

7.0 Data Management Plan

The primary data management activities for the FTMC Environmental Restoration Program will include:

- Data transfer from field and laboratory activities to a project filing system
- Data management to ensure that data are stored and output in a manner that continues the chain of custody
- Review of requirements to ensure that plans for data collection were fulfilled
- Validation of analytical data that will report data to be used for treatment interpretation activities
- Evaluation of analytical and field data resulting in a report of guidance to be followed for using project data in treatment interpretation
- Reporting functions, which may include outputting data for report tables, statistical analysis, interpretation of data, and electronic transfer.

The FTMC IT Environmental Management System database will be used for data management. A series of programs allows electronic reporting of data. The laboratory is responsible for reporting data in both hard copy and electronic data deliverable.

7.1 Records Control

All project documentation and original reports will be maintained in a central file for the project.

7.2 Document Filing and Access

At least two copies of all data forms and deliverables will be generated during the project and sorted at different locations. Wherever practical, original forms will be archived at IT in Knoxville, Tennessee, and the laboratory and field personnel will retain copies. Analytical data, hard copy, and electronic files will be archived at least seven years by the laboratory.

8.0 References

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