

MODEL T500U NITROGEN DIOXIDE (NO₂) MONITORING SYSTEM – 200 PPB
Section II
OPERATOR RESPONSIBILITIES

Revision 0.0

1.0 Approval Sign Off-Sheet

I certify that I have read and approve of the contents of the Model T500U Nitrogen Dioxide (NO₂) Monitoring System – 200 PPB, Section II, Operator Standard Operating Procedure with an effective date of July 27, 2020.

Director, Air Quality Division

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2.0 SCOPE AND PURPOSE

On February 9, 2010, the United States Environmental Protection Agency (US EPA or EPA) finalized new minimum monitoring requirements for the nitrogen dioxide (NO₂) monitoring network in support of a 1-hour NO₂ National Ambient Air Quality Standard (NAAQS). The 2010 NO₂ regulations, as modified in 2016,¹ require state and local air monitoring agencies to install NO₂ monitoring stations at locations where peak hourly NO₂ concentrations are expected to occur such as in large urban areas or within the near-road environment in large urban areas.

On Oct. 26, 2015, in addition to establishing a revised NAAQS for ozone, the EPA also finalized revisions to the photochemical assessment monitoring station, or PAMS, network requirements. The 2015 revisions to the PAMS monitoring requirements significantly changed the program and imposed for the first time PAMS ambient monitoring requirements at National Core, or NCore, sites in ozone attainment areas. These PAMS monitoring requirements call for the state and local air monitoring agencies to install true NO₂ monitors at PAMS stations at NCore sites in urban areas with over one million people.

In addition, the EPA requires background NO₂ monitoring for prevention of significant deterioration, or PSD, modeling and for determining NO₂ increments.

The purpose of this standard operating procedure (SOP) is to describe the analysis of “true” nitrogen dioxide (NO₂) by cavity attenuated phase shift (CAPS) spectroscopy instruments for the EPA Near-Road and Photochemical Assessment Monitoring Stations (PAMS) networks as well as for the DAQ background PSD monitoring network. The Model T500U CAPS NO₂ Monitor provides a direct measurement of NO₂ utilizing CAPS spectroscopy. This technique has many advantages over chemiluminescence, eliminating nearly all of the maintenance items and producing an extremely accurate and fast response measurement of NO₂. The Model T500U possesses the US EPA Federal Equivalent Method (FEM) designation (EQNA-0514-212).

In support of the near-road, PAMS and PSD requirements, the State of North Carolina Division of Air Quality operates CAPS monitors across the state for the purpose of monitoring the ambient NO₂ exposure of the general population, determining the effect of nitrogen compounds on ozone formation, and measuring background concentrations of NO₂ in the ambient air. In order to collect accurate, meaningful data the monitors must be operated in a consistent manner. The goal of this document is to establish a continuous, verifiable and defensible set of procedures and a means to record events and activities with regard to the site and the instrument as required by the US EPA, 40- CFR 50, 53, and 58.

This SOP describes the real-time, continuous measurement of “true NO₂” by sampling ambient air with an instrument approved as EPA Federal Equivalency Method. The instrument response at the detector corresponds to the analyte concentration as determined by a multi-point calibration curve.

All original records (electronic logbook, site logbook, etc.) must be legible, complete, dated and signed or initialed by the operator and retained as a part of the permanent monitor record. The operator’s name and/or initials presented on the elog will certify that the activities indicated have been performed in accordance with this SOP and that the information contained on the form is accurate (see NC DAQ Background Monitoring Quality Assurance Project Plan [QAPP] for examples of elog and forms). All records will be reviewed and verified by the Regional Ambient Monitoring Coordinators and validated and audited by the responsible chemists at the North Carolina Division of Air Quality (DAQ).

¹ Revision to the Near-road NO₂ Minimum Monitoring Requirements, Federal Register, Vol. 81, No. 251, Dec. 30, 2016, available on the worldwide web at <https://www.gpo.gov/fdsys/pkg/FR-2016-12-30/pdf/2016-31645.pdf>.

3.0 EQUIPMENT CHECKS

The significant instrumentation and equipment at each NC DAQ Nitrogen Dioxide (NO₂) monitoring site includes:

- Teledyne Model T500U NO₂ Monitor
- Teledyne – API T700U Dilution Gas Calibrator
- Teledyne – API 701 Zero Air Generator
- EPA Protocol NO gas cylinder
- Data management system (e.g. Envidas / Envista)
- Ethernet / Modem connectivity
- Uninterruptible Power Supply
- Dedicated Windows compatible site PC

Also included are HoBo back-up temperature sensors (shelter temperature), air conditioners, heaters, and other minor components not specified.

In general, the T500U NO₂ monitoring system consists of the following components:

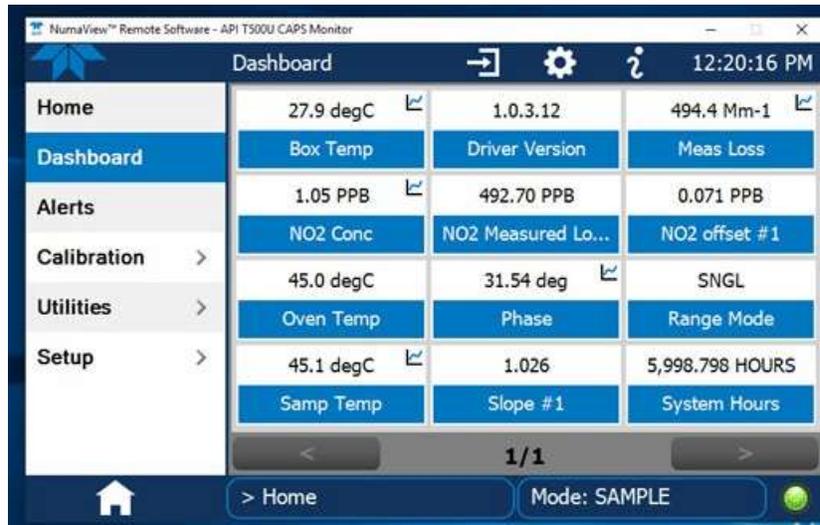
- Pneumatic System: This portion of the monitoring system consists of a sample inlet incorporating a heated sample inlet line, dilution calibrator, zero air generator and internal sample pump, all being used in conjunction to supply gaseous samples to the monitor inlet.
- Analytical System: This portion of the monitoring system uses a Cavity-Attenuated Phase-Shift (CAPS) spectrometer and operates as an optical absorption spectrometer. The front panel of the T500U is pictured below.



- Electronic Hardware: This portion of the monitoring system consists of the electronic components that control the monitor and process the signals.

3.1 Teledyne Model T500U NO₂ Operational Check

Verify and document *(in the elog)* the T500U monitor settings using the Dashboard screen on the front of the instrument panel as pictured below.



T-500U Dashboard Screen

Instrument setting parameters while generating zero gas should be:

Parameter	Expected Value
Instrument Range/Concentration Units	200 PPB
Sample Pressure (In Hg-A)	26 – 29 In Hg
AREF_L (Mm-1)	< 650 Mm-1 ^[1] while running Zero Air
Box Temperature (°C)	Ambient ± 5.0 °C
Oven Temperature (°C)	45 ± 1 °C
Phase (degree of angle)	> 25 degrees while running Zero Air
NO2 Measured Loss	< 650 Mm-1 while running Zero Air
Range Mode	Single
Slope #1	-0.8 to 1.2, Optimal is 1.000
NO2 Offset #1	± 10.0 ppb, Optimal is 0.0 ppb

^[1] Mm-1: Unit of measurement to express light absorption, expressed in MEGA (10⁶) per meter

3.2 Teledyne - API 700U Dilution Gas Calibrator Operational Check

The most common and/or serious instrument failures will result in a warning message being displayed on the front panel of the instrument. The T700U will alert the user that a Warning Message is active by flashing the “FAULT” LED and displaying the warning message in the parameter field. The “MSG” button displays if there is more than one warning in the queue or if the instrument is placed in the “TEST” menu and messages have not been cleared.

To view or clear the various warning messages (Figure 2)

- Verify the calibrator is in the “STANDBY” mode, if not press “STBY” or ABORT in Phase being run by the EnviDas software.
- Press “TEST” to view warning message in the parameter field
- Press “CLR” to clear the warning

NOTE: If the T700U reads “REGULATOR PRES WARN” after the ZERO/SPAN is generated, verify the “CAL PRESS” and “DIL PRESS” are 25-30 psig while performing SPAN 1 by scrolling through the “<TST or TST>” buttons.

Figure 2: T700U Main Menu Screen



3.3 Calibration Gas Cylinder and Calibrator Check

Verify that the calibration gas cylinder and/or calibrator are in certification and document certification dates in the elog. Calibration gas cylinders at a concentration of approximately 10.0 ppm are certified for three years from the original date of the manufacturer’s certification. If the calibration gas cylinder pressure is **less than 500 psig**, the Electronics and Calibration Branch (ECB) should be notified, and a new calibration cylinder requested. The delivery of a new calibration gas cylinder or a calibrator must be coordinated with the Region.

Calibrator certification is valid for *365 days* and the calibration date and/or expiration date(s) should be indicated on a label located on the front panel of the instrument.

Verify that the calibrator has the correct cylinder concentration stored in memory. Cylinder concentration can be accessed from the instrument panel through the following steps (See Section 3.3, Figure 2):

1. Make sure the calibrator is in the “STANDBY” mode (if not, press “STBY”)
2. Press the following key in the order given: “SETUP” “GAS” “CYL” “PRT1”
3. Verify the concentration entered corresponds to the calibration cylinder.
4. Press “EXIT” “EXIT” “EXIT” “EXIT” (until “STANDBY” mode is reached)
5. Verify the gas cylinder outlet pressure is set to 30 psi and cylinder valve and regulator valve are fully open.

3.4 Model 701 Zero Air Generator Check

Verify that the delivery pressure is set to 30 ± 2 psig. If the delivery pressure is outside of the ± 2 psi range, adjust the pressure using the pressure adjust control knob. Document in the elog. As the expiration date of the Model 701 Zero Air Generator approaches, contact the ECB to make arrangements for a recently serviced Zero Air Generator to be placed at the site.

3.5 Monitor Filters

The T500U operates with an internal in-line sample filter along with an Auto Reference (AREF) filter assembly (backup particle filter and charcoal filter, which is an NO₂ gas scrubber). The manufacturer recommends these filters be changed annually or more frequently if needed. If the AREF is observed to be increasing significantly

or approaching values near 1100 Mm⁻¹, ECB should be notified as this is an indicator that the monitor requires maintenance. Annual filter changes should be scheduled with and completed by ECB personnel.

4.0 SITE CHECKS

4.1 Site Visit

Upon arrival at the site, observe the outside of the shelter and probe inlet, looking for vandalism or security breaches. If there is evidence of vandalism the operator should contact the appropriate law enforcement department (generally this is the city police department if the monitor is within city limits or the county's sheriff's department if outside city limits) as well as the Regional Ambient Monitoring Coordinator, the Central Office (CO), and the ECB of DAQ. Verify that the probe inlet and screen are in place and that the sample line is not blocked by insects or other debris. Check the DAS for appropriate date/time and concentration readings. Document all observations and actions in the elog. The Regional Ambient Monitoring Coordinator and a member of the Projects and Procedures Branch (PPB) should review the data generated during any "out-of-control" period to determine if the data should be flagged or invalidated.

4.2 Shelter Temperature

The shelter temperature sensor (Comet Temperature Probe connected to Site Computer and reported via Envidas) must be compared to a NIST traceable thermometer, likewise the back-up temperature logger (HoBo) must be compared to the NIST traceable thermometer. If the NIST traceable thermometer was brought to the site, allow sufficient time for the reading to stabilize.

Observe and record the internal temperature of the building in °C displayed by the Comet Temperature Probe and the HoBo. Compare to the NIST traceable thermometer and, record values of all three in the elog. If either of the shelter temperature sensors is reading greater than ± 2 °C of the reference (NIST), contact the ECB.

NOTE: The Comet and the HoBo do not have to agree in temperature, *but both must be within ± 2 °C of the NIST thermometer.*

The HoBo temperature data will need to be exported at least once every 30 days for the logger; refer to RCO Guidance Documents under the Documents section on NC DAQ's Ambient Monitoring SharePoint page for instructions. The exported temperature data file name should include specific naming parameters such as site, parameter and date. For example, "TO 20120201to15 ST.xls" would be Triple Oak Shelter Temperature between 01 Feb and 15 Feb 2020. The exported data are considered site files and kept in accordance with Section 8.0 Quality Assurance and Data Handling of this SOP. HoBo temperature data may be imported into Envista ARM when needed as backup; refer to RCO Guidance Documents under the Documents section on NC DAQ's Ambient Monitoring SharePoint page for instructions.

Adjust the site thermostat as necessary to maintain the shelter temperature within 20.0 °C to 30.0 °C range, if needed for other monitors or 5.0 °C to 40.0 °C if the CAPS is in its own shelter. It is best to keep the shelter temperature closer to 30 °C to minimize condensation in the probe line. If the temperature cannot be stabilized and controlled within this range, notify the Ambient Monitoring Coordinator and the ECB that corrective action is required. Document in the elog.

The shelter temperature should remain fairly constant and not vary more than ± 2 °C standard deviation over any 24-hour period. The statistician at the RCO keeps track of this statistic and flags data accordingly.

4.3 Electrical Power and Sample Line Check

Observe the monitor, calibrator, computer and data management system for indications of a power failure, and if needed, correct the cause. If the monitor or calibrator lost power, allow an equilibration period of at least 60 minutes for the instrument to stabilize after being powered up. Visually inspect the sample line tubing, especially at any bends, to ensure that it has not kinked, crimped, cut, or to ensure that insects have not nested in the lines. Particulate matter and/or moisture may also collect in the sample line leading to the instrument. Ensure that the sample line is being heated and slightly warm to the touch. The ECB is required to replace the sample line every two years. Record all events in the elog.

4.4 Time and Date Check

The time displayed via the personal computer (PC) / Envidas site computer, and the monitor must be EASTERN STANDARD TIME and be synchronized to NIST time (± 1 minute). Time Synchronization of the site computer is an automated process that is initiated by the Department of information Technology (DIT) on a pre-determined schedule. Time synchronization of the monitor occurs once per 24 hours using an NTP Server and must be within ± 1 minute of NIST time.

NOTE: The HoBo data logger time is set when the device is launched. Launching is required after battery replacement and should be performed at least once every 30 days to synch time with the site computer and to export and save the monthly HoBo logger data. (Refer to “Exporting Data from HoBo Temperature Data Logger” in the RCO Guidance Documents folder under the Documents section of NC DAQ’s Ambient Monitoring SharePoint page for instructions).

If the times for either the monitor or site computer are not within 1 minute of NIST time, call the ECB and they will assist with correcting the problem. Record the time displayed on the site computer, and monitor (Instrument Controls – Date and Time) as compared to NIST time on the elog created for the site visit.

Sources for getting the correct time:

- Call the ECB lab and ask for the NIST time
- Correct time website, <http://nist.time.gov>

5.0 DETAILED PROCEDURES

Calibration (Section 5.1) Requirements

A Calibration followed by a Multi-point Verification is required:

- During the site start-up / installation
- Whenever the system’s operation is interrupted for more than 72 hours without power or offline (such as hurricanes) or major repairs/maintenance.
- When the monitor undergoes major repairs or maintenance at the site
- When the SPAN drift on the nightly Precision-Zero-Span (PZS) check or One-Point Quality Control check (on site or remote) is $>\pm 10\%$ of the target for any SPAN or SPAN 1 or when the zero drift on the nightly PZS or calibration check (on site or remote) is greater than or equal to ± 1.5 PPB.
- Once every 365 days and 1 per calendar year if continuous zero/span performed daily, regardless of monitor performance.

NOTE: A One-Point Quality Control Check (QC Check) (Section 5.3) which includes the Precision Point (20 ppb) is required prior to any Calibration / Verification. This can be accomplished by completing the PZS sequence prior to a calibration / verification.

Calibration of the CAPS monitor consists of a three-step process:

1. Calibrate the ZERO using dry instrument grade air
2. Calibrate the NO₂ by an automated gas phase titration (GTPS / GPT) using EPA Protocol NO gas cylinder balanced with nitrogen, leaving a remainder of NO gas generated from the calibrator.
3. Linear verification (0 and 4 upscale points), in the order given.

NOTE: If the monitor has malfunctioned the operator should forgo the QC Check by documenting the malfunction in the comments section of the *elog* and proceeding to the calibration / verification. Data will need to be invalidated back to the last passing check.

Multi-Point Verification ([Section 5.2](#)) Requirements

The purpose of a multi-point verification is to correlate the output of a monitoring system with known traceable concentrations of NO₂ to demonstrate the linearity of the monitor response.

- A multi-point verification *is required* as a part of any calibration procedure
- Within 182 days of the most recent calibration / verification if continuous zero/span performed daily, regardless of monitor performance.

NOTE: The points run for the Multi-Point Verification are: 0 ppb, 180 ppb, 135 ppb, 90 ppb, and 45 ppb.

One-Point Quality Control (QC) Check ([Section 5.3](#)) Requirements

The One-Point QC Check is to periodically verify that the monitor's calibration has not drifted out of optimal range.

- At least every 14 days or less (40 CFR Part 58, Appendix A, Section 3.2.1) – NOTE: As part of a One-Point QC check, perform two (2) titration checks
- As part of a One-Point QC check, perform a Zero, a Precision point check and a Span.
- The precision point (20 ppb) must be included during all 1-point QC checks and is reported to AQS. (40 CFR Part 58, Appendix A, Section 3.2).
- Complete the required Equipment Checks and Site Checks as specified in [Section 3.0](#) and [Section 4.0](#) of this SOP prior to a One-Point QC check.

NOTE: Regardless of which detailed procedure listed above is being completed, the status of the NO₂ channel should be set using the site computer so that no data is reported during the time the procedure is being completed. (*Refer to "Marking Channels Up or Down" in the RCO Guidance Documents folder under the Documents section of NC DAQ's Ambient Monitoring SharePoint page for instructions.*)

5.1 Calibration

1. Using the [CAPSPZS](#) Phase from Sequence menu
 - a. Select [ZERO](#)
 - b. Select the length of time (1 hour is the default) and select [Start](#)
2. Open [NumaView](#) Remote Software application to display the NO₂ Concentration and Stability (Stab). (*NOTE: Stability is the standard deviation of concentration readings. Data points are recorded every ten seconds. The calculation uses the last 25 data points.*)
 - a. Using the [NumaView](#) screen select [HOME](#) > [Calibration](#) > [ZERO button](#).
 - b. When the measured NO₂ value displayed on the monitor is less than 0.10 ppb and the stability has reached 0.5 ppb or less, Press [ZERO](#) – (Cal Result Success message will pop up) allow additional time if needed for the instrument to stabilize, *until NO₂ Stab <0.100 ppb*.
 - c. Using Envidas Reporter, record the updated five-minute average reading from the monitor (*elog, Calib & Verification Tab, Cell G8*). **NOTE: The measured zero must be $\leq \pm 1.5$ ppb.**

3. Abort ZERO
4. Using the CAPSPZS Phase from Sequence menu
 - a. Select SPAN2 (GPTPS for the SPAN point)
 - b. Select the length of time (it is recommended to set the time to 1 hours) and select Start
 - c. Keep the T700U in GPTPS mode until the “ACT” value for O3 is within 1 ppb of the target value entered (Active LED not flashing + 5 minutes, ~10 min) (NOTE: During the GPTPS the NO₂ concentration value displayed by the monitor will be < 5 ppb)
 - d. Record the 1-minute T700U_ACTO3 value prior to aborting SPAN2 and initiating SPAN.
5. Abort SPAN2 and initiate SPAN
 - a. Select the length of time (it is recommended to set the time to a minimum of 1 hour)
 - b. Allow instrument to stabilize until NO₂ STB < 0.500 ppb.
 - c. Using the NumaView screen select HOME > Calibration > SPAN button, press Span Target to verify the target span value is in agreement with the T700U_ACTO3 value generated by the calibrator during SPAN2.
 - d. When the stability has reached <0.500 ppb press the SPAN button (Cal Result SUCCESS will appear, click OK) Allow additional time for the instrument to stabilize, until NO₂ Stab is <0.500 ppb.
6. Using Reporter, record the updated 5-minute average reading from the monitor (elog, Calib & Verification Tab, Cell G9). **NOTE: The measured “NO₂” Span should be ± 2% of the expected value.**

5.2 Multi-Point Verification (2 hours 20 minutes)

1. Using the “Phase from Sequence” menu
 - a. Select CAPSVR T500U from the pop-up menu then select Schedule Sequence when the window Initiate Session At appears, enter the value 0 minute and APPLY to start the sequence on the zero second. (CAPSVR T500U Sequence is preset to run for approximately 180 minutes)
 - b. Create a Viewer Dynamic Chart to capture each span point during the multi-point verification. Include the graphs in the elog (Span Graphs Tab).
 - c. Using Reporter, record the last five stable 1-minute readings prior to a change in Status for each Span point run along with the last T700U_ACTO3 minute average value recorded during the GPTPS for each Span point (elog, Calib & Verification Tab).

A multi-point verification is complete when the five span points (including ZERO) have been run, and the values for all points are within the acceptance criteria listed in the table below. The criteria for all points of the multi-point verification are < ± 2.1% or ≤ ± 1.5 ppb difference of the best-fit straight line, whichever is greater. It is recommended the slope be 1 ± .05. If any of the points are greater than the acceptance criteria, the calibration is unacceptable. If the calibration is unacceptable contact ECB for guidance. (See Appendix B for details of the relationship of the GPTPS and GPT phases used in creating the various span point used in the multi-point verification.)

Multi-Point Verification	Nominal Calibrator Concentration (T700U)	Acceptance Criteria (Nominal difference)
ZERO	0.0	≤ ± 1.5 ppb
SPAN	180 ppb	< ± 2.1 % or 1.5 ppb
SPAN 4	135 ppb	< ± 2.1 % or 1.5ppb
SPAN 6	90 ppb	< ± 2.1 % or 1.5 ppb
SPAN 8	45 ppb	< ± 2.1 % or 1.5ppb

2. If the multi-point verification is acceptable, enable channels using Envidas and logout.
 - a. Set the monitor channel for NO₂ Reset Flags. (Refer to “Marking Channels Up or Down” in the RCO Guidance Documents folder under the Documents section of NC DAQ’s Ambient Monitoring SharePoint page for instructions).
 - b. Once the Channel has been reset, observe that the Status is OK and that Raw, Instant and 1-minute values are changing. (The channel should no longer be highlighted blue)
 - c. Using Envidas Reporter generate an Excel spreadsheet which includes minute data generated during the Calibration Procedure. (Approximately 5-minutes prior to and after the completion of the multi-point verification is ideal.) Copy the Excel spreadsheet and paste the values into the elog using the Minute Data tab provided (elog, Minute Data Tab).
 - d. Verify the monitor is in “Sample” mode and the Calibrator is in “Standby” mode.
 - e. Logout of Envidas Viewer and Reporter.

5.3 One-Point QC Check (PZS) (1 hour 20 minutes)

1. Using the “Sequence” menu
 - a. Select CAPSPZS, from the pop-up menu then select Schedule Sequence when the window Initiate Session At appears, enter the value 0 minute and APPLY to start the sequence on the zero second. (CAPSPZS Sequence is preset to run for approximately 80 minutes)
 - b. Press Start (A countdown window will appear that indicates the time in minutes and seconds before the sequence will begin).
 - c. CAPSPZS consists of the following Phases:
 - i. a ZERO
 - ii. a GPTPS (SPAN2) and GPT (SPAN) for the SPAN point
 - iii. a GPTPS (SPAN9) and GPT (SPAN1) for the Precision point
 - d. Using the Envidas Reporter (Reporter), record the last 1-minute T700U_ACTCONC values generated during Span Zero portion of the sequence and the last five 1-minute NO₂_T500U values during the ZERO portion of the sequence (elog, QC Check Tab).
 - e. Using the Reporter, record the last 1-minute T700U_ACTO3 values generated during the GPTPS (Span2) portion of the sequence and the last five 1-minute NO₂_T500U (GPT) values generated during the SPAN portion of the sequence (elog, QC Check Tab).
 - f. Likewise using Reporter, record the last 1-minute T700U_ACTO3 values generated during the GPTPS (Span 9) portion of the sequence and the last five 1-minute NO₂_T500U (GPT) values generated during the SPAN1 portion of the sequence (elog, QC Check Tab).

Review the NO₂ One-Point QC Check results. Acceptance Criteria for each Point are:

Point (Nominal)	NO ₂ Conc.	Acceptance Criteria
SPAN (80-90%)	180 ppb	± 10%
SPAN 1 (10-20%)	20 ppb	± 10%
ZERO	0.0 ppb	± 1.5 ppb

If any of the points are outside the One-Point QC check tolerance for the full-scale range, the QC check is unacceptable. If the QC check is unacceptable after two (2) tries, document the failure, contact ECB for guidance. A multi-point calibration followed by the verification sequence will be required prior to data collection should the One-Point QC check continue to fail the acceptance criteria.

2. If the calibration verification is acceptable, enable channels using Envidas and logout.

- a. Set the monitor channel for NO₂ *Reset Flags*. (Refer to “Marking Channels Up or Down” in the RCO Guidance Documents folder under the Documents section of NC DAQ’s Ambient Monitoring SharePoint page for instructions).
- b. Once the channel has been reset, observe that the Status is OK and that Raw, Instant and 1-minute values are changing. (The channel should no longer be highlighted blue)
- c. Using Envidas Reporter generate an Excel spreadsheet which includes minute data generated during the Calibration Procedure. (Approximately 5-minutes prior to and after the completion of the Calibration Procedure is ideal.) Copy the Excel spreadsheet and paste the values into the elog using the Minute Data tab provided (*elog, Minute Data Tab*).
- d. Verify the monitor is in “Sample” mode and the Calibrator is in “Standby” mode.
- e. Logout of Envidas Viewer and Reporter.

6.0 LOGBOOK SUBMITTAL – DATA REVIEW

6.1 Logbook Submittal

The NO₂ Logbook (elog) is used for evaluating the success/failure of the operation of the CAPS NO₂ monitor and is an essential record for determining the quality of the NO₂ data reported.

1. The Site Operator must complete the NO₂ elog to document the purpose of any site visit, the observations and findings during the site visit, and the evaluation of the performance of the NO₂ monitoring system for each site visit.
2. Within three business days after the site operator making the site visit returns to the regional office, the person must transfer the electronic logbook to the local area network (LAN) or SharePoint site, storing it in the appropriate folder established for that regional office and communicate to the Regional Ambient Monitoring Coordinator (RAMC) that the logbook is available for review. If the operator reviews the electronic logbook after returning to the office and identifies that an entry error occurred, the operator must correct the error by making a note in the comments section and date and initial the note.
3. The RAMC or designee should review the electronic logbooks as soon as reasonably possible as they become available but must review the electronic logbooks at least twice a month and at intervals not to exceed 15 business days. The RAMC and the site operator should discuss any discrepancies, errors, concerns or questions prior to the next site visit after the review is completed. The RAMCs must type their name and date of review in the electronic logbook in the space provided (or in the notes section, if a space is not provided) before submitting the electronic logbook to the RCO. If a problem is noted during the RAMC Review, the RAMC should not make any changes to the electronic logbook other than to note the problems that were identified in the comments section of the electronic logbook, initialing and dating any entries made. The RAMC should also bring any problem that impacts the validity of the data collected to the attention of the assigned RCO Chemist by either a phone call or an e-mail depending upon the urgency and severity of the problem within a time period of 5 business days.
4. All electronic logbooks must be submitted to the RCO via the p-drive on a monthly basis, as soon as possible after the end of each month but no later than 15 business days from the start of each month. When RAMCs cannot meet this established time schedule because of extenuating circumstances, they should contact the appropriate RCO staff members with full explanations of reason(s) for the delays and make other arrangements or establish an alternate schedule.
5. The Projects and Procedures Branch Chemist must review the elogs submitted for completeness and adherence to operating procedures.

6.2 Data Review

Each business day, the Central Office statistician initiates a data review by providing a raw data report (in a spreadsheet format) to each Regional Office. (Reference Section III: Regional Office Polling and Data Review and Section IV: Data Review & Validation QA Plan for Continuous Gaseous & Non-Speciated Particulate Monitors) The Central Office may request the Regional Office to send additional data that are needed beyond what the Central Office requires for verifying any missing data supplied by the Regional Office. These data can be retrieved from the “site monitor” as needed. (Refer to RCO Guidance Documents under the Documents section on NC DAQ’s Ambient Monitoring SharePoint page for instructions.

7.0 FILE MANAGEMENT

Field operators must have a personal computer (PC) (or laptop) to generate the Logbook (elog) files from a Microsoft Excel template file. These elogs are provided by the Central Office and updated periodically. The file naming protocol is provided below. ***A formalized file naming convention has been established through consensus of the regions and the Central Office and should be used by all regions.***

7.1 Opening, Naming and Storing the Site Files

The elog template file used at the site should be stored on the PC used for field operations by the site operator or field technician; see Appendix A of this SOP for an example of the elog. Elogs can also be found in IBEAM or on SharePoint. To access the file, open the elog template file using Excel. Every time a new elog is completed using the template it must be renamed and saved as a separate and complete logbook (all sheets, i.e., tabs, saved) to preserve the record. Do NOT copy over a previously completed elog. *Refer to the Logbook file naming convention “Policy Memorandum” dated January 1, 2011 located in the DAQ IBEAM module (summarized below)*

1. Open the appropriate Logbook elog template file using Excel
2. Left click the “file” toolbar icon, scroll down to “save as” and left click. Every time a new elog is filled out using the template, it must be renamed and saved as a separate and complete workbook (all sheets, i.e., tabs saved) to preserve the record. ***Do not copy over previously completed elogs.***
3. Under file name (highlighted) change the Logbook file name using the following format: Site ID COTL Date Activity. For example, “TO NO2 20200601 AX.xls” is a Calibration (Precision) Check at Triple Oak on June 01, 2020.
4. Change save location to operator’s choice of folders
5. Left click “save”
6. Find the tab needed for the task involved. The first tab selected should be the Logbook. Fill in information as indicated.
7. Open other tabs as needed and fill in information as indicated.
8. Save the Logbook (elog) periodically and when finished entering data.

8.0 FILE QUALITY ASSURANCE AND DATA HANDLING

8.1 Raleigh Central Office Electronic Logbook Procedures

The assigned RCO chemist will review all logbooks within 15 business days of receipt at the RCO. The RCO chemist will provide appropriate feedback of his or her electronic logbook review to the RAMC. This feedback should include an evaluation of any impact or potential impact on the validity of the data collected, how well the quality assurance and standard operation procedures are being followed, as well as an evaluation of how

well the logbook is completed. If any corrective actions are needed, the RAMC will brief the site operator of them within five (5) business days of the receipt of the RCO chemist review comments and document the briefing on the review hard copy received from the RCO chemist. The RCO feedback may be accomplished by e-mail or other appropriate means, including follow-up conference call, depending upon the urgency and severity of the identified situation but must occur within 15 business days of receiving the electronic logbook.

The RCO chemist will maintain a copy of each monthly logbook review for use in preparing the quarterly and annual data quality audit reports.

These files will be retained for a minimum of five years. When the need arises to review a file for data validation or site operations the official folder is used, or a hardcopy is created from this file. For details on data validation procedures, please reference Section III (SOP 2.8.3): Regional Office Polling and Data Review and Section IV (SOP 2.41.4): Data Review and Validation QA Plan for Continuous Gaseous and Non-Speciated Particulate Monitors. The validation checks that will be done are:

1. Providing proper null codes indicating calibrations, audits, etc.
2. Providing missing valid data
3. Documenting any invalid data as to reason with proper null code
4. Identifying any data that may be associated with exceptional events

8.2 Monthly Validation

Preliminary validation is completed by the Regional Operator. The operator must account for all missing or invalid data by identifying the reasons for missing or invalid data within Envista using proper flags and null codes while performing maintenance or shortly thereafter. The operator must review the previous month of data and add any flags or void codes to the Status column as necessary. For each changed status, a comment must be entered with a description of why the status was changed.

The Regional Ambient Monitoring Coordinator will perform the second level review of the month of data, adding any additional void codes and comments, and requesting additional information from the operator as necessary. If required, the Regional Coordinator can send data back to the Regional Operator for additional comments or to correct any codes. When possible, the data will be validated within 15 workdays from the end of the collection month.

The Central Office Chemist performs the final validation of the one-month period of data. Void codes and comments should all be added, and the Central Office Chemist can send the data back to the previous reviewer. Final validation of the data should be complete within 30 days of the end of the collection month. Once the data has been approved and has had the "final validation" label applied by the Central Office Chemist, it is automatically entered into a queue within Envista ARM. The Database Manager will send all approved data to AQS automatically on a regularly scheduled basis.

In some cases, "valid" data that are judged to be out of the ordinary are retained and an information flag is added in AQS by the Central Office. An example would be high concentration values resulting from an exceptional event. EPA has recently begun applying stricter standards for what it will accept as an exceptional event. In any case where the Region wishes for data to be considered "exceptional," the Region should gather sufficient documentation to support the claim in accordance with a policy memorandum from the Central Office dated June 29, 2007. Unusually high concentration values that may be the result of an exception event must be noted as such on the AQS monthly data summary reports, but not deleted. Any exceptional event will be flagged

in AQS by the Central Office using the appropriate qualifier code. The fully validated file data are then uploaded into AQS by the Central Office.

A list of Null Codes that are routinely used during data validation on the AQS monthly summary report are listed below. (Partial List).

Commonly Used EPA-AQS Null Value Codes (partial list)

AE	Shelter Temperature outside Limits
AN	Machine or Equipment Malfunction
AS	Poor Quality Assurance Results
AT	Calibration (by ECB Lab)
AV	Power Failure
AZ	QC (ECB Lab)
BA	Maintenance and Routine Repairs (including filter changes)
BC	Multi-point Calibration
BD	Auto Calibration
AX	Precision/Zero/Span
BJ	Operator Error
BK	Site Computer/Data Logger Down
BL	QA Audit (EPA performance audit)
QV	Quality Control Multi-point Verification

9.0 TROUBLESHOOTING AND CORRECTIVE ACTIONS

Presently, DAQ has no history regarding troubleshooting and corrective actions using the T500U. Refer to (<http://www.teledyne-api.com/products/nitrogen-compound-instruments/t500u>). Section 13.0 of the manual contains a variety of methods for identifying the source of performance problems with the monitor.

Problem	Corrective Action
Overnight PZS fails after cylinder replacement	Was the correct cylinder concentration entered into the calibrator? Are all tank valves turned ON?
Overnight PZS fails after calibrator replacement	Is the cylinder concentration entered into the calibrator correct? Are the correct SPAN points set in the calibrator?
Regulator Pressure Warning	Check the ZAG for correct output pressure (30 psi)

10.0 REVISION HISTORY

1. New SOP

Example of Logbook Tab

CAPS NO ₂ Logbook					
Revision 0.0 (July 27, 2020)					
Site:	<input type="text"/>	Time:	<input type="text"/>	Date:	<input type="text"/>
Channel Down Time:	<input type="text"/>	Channel Up Time:	<input type="text"/>	Log Off Site Computer? <input type="text"/>	
Routine Site Inspection		Building Temperature °C		Computer / Monitor Time	
Building Secure (Y/N)	<input type="text"/>	NIST Thermometer Serial No:	<input type="text"/>	Expiration Date:	<input type="text"/>
Sampling Probe Intact (Y/N)	<input type="text"/>	NIST:	(± 2 °C of NIST?)		
Building Power On (Y/N)	<input type="text"/>	Comet:	OK		
		HoBo:	OK		
Site Computer Restarted this Month? <input type="text"/>		HoBo Battery > 1 bar? <input type="text"/>		All must be within ± 1 min. of NIST	
EPA Protocol NO Gas Cylinder					
Cylinder ID		<input type="text"/>	Cylinder Pressure (psig):		<input type="text"/>
Cylinder Nitric Oxide Certified Concentration (ppm)		<input type="text"/>	Cylinder Delivery Pressure (psig):		<input type="text"/>
Cylinder Expiration Date		<input type="text"/>	Days Remaining		0
Monitor					
Teledyne NO2 Model T500U Analyzer Serial No. / ID <input type="text"/>				Alarms (Y/N) <input type="text"/>	
<i>(Record while running Zero Air)</i>					
Box Temperature (ambient ± 5°C)	<input type="text"/>	Measured Loss (Mm-1)	<input type="text"/>	Slope # 1 (1.0 ± 0.2)	<input type="text"/>
Oven Temperature (ambient ± 5°C)	<input type="text"/>	NO2 Measured Loss (Mm-1)	<input type="text"/>	NO2 Offset # 1	<input type="text"/>
Sample Temperature (ambient ± 5°C)	<input type="text"/>	Phase (Degree of Angle)	<input type="text"/>	Range Mode	<input type="text"/>
Calibrator					
API T700U Serial No. / ID <input type="text"/>		Exp. Date		Days Remaining	
				0	
		Box Temp. (shelter ± 7 °C)		Alarms? (Y/N)	
				<input type="text"/>	
Teledyne Zero Air Generator					
Model 701 Serial No. / ID <input type="text"/>		Expiration Date:		Days Remaining	
				0	
Delivery Air Pressure (psig):		<input type="text"/>			
HoBo					
Hobo Temperature Downloaded		<input type="text" value="No"/>		Date Range <input type="text"/>	
NOTES: Operator					
NOTES: Ambient Monitoring Coordinator					
NOTES: Projects and Procedures Branch (PPB) Chemist					
PPB Chemist Review by: <input type="text"/>				Review Date: <input type="text"/>	

Example of QC Check Tab

CAPS NO ₂ PZS									
Revision 0.0 (July 27, 2020)									
Site: 0			Time: 0:00			Date: 01/00/00			
EPA Protocol NO Cylinder Concentration (ppm) 0.0					Operator: 0				
ZERO Air Generator (ZAG)			SPAN		180 ppb		SPAN 1		20 ppb
ZAG (psi)			Time HH:mm		T700_ACTO3		Time HH:mm		T700_ACTO3
ZERO			SPAN		SPAN 1				
Time HH:mm	NO ₂ Monitor	Calibrator (Actual)	Time HH:mm	NO ₂ Monitor	Time HH:mm	NO ₂ Monitor			
Avg ppb	#DIV/0!	#DIV/0!	Avg ppb	#DIV/0!	Avg ppb	#DIV/0!			
Act. Diff	#DIV/0!		Act. Diff	#DIV/0!	Act. Diff	#DIV/0!			
			% Diff	#DIV/0!	% Diff	#DIV/0!			
Acceptable:	[diff ± 1.5 ppb] #DIV/0!		Acceptable:	[diff ± 10 %] #DIV/0!	Acceptable:	[diff ± 10 %] #DIV/0!			
NOTES:									

Example of Regression Tab

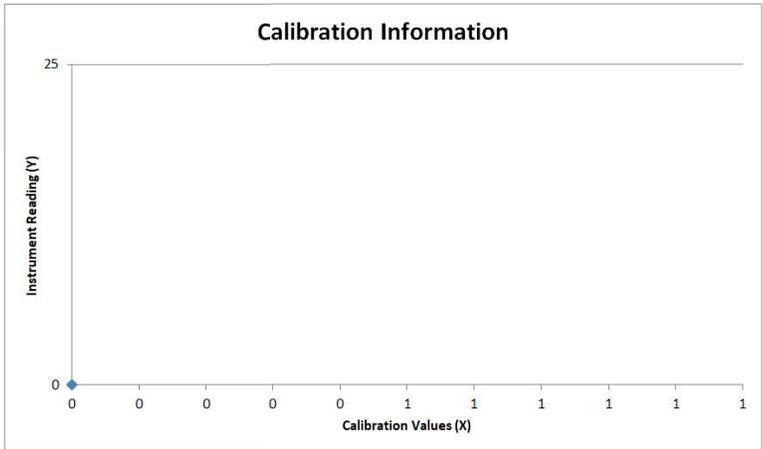
CAPS NO₂ Regression
 Revision 0.0 (July 27, 2020)

Acceptance Criteria: all points within D8% of best fit straight line

		Instructions
What percentage is acceptable?	2%	1) Place in the acceptable percentage (2% is current validation criteria) in D8 2) Select the calibration scale. This does not need to be the FEM approved scale of the instrument (e.g., 500 ppb or 1000 ppb) in D9. It should be the high cal value. The point difference acceptance value in field D8 will be calculated for the values entered in D8 and D9 3) Calibration values (X) in Row 21 are linked to the Calibrator minute values entered on the Calibration Verification Tab 4) Instrument values (Y) are linked to the Analyzer minute values entered on the Calibration Verification Tab. 5) The remainder of the worksheet should automatically calculate the results. 6) Any point result > the point difference acceptance criteria in D8 will turn the boxes and font in rows 29 red. Any percent difference > the value in D8 will turn the boxes and font in rows 29 red. 7) The percent difference estimates are measured using the best fit conc. values (row 29) and the average of the instrument avg. values (row 27) for each concentration.
Calibration Scale	200	
Point Difference Acceptance Value	1.5	
Slope Acceptance Criteria	0.95 - 1.05	
Only values on sheet that can be changed are in gray, above		

	Zero Concentration 1	SPAN 8 (~45 ppb) Concentration 2	SPAN 6 (~90 ppb) Concentration 3	SPAN 4 (~135 ppb) Concentration 4	SPAN (~180 ppb) Concentration 5
Calibrator Value (X)	#DIV/0!	0.0	0.0	0.0	0.0
Instrument Value (Y)	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0
Average	0.0	0.0	0.0	0.0	0.0
Best Fit Concentration	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Point Difference (Best fit - Average) absolute value	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Percent Difference (Best fit Conc vs. Avg Y values)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
r	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
slope (m_i)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
intcpt (I_i)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
lin reg	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

(Calibrator) X	(Monitor) Y
#DIV/0!	0.0
0.0	0.0
0.0	0.0
0.0	0.0
0.0	0.0



Appendix B GPTPS and GPT Documentation

The NO₂ relationship between GPTPS (Gas Phase Titration) and GPT and concentrations are listed in the table below.

GPTPS	GPT	Nominal Concentration (T700U)
ZERO	ZERO	0.0 ppb
SPAN 2	SPAN	180 ppb
SPAN 3	SPAN 4	135 ppb
SPAN 5	SPAN 6	90 ppb
SPAN 7	SPAN 8	45 ppb
SPAN 9	SPAN 1	20 ppb

Appendix C Example of Data Points to be include in elog

Example of data to record on elog for ZERO

	A	B	C	D	E	F
1	Site Millbrook Period: 5/18/2020 9:14 AM-5/18/2020 9:32 AM Type: AVG					
2						
3	Date & Time	T700U_ACTCONC	Status	NO2_T500U	Status	
4		PPB		PPB		
5	5/18/2020 9:14 AM	---	NoData	2.3	Ok	
6	5/18/2020 9:15 AM	---	NoData	2.2	Ok	
7	5/18/2020 9:16 AM	0	Ok	2.5	Zero	
8	5/18/2020 9:17 AM	0	Ok	0.5	Zero	
9	5/18/2020 9:18 AM	0	Ok	0.2	Zero	
10	5/18/2020 9:19 AM	0	Ok	0.1	Zero	
11	5/18/2020 9:20 AM	0	Ok	0.1	Zero	
12	5/18/2020 9:21 AM	0	Ok	0.1	Zero	
13	5/18/2020 9:22 AM	0	Ok	0.1	Zero	
14	5/18/2020 9:23 AM	0	Ok	0.1	Zero	
15	5/18/2020 9:24 AM	0	Ok	0.1	Zero	
16	5/18/2020 9:25 AM	0	Ok	0.1	Zero	
17	5/18/2020 9:26 AM	0	Ok	0.1	Zero	
18	5/18/2020 9:27 AM	0	Ok	0.1	Zero	
19	5/18/2020 9:28 AM	0	Ok	0.1	Zero	
20	5/18/2020 9:29 AM	0	Ok	0.1	Zero	
21	5/18/2020 9:30 AM	0	Ok	0.1	Zero	
22	5/18/2020 9:31 AM	296.1	Ok	33.3	Span2	
23	5/18/2020 9:32 AM	200.7	Ok	20.6	Span2	
24	Minimum	0		2.2		
25	MinDate	09:16 AM		09:15 AM		
26	Maximum	296.1		2.3		
27	MaxDate	09:31 AM		09:14 AM		
28	Avg	29.2		2.3		
29	Num	17		2		
30	Data[%]	89		11		
31	STD	84.2		0.1		
32						

Example of data to record on elog for SPAN

	A	B	C	D	E
1	Site Millbrook Period: 5/18/2020 8:00 AM-5/18/2020 11:00 AM Type: AV				
2					
3	Date & Time	T700U_ACT03	Status	NO2_T500U	Status
4		PPB		PPB	
104	5/18/2020 9:39 AM	180	Span2	1.2	Span2
105	5/18/2020 9:40 AM	180	Span2	1.1	Span2
106	5/18/2020 9:41 AM	179.9	Span2	2.7	Span
107	5/18/2020 9:42 AM	---	NoData	22.7	Span
108	5/18/2020 9:43 AM	---	NoData	79.9	Span
109	5/18/2020 9:44 AM	---	NoData	115.4	Span
110	5/18/2020 9:45 AM	---	NoData	142.4	Span
111	5/18/2020 9:46 AM	---	NoData	156.5	Span
112	5/18/2020 9:47 AM	---	NoData	167.8	Span
113	5/18/2020 9:48 AM	---	NoData	173.2	Span
114	5/18/2020 9:49 AM	---	NoData	174.7	Span
115	5/18/2020 9:50 AM	---	NoData	175.2	Span
116	5/18/2020 9:51 AM	---	NoData	175.5	Span
117	5/18/2020 9:52 AM	---	NoData	175.6	Span
118	5/18/2020 9:53 AM	---	NoData	175.8	Span
119	5/18/2020 9:54 AM	---	NoData	175.9	Span
120	5/18/2020 9:55 AM	---	NoData	176	Span
121	5/18/2020 9:56 AM	---	NoData	175.9	Span
122	5/18/2020 9:57 AM	---	NoData	175.9	Span
123	5/18/2020 9:58 AM	---	NoData	175.9	Span
124	5/18/2020 9:59 AM	---	NoData	176	Span
125	5/18/2020 10:00 AM	---	NoData	176.1	Span
126	5/18/2020 10:01 AM	6	Span9	182.6	Calib
127	5/18/2020 10:02 AM	19.4	Span9	7.7	Span9

The above screen shot has been changed according to the comment below.

Example of data to record on eLog for SPAN1

	A	B	C	D	E	F
1	Site Millbrook Period: 5/18/2020 8:00 AM-5/18/2020 5:00 PM Type: AVG					
2						
3	Date & Time	T700U_ACTO3	Status	NO2_T500U	Status	
4		PPB		PPB		
130	5/18/2020 10:05 AM	20	Span9	0.8	Span9	
131	5/18/2020 10:06 AM	20.1	Span9	0.5	Span9	
132	5/18/2020 10:07 AM	20	Span9	0.3	Span9	
133	5/18/2020 10:08 AM	19.9	Span9	0.3	Span9	
134	5/18/2020 10:09 AM	19.9	Span9	0.2	Span9	
135	5/18/2020 10:10 AM	20	Span9	0.2	Span9	
136	5/18/2020 10:11 AM	20	Span9	0.2	Span1	
137	5/18/2020 10:12 AM	---	NoData	0.1	Span1	
138	5/18/2020 10:13 AM	---	NoData	0.9	Span1	
139	5/18/2020 10:14 AM	---	NoData	4.2	Span1	
140	5/18/2020 10:15 AM	---	NoData	7.9	Span1	
141	5/18/2020 10:16 AM	---	NoData	11.2	Span1	
142	5/18/2020 10:17 AM	---	NoData	13.8	Span1	
143	5/18/2020 10:18 AM	---	NoData	15.9	Span1	
144	5/18/2020 10:19 AM	---	NoData	17.5	Span1	
145	5/18/2020 10:20 AM	---	NoData	18.5	Span1	
146	5/18/2020 10:21 AM	---	NoData	19.1	Span1	
147	5/18/2020 10:22 AM	---	NoData	19.4	Span1	
148	5/18/2020 10:23 AM	---	NoData	19.6	Span1	
149	5/18/2020 10:24 AM	---	NoData	19.8	Span1	
150	5/18/2020 10:25 AM	---	NoData	19.9	Span1	
151	5/18/2020 10:26 AM	---	NoData	20	Span1	
152	5/18/2020 10:27 AM	---	NoData	20	Span1	
153	5/18/2020 10:28 AM	---	NoData	20.1	Span1	
154	5/18/2020 10:29 AM	---	NoData	20.1	Span1	
155	5/18/2020 10:30 AM	---	NoData	20.1	Span1	
156	5/18/2020 10:31 AM	---	NoData	20.1	Purge	
157	5/18/2020 10:32 AM	---	NoData	20.1	Purge	

Appendix D Glossary of Terms ^[1]

[1] July 9, 2020 Revision

Acceptance criteria – is the pollutant-specific criteria that must be met to collect valid data specified by the United States Environmental Protection Agency in their validation templates, included as Appendix D to the United States Environmental Protection Agency Quality Assurance Handbook.

Calibration – is the act of changing or setting values in a monitor.

- *Gaseous Monitor Calibration* – is the act of setting response values stored in a monitor while running a series of challenge concentrations. A calibration for a monitor is accomplished by pressing a button to change the values stored in the monitor for each challenge concentration. For carbon monoxide a calibration involves running three upscale points to set or reset the coefficients. For all other gaseous monitors the challenge concentrations include zero and at least one span point.
- *Particulate Matter Calibration* - For low volume particulate matter monitors a calibration is the changing or resetting of the span and offset using three flow points bracketing the desired flow point. For PM monitors the temperature and pressure calibration is changing or resetting a slope using a one-point measurement. The temperature and pressure calibration must be completed before the flow calibration.

Calibration Criteria – are pollutant-specific limits established by the Division of Air Quality that a calibration must meet to pass and be used to collect valid data. The calibration criteria may be equal to or more stringent than the EPA acceptance criteria.

Control Limits – are limits established by the United States Environmental Protection Agency and published in the Code of Federal Regulations at 40 CFR Part 58 Appendix A. These limits may not be exceeded. They are listed as acceptance criteria in the Environmental Protection Agency validation tables in Appendix D to the United States Environmental Protection Agency Quality Assurance Handbook and North Carolina Division of Air Quality validation tables in the North Carolina Division of Air Quality quality assurance project plans. The precision, zero and span for gaseous monitors or flow rate verification for particulate matter monitors must be within the control limits for the collected data to be valid. Data collected when the precision, zero and span or flow rate verifications are outside of the control limits will be invalidated and replaced with a null code.

Electronics and Calibration Branch Performance Evaluation – is a check performed by the Electronics and Calibration Branch electronics technicians to confirm the correct operation of an instrument. At a minimum, it involves challenging the instrument with a zero and three upscale points. One of the upscale points must be at the detection limit of the instrument. The other upscale point is either at the level of the national ambient air quality standard or at the level of the highest measured values. The Electronics and Calibration Branch electronics technicians must perform an Electronics and Calibration Branch performance evaluation on each instrument at least once every 365 days and at least once every calendar year.

Flowrate Audit - is a measurement of flow, ambient pressure and ambient temperature to ensure correct operation of the monitor, performed by someone other than the operator using a certified flow standard different from that used to calibrate or verify the monitor.

Flowrate Verification – is a measurement of flow, ambient pressure and ambient temperature by the operator to ensure correct operation of the monitor.

Functionality Test – is a test of the monitor, calibrator, cylinder, or zero air supply conducted by an ECB electronics technician, either remotely or on site, to evaluate whether the system is performing as expected. It may include running a zero and span or multiple points. Since functionality tests involving the running of points do not necessarily run the points long enough for them to stabilize and are not necessarily recorded in an elog, results of functionality tests are not reported to AQS. Functionality tests, alone, cannot be used as weight of evidence to demonstrate that the monitor is functioning properly.

Installation – is when a monitor is both taken to a site and plugged in. A leak check followed by a calibration is required on installation and before data reporting.

Manual Performance Checks – are any performance checks completed by the regional operator to evaluate the instrument and its performance. A manual performance check could be a precision, zero, span or just a zero and a span or just a one-point quality control check. It could be performed remotely or on-site. It includes manual 14-day one-point quality control checks performed at the site.

Moving – for a gaseous monitor, is removing the monitor from the monitoring shelter.

Multi-point Verification – is the check that the operator performs after completing a calibration on a gaseous monitor. It includes running a zero, span and two (for sulfur dioxide) or three intermediate, equally spaced concentrations to verify the linearity of the calibration and assess the overall success of the calibration. A multi-point verification may be used instead of a calibration for carbon monoxide and other pollutants, when allowed by an SOP, for the calibration required once every 365 days or when calibrators and cylinders are replaced.

National Performance Audit Program Performance Evaluation – is a performance check completed by United States Environmental Protection Agency contractors to confirm the correct operation of an instrument. It involves challenging the instrument with a zero and several upscale points.

One-Point Quality Control Check – is a check performed at least once every two weeks on each gaseous monitor. It must fall within the range of 0.5 to 5 parts per million for carbon monoxide and 5 to 80 ppb for all other gaseous pollutants. Any check that meets the requirements of a one-point quality control check must be reported to the Air Quality System.

Precision, zero, span or PZS – is the automated scheduled check that runs each night to measure drift in the zero, span and one-point-quality control check also known as the precision point.

- *Failed PZS* – is a check where all of the calibration equipment worked properly to provide the desired gas at the desired concentration but the instrument failed to read the concentration within the EPA-established control limits. [Note that the action or warning limits are stricter than the control limits.] For SO₂ and O₃ the data for a failed PZS are reported to AQS. The data are invalidated back to the last passing PZS. The operator is required to take corrective action. Valid data cannot be reported until the problem is corrected or the instrument is recalibrated.
- *Invalid PZS* – is a check where one or more components of the calibration system (solenoid, zero air generator, gas cylinder, ozone generator, mass flow controllers, etc.) used to produce the challenge

concentration failed for some reason. As a result, the system failed to provide the desired gas at the desired concentration. The operator is required to take action within two working days to identify and document the cause of an invalid PZS. The invalid PZS for ozone and sulfur dioxide is reported to the Air Quality System with a null code that describes the reason the PZS failed. Because the PZS is invalid, no data are invalidated as long as the calibration system is fixed and a passed PZS runs within 14 days. If the operator fails to act within the prescribed timeframe, the data may be flagged with a “6” for not following the standard operating procedure.

- *Passed PZS* – is a check where all of the calibration equipment worked properly to provide the desired gas at the desired concentration and the instrument successfully measured the concentration within the EPA-established control limits. For sulfur dioxide and ozone the data for a passed PZS are reported to AQS. The operator is only required to take corrective action if the check is outside of the EPA Region 4 recommended warning limits for two consecutive days.
- *Valid PZS* – is a check where all of the calibration equipment (solenoid, zero air generator, gas cylinder, ozone generator, mass flow controllers, etc.) used to produce the challenge concentration worked properly to provide the desired gas at the desired concentration. A valid PZS is necessary to have either a passed PZS or a failed PZS. A valid PZS refers only to the status of the equipment used to produce the challenge concentration and not the monitor that measures the challenge concentration.

Shut down – is when the monitor is no longer collecting reportable data.

Start up – is when the monitor is now collecting reportable data.

Systems Test – is a test of the monitor, calibrator, cylinder, zero air supply, or other support equipment conducted by an operator, either remotely or on site, to evaluate whether the system is performing as expected. It may include, but is not limited to, running a zero and span or multiple points. Since systems tests involving the running of points do not necessarily run the points long enough for them to stabilize, results of systems tests are not reported to AQS. Systems tests must be recorded in an elog and, alone, cannot be used as weight of evidence to demonstrate that the monitor is functioning properly.

Warning Limits – are limits recommended by the United States Environmental Protection Agency Region 4 and adopted by the North Carolina Division of Air Quality, which are stricter or tighter than the United States Environmental Protection Agency established control limits. The North Carolina Division of Air Quality has put them into place to minimize data loss. When the precision, zero and span for gaseous monitors or flow rate verification for particulate matter monitors are outside of the warning limits, the operator must take corrective action to identify the cause. If the cause is normal drift, the operator will recalibrate the instrument. If the cause is more serious, the instrument may be replaced or repaired and then recalibrated. Action must be taken but the data remain valid as long as the precision, zero and span or flow rate verification remains within the control limits. Data may be flagged with a “6” for not following the standard operating procedure if the operator fails to act within the timeframe prescribed by the standard operating procedure.

Weight of evidence – is documentation and verifiable proof that the monitor or calibration system was either working properly or failed in some manner. To demonstrate the system was working properly, the weight of evidence should thoroughly document that whatever occurred at the time had no effect on the data or did not compromise the quality or validity of the data collected. To be acceptable for use as weight of

evidence, any points ran must be run by the regional office staff, must be documented in an elog, and must at a minimum include a precision point, zero point and span point. Whenever points are run to provide weight of evidence that the monitor is functioning properly, they must be reported to AQS.

Appendix E Guidance for Useful Logbook Documentation

EPA has been providing guidance on record keeping requirements for QA/QC programs. In particular, EPA has discussed the role that logbooks play in providing proof that QAPPs and SOPs are being followed. According to EPA, logbooks should, at a minimum, provide the following to be a useful tool for documenting the operations conducted at a monitoring site:

1. Purpose – Define the purpose of this site visit. Tell why you are there. Is it to replace a filter? Did you note something in the previous data download that is indicating a problem? Are you experiencing data drops and want to see if anything is wrong? In a couple of sentences, tell what you intend to do. Don't say routine maintenance, say instead: "noted fluctuations in flow while reviewing the 5-minute average data". Be specific.
2. Appearance – Tell how you found the site. If the site was secure, say so. If you noted a problem, or a changed condition, then document it in a couple of sentences: "construction has taken place in the vacant lot next to the site since my last visit".
3. Action – Tell what you did. In a few short sentences describe the actions you took at the site: "cleaned the PM10 head and replaced one of the two gaskets". In particular, you might want to document any site computer updates that were run. Just things like that.
4. Results – Were you successful? Did you accomplish your goals? If so, then say so: "completed the monthly and quarterly maintenance and returned the monitor to "Wait" mode". If not, then say so: "failed as-left leak check, contacted ECB".
5. Response – Is the equipment operating within specifications set in SOP? If so, then great, note that fact in the logbook and you are done. If not, then what did you do? If something is wrong then reach out for help and document it: "contacted Scott at ECB, he will be here presently with a new FRM."
6. Reviewers should add their comments: "reviewed above, approved operator action." Or: "upon review noted deviation from SOP".