

Checking Reports Protocol

IF ANY CHANGES NEED TO BE MADE, LET THE APPROPRIATE PEOPLE KNOW (WHOEVER RAN THE TEST AND WHOEVER ENTERED THE DATA) AND LET THEM CHANGE IT:

There could possibly be a legitimate reason for something that looks odd.
Data entry people need to know what errors to watch out for.

AS SOON AS CHEMISTRY IS COMPLETED, ENTER DATA and Check chemistry in VSL database “form view” by comparing to chemistry worksheet:

Note whether or not appropriate rechecks have been done:

Any cryoscope result greater than -0.530°H . (i.e., -0.529 , -0.528 , etc., as these are negative numbers, the smaller the number “looks”, the higher its value)

Butterfats need rechecks as follows:

Whole milk – if less than 3.20

2% milk – if less than 1.80 or greater than 2.20

1% milk - if less than 0.80 or greater than 1.20

Skim milk – if greater than or equal to 0.50 (i.e., must be less than 0.50)

NOTE: If None or less than 0.05% butterfat is found in a sample, write None Found on the data sheet. This should be entered into the database as 0.00. It will automatically print out as <0.05 . (This will avoid any confusion between 0.05 and 0.50 readings.)

Recheck chemistry results on Initial Day reports, also, by comparing to chemistry worksheet to be sure Access is assigning them correctly.

IMPORTANT: Check contact information – make sure the info corresponds to the correct sample numbers. We don’t want to send a plant another plant’s confidential information!!

Check plant data on printed reports by comparing to Steve’s original sheets:

Plant name

Plant number – *compare to list of plants and plant numbers to be sure it correctly coincides to the appropriate plant*

Label – check spelling

Date collected

Process date

Code date – *make sure this makes sense – should be 9 to 21 days after the packaging date*

Sample ID number

Sample type

Container size

Container type

Check test dates on printed reports by comparing to plating schedule calendar:

Make sure all dates have been entered correctly.

Make sure Day 17 plants (bold on the VSL schedule sheet Steve sends out) have Day 17 dates listed.

Check plating data on printed reports by comparing to micro worksheets:

Pay special attention to:

Dilutions factors – make sure the correct number of zeros are added

> and < signs where appropriate

“E” for estimated counts

If there is a < or > sign before an SPC, LP, or PBC count, there should be an “E” after the count.

If there is a > sign before a Coliform or Stress Test count, there should be an “E” after the count.

NOTE: If a count has increased hugely or lowered drastically, double check the results and dilution factors and point this out to Rob, Bruno, or Nicole, as they may want to look at this more closely.

Check sensory data on printed reports by comparing to Compusense printouts:

On individual flavor type sheets, sample numbers in which 2 or more panelists detected the defect should be circled. For chocolate milk, the defect must be found to be a "definite" (scored 2.0 or higher next to the panelist's name) by at least 2 panelists.

Those circled should also be circled on the Summary Report sheets (the top sheets of the stapled pile). The appropriate comments (Cooked – Ck, Bitter – B, Milk Carton – MC, etc.) should be written below the Overall Flavor Score on Page 2.

Check that the Overall Flavor Score and all defects noted are on the report. (Note: No Agree, as in No Agreement, translates to "Not Clearly Defined" on the reports.)

ONLY scores 9.0 or higher should say "No Criticism."
All scores lower than 9.0 must say "Not clearly defined" or be assigned a specific defect.

There is NO sensory score if the comment is:
Not tasted – coliform
Not tasted - did not meet d14 SPC/Flavor criteria
Not tasted - not enough sample

The sensory score is 0.0 if the comment is:
Not tasted due to previous low score
Not tasted - yellow slime (or some such)
Not tasted – coagulated

Also notify Nancy if a result does not make sense – for example, if a sample was called Bitter, yet has a score of 9.0, etc.

If anything at all on any report does not seem to make sense, QUESTION IT!

IMPORTANT: Make sure there is no missing data.

All data should have a date before it. Every date should have data after it.

Make sure all testing has been completed – i.e., all final day (Day 14 or Day 17, depending on the plant) results have been entered before final results are sent out.

After reports are checked and corrected by the appropriate people, make two copies. NOTE: We need hard copies kept to see what was actually sent to the plants and in case we have questions later about results or the database is compromised!!

File one by VSL in room 200 with the chemistry data sheet.

File the second by plant in room 213.