



Southwest Research Institute®
Surveillance Report



IDENTIFICATION		
Submitted By: Simpson, Michael T	Date: 30-SEP-08	Report Number: 2008-SR-0309
Division: 20 - GEOSCIENCES & ENGINEERING	Project Number: N/A	
Quality Program: GED (20) QAM		
Associated Report: N/A		
Surveillance Scope: Nightly backup and indefinite retention of electronically maintained scientific notebooks.		
References: QAP-001, Scientific Notebook Control		
Starting Date: 29-SEP-08	Ending Date: 29-SEP-08	
Person(s) Conducting Test/Exam/Procedure: Notebooks reviewed: Adams, N., Das, Dasgupta, Ferrante, Ghosh, Green, Hooper, Ibarra, Janetzke, Kazban, Mancillas, Manapally, Mintz, Myers, Necsoiu, Osidele, Pabalan, Shukla, Simpkins, Stothoff		
Satisfactory Findings: Scientific notebooks for twenty (of 35) randomly selected GED personnel (see above) were reviewed to confirm continual backup of technical data and information. All reviewed notebooks are being maintained on the GED "D" drive. A copy of the entire D drive is made each night. The tape is maintained in an off-site location, providing the necessary disaster protection. Previous surveillances have provided additional confirmation of notebooks on the D drive. Biannual disaster recovery exercises have also included owner statements or other confirmation of notebooks on the D drive. The reviewer is satisfied that GED electronically maintained scientific notebooks are sufficiently protected from loss.		
Unsatisfactory Findings: None		
Recommendations/Actions: None		
Equipment Calibration: NA		
SwRI cc: Mackin, Patrick C. (20), Patrick, Wesley C. (20), Sagar, Budhi (20), Stamatakis, John A. (20)		
APPROVALS		
QA Approval: Brient, Robert D.	Date: 30-SEP-08	