

Reference Guide to Quality Control StreetCheck

<p>Sample IDs</p> <ul style="list-style-type: none"> ○ Hyphen instead of underscore (HST-0555 vs HST_0555) ○ Lowercase instead of Uppercase (hst_0555 vs HST_0555) ○ No underscore (HST0555 vs HST_0555) ○ Letters transposed (HTS_0555 vs HST_0555) 	<p>Incorrect or Missing Substance Information</p> <ul style="list-style-type: none"> ○ Ensure substances have been selected from the checkbox, not typed out (CTRL+ F if you cannot find substance on dropdown) (Klonapin vs Klonopin) ○ If a photo is available, ensure that the correct materials provided are selected. ○ If used, check that “how used” is selected. For straws, check “Snorted”. For cottons/cookers, check “By syringe for IV Use”. For pipes, check “Smoked”.
<p>Incorrect, Misspelled, or Swapped Town</p> <ul style="list-style-type: none"> ○ Adding the state postal code (Tacoma, WA vs Tacoma) ○ All caps (TACOMA vs Tacoma) ○ No caps (tacoma vs Tacoma) ○ Neighborhood as town (West Street vs Tacoma) 	<p>Incorrect, Misspelled, or Swapped Neighborhood</p> <ul style="list-style-type: none"> ○ No caps (atkinson st vs Atkinson St) ○ Period added at the end (Atkinson St. vs Atkinson St) ○ No street ending added (Atkinson vs Atkinson St) ○ Town as neighborhood (Boston vs Atkinson St) ○ Zip codes can be entered as Neighborhood <i>(Neighborhood will not be displayed on the public website but viewable by organization and end-user participants)</i>
<p>Out of State Sample</p> <ul style="list-style-type: none"> ○ List out of state samples as Town: Out of State (State Abbreviation) ; Neighborhood: Town Out of State 	<p>Incorrect or Missing Lab Code</p> <ul style="list-style-type: none"> ○ CFSRE/Drugs Data- ensure only final four digits of the lab code are listed (AC2018B0343 vs 0343) ○ UNC- entire lab code is present (0482 vs 800482)
<p>Missing Town Information</p> <ul style="list-style-type: none"> ○ If the submitter did not provide a town, enter the town in which the agency that collected the sample is located. See Appendix B for a guide. 	<p>Test Samples or Duplicate Samples</p> <ul style="list-style-type: none"> ○ Test samples should be deleted (often named something like “test123”, “hjghdglig”, or “000000”) ○ Report them to Abigail Edelmann at abbyedelmann@brandeis.edu
<p>Missing Color or Format Information</p> <ul style="list-style-type: none"> ○ If a photo is available, ensure that the color of the sample is marked correctly. ○ Ensure that the sample form is entered correctly. Cooker / cotton samples can be recorded as residue ○ Pill samples can be marked as part or whole. If a pill sample has been pestled into a powder, still record the form as a pill. Add details on the pill imprint. ○ Powder samples can be designated as chunky or fine ○ Other form options include crystal, rock, etc. 	<p>Stamp Information</p> <ul style="list-style-type: none"> ○ If the material provided was a paper / wax fold, check that the stamp is entered in the free text entry. The stamp name may appear in the checklist or you may enter the words on the stamp as the stamp name under “Other”
<p>Results</p> <ul style="list-style-type: none"> ○ Utilize smart text entry to ensure FTIR results are spelled correctly & entered in the correct display tab ○ Double check that test strip results match any photos ○ Keep an eye on samples awaiting lab results and notify Abigail Edelmann at abbyedelmann@brandeis.edu regarding any outstanding samples 	<p>Pictures</p> <ul style="list-style-type: none"> ○ Delete any accidental or blurry photos ○ Crop photos that contain faces or identifying information such as participant IDs (<i>sample ID and Lab Codes are randomized and fine to display</i>)