Analyses, right click on any “CLP” in the Program Type column and select “Filter for CLP”



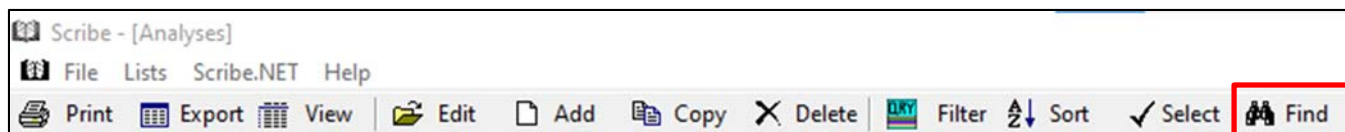
Analyses	Abbrev	Turnarou	Turnarou	Container	Preservation	Analyses Type	Program
CLP 12 Toxic Congeners	12 Toxic	21	Day	32 oz Amber	High Resolution	CLP	
CLP 209 Congeners	209 CBC	21	Day	32 oz Amber	High Resolution	CLP	

When the Analyses list has been filtered, only CLP Analyses should be displayed. The list should look similar to the one shown here:

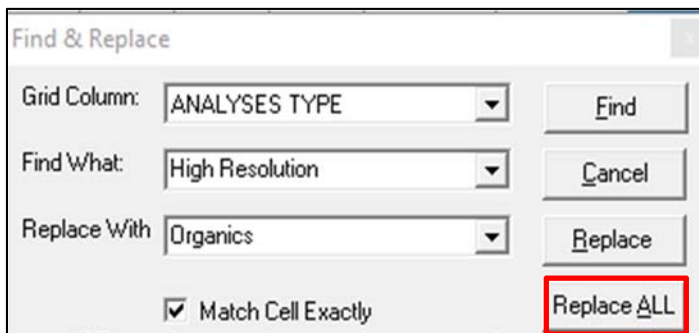
Analyses							
Analyses: 78 [Filtered]							
Analyses	Abbrev	Turnarou	Turnarou	Container	Preservation	Analyses Type	Program Type
CLP 12 Toxic Congeners	12 Toxic					High Resolution	CLP
CLP 209 Congeners	209 CBC					High Resolution	CLP
CLP Aluminum	Al					Inorganics	CLP
CLP Antimony	Sb					Inorganics	CLP



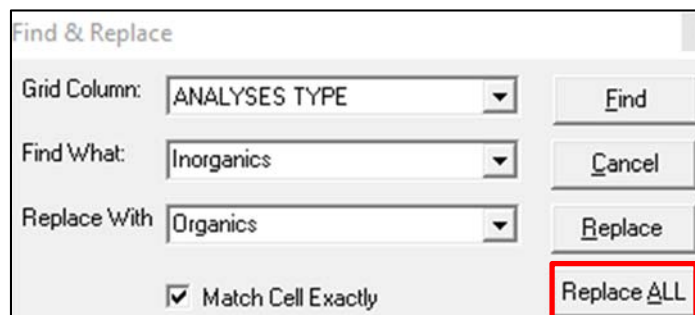
2. Use the “Find” button to Replace “High Resolution” and “Inorganics” Analyses Types with “Organics”



- Complete the Find & Replace options as shown here to replace all “High Resolution” Analyses Types with “Organics”.



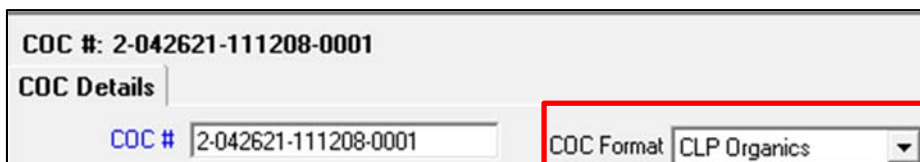
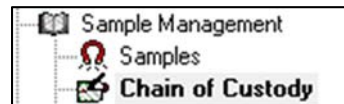
- Repeat the Process to Replace all “Inorganics” Analyses Types with “Organics”



All CLP Analyses should now have an “Analyses Type” of Organics.

Selecting a Chain of Custody Type

1. When adding a new Chain of Custody in Scribe, be sure to select either the “CLP Generic” or “Organics” COC Format. Either format will work when all of the CLP Analyses Types are “Organics”.





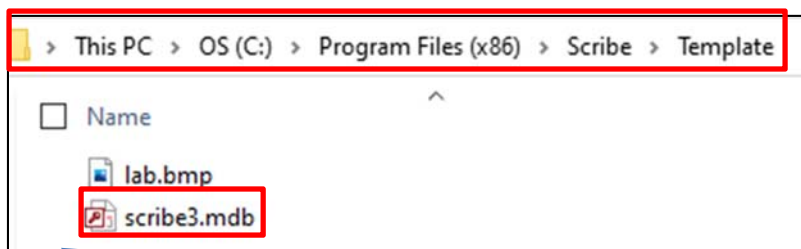
New Scribe Projects

Follow the steps below to download a Scribe Template that lists all CLP Analyses as “Organics”. This template will replace the existing scribe3.mdb template found in this folder: C:\Program Files (x86)\Scribe\Template.

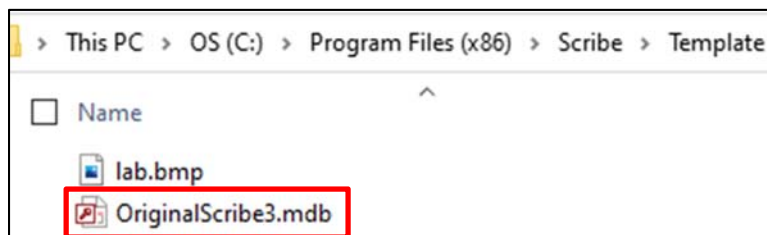
Once this template replaces the original Scribe3.mdb template, any new Scribe project created with this template automatically has the CLP Analyses as “Organics”.

Rename the existing Scribe3.mdb Template

1. Using Windows File Explorer, **navigate to C:\Program Files (x86)\Scribe\Template**

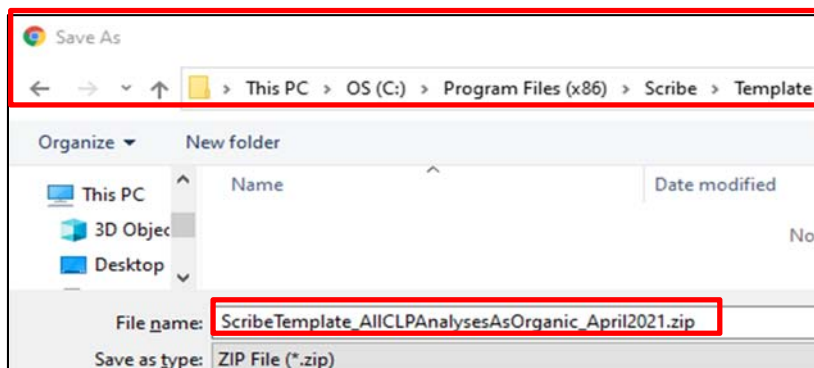


2. **Right-Click on “Scribe3.mdb”** and select the option to **rename**. Type a new name for the existing Scribe3.mdb. The example here shows Scribe3.mdb renamed to OriginalScribe3.mdb



Download the updated Scribe Template

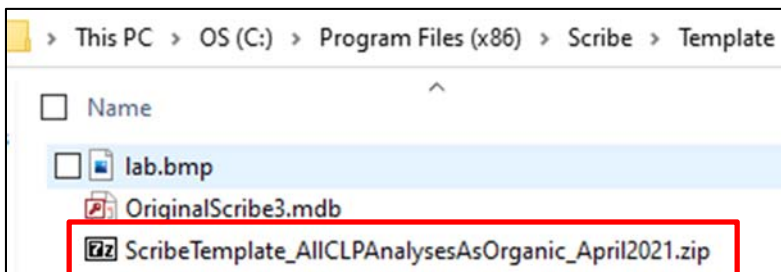
1. **Copy and Paste this link into an internet browser and press enter:**
https://response.epa.gov/sites/ScribeGIS/files/ScribeTemplate_AllCLPAnalysesAsOrganic_April2021.zip
2. **Save the file to the C:\Program Files (x86)\Scribe\Template Folder**



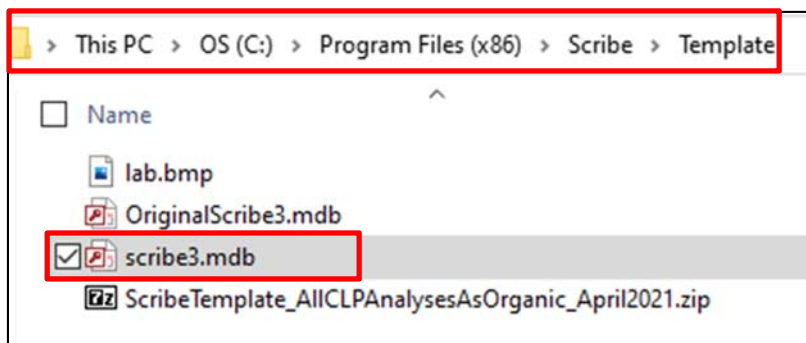


3. Using Windows File Explorer, **navigate to C:\Program Files (x86)\Scribe\Template**

4. **Extract the Scribe3.mdb file from the .zip**



When the new Scribe3.mdb file has been extracted to the C:\Program Files (x86)\Scribe\Template folder, all new Scribe projects will automatically have the CLP Analyses Type as “Organics”



NOTE: Remember to print either a “CLP Generic” or “CLP Organics” Chain of Custody. Refer to page 4 for additional details.