

## APPENDIX 2.1

### POS TAGS FROM TREETAGGER VERSION USED IN MAPPING ENGINE

POS Tag	Description	Example
CC	coordinating conjunction	and
CD	cardinal number	1, third
DT	determiner	the
EX	existential there	there is
FW	foreign word	d'hoevre
IN	preposition, subordinating conjunction	in, of, like
IN/that	that as subordinator	that
JJ	adjective	green
JJR	adjective, comparative	greener
JJS	adjective, superlative	greenest
LS	list marker	1)
MD	modal	could, will
NN	noun, singular or mass	table
NNS	noun plural	tables
NP	proper noun, singular	John
NPS	proper noun, plural	Vikings
PDT	predeterminer	both the boys
POS	possessive ending	friend's
PP	personal pronoun	I, he, it
PP\$	possessive pronoun	my, his
RB	adverb	however, usually, naturally, here, good
RBR	adverb, comparative	better
RBS	adverb, superlative	best
RP	particle	give up
SENT	Sentence-break punctuation	. ! ?
SYM	Symbol	/ [ = *
TO	infinitive 'to'	togo
UH	interjection	uhhuhhuhh
VB	verb be, base form	be
VBD	verb be, past tense	was, were
VBG	verb be, gerund/present participle	being
VBN	verb be, past participle	been
VBP	verb be, sing. present, non-3d	am, are
VBZ	verb be, 3rd person sing. present	is
VH	verb have, base form	have
VHD	verb have, past tense	had
VHG	verb have, gerund/present participle	having
VHN	verb have, past participle	had
VHP	verb have, sing. present, non-3d	have
VHZ	verb have, 3rd person sing. present	has
VV	verb, base form	take
VVD	verb, past tense	took
VVG	verb, gerund/present participle	taking
VVN	verb, past participle	taken
VVP	verb, sing. present, non-3d	take
VVZ	verb, 3rd person sing. present	takes
WDT	wh-determiner	which
WP	wh-pronoun	who, what
WP\$	possessive wh-pronoun	whose
WRB	wh-abverb	where, when
#	#	#
\$	\$	\$
"	Quotation marks	" "
“	Opening quotation marks	" "
(	Opening brackets	( {
)	Closing brackets	) }
,	Comma	,
:	Punctuation	- ; : -- ...

## APPENDIX 2.2

### 2<sup>ND</sup> ORDER CATEGORY FROM WORDNET

#### PROCESS CATEGORY

- dual object process
  - substituting
  - transaction
  - comparing
  - attaching
  - detaching
  - combining
  - separating
- intentional process
  - intentional psychological process
  - recreation or exercise
  - organizational process
  - guiding
  - keeping
  - maintaining
  - repairing
  - poking
  - content development
  - making
  - searching
  - social interaction
  - maneuver
- motion
  - body motion
  - direction
  - change
  - transfer
  - transportation
  - radiating
- internal change
  - biological process
  - quantity change
  - damaging
  - chemical process
  - surface change
  - creation
  - state change
- shape / change

#### SITUATION CATEGORY

- Dynamic
  - Bounded Event
  - Unbounded Event
- Static
  - Property
  - Relation
- Situation Component. Represents semantic components that characterize a situation;
  - Cause
    - Agentive
    - Phenomenal
    - Stimulating
  - Communication
  - Condition
  - Existence

- Experience
- Location
- Manner
- Mental
- Modal
- Physical
- Possession
- Purpose
- Quantity
- Social
- Time
- Usage

## CONCEPTUAL DOMAIN CATEGORY

### 1. *applied\_science*

- a. agriculture
  - i. *animal\_husbandry*
    - 1. *veterinary*
- b. architecture
  - 1. *buildings*
  - 2. *furniture*
  - 3. *town\_planning*
  - ii. *computer\_science*
  - iii. *engineering*
    - 1. *astronautics*
    - 2. *electrotechnology*
    - 3. *hydraulics*
    - 4. *mechanics*
  - iv. *food*
    - 1. *gastronomy*
  - v. *home*
  - vi. *medicine*
    - 1. *dentistry*
    - 2. *pharmacy*
    - 3. *psychiatry*
    - 4. *radiology*
    - 5. *surgery*
  - vii. *telecommunication*
    - 1. *post*
    - 2. *telegraphy*
    - 3. *telephony*

### 2. *factotum*

- a. *color*
- b. *metrology*
- c. *number*
- d. *person*
- e. *psychological\_features*
- f. *quality*
- g. *time\_period*

### 3. *free\_time*

- a. *play*
  - i. *betting*
  - ii. *card*
  - iii. *chess*
- b. *radio*
- c. *sport*
  - i. *archery*
  - ii. *athletics*
  - iii. *badminton*
  - iv. *baseball*
  - v. *basketball*

- vi. *bowling*
- vii. *boxing*
- viii. *cricket*
- ix. *cycling*
- x. *diving*
- xi. *fencing*
- xii. *fishing*
- xiii. *football*
- xiv. *golf*
- xv. *hockey*
- xvi. *hunting*
- xvii. *mountaineering*
- xviii. *racing*
- xix. *rowing*
- xx. *rugby*
- xxi. *skating*
- xxii. *skiing*
- xxiii. *soccer*
- xxiv. *sub*
- xxv. *swimming*
- xxvi. *table\_tennis*
- xxvii. *tennis*
- xxviii. *volleyball*
- xxix. *wrestling*

d. *tv*

#### 4. **humanities**

a. *art*

- i. *cinema*
- ii. *dance*
- iii. *drawing*
- iv. *graphic\_arts*
  - 1. *philately*
- v. *music*
- vi. *painting*
- vii. *photography*
- viii. *plastic\_arts*
  - 1. *jewellery*
  - 2. *numismatics*
  - 3. *sculpture*
- ix. *theatre*

b. *history*

- i. *archaeology*
- ii. *heraldry*

c. *linguistics*

- i. *grammar*

d. *literature*

- i. *philology*

e. *paranormal*

- i. *astrology*
- ii. *occultism*

f. *philosophy*

g. *psychology*

- i. *psychoanalysis*

h. *religion*

- i. *mythology*
- ii. *roman\_catholic*
- iii. *theology*

#### 5. **pure\_science**

a. *animals*

- i. *entomology*

b. *astronomy*

c. *biology*

- i. *anatomy*

- ii. *biochemistry*
    - iii. *genetics*
    - iv. *physiology*
  - d. chemistry
  - e. earth
    - i. *geography*
      - 1. topography
    - ii. *geology*
    - iii. *meteorology*
    - iv. *oceanography*
    - v. *paleontology*
  - f. environment
  - g. mathematics
    - i. *geometry*
    - ii. *statistics*
  - h. physics
    - i. *acoustics*
    - ii. *atomic\_physic*
    - iii. *electricity*
      - 1. electronics
    - iv. *gas*
    - v. *optics*
  - i. plants
- 6. social**
  - a. administration
  - b. anthropology
    - i. *ethnology*
      - 1. folklore
  - c. artisanship
  - d. commerce
  - e. economy
    - i. *enterprise*
      - 1. book\_keeping
    - ii. *finance*
      - 1. banking
      - 2. exchange
      - 3. money
    - iii. *insurance*
    - iv. *tax*
  - f. fashion
  - g. health
    - i. *body\_care*
  - h. industry
  - i. law
  - j. military
  - k. pedagogy
    - i. *school*
    - ii. *university*
  - l. politics
    - i. *diplomacy*
  - m. publishing
  - n. sexuality
  - o. sociology
  - p. tourism
  - q. transport
    - i. *aviation*
    - ii. *nautical*
    - iii. *railway*
    - iv. *vehicles*

APPENDIX 5.1

RECORD OF TECHNICAL DOCUMENTS EXPLORED FOR INCLUDING IN THE CORPUS


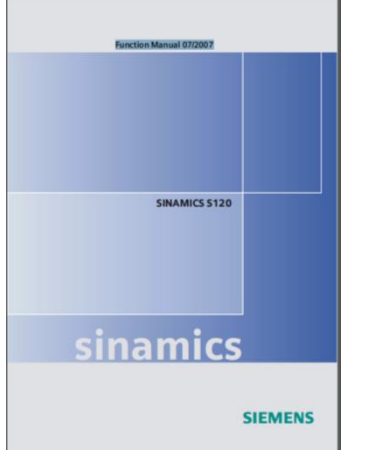
EXPLORATION FOR CORPUS 1: JOB STANDARD DOCUMENT

Nombre Autor	Título del SOP	Empresa	Dependencia	Año	Web	Ciudad/P	Formato	Público objetivo	Código	Tipo
Zwick,	ACCOUNTING SUPPORT OFFICER	BENTON	Auditor	2008	<a href="http://www.mrsc.org/">http://www.mrsc.org/</a>	USA	.doc	CHIEF ACCOUNTANT	JSD_001.doc	JD
NN	Job Description & Job Evaluation	MOTT	Human Resources	2012	<a href="http://www.mcc.edu/">http://www.mcc.edu/</a>	0	.pdf		JSD_002.pdf	LEP
NN	Job Description: Learning	Bournemout	Educational	2007	<a href="http://www.bournemout.com/">http://www.bournemout.com/</a>	UK	.pdf	General vacancy	JSD_003.pdf	CIS
NN	Account Specialist	CITY OF	nn	2005	<a href="http://www.glendale.ca.gov/">http://www.glendale.ca.gov/</a>	USA	.pdf	Human Resources	JSD_004.pdf	JD
NN	Classification Description	CITY OF	Community	2010	<a href="http://www.coralspring.com/">http://www.coralspring.com/</a>	USA	.pdf	Human Resources	JSD_005.pdf	JD
NN	Parts Manager Job Description	Cart Mart,	NN	NN	<a href="http://www.cartmart.com/">http://www.cartmart.com/</a>	o	.pdf	General vacancy	JSD_006.pdf	JD
Judy Claybrook	JOB DESCRIPTION Assistant	FULTON	Human Resources	2011	<a href="http://portal.fultonsc.org/">http://portal.fultonsc.org/</a>	o	.pdf	General vacancy	JSD_007.pdf	CIS
NN	JOB DESCRIPTION City Manager	CITY OF DEL	nn	2000	<a href="http://www.delmar.ca.gov/">http://www.delmar.ca.gov/</a>	USA	.pdf	Human Resources	JSD_008.pdf	JD
NN	JOB DESCRIPTION	RSA	RSA Projects	2012	<a href="http://www.thersa.org/">http://www.thersa.org/</a>	UK	.pdf	General vacancy	JSD_009.pdf	CIS
NN	Job Specification and Job	USAID	Executive	NN	<a href="http://www.src.gov/">http://www.src.gov/</a>	Jamaica	.pdf	Human Resources	JSD_010.pdf	JD
NN	Job Specification Administrative	Georgia	NN	2007	<a href="http://www2.gsu.edu/">http://www2.gsu.edu/</a>	USA	.pdf	Human Resources	JSD_011.pdf	JD
NN	MICHIGAN CIVIL SERVICE	Michigan	nn	2006	<a href="http://www.michigan.gov/">http://www.michigan.gov/</a>	USA	.pdf	Human Resources	JSD_012.pdf	JD
John Berkich	CLASS SPECIFICATION	Seal of	nn	2006	<a href="http://www.washoe.gov/">http://www.washoe.gov/</a>	USA	.pdf	Human Resources	JSD_013.pdf	JD
Jean Canfield	Health Care Technician	Denver	Career Service	2009	<a href="http://www.denvergov.org/">http://www.denvergov.org/</a>	USA	.pdf	Human Resources	JSD_014.pdf	JD
NN	Delivery Driver Job Description	Spectrum	nn	nn	<a href="http://www.spectrum.com/">http://www.spectrum.com/</a>	nn	.pdf	Human Resources	JSD_015.pdf	JD
NN	JOB DESCRIPTION	University	Francis Close Hall	2013	<a href="http://www2.glos.ac.uk/">http://www2.glos.ac.uk/</a>	UK	.pdf	General vacancy	JSD_016.pdf	CIS
NN	JOB DESCRIPTION/PERSON	Glasgow	nn	NN	<a href="http://www.scqf.org/">http://www.scqf.org/</a>	UK	.pdf	General vacancy	JSD_017.pdf	CIS
NN	PERSON SPECIFICATION	Archant	Cheltenham	2012	<a href="http://www.archant.co.uk/">http://www.archant.co.uk/</a>	UK	.pdf	General vacancy	JSD_018.pdf	JD
NN	JOB DESCRIPTION ACTIVITIES CO-	St John Care	NN	NN	<a href="http://www.osict.co.uk/">http://www.osict.co.uk/</a>	UK	.pdf	Human Resources	JSD_019.pdf	JD
nn	Job Description and Person	redr UK	nn	2012	<a href="http://www.re.dr.org/">http://www.re.dr.org/</a>	uk	.pdf	General vacancy	JSD_020.pdf	CIS
NN	Job Description for Supply Teacher	Northampton	nn	2010	<a href="http://www.northampton.gov.uk/">http://www.northampton.gov.uk/</a>	UK	.pdf	Human Resources	JSD_021.pdf	JD
nn	SUPERVISING CHAPLAIN	Department	nn	2011	<a href="http://das.ct.gov/HR/">http://das.ct.gov/HR/</a>	USA	.pdf	Human Resources	JSD_022.pdf	JD
NN	VECTOR MANAGEMENT SPECIALIST	Vermont	Department of	2007	<a href="http://humanresources.vermont.gov/">http://humanresources.vermont.gov/</a>	USA	.pdf	Human Resources	JSD_023.pdf	JD
NN	Job Specification – Production	NESTA	NN	NN	<a href="http://www.nesta.org.uk/">http://www.nesta.org.uk/</a>	UK	.pdf	Human Resources	JSD_024.pdf	JD
nn	Job Description and Person	DAVENTRY	NN	2013	<a href="http://www.daventry.gov.uk/">http://www.daventry.gov.uk/</a>	UK	.pdf	General vacancy	JSD_025.pdf	CIS

EXPLORATION FOR CORPUS 2: CORPORATE POLICY DOCUMENT

<b>Ámbito de</b>	<b>Nombre Autor</b>	<b>Título del SOP</b>	<b>Empresa</b>	<b>Dependencia</b>	<b>Año</b>	<b>Web</b>	<b>Ciudad/P</b>	<b>Formato</b>	<b>Público objetivo</b>	<b>Código</b>
Health		Personal Information Handling	Mayden	..	2009	<a href="http://www.wordswo">http://www.wordswo</a>	UK	.pdf	All personal from	CPD_IH_001.pd
Engineering		Continuing Professional	Engineers	South Dublin	2009	<a href="http://www.google.c">http://www.google.c</a>	Ireland	.doc	South Dublin County	CPD_P&S_002.d
Environment		POLICY ON ESTABLISHMENT OF	Kenya	Community	2010	<a href="http://www.kws.org/">http://www.kws.org/</a>	Kenya	.pdf	County Reserve rangers,	CPD_P&S_003.
Health	Managing Director	PRIME DIAGNOSTICS LTD.	PRIME	..	2009	<a href="http://www.wordswo">http://www.wordswo</a>	UK	.pdf	Those members of staff	CPD_DQ_004.p
ww		Investment Policy	CFA Institute	CFA Institute	2012	<a href="http://www.cfainstitu">http://www.cfainstitu</a>	nn	.pdf	Audit and	CPD_PG_005.p
Health	Clinical	Corporate Policy Document	Halton and St	Head of Clinical	2009	<a href="http://www.halton">http://www.halton</a>	UK	.pdf	Patients, the chaperone,	CPD_PG_006.p
Engineering	..	POLICY ON CONTINUING	ENGINEERIN	..	2005	<a href="http://www.saiee.org">http://www.saiee.org</a>	South Africa	.pdf	All persons who are	CPD_P&S_007.
Government	..	Policy and Guidelines for the	Department	..	2009	<a href="http://www.dpac.tas">http://www.dpac.tas</a>	Tasmania	.pdf	State Service agencies	CPD_PG_008.p
corporate	..	TIAA-CREF Policy Statement on	TIAA-CREF	Financial Services	..	<a href="https://www.tiaa-">https://www.tiaa-</a>	US	.pdf	..	CPD_P&S_009.
Academic	..	Management Guidelines on	California	..	2011	<a href="http://www.calpolyco">http://www.calpolyco</a>	US	.doc	..	CPD_PG_010.d
Government	..	Records Management Policy	Department	..	..	<a href="http://www.lawlink.n">http://www.lawlink.n</a>	Australia	.doc	..	CPD_P&S_011.
Academic	..	INTELLECTUAL PROPERTY	Australian	..	2012	<a href="http://www.anzca.ed">http://www.anzca.ed</a>	Australia	.pdf	All employers	CPD_IH_012.pd

**EXPLORATION FOR CORPUS 3: FUNCTIONS MANUAL**

NAME OF DOCUMENT / SIZE	SAMPLE OF PRELIMINARIES OF DOCUMENT		NAME OF DOCUMENT / SIZE
<p align="center"><b>FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND FUNCTIONS</b> / 3 PAGES</p>	<p align="center">SMG 1231.13  <b>FDA STAFF MANUAL GUIDES, VOLUME I. ORGANIZATIONS AND FUNCTIONS</b>  <b>FOOD AND DRUG ADMINISTRATION</b>  <b>OFFICE OF FOODS</b>  <b>CENTER FOR FOOD SAFETY AND APPLIED NUTRITION</b>  <b>OFFICE OF FOOD SAFETY</b>  <b>Effective Date: 07/08/2011</b></p> <p><b>1. OFFICE OF FOOD SAFETY (OJND)</b></p> <p>A. Develops regulations, guidance, policy, programs, position papers, and advisory opinions, and recommends research priorities for issues related to food safety within the scope of the responsibility of the Office</p> <p>B. Conducts food safety assessments of chemical or microbial contamination</p> <p>C. Provides toxicological evaluations and quantitative risk assessments related to the presence of industrial chemicals, process induced toxicants and toxic elements in food.</p> <p>D. Provides expert advice to the Center Director, Deputy Center Directors, and other Center, Agency, and government officials, as well as industry, international and other organizations on food safety programs and policies</p> <p>E. Provides expertise in acidified and low acid food technologies, including the registration and evaluation of food processes</p> <p>F. As necessary, reviews industry petitions and regulatory actions, including information about proposed enforcement actions that is provided by the Office of Compliance, to determine if those actions within OF's purview are supported by relevant science and established program priorities, policy, and guidance; determines, where policy or guidance do not exist, whether the Office can provide expert scientific testimony to support the actions, and provides technical review of laboratory analyses supporting proposed enforcement actions</p> <p align="right">SMG 1231.13 (07/08/2011) 1</p>	<p align="center">U.S. Department of State Foreign Affairs Manual Volume 1—Organization and Functions</p> <p align="center"><b>1 FAM 020</b>  <b>OFFICE OF THE SECRETARY OF STATE (S)</b>  <i>(CT:ORG-231; 09-27-2010)</i>  <i>(Office of Origin: S/ES-EX/GSO)</i></p> <p align="center"><b>1 FAM 021 THE SECRETARY OF STATE (S)</b>  <b>1 FAM 021.1 Responsibilities</b>  <i>(CT:ORG-138; 04-25-2005)</i></p> <p>a. The Secretary has responsibilities, by virtue of law or Executive order, with respect to such matters as international educational and cultural affairs, information activities, foreign assistance, food for peace, arms control and disarmament, supervision of programs authorized by the Peace Corps Act, social science research, immigration, and refugee assistance.</p> <p>b. The Secretary has authority and responsibility to the full extent permitted by law for the overall direction, coordination, and supervision of interdepartmental activities of the U.S. Government abroad. This authority includes continuous supervision and general direction of:</p> <ol style="list-style-type: none"> <li>(1) Peace Corps programs;</li> <li>(2) Economic assistance;</li> <li>(3) Military assistance;</li> <li>(4) Military education and training; and</li> <li>(5) Military sales programs as provided in the Foreign Assistance Act of 1961, as amended; Peace Corps Act; and Foreign Military Sales Act.</li> </ol> <p>c. The authority does not extend to:</p> <ol style="list-style-type: none"> <li>(1) The activities of U.S. military forces operating in the field where such forces are under the command of a U.S. area military commander;</li> <li>(2) Such other military activities as the President elects to conduct through military channels; and</li> </ol> <p align="right">1 FAM 020 Page 1 of 20</p>	<p align="center">U.S.  DEPARTMENT OF STATE  FOREIGN AFFAIRS  MANUAL  VOLUME 1—  ORGANIZATION AND FUNCTIONS  / 20 PAGES</p>
<p align="center"><b>ORGANIZATION AND FUNCTIONS MANUAL OF THE MEDICAL STAFF</b> / 38 PAGES</p>	<p align="center">THE CHRIST HOSPITAL ADMINISTRATIVE POLICIES POLICY NUMBER 1.64.1M</p> <hr/> <p>POLICY TITLE ORGANIZATION AND FUNCTIONS MANUAL OF THE MEDICAL STAFF</p> <p>APPROVED BY MEDICAL EXECUTIVE COMMITTEE</p> <p>ORIGINATED BY MEDICAL STAFF SERVICES</p> <p>EFFECTIVE DATE October, 2008</p> <p>REVISED June, 2009</p> <p>REVISED July 20, 2011</p> <hr/> <p align="center"><b>Organization And Functions Manual of the Medical Staff of The Christ Hospital Cincinnati, Ohio</b></p> <p align="center">Revised and Approved  July 20, 2011</p>	<p align="center"><b>Altivar 32</b>  Variable speed drives for synchronous and asynchronous motors</p> <p align="center"><b>Safety integrated functions manual</b>  06/2011</p>  <p align="right"><b>Schneider Electric</b></p> <p align="center">www.schneider-electric.com</p>	<p align="center">SAFETY INTEGRATED FUNCTIONS MANUAL / 83 PAGES</p>
<p align="center"><b>INTERACTIVE FUNCTION MANUAL</b> / 25 PAGES</p>	<p align="center"><b>Interactive Functions Manual</b></p> <p align="center">July, 2011</p> <p align="center">1</p>	 <p align="center">Function Manual 07/2007</p> <p align="center">SINAMICS 5120</p> <p align="center"><b>sinamics</b></p> <p align="right"><b>SIEMENS</b></p>	<p align="center">FUNCTION MANUAL 07/2007  SINAMICS / 560 PAGES</p>



<p>NORTH COLORADO MEDICAL CENTER MEDICAL STAFF ORGANIZATION AND FUNCTIONS MANUAL / 33 PAGES</p>	<p>NORTH COLORADO MEDICAL CENTER MEDICAL STAFF ORGANIZATION and FUNCTIONS MANUAL</p> <p><small>Approved by the Board of Directors 10-20-07 © Copyright 2007 by North Colorado Medical Center. All Rights Reserved. Printed in the United States of America. ISBN 978-0-978-0000-0-0</small></p>	<p>ORGANIZATION AND FUNCTIONS MANUAL OF THE MEDICAL STAFF OF ADVENTIST HINSDALE HOSPITAL AND ADVENTIST LA GRANGE MEMORIAL HOSPITAL</p>	<p>ORGANIZATION AND FUNCTIONS MANUAL OF THE MEDICAL STAFF OF ADVENTIST HINSDALE HOSPITAL AND ADVENTIST LA GRANGE MEMORIAL HOSPITAL / 14 PAGES</p>
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EXPLORATION FOR CORPUS 4: STANDARD OPERATING PROCEDURE

Ambito de	Nombre Autor	Título del SOP	Empresa	Depende	Año	Web	Ciudad/P	Formato	Público objetivo	Código
Chemistry	Management and	Administration of Standard	FAO.org	Soil and	1998	<a href="http://www.fao.org/d">http://www.fao.org/d</a>	N/E	pdf		MPI_PR_001
Industry	nn	TDOT Standard Operating	TENNESSEE	TDOT	2005	<a href="http://ebooksbrowse.c">http://ebooksbrowse.c</a>		pdf	TDOT Facility Personnel	MPI_OP_001
Industry	Tammy A Stewart	Guide for Standard Operating	Pleasantville	Pleasantville	2010	<a href="http://ebooksbrowse.c">http://ebooksbrowse.c</a>		pdf		MPI_PR_002
Military	Active Army, USAR,	FIELD HYGIENE AND	MARINE	DEPARTMENT	2000	<a href="http://www.marines">http://www.marines</a>	Washington	pdf		MPP_RP_001
Military	n/e	Operating Procedures for the	Department	Food	2007	<a href="http://www.apd.army">http://www.apd.army</a>	Washington	pdf	For command levels B, C, operators of program	MPI_PR_003
Industry	n/e	SOP 2.8: Powered Industrial	Household	n/e	2009	<a href="http://www.pca.state">http://www.pca.state</a>	US	doc	the management team	MPI_PR_004
Management	n/e	Creating or Revising Standard	California	FCMAT	2009	<a href="http://www.cetpa">http://www.cetpa</a>		doc		MPI_PR_005
Biotechnology	n/e	Sample and Solution Labeling	Montgomery	biotechnology	2000	<a href="http://www.montgo">http://www.montgo</a>	Germentow	rtf		MPP_PR_001
Biotechnology	n/e	Use of Ranin Pipetman	Montgomery	biotechnology	2006	<a href="http://www.montgo">http://www.montgo</a>	Germentow	rtf		MPI_OP_002
Aerospace	Beth Paschall / NASA	SOP for Trouble Reporting,	NASA	NASA	2007	<a href="http://www.nasa.gov">http://www.nasa.gov</a>	US	doc	NISN Operation Centers	MPI_OP_006
Chemistry	The Town of Fort	STANDARD OPERATING	N/E		2004	<a href="http://ebooksbrowse.c">http://ebooksbrowse.c</a>		pdf	Water Treatment Plant	MPI_OP_003
Military	n/e	KSU Police SOP	KSU Police		2000	<a href="http://www.kennesa">http://www.kennesa</a>	US	pdf	Hostage/Barricaded	MPI_PR_007
Aerospace	Office of the Chief	Contingency Planning	NASA		2008	<a href="http://www.nasa.gov">http://www.nasa.gov</a>	US	pdf		MPP_RP_002
Environmental	Michelle Crowell -	Assessing Applications for	Government	Department		<a href="http://www.doc.gov">http://www.doc.gov</a>	New	pdf	Conservator, approving	MPI_PR_008
Environmental	Karen Vincent -DOC	Pestlink Reporting	Government	Department	2012	<a href="http://www.doc.gov">http://www.doc.gov</a>	New	pdf	Programme Manager or	MPI_RE_001
Medicine	n/e	ERYTHROCYTE SEDIMENTATION	The Public		2000	<a href="http://www.phclab.co">http://www.phclab.co</a>	N/E	html - pdf	Laboratory Assistant	MPPA_LA_001
Chemistry	Tom Faber	STANDARD OPERATING	The Office	Ecology	2005	<a href="http://www.epa.gov">http://www.epa.gov</a>	North	pdf	U.S. Environmental	MPI_OP_004
Chemistry		SOP for CFCC SAFETY TRAINING	Cape Fear				Wilmington	doc	STC employees	MPP_RP_003
Economy		LOCAL GOVERNMENT	REGIONAL					doc		MPP_PR_009
Medicine	Andrej Sege c	Handling of standard requests	Europeans	Pharmacovi	2011	<a href="http://www.ema.eu">http://www.ema.eu</a>	Gran		members of the Section	MPI_PR_010
Environmental	n/e	Field Standard Operating	US	US	2006	<a href="http://www.epa.gov">http://www.epa.gov</a>	US	pdf	area personal	MPI_PR_011
Medicine	n/e	Drug Recovery & Reintegration	Catholic	Dong Tam Communit	2009	<a href="http://www.crsprogra">http://www.crsprogra</a>	Lang Son,	pdf		MPI_PR_012
Medicine	n/e	SOP for Determination of	CONSUMER	Division of	2008	<a href="http://www.cpsc.gov/">http://www.cpsc.gov/</a>	us	pdf		MPPA_LA_002
Medicine	N/E	SOP IRB Review of Inter-	HMO		2008	<a href="http://www.research">http://www.research</a>	N/E	pdf		MPI_PR_013
Aerospace	uc_davis	Administration of the Broad	Federal		2006	<a href="http://www.fda.gov/">http://www.fda.gov/</a>	Washington	doc	by customers, BITS II	MPI_PR_014
Chemistry		SOP 301 X-Ray Fluorescence	Colorado		1996	<a href="http://vista.cira.colost">http://vista.cira.colost</a>	Fort Collins,	PDF		MPI_OP_005
Military		Immigration and Customs	Department			<a href="http://epic.org/privac">http://epic.org/privac</a>	US	pdf	participating county and	MPI_PR_015
Medicine	n/e	Biocides Technical Meeting of	Institute	European	2011	<a href="http://hpcp.ice.euro">http://hpcp.ice.euro</a>		pdf		MPI_PR_016
Academics	n/e	STANDARD OPERATING	ARIZONA	STUDENT	2010	<a href="http://www.ncemsf.o">http://www.ncemsf.o</a>	Arizona, US	pdf	employers of SEMS	MPI_PR_017
Academics	n/e	College of Charleston SOP	College of	Emergency	2010	<a href="http://www.ncemsf.o">http://www.ncemsf.o</a>	US	pdf		MPI_PR_018
Government	n/e	SOP FOR RESOLUTION OF	FDA.gov	CENTER FOR		<a href="http://www.fda.gov/">http://www.fda.gov/</a>	US	pdf		MPI_PR_019
Government	n/e	Manual of Standard Operating	FDA.gov		2004	<a href="http://www.fda.gov/">http://www.fda.gov/</a>	US	pdf		MPI_PR_020
Academics	n/e	SOP Manual	LEAP			<a href="http://www.leapacad">http://www.leapacad</a>	Camdem,	pdf	administrators,	MPI_PR_021
Environmental	Vincent Heng Hiang	SOP and Safety Operational	SCHOOL OF	GEOTECHNI	2010	<a href="http://www.csee.ntu.e">http://www.csee.ntu.e</a>	Singapur	pdf	provincial government	MPP_RP_004
Management	Ministry of	Manual of Standard Operating	Resources In	Resources	1998	<a href="http://www.geosdien">http://www.geosdien</a>	British	pdf		MPP_IN_001
Management	Division of	STANDARDS FOR PREPARING	State of	DEPARTMENT	1995	<a href="http://dcaa.alaska.gov/">http://dcaa.alaska.gov/</a>	Alaska	pdf		MPI_PR_022
Environmental	Great Lakes National	SOP for the Analysis of	Environment	Great Lakes	2002	<a href="http://epa.gov/rlp09/">http://epa.gov/rlp09/</a>	Chicago, US	pdf		MPPA_LA_002
aeronautics	n/e	SCREENING MANAGEMENT	Transportati	AVIATION	2008	<a href="http://www.paperstpl">http://www.paperstpl</a>	US	pdf		MPI_PR_023
aeronautics	n/e	Policy and Procedures Manual	University	Project	2009	<a href="http://www.utexas.e">http://www.utexas.e</a>	US	pdf		MPI_PR_024
Medicine	n/e	SOP Manual of the MARROW	MDDP		2011	<a href="http://www.mdpb.be">http://www.mdpb.be</a>	Belgica	pdf		MPI_PR_025
Government	n/e	For Externally Financed	Kingdom of		2005	<a href="http://www.me.f.gov">http://www.me.f.gov</a>	Cambodia	pdf		MPI_PR_026
Management	n/e	Procedure Manual	Constructio		2009	<a href="http://www.construct">http://www.construct</a>		pdf	Project Manager	MPI_PR_027
Medicine	Danny Haddad	SOP FOR MAINTENANCE OF	THE FRED		1999	<a href="http://www.infotech">http://www.infotech</a>	Randwick,	pdf		MPP_RP_005
Environmental	n/e	ITto Manual on standard	INTERNATI		2009	<a href="http://www.itto.int/">http://www.itto.int/</a>	US	pdf	main implementers in	MPI_PR_028
Environmental	n/e	Alachua County SKYWARN SOP	Alachua County	SKYWARI	2000	<a href="http://www.afn.org/">http://www.afn.org/</a>	Australia	html - pdf		MPP_RP_006
Medicine	n/e	NSW Health Sexual Health	NSW Australia		2011	<a href="http://www.stipun.s">http://www.stipun.s</a>	Australia	pdf		MPI_PR_029
Government	n/e	MANUAL OF PROCUREMENT	GOVERNME	MINISTRY	2004	<a href="http://www.ppara.org.pk/doc">http://www.ppara.org.pk/doc</a>	Pakistan	doc		MPI_PR_030
Environmental	Finlayson, B., R.	Planning and Standard	American		2010	<a href="http://www.fisheries">http://www.fisheries</a>	US	pdf		MPI_PR_031
Chemistry	Erika Bonenfant	PROTOCOL FOR COLLECTING	Department	Bureau of	2009	<a href="http://www.maine.go">http://www.maine.go</a>	US	doc		MPP_RP_007
Government	n/e	EGG SECURITY MANUAL	N/E		2009	<a href="http://manualguide">http://manualguide</a>	US	pdf		MPI_PR_032
Government	Manager VMS	Commission VMS Standard	Western	Manager	2009	<a href="http://www.wcpfc.int/">http://www.wcpfc.int/</a>	Kolonia,	pdf	All WCPFC Secretariat	MPI_PR_033

APPENDIX 5.2

REFERENCE MODEL: ORGANIZATIONAL RHETORICAL MODEL

Rhetorical Unit of reference				Example extracted from a SOP
Code	Unit	Name	Purpose Description	
1	Macromove	Preamble / Overview	Introducing the information of the content of the SOP through a preliminary statement presenting an introduction to the document, describing the document purpose, conventions, revision schedule, approval authority, and document organization, among others.	
1.1	Move	Identifying SOP	To identify the authorship of the SOP. This can include: author, company, location, filiation, name, and verbal or nonverbal identification	<i>United States -Environmental Protection Agency Office of Air Quality Planning and Standards -Research Triangle Park September 2006, NC 27711</i>
1.2	Move	Organizing SOP	To list the content of the SOP, alluding to aspects of the document body: contents organization, lists of tables, and lists of figures, among others. This move allows the reader to locate the document content. This section should present the entire hierarchical organization (divisions and major subdivisions) of the document, preferably with a respective list.	<b>SOP 301 X-Ray Fluorescence Analysis</b> <b>TABLE OF CONTENTS</b> <i>1.0 PURPOSE AND APPLICABILITY.....4 2.0 RESPONSIBILITIES.....5 2.1 Spectroscopist ..... 5 2.2 Quality Assurance Manager..... 5</i> <b>LIST OF FIGURES</b> <i>Fig. 1 Setup of XRF Analysis System..... 7 Fig. 2 XRF Laboratory Drawing... 8 ....</i>
1.3	Move	Introducing the SOP	To justify the relevance of the document through a description of the related context and the functionality of the process and procedures.	<i>This Household Hazardous Waste Program shall ensure safe operation of forklifts in compliance with OSHA requirements. Powered Industrial Trucks (referred to as “forklifts” in this SOP) are used for material handling. These may include fork, platform, and motorized hand trucks, as well as other specialized units powered by electric motors.</i>
1.4	Move	Presenting Foreword	To present a general review of the document and describes what is included in each procedure. Also, it can describe those who participated in writing the SOP, how it was organized, how to read it, the review process that took place, and warnings of its use and distribution	<i>This document describes detailed standard operating procedures (SOPs) for the field activities of the PM2.5 Federal Reference Method Performance Evaluation Program. It is the second major revision of this material and can be identified by the Sept. 2006 distribution date. The document was originally developed with the assistance of the various workgroups that are responsible for implementing or overseeing the field aspects, including state and local organi-zations that have a vested interest in the quality of routine ambient air monitoring data. The personnel involved in these workgroups are listed in the acknowledgments. As the program has matured both field scientists and lab support personnel with operational experience have suggested several refinements to the myriad of procedures.</i>

1.5	Move	Documenting Conventions	To identify the SOP in terms of coding, name, dates of publication, approval, and updating, version number, author, or revision number	<p style="text-align: center;"><b>SOP 301</b> <b>X-Ray Fluorescence Analysis</b></p> <p>Date Modified    Modified by: 10/24/96            EAR 2/4/97                RAE</p>
1.6	Move	Appointing regulations regulatory requirements or	To contextualize the SOP according to previous standards, contractual requirements, policy or regulations, and/or the state of the art.	<p style="text-align: center;"><b>Contractual requirements</b></p> <p>HHW program and state agency contract (Exhibit A, parts A and B), Federal and Minnesota OSHA 29 CFR, 1910.178, 5205.0116 and 1910.178(l). Forklift operations shall meet ANSI B56.1 standards.</p>
1.7	Move	Giving acknowledgements	To acknowledge helpers, people, or individuals for their contributions to the writing of SOP. It lists the combined efforts of human team	<p><b>Acknowledgments for the April 2002 Version</b></p> <p>The following individuals are acknowledged for their contributions to the first edition of the SOP (April 2002 version), which served as the basis for this 2006 method compendium:</p> <p>.State and Local Organizations .George Apgar, State of Vermont, Waterbury, VT .Dave Wallenberg, STAPPA ...</p> <p><b>EPA Regions</b></p> <p>Region 1: Norman Beloin, Mary Jane Cuzzupe, Tony Palermo</p> <p>...</p>
1.8	Move	Defining Inten-ded Audience and Reading Suggestions	To define the primary audience for SOP. It can include management team, operational team, and staff of the organization	<p>Each SOP section is written as a stand-alone procedure to assist in training activities and can be removed from the document. The SOP sections are labeled for reference as PEPF-X, where PEPF indicates the Performance Evaluation Program Field SOPs.</p> <p><b>Training and Certification</b></p> <p>All field personnel funded by the OAQPS PEP work assignment must be trained and certified to perform activities.</p> <p><b>Background Reading</b></p> <p>Prior to implementing field activities, field personnel are expected to be familiar with the documents listed in Table 1.</p> <p>...</p>
1.9	Move	Establishing Purpose	To describe the general goal or purposes of the procedures included inside SOP, in the framework of organization.	<p>The purpose of the FRM PEP Field SOPs is to provide detailed procedures to follow when performing the following field activities:</p> <p># Overview # Planning/preparation</p> <p>...</p>
2	Macromove	Development	To present in detail the procedures associated with each organizational process. Through this macromove, and their related moves, sets forth a series of specific purposes, functions and responsibilities, procedural descriptions, and rules for implementation	
2.1	Move	Defining procedure purpose	To define the purpose of each procedure	<p><b>1.0 Purpose</b></p> <p>To provide instructions on the proper use of Ranin Pipetman for the accurate</p>

				<i>and precise delivery of volumes in the microliter (!) range.</i>
2.2	Move	<b>Defining roles and responsibilities</b>	To define the roles of the stakeholders involved in the procedure and the responsibilities of each one	<p><b>2.1 The Spectroscopist shall:</b></p> <ul style="list-style-type: none"> <li>• oversee and maintain records on the X-Ray Fluorescence Analysis System</li> <li>• perform maintenance and repair of the XRF system as necessary ...</li> </ul> <p><b>2.2 The Quality Assurance Manager shall:</b></p> <ul style="list-style-type: none"> <li>• approve the calibrations and reanalyses prior to analysis of normal samples.</li> <li>• oversee and approve any modifications to the analysis system or software</li> </ul>
2.3	Move	<b>Identifying prerequisites</b>	To identify required conditions previous to the executions of the procedure. It may include rules, cautions, warnings, or recommendations for achieving them	<p><i>To prevent personal injury, all personnel must heed any warnings associated with the installation and operation of the PM2.5. Specific health and safety warnings will generally be found at the point in the SOP or troubleshooting guide where they are most applicable.</i></p> <p><b>1.1.5 Cautions</b></p> <p><i>Because the portable FRM PM2.5 sampler will be moved from site to site, it is of critical importance that it be maintained and calibrated as required and that all aspects of its operation be checked and verified after it is set up at each new site. ...</i></p>
2.4	Move	<b>Listing definitions</b>	To define concepts, terms, or acronyms used in the context of SOP or within it	<p><b>Acronyms and Definitions</b></p> <ul style="list-style-type: none"> <li>• AFC: Agency File Code</li> <li>• AIRS: Aerometric Information Retrieval System</li> <li>• AMTIC: Ambient Monitoring Technology Information Center</li> <li>• APTI: Air Pollution Training Institute ...</li> </ul>
2.5	Move	<b>Listing resources</b>	To specify the equipment, resources, or material required for the execution of procedure	<p><b>REQUIRED EQUIPMENT AND MATERIALS</b></p> <p><i>The equipment and materials required for XRF analysis are listed below.</i></p> <p><b>3.1 XRF System</b></p> <ul style="list-style-type: none"> <li>– Molybdenum anode X-Ray tube</li> <li>– controller and regulated power supply for X-ray tube</li> <li>– X-ray collimators</li> </ul> <p><b>3.2 Calibration Requirements</b></p> <ul style="list-style-type: none"> <li>– Standards tray containing 17 Micromatter™ thin film standards and 2 clean filters</li> </ul>
2.6	Move	<b>Establishing methods</b>	To establish the methods used to characterize or guide the procedure	<p><i>Three analytical methods are used to characterize the elemental composition of the aerosol deposits on the Teflon filters: PESA (H), PIXE (Na - Mn), and XRF (Fe-Pb). This SOP refers to the procedures for performing XRF analysis of aerosol samples on Teflon filters for elemental composition and concentrations.</i></p> <p><i>4.1 Overview of the XRF system</i></p> <p><i>4.2 Preparation for XRF analysis—XRF Laboratory</i></p> <p>...</p>
2.7	Move	<b>Specifying procedure</b>	To provide step-by-step instructions to ensure details of procedures	<p><b>5.2 Procedure</b></p> <p><i>5.2.1 Select the correct pipetman for the volume to be delivered.</i></p> <p><i>5.2.2 Set the pipetman to the desired volume by turning the volume adjustment</i></p>

				<p>knob counterclockwise to just past the desired volume. Turn backwards (clockwise) until at the exact volume. Never force the volume adjustment and never exceed the maximum volume for the pipetman.</p> <p>5.2.3 Select the correct tip for the chosen pipetman and securely seat on the shaft. The tip should be placed on the shaft to just form an airtight seal. A fresh disposable tip is used for each delivery. Do not touch the tip with hands (even if gloved).</p>														
2.8	Move	Representing procedure	To represent graphically the steps of procedures.	<p>Figure 2. Performance Evaluation Program implementation</p>														
3.	Macromove	Closure / Ending	To supplement the information presenting in macromoves I and II															
3.1	Move	Adding Supplementary information	To include Attachments and/or Appendices	<p><b>Attachment C: Operator's Daily Checklist: Electric Industrial Forklift</b></p> <p>Forklift number: _____</p> <table border="1"> <thead> <tr> <th>Visual checks:</th> <th>Operational checks:</th> </tr> </thead> <tbody> <tr> <td>Obvious damage or leaks</td> <td>Horn:</td> </tr> <tr> <td>Tire condition</td> <td>Steering:</td> </tr> <tr> <td>Battery plug connection Note: Be sure battery plug connection is tight.</td> <td>Service and/or parking brakes</td> </tr> <tr> <td>Head, tail, and warning lights</td> <td>Seat belt and/or lap bar</td> </tr> <tr> <td>Fluid levels (oil, hydraulic, brake)</td> <td>Hydraulic controls</td> </tr> <tr> <td>Other:</td> <td></td> </tr> </tbody> </table>	Visual checks:	Operational checks:	Obvious damage or leaks	Horn:	Tire condition	Steering:	Battery plug connection Note: Be sure battery plug connection is tight.	Service and/or parking brakes	Head, tail, and warning lights	Seat belt and/or lap bar	Fluid levels (oil, hydraulic, brake)	Hydraulic controls	Other:	
Visual checks:	Operational checks:																	
Obvious damage or leaks	Horn:																	
Tire condition	Steering:																	
Battery plug connection Note: Be sure battery plug connection is tight.	Service and/or parking brakes																	
Head, tail, and warning lights	Seat belt and/or lap bar																	
Fluid levels (oil, hydraulic, brake)	Hydraulic controls																	
Other:																		
3.2	Move	Including references	To list of bibliographical references	<ol style="list-style-type: none"> <li>BGI Inc. 1998. PQ200 Air Sampler Instruction Manual. May.</li> <li>U.S. EPA (Environmental Protection Agency). 1998. Monitoring PM2.5 in Ambient Air Using Designated Reference or Class I Equivalent Methods, Section 2.12. in Quality Assurance Handbook for Air Pollution Measurement Systems, Volume II, Part II. April draft.</li> <li>U.S. EPA (Environmental Protection Agency). 1998. Implementation Plan: PM2.5 Federal Reference Method Performance Evaluation Program.</li> <li>...</li> </ol>														

APPENDIX 5.3

TEMPLATE FOR EVALUATION THE REFERENCE MODEL

Rhetorical Unit of reference				Example extracted from a SOP	Evaluation			Comments
Code	Unit	Name	Purpose		Name	Purpose	Obligatoriness	
1	Macromove	<b>Preamble / Overview</b>	<b>This is a preliminary statement presenting an introduction to the document, describing the document purpose, conventions, revision schedule, approval authority, and document organization, among others.</b>					
1.1	Move	<b>Identifying SOP</b>	Identify the organization that writes the SOP. This can include: author, company, location, filiation, name, and verbal or nonverbal identification	<i>United States -Environmental Protection Agency Office of Air Quality Planning and Standards -Research Triangle Park September 2006, NC 27711</i>				
1.2	Move	<b>Organizing SOP</b>	Allude to aspects of the document body, related to contents organization, lists of tables, and lists of figures, among others. This move allows the reader to locate the document content. This section should present the entire hierarchical organization (divisions and major subdivisions) of the document, preferably with a respective list	<b>SOP 301 X-Ray Fluorescence Analysis</b>  <b>TABLE OF CONTENTS</b> <i>1.0 PURPOSE AND APPLICABILITY.....4 2.0 RESPONSIBILITIES.....5 2.1 Spectroscopist ..... 5 2.2 Quality Assurance Manager..... 5</i>  <b>LIST OF FIGURES</b> <i>Fig. 1 Setup of XRF Analysis System..... 7 Fig. 2 XRF Laboratory Drawing... 8 ....</i>				
1.3	Move	<b>Introduction</b>	Justifies and presents the document. It describes a general view of the related context and establishes what it does	<i>This Household Hazardous Waste Program shall ensure safe operation of forklifts in compliance with OSHA requirements. Powered Industrial Trucks (referred to as "forklifts" in this SOP) are used for material handling. These may</i>				

				include fork, platform, and motorized hand trucks, as well as other specialized units powered by electric motors.				
1.4	Move	<b>Presenting Foreword</b>	Present a general review of the document and describes what is included in each procedure. Also, it can describe those who participated in writing the SOP, how it was organized, how to read it, the review process that took place, and warnings of its use and distribution	<i>This document describes detailed standard operating procedures (SOPs) for the field activities of the PM2.5 Federal Reference Method Performance Evaluation Program. It is the second major revision of this material and can be identified by the Sept. 2006 distribution date. The document was originally developed with the assistance of the various workgroups that are responsible for implementing or overseeing the field aspects, including state and local organizations that have a vested interest in the quality of routine ambient air monitoring data. The personnel involved in these workgroups are listed in the acknowledgments. As the program has matured both field scientists and lab support personnel with operational experience have suggested several refinements to the myriad of procedures.</i>				
1.5	Move	<b>Documenting Conventions</b>	Locate to reader in the current context of the document, among them: date of approval, version number, author, and revision number	<p style="text-align: center;"><b>SOP 301</b> <b>X-Ray Fluorescence Analysis</b></p> <p>Date Modified    Modified by: 10/24/96            EAR 2/4/97                RAE</p>				
1.6	Move	<b>Appointing regulations or regulatory requirements</b>	Name standards, contractual requirements, policy, or regulations associated to the procedures included in SOP. It can include lists of references	<p style="text-align: center;"><b>Contractual requirements</b></p> <p><i>HHW program and state agency contract (Exhibit A, parts A and B), Federal and Minnesota OSHA 29 CFR, 1910.178, 5205.0116 and 1910.178(l). Forklift operations shall meet ANSI B56.1 standards.</i></p>				



1.7	Move	<b>Giving acknowledgements</b>	Present the compendium of helpers, people, or individuals acknowledged for their contributions to the writing of SOP. It lists the combined efforts of human team	<p><b>Acknowledgments for the April 2002 Version</b>  <i>The following individuals are acknowledged for their contributions to the first edition of the SOP (April 2002 version), which served as the basis for this 2006 method compendium:</i>  <i>.State and Local Organizations</i>  <i>.George Apgar, State of Vermont, Waterbury, VT</i>  <i>.Dave Wallenberg, STAPPA ...</i></p> <p><b>EPA Regions</b>  <i>Region 1: Norman Beloin, Mary Jane Cuzzupe, Tony Palermo</i>  ... </p>				
1.8	Move	<b>Defining Intended Audience and Reading Suggestions</b>	Define the primary audience for SOP. It can include management team, operational team, and staff of the organization	<p>Each SOP section is written as a stand-alone procedure to assist in training activities and can be removed from the document. The SOP sections are labeled for reference as PEPF-X, where PEPF indicates the Performance Evaluation Program Field SOPs.</p> <p><b>Training and Certification</b>  All field personnel funded by the OAQPS PEP work assignment must be trained and certified to perform activities.</p> <p><b>Background Reading</b>  Prior to implementing field activities, field personnel are expected to be familiar with the documents listed in Table 1.  ... </p>				
1.9	Move	<b>Establishing Purpose</b>	Describe the general goal of the procedures included inside SOP, in the framework of organization. This goal is oriented to contextualization and description of purpose	<p><i>The purpose of the FRM PEP Field SOPs is to provide detailed procedures to follow when performing the following field activities:</i>  <i># Overview</i>  <i># Planning/preparation</i>  ... </p>				

2	Macromove	Development	Presents in detail the procedures associated with each organizational process. Through this macromove, and their related moves, sets forth a series of specific purposes, functions and responsibilities, procedural descriptions, and rules for implementation				
2.1	Move	Defining procedure purpose	Describe the general purpose of each procedure	<b>1.0 Purpose</b> <i>To provide instructions on the proper use of Ranin Pipetman for the accurate and precise delivery of volumes in the microliter (:l) range.</i>			
2.2	Move	Defining roles and responsibilities	Define the roles of the stakeholders involved in the procedure and the responsibilities of each one	<b>2.1 The Spectroscopist shall:</b> <ul style="list-style-type: none"> <li>• oversee and maintain records on the X-Ray Fluorescence Analysis System</li> <li>• perform maintenance and repair of the XRF system as necessary ...</li> </ul> <b>2.2 The Quality Assurance Manager shall:</b> <ul style="list-style-type: none"> <li>• approve the calibrations and reanalyses prior to analysis of normal samples.</li> <li>• oversee and approve any modifications to the analysis system or software</li> </ul>			
2.3	Move	Identifying prerequisites	Identify the requisites previews to the execution of procedure. It may include rules, cautions, warnings, or recommendations for achieving them	<i>To prevent personal injury, all personnel must heed any warnings associated with the installation and operation of the PM2.5. Specific health and safety warnings will generally be found at the point in the SOP or troubleshooting guide where they are most applicable.</i> <b>1.1.5 Cautions</b> <i>Because the portable FRM PM2.5 sampler will be moved from site to site, it is of critical importance that it be maintained and calibrated as required and that all aspects of its operation be checked and verified after it is set up at each new site. ...</i>			
2.4	Move	Listing	Includes a list of definitions,	<b>Acronyms and Definitions</b>			

		<b>definitions</b>	concepts, terms of acronyms used in the context of SOP or within it	<ul style="list-style-type: none"> <li>• AFC: Agency File Code</li> <li>• AIRS: Aerometric Information Retrieval System</li> <li>• AMTIC: Ambient Monitoring Technology Information Center</li> <li>• APTI: Air Pollution Training Institute ...</li> </ul>				
2.5	Move	<b>Listing resources</b>	List the equipment, resources, or material required for the execution of procedure	<p><b>REQUIRED EQUIPMENT AND MATERIALS</b>  <i>The equipment and materials required for XRF analysis are listed below.</i></p> <p><b>3.1 XRF System</b>  – Molybdenum anode X-Ray tube  – controller and regulated power supply for X-ray tube  – X-ray collimators</p> <p><b>3.2 Calibration Requirements</b>  – Standards tray containing 17 Micromatter™ thin film standards and 2 clean filters</p>				
2.6	Move	<b>Establishing methods</b>	Establish the methods used to characterize or guide the procedure	<p><i>Three analytical methods are used to characterize the elemental composition of the aerosol deposits on the Teflon filters: PESA (H), PIXE (Na - Mn), and XRF (Fe-Pb). This SOP refers to the procedures for performing XRF analysis of aerosol samples on Teflon filters for elemental composition and concentrations.</i></p> <p>4.1 Overview of the XRF system  4.2 Preparation for XRF analysis—XRF Laboratory  ...</p>				
2.7	Move	<b>Specifying procedure</b>	Provide step-by-step instructions to ensure details of procedures	<p><b>5.2 Procedure</b>  5.2.1 Select the correct pipetman for the volume to be delivered.  5.2.2 Set the pipetman to the desired volume by turning the volume adjustment knob counterclockwise to just past the</p>				

				<p>desired volume. Turn backwards (clockwise) until at the exact volume. Never force the volume adjustment and never exceed the maximum volume for the pipetman.</p> <p>5.2.3 Select the correct tip for the chosen pipetman and securely seat on the shaft. The tip should be placed on the shaft to just form an airtight seal. A fresh disposable tip is used for each delivery. Do not touch the tip with hands (even if gloved).</p>												
2.8	Move	Representing procedure	Describe graphically the steps of procedures.	<p>Figure 2. Performance Evaluation Program implementation</p>												
3.	Macromove	Closure / Ending	It is related to the moves I and II, it is not mandatory, but to supplement the development macromove													
3.1	Move	Adding Supplementary information	Include Attachments and/or Appendices	<p><b>Attachment C: Operator's Daily Checklist: Electric Industrial Forklift</b></p> <p><b>Forklift number:</b> _____</p> <table border="1"> <tr> <td><b>Visual checks:</b></td> <td><b>Operational checks:</b></td> </tr> <tr> <td>Obvious damage or leaks</td> <td>Horn:</td> </tr> <tr> <td>Tire condition</td> <td>Steering:</td> </tr> <tr> <td>Battery plug connection Note: Be sure battery plug connection is</td> <td>Service and/or parking brakes</td> </tr> </table>	<b>Visual checks:</b>	<b>Operational checks:</b>	Obvious damage or leaks	Horn:	Tire condition	Steering:	Battery plug connection Note: Be sure battery plug connection is	Service and/or parking brakes				
<b>Visual checks:</b>	<b>Operational checks:</b>															
Obvious damage or leaks	Horn:															
Tire condition	Steering:															
Battery plug connection Note: Be sure battery plug connection is	Service and/or parking brakes															

				<table border="1"> <tr> <td>tight.</td> <td></td> </tr> <tr> <td>Head, tail, and warning lights</td> <td>Seat belt and/or lap bar</td> </tr> <tr> <td>Fluid levels (oil, hydraulic, brake)</td> <td>Hydraulic controls</td> </tr> <tr> <td>Other:</td> <td></td> </tr> </table>	tight.		Head, tail, and warning lights	Seat belt and/or lap bar	Fluid levels (oil, hydraulic, brake)	Hydraulic controls	Other:					
tight.																
Head, tail, and warning lights	Seat belt and/or lap bar															
Fluid levels (oil, hydraulic, brake)	Hydraulic controls															
Other:																
3.2	Move	Including references	List of bibliographical references	<p>1. BGI Inc. 1998. PQ200 Air Sampler Instruction Manual. May.</p> <p>2. U.S. EPA (Environmental Protection Agency). 1998. Monitoring PM2.5 in Ambient Air Using Designated Reference or Class I Equivalent Methods, Section 2.12. in Quality Assurance Handbook for Air Pollution Measurement Systems, Volume II, Part II. April draft.</p> <p>3. U.S. EPA (Environmental Protection Agency). 1998. Implementation Plan: PM2.5 Federal Reference Method Performance Evaluation Program.</p> <p>...</p>												

## APPENDIX 5.4

### INSTRUCTIONS GUIDE FOR FILLING OUT THE EVALUATION TEMPLATE

Medellín, 27 de Agosto de 2012

Estimado Dr.(c) Juan David Martínez:

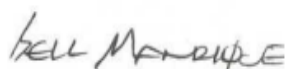
En su calidad de especialista disciplinar, solicito su colaboración para evaluar el modelo de referencia de un SOP (*Standard Operating Procedures*) corporativo, que adjunto a esta comunicación, el cual se propone como aproximación inicial al análisis retórico de este tipo de documentos técnicos.

Su participación será de gran utilidad en la investigación que estamos adelantando, orientada hacia determinar qué unidades retóricas tienen mayor incidencia en la escritura de este tipo de manual de procedimientos (SOP), en el marco de una metodología de lingüística de corpus.

Con el fin de facilitar una evaluación precisa, adjunto el procedimiento con las instrucciones pertinentes. Ante cualquier consulta, puede comunicarse al email [belleta55@gmail.com](mailto:belleta55@gmail.com).

Agradezco mucho su colaboración en este proceso y su pronta respuesta.

Cordial Saludo,



Bell Manrique Losada  
PhD. (c) en Ingeniería –Sistemas e Informática  
Universidad Nacional de Colombia  
Medellín

Anexos: 1) Instrucciones para evaluación (1 folio)  
2) Formato de evaluación (6 folios)

APPENDIX 5.5

EVALUATION TEMPLATE FILLED OUT FOR EXPERTS

MODEL EVALUATION TEMPLATE  
EXPERT: CARLOS MARIO ZAPATA JARAMILLO

Rhetorical Unit of reference				Example extracted from a SOP	Evaluation			Comments
Code	Unit	Name	Purpose		Name	Purpose	Obligatoriness	
1	Macromove	Preamble / Overview	This is a preliminary statement presenting an introduction to the document, describing the document purpose, conventions, revision schedule, approval authority, and document organization, among others.					
1.1	Move	Identifying SOP	Identify the organization that writes the SOP. This can include: author, company, location, filiation, name, and verbal or nonverbal identification	United States -Environmental Protection Agency Office of Air Quality Planning and Standards -Research Triangle Park September 2006, NC 27711	3		YES	
1.2	Move	Organizing SOP	Allude to aspects of the document body, related to contents organization, lists of tables, and lists of figures, among others. This move allows the reader to locate the document content. This section should present the entire hierarchical organization (divisions and major subdivisions) of the document, preferably with a respective list	SOP 301 X-Ray Fluorescence Analysis  <b>TABLE OF CONTENTS</b> 1.0 PURPOSE AND APPLICABILITY.....4 2.0 RESPONSIBILITIES.....5 2.1 Spectroscopist ..... 5 2.2 Quality Assurance Manager..... 5  <b>LIST OF FIGURES</b> Fig. 1 Setup of XRF Analysis System..... 7 Fig. 2 XRF Laboratory Drawing... 8 ....	3		YES	

1.3	Move	<b>Introduction</b>	Justifies and presents the document. It describes a general view of the related context and establishes what it does	<i>This Household Hazardous Waste Program shall ensure safe operation of forklifts in compliance with OSHA requirements. Powered Industrial Trucks (referred to as "forklifts" in this SOP) are used for material handling. These may include fork, platform, and motorized hand trucks, as well as other specialized units powered by electric motors.</i>	2		YES	In order to be consistent with the rest of the moves, it's better to name it "Introducing topics covered by SOP."
1.4	Move	<b>Presenting Foreword</b>	Present a general review of the document and describes what is included in each procedure. Also, it can describe those who participated in writing the SOP, how it was organized, how to read it, the review process that took place, and warnings of its use and distribution	<i>This document describes detailed standard operating procedures (SOPs) for the field activities of the PM2.5 Federal Reference Method Performance Evaluation Program. It is the second major revision of this material and can be identified by the Sept. 2006 distribution date. The document was originally developed with the assistance of the various workgroups that are responsible for implementing or overseeing the field aspects, including state and local organizations that have a vested interest in the quality of routine ambient air monitoring data. The personnel involved in these workgroups are listed in the acknowledgments. As the program has matured both field scientists and lab support personnel with operational experience have suggested several refinements to the myriad of procedures.</i>	3		NO	
1.5	Move	<b>Documenting Conventions</b>	Locate to reader in the current context of the document, among them: date of approval, version number, author, and revision number	<b>SOP 301</b> <b>X-Ray Fluorescence Analysis</b>  Date Modified Modified by: 10/24/96 EAR 2/4/97 RAE	3		YES	
1.6	Move	<b>Appointing regulations or</b>	Name standards,	<b>Contractual requirements</b>	3		NO	



		<b>regulatory requirements</b>	contractual requirements, policy, or regulations associated to the procedures included in SOP. It can include lists of references	<i>HHW program and state agency contract (Exhibit A, parts A and B), Federal and Minnesota OSHA 29 CFR, 1910.178, 5205.0116 and 1910.178(l). Forklift operations shall meet ANSI B56.1 standards.</i>				
1.7	Move	<b>Giving acknowledgements</b>	Present the compendium of helpers, people, or individuals acknowledged for their contributions to the writing of SOP. It lists the combined efforts of human team	<p><b>Acknowledgments for the April 2002 Version</b>  <i>The following individuals are acknowledged for their contributions to the first edition of the SOP (April 2002 version), which served as the basis for this 2006 method compendium:</i></p> <p><i>.State and Local Organizations  .George Apgar, State of Vermont, Waterbury, VT  .Dave Wallenberg, STAPPA ...</i></p> <p><b>EPA Regions</b>  <i>Region 1: Norman Beloin, Mary Jane Cuzzupe, Tony Palermo ...</i></p>	3		NO	
1.8	Move	<b>Defining Intended Audience and Reading Suggestions</b>	Define the primary audience for SOP. It can include management team, operational team, and staff of the organization	<p>Each SOP section is written as a stand-alone procedure to assist in training activities and can be removed from the document. The SOP sections are labeled for reference as PEPF-X, where PEPF indicates the Performance Evaluation Program Field SOPs.</p> <p><b>Training and Certification</b>  All field personnel funded by the OAQPS PEP work assignment must be trained and certified to perform activities.</p> <p><b>Background Reading</b>  Prior to implementing field activities, field personnel are expected to be familiar with the documents listed in Table 1.</p> <p>...</p>	3		YES	

1.9	Move	<b>Establishing Purpose</b>	Describe the general goal of the procedures included inside SOP, in the framework of organization. This goal is oriented to contextualization and description of purpose	<i>The purpose of the FRM PEP Field SOPs is to provide detailed procedures to follow when performing the following field activities: # Overview # Planning/preparation ...</i>	3		NO	Maybe, some information should be covered by the introduction
2	Macromove	<b>Development</b>	<b>Presents in detail the procedures associated with each organizational process. Through this macromove, and their related moves, sets forth a series of specific purposes, functions and responsibilities, procedural descriptions, and rules for implementation</b>					
2.1	Move	<b>Defining procedure purpose</b>	Describe the general purpose of each procedure	<b>1.0 Purpose</b> <i>To provide instructions on the proper use of Ranin Pipetman for the accurate and precise delivery of volumes in the microliter (!) range.</i>	3		YES	
2.2	Move	<b>Defining roles and responsibilities</b>	Define the roles of the stakeholders involved in the procedure and the responsibilities of each one	<b>2.1 The Spectroscopist shall:</b> <ul style="list-style-type: none"> <li>• oversee and maintain records on the X-Ray Fluorescence Analysis System</li> <li>• perform maintenance and repair of the XRF system as necessary ...</li> </ul> <b>2.2 The Quality Assurance Manager shall:</b> <ul style="list-style-type: none"> <li>• approve the calibrations and reanalyses prior to analysis of normal samples.</li> <li>• oversee and approve any modifications to the analysis system or software</li> </ul>	3		YES	
2.3	Move	<b>Identifying prerequisites</b>	Identify the requisites previews to the execution of procedure. It may include rules, cautions, warnings, or recommendations for achieving them	<i>To prevent personal injury, all personnel must heed any warnings associated with the installation and operation of the PM2.5. Specific health and safety warnings will generally be found at the point in the SOP or troubleshooting guide where they are most applicable.</i> <b>1.1.5 Cautions</b> <i>Because the portable FRM PM2.5</i>	3		YES	

				<p>sampler will be moved from site to site, it is of critical importance that it be maintained and calibrated as required and that all aspects of its operation be checked and verified after it is set up at each new site. ...</p>				
2.4	Move	<b>Listing definitions</b>	Includes a list of definitions, concepts, terms of acronyms used in the context of SOP or within it	<p><b>Acronyms and Definitions</b></p> <ul style="list-style-type: none"> <li>• AFC: Agency File Code</li> <li>• AIRS: Aerometric Information Retrieval System</li> <li>• AMTIC: Ambient Monitoring Technology Information Center</li> <li>• APTI: Air Pollution Training Institute ...</li> </ul>	3		YES	
2.5	Move	<b>Listing resources</b>	List the equipment, resources, or material required for the execution of procedure	<p><b>REQUIRED EQUIPMENT AND MATERIALS</b>  <i>The equipment and materials required for XRF analysis are listed below.</i></p> <p><b>3.1 XRF System</b></p> <ul style="list-style-type: none"> <li>- Molybdenum anode X-Ray tube</li> <li>- controller and regulated power supply for X-ray tube</li> <li>- X-ray collimators</li> </ul> <p><b>3.2 Calibration Requirements</b></p> <ul style="list-style-type: none"> <li>- Standards tray containing 17 Micromatter™ thin film standards and 2 clean filters</li> </ul>	3		YES	
2.6	Move	<b>Establishing methods</b>	Establish the methods used to characterize or guide the procedure	<p>Three analytical methods are used to characterize the elemental composition of the aerosol deposits on the Teflon filters: PESA (H), PIXE (Na - Mn), and XRF (Fe-Pb). This SOP refers to the procedures for performing XRF analysis of aerosol samples on Teflon filters for elemental composition and concentrations.</p> <p>4.1 Overview of the XRF system  4.2 Preparation for XRF analysis—</p>	3		YES	

				XRF Laboratory ...						
2.7	Move	Specifying procedure	Provide step-by-step instructions to ensure details of procedures	<p><b>5.2 Procedure</b></p> <p>5.2.1 Select the correct pipetman for the volume to be delivered.</p> <p>5.2.2 Set the pipetman to the desired volume by turning the volume adjustment knob counterclockwise to just past the desired volume. Turn backwards (clockwise) until at the exact volume. Never force the volume adjustment and never exceed the maximum volume for the pipetman.</p> <p>5.2.3 Select the correct tip for the chosen pipetman and securely seat on the shaft. The tip should be placed on the shaft to just form an airtight seal. A fresh disposable tip is used for each delivery. Do not touch the tip with hands (even if gloved).</p>	3		YES			
2.8	Move	Representing procedure	Describe graphically the steps of procedures.	<p>Figure 2. Performance Evaluation Program implementation</p>	3		NO	Only when applied. Further information is desirable, but not mandatory.		
3.	Macromove	Closure / Ending	It is related to the moves I and II, it is not mandatory, but to supplement the development macromove							
3.1	Move	Adding Supplementary information	Include Attachments and/or Appendices	<p><b>Attachment C: Operator's Daily Checklist: Electric Industrial Forklift</b></p> <p><b>Forklift number:</b> _____</p> <table border="1"> <tr> <td><b>Visual checks:</b></td> <td><b>Operational checks:</b></td> </tr> </table>	<b>Visual checks:</b>	<b>Operational checks:</b>	3		NO	
<b>Visual checks:</b>	<b>Operational checks:</b>									

				<table border="1"> <tr> <td>Obvious damage or leaks</td> <td>Horn:</td> </tr> <tr> <td>Tire condition</td> <td>Steering:</td> </tr> <tr> <td>Battery plug connection Note: Be sure battery plug connection is tight.</td> <td>Service and/or parking brakes</td> </tr> <tr> <td>Head, tail, and warning lights</td> <td>Seat belt and/or lap bar</td> </tr> <tr> <td>Fluid levels (oil, hydraulic, brake)</td> <td>Hydraulic controls</td> </tr> <tr> <td>Other:</td> <td></td> </tr> </table>	Obvious damage or leaks	Horn:	Tire condition	Steering:	Battery plug connection Note: Be sure battery plug connection is tight.	Service and/or parking brakes	Head, tail, and warning lights	Seat belt and/or lap bar	Fluid levels (oil, hydraulic, brake)	Hydraulic controls	Other:					
Obvious damage or leaks	Horn:																			
Tire condition	Steering:																			
Battery plug connection Note: Be sure battery plug connection is tight.	Service and/or parking brakes																			
Head, tail, and warning lights	Seat belt and/or lap bar																			
Fluid levels (oil, hydraulic, brake)	Hydraulic controls																			
Other:																				
3.2	Move	Including references	List of bibliographical references	<p>1. BGI Inc. 1998. PQ200 Air Sampler Instruction Manual. May.</p> <p>2. U.S. EPA (Environmental Protection Agency). 1998. Monitoring PM2.5 in Ambient Air Using Designated Reference or Class I Equivalent Methods, Section 2.12. in Quality Assurance Handbook for Air Pollution Measurement Systems, Volume II, Part II. April draft.</p> <p>3. U.S. EPA (Environmental Protection Agency). 1998. Implementation Plan: PM2.5 Federal Reference Method Performance Evaluation Program.</p> <p>...</p>	3		YES													

**MODEL EVALUATION TEMPLATE**  
**EXPERT: JORGE GANA LEAY**

Rhetorical Unit of reference				Example extracted from a SOP	Evaluation			Comments
Code	Unit	Name	Purpose Description		Name	Purpose	Obligatoriness	
1	Macromove	<b>Preamble / Overview</b>	<b>Introducing the information of the content of the SOP through a preliminary statement presenting an introduction to the document, describing the document purpose, conventions, revision schedule, approval authority, and document organization, among others.</b>		1	1	Si	
1.1	Move	<b>Identifying SOP</b>	To identify the authorship of the SOP. This can include: author, company, location, filiation, name, and verbal or nonverbal identification	<i>United States -Environmental Protection Agency Office of Air Quality Planning and Standards -Research Triangle Park September 2006, NC 27711</i>	1	1	Si	
1.2	Move	<b>Organizing SOP</b>	To list the content of the SOP, alluding to aspects of the document body: contents organization, lists of tables, and lists of figures, among others. This move allows the reader to locate the document content. This section should present the entire hierarchical organization (divisions and major subdivisions) of the document, preferably with a respective list.	<b>SOP 301 X-Ray Fluorescence Analysis</b>  <b>TABLE OF CONTENTS</b> <i>1.0 PURPOSE AND APPLICABILITY.....4 2.0 RESPONSIBILITIES.....5 2.1 Spectroscopist ..... 5 2.2 Quality Assurance Manager..... 5</i>  <b>LIST OF FIGURES</b> <i>Fig. 1 Setup of XRF Analysis System..... 7 Fig. 2 XRF Laboratory Drawing... 8 ....</i>	1	1	Si	
1.3	Move	<b>Introducing the SOP</b>	To justify the relevance of the document through a description of the related context and the functionality of the process	<i>This Household Hazardous Waste Program shall ensure safe operation of forklifts in compliance with OSHA requirements. Powered Industrial Trucks (referred to as "forklifts" in this SOP) are used for</i>	1	1	Si	

			and procedures.	<i>material handling. These may include fork, platform, and motorized hand trucks, as well as other specialized units powered by electric motors.</i>				
1.4	Move	<b>Presenting Foreword</b>	To present a general review of the document and describes what is included in each procedure. Also, it can describe those who participated in writing the SOP, how it was organized, how to read it, the review process that took place, and warnings of its use and distribution	<i>This document describes detailed standard operating procedures (SOPs) for the field activities of the PM2.5 Federal Reference Method Performance Evaluation Program. It is the second major revision of this material and can be identified by the Sept. 2006 distribution date. The document was originally developed with the assistance of the various workgroups that are responsible for implementing or overseeing the field aspects, including state and local organizations that have a vested interest in the quality of routine ambient air monitoring data. The personnel involved in these workgroups are listed in the acknowledgments. As the program has matured both field scientists and lab support personnel with operational experience have suggested several refinements to the myriad of procedures.</i>	2	2	NO La descripción del propósito no parece coincidir con el ejemplo descrito.	No están claros los objetivos de este Move. El nombre parece reiterar algunos aspectos generales del documento, y debería ser una introducción o resumen de lo que incluyen en cada procedimiento (?) Tampoco deberían estar aquí los participantes, o como se organizó. REVISAR
1.5	Move	<b>Documenting Conventions</b>	To identify the SOP in terms of coding, name, dates of publication, approval, and updating, version number, author, or revision number	<b>SOP 301 X-Ray Fluorescence Analysis</b>  <i>Date Modified Modified by: 10/24/96 EAR 2/4/97 RAE</i>	1	1	Si	Asumo que no reitera lo mismo que 1.1, que es más detalle o lo complementa.
1.6	Move	<b>Appointing regulations or regulatory requirements</b>	To contextualize the SOP according to previous standards, contractual requirements, policy or regulations, and/or the state of the art.	<b>Contractual requirements</b>  <i>HHW program and state agency contract (Exhibit A, parts A and B), Federal and Minnesota OSHA 29 CFR, 1910.178, 5205.0116 and 1910.178(l). Forklift operations</i>	1	1	Si	

				shall meet ANSI B56.1 standards.				
1.7	Move	<b>Giving acknowledgements</b>	To acknowledge helpers, people, or individuals for their contributions to the writing of SOP. It lists the combined efforts of human team	<p><b>Acknowledgments for the April 2002 Version</b>  <i>The following individuals are acknowledged for their contributions to the first edition of the SOP (April 2002 version), which served as the basis for this 2006 method compendium:</i></p> <p><i>.State and Local Organizations  .George Appar, State of Vermont, Waterbury, VT  .Dave Wallenberg, STAPPA ...</i></p> <p><b>EPA Regions</b>  <i>Region 1: Norman Beloin, Mary Jane Cuzzupe, Tony Palermo</i></p> <p>...</p>	1	1	Si	
1.8	Move	<b>Defining Intended Audience and Reading Suggestions</b>	To define the primary audience for SOP. It can include management team, operational team, and staff of the organization	<p>Each SOP section is written as a stand-alone procedure to assist in training activities and can be removed from the document. The SOP sections are labeled for reference as PEPF-X, where PEPF indicates the Performance Evaluation Program Field SOPs.</p> <p><b>Training and Certification</b>  All field personnel funded by the OAQPS PEP work assignment must be trained and certified to perform activities.</p> <p><b>Background Reading</b>  Prior to implementing field activities, field personnel are expected to be familiar with the documents listed in Table 1.</p> <p>...</p>	1	1	Si	
1.9	Move	<b>Establishing Purpose</b>	To describe the general goal or purposes of the procedures included inside SOP, in the framework of organization.	<p><i>The purpose of the FRM PEP Field SOPs is to provide detailed procedures to follow when performing the following field activities:</i></p> <p><i># Overview</i></p>	1	1	Si	Ok mientras no se reitere información expresada en otros



				# Planning/preparation ...				Move (1.4, ...)
2	Macromove	Development	To present in detail the procedures associated with each organizational process. Through this macromove, and their related moves, sets forth a series of specific purposes, functions and responsibilities, procedural descriptions, and rules for implementation		1	1	Si	
2.1	Move	Defining procedure purpose	To define the purpose of each procedure	<b>1.0 Purpose</b> <i>To provide instructions on the proper use of Ranin Pipetman for the accurate and precise delivery of volumes in the microliter (!) range.</i>	1	1	Si	
2.2	Move	Defining roles and responsibilities	To define the roles of the stakeholders involved in the procedure and the responsibilities of each one	<b>2.1 The Spectroscopist shall:</b> <ul style="list-style-type: none"> <li>• oversee and maintain records on the X-Ray Fluorescence Analysis System</li> <li>• perform maintenance and repair of the XRF system as necessary ...</li> </ul> <b>2.2 The Quality Assurance Manager shall:</b> <ul style="list-style-type: none"> <li>• approve the calibrations and reanalyses prior to analysis of normal samples.</li> <li>• oversee and approve any modifications to the analysis system or software</li> </ul>	1	1	Si	
2.3	Move	Identifying prerequisites	To identify required conditions previous to the executions of the procedure. It may include rules, cautions, warnings, or recommendations for achieving them	<i>To prevent personal injury, all personnel must heed any warnings associated with the installation and operation of the PM2.5. Specific health and safety warnings will generally be found at the point in the SOP or troubleshooting guide where they are most applicable.</i> <b>1.1.5 Cautions</b> <i>Because the portable FRM PM2.5 sampler will be moved from site to site, it is of critical importance that it be maintained and calibrated as required and that all aspects of its operation be checked and verified after it is set</i>	1	1	Si	

				<i>up at each new site. ...</i>				
2.4	Move	<b>Listing definitions</b>	To define concepts, terms, or acronyms used in the context of SOP or within it	<b>Acronyms and Definitions</b> <ul style="list-style-type: none"> <li>• AFC: Agency File Code</li> <li>• AIRS: Aerometric Information Retrieval System</li> <li>• AMTIC: Ambient Monitoring Technology Information Center</li> <li>• APTI: Air Pollution Training Institute ...</li> </ul>	1	1	Si	Podría ir al comienzo, después de 1.2 o al final si son términos globales del documento.
2.5	Move	<b>Listing resources</b>	To specify the equipment, resources, or material required for the execution of procedure	<b>REQUIRED EQUIPMENT AND MATERIALS</b> <i>The equipment and materials required for XRF analysis are listed below.</i> <p><b>3.1 XRF System</b></p> <ul style="list-style-type: none"> <li>– Molybdenum anode X-Ray tube</li> <li>– controller and regulated power supply for X-ray tube</li> <li>– X-ray collimators</li> </ul> <p><b>3.2 Calibration Requirements</b></p> <ul style="list-style-type: none"> <li>– Standards tray containing 17 Micromatter™ thin film standards and 2 clean filters</li> </ul>	1	1	Si	
2.6	Move	<b>Establishing methods</b>	To establish the methods used to characterize or guide the procedure	<i>Three analytical methods are used to characterize the elemental composition of the aerosol deposits on the Teflon filters: PESA (H), PIXE (Na - Mn), and XRF (Fe-Pb). This SOP refers to the procedures for performing XRF analysis of aerosol samples on Teflon filters for elemental composition and concentrations.</i> <p>4.1 Overview of the XRF system  4.2 Preparation for XRF analysis— XRF Laboratory  ...</p>	1	1	Si	
2.7	Move	<b>Specifying procedure</b>	To provide step-by-step instructions to ensure details of procedures	<b>5.2 Procedure</b> <p>5.2.1 Select the correct pipetman for the volume to be delivered.  5.2.2 Set the pipetman to the</p>	1	1	Si	

				<p>desired volume by turning the volume adjustment knob counterclockwise to just past the desired volume. Turn backwards (clockwise) until at the exact volume. Never force the volume adjustment and never exceed the maximum volume for the pipetman.</p> <p>5.2.3 Select the correct tip for the chosen pipetman and securely seat on the shaft. The tip should be placed on the shaft to just form an airtight seal. A fresh disposable tip is used for each delivery. Do not touch the tip with hands (even if gloved).</p>												
2.8	Move	Representing procedure	To represent graphically the steps of procedures.	<p>Figure 2. Performance Evaluation Program implementation</p>	1	1	Si	<p>Intercalados en los procedimientos que corresponda.</p> <p>O en 2.7 (?)</p>								
3.	Macromove	Closure / Ending	To supplement the information presenting in macromoves I and II		1	1	Si									
3.1	Move	Adding Supplementary information	To include Attachments and/or Appendices	<p><b>Attachment C: Operator's Daily Checklist: Electric Industrial Forklift</b></p> <p>Forklift number: _____</p> <table border="1"> <thead> <tr> <th>Visual checks:</th> <th>Operational checks:</th> </tr> </thead> <tbody> <tr> <td>Obvious damage or leaks</td> <td>Horn:</td> </tr> <tr> <td>Tire condition</td> <td>Steering:</td> </tr> <tr> <td>Battery plug connection</td> <td>Service and/or parking brakes</td> </tr> </tbody> </table>	Visual checks:	Operational checks:	Obvious damage or leaks	Horn:	Tire condition	Steering:	Battery plug connection	Service and/or parking brakes	1	1	Si	¿Se podría incluir un índice al final?
Visual checks:	Operational checks:															
Obvious damage or leaks	Horn:															
Tire condition	Steering:															
Battery plug connection	Service and/or parking brakes															

				<p><i>Note: Be sure battery plug connection is tight.</i></p> <p><i>Head, tail, and warning lights</i></p> <p><i>Fluid levels (oil, hydraulic, brake)</i></p> <p><i>Other:</i></p>					
				<p><i>Seat belt and/or lap bar</i></p> <p><i>Hydraulic controls</i></p>					
3.2	Move	Including references	To list of bibliographical references	<p>1. BGI Inc. 1998. PQ200 Air Sampler Instruction Manual. May.</p> <p>2. U.S. EPA (Environmental Protection Agency). 1998. Monitoring PM2.5 in Ambient Air Using Designated Reference or Class I Equivalent Methods, Section 2.12. in Quality Assurance Handbook for Air Pollution Measurement Systems, Volume II, Part II. April draft.</p> <p>3. U.S. EPA (Environmental Protection Agency). 1998. Implementation Plan: PM2.5 Federal Reference Method Performance Evaluation Program.</p> <p>...</p>	1	1	Si		

**MODEL EVALUATION TEMPLATE**  
**EXPERT: RENÉ VENEGAS VELÁSQUEZ**

Rhetorical Unit of reference				Example extracted from a SOP	Evaluation			Comments
Code	Unit	Name	Purpose		Name	Purpose	Obligatoriness	
1	Macromove	<b>Preamble / Overview</b>	This is a preliminary statement presenting an introduction to the document, describing the document purpose, conventions, revision schedule, approval authority, and document organization, among others.					<p>Elegir uno u otro con algún fundamento.</p> <p>Más que un propósito, hay una descripción de varios propósitos. El propósito discursivo sería :</p> <p>The purpose is introducing the information of the content of the SOP through.....</p>
1.1	Move	<b>Identifying SOP</b>	Identify the organization that writes the SOP. This can include: author, company, location, filiation, name, and verbal or nonverbal identification	<i>United States -Environmental Protection Agency</i> <i>Office of Air Quality Planning and Standards -Research Triangle Park</i> <i>September 2006, NC 27711</i>	1	3	Sí	<p>Atención: la organización no escribe el SOP es una persona.. Yo diría algo así como</p> <p>To identify the authorship of the SOP, que puede</p>

								ser una organización o una persona ...
1.2	Move	Organizing SOP	Allude to aspects of the document body, related to contents organization, lists of tables, and lists of figures, among others. This move allows the reader to locate the document content. This section should present the entire hierarchical organization (divisions and major subdivisions) of the document, preferably with a respective list	<p><i>SOP 301 X-Ray Fluorescence Analysis</i></p> <p><b>TABLE OF CONTENTS</b></p> <p>1.0 PURPOSE AND APPLICABILITY.....4</p> <p>2.0 RESPONSIBILITIES.....5</p> <p>2.1 Spectroscopist ..... 5</p> <p>2.2 Quality Assurance Manager..... 5</p> <p><b>LIST OF FIGURES</b></p> <p>Fig. 1 Setup of XRF Analysis System..... 7</p> <p>Fig. 2 XRF Laboratory Drawing... 8</p> <p>....</p>	1	3	Sí	El objetivo no sería algo más como: to list the content of the SOP?? Ojo la estructura del propósito es distinta aquí..describes en detalle, pero el objetivo está medio oculto.
1.3	Move	Introduction	Justifies and presents the document. It describes a general view of the related context and establishes what it does	<p><i>This Household Hazardous Waste Program shall ensure safe operation of forklifts in compliance with OSHA requirements. Powered Industrial Trucks (referred to as "forklifts" in this SOP) are used for material handling. These may include fork, platform, and motorized hand trucks, as well as other specialized units powered by electric motors.</i></p>	3	3	Sí	Para el nombre usas un sustantivo, antes usabas un participio (-ing).  Presentas dos objetivos : justifies (que debiera ser to Justifies the relevance of the document through a description of

								the related context and the functionality of the (object, process, etc)
1.4	Move	<b>Presenting Foreword</b>	Present a general review of the document and describes what is included in each procedure. Also, it can describe those who participated in writing the SOP, how it was organized, how to read it, the review process that took place, and warnings of its use and distribution	<i>This document describes detailed standard operating procedures (SOPs) for the field activities of the PM2.5 Federal Reference Method Performance Evaluation Program. It is the second major revision of this material and can be identified by the Sept. 2006 distribution date. The document was originally developed with the assistance of the various workgroups that are responsible for implementing or overseeing the field aspects, including state and local organizations that have a vested interest in the quality of routine ambient air monitoring data. The personnel involved in these workgroups are listed in the acknowledgments. As the program has matured both field scientists and lab support personnel with operational experience have suggested several refinements to the myriad of procedures.</i>	3	3	Sí	No estoy seguro del nombre (no me convence).  El objetivo es to present...
1.5	Move	<b>Documenting Conventions</b>	Locate to reader in the current context of the document, among them: date of approval, version number, author, and revision number	<b>SOP 301</b> <b>X-Ray Fluorescence Analysis</b>  <i>Date Modified Modified by:</i> 10/24/96 EAR 2/4/97 RAE	1	3	Sí	El objetivo no es muy claro. Creo que to identify the SOP in terms of code, name, approval dates and modifications (if corresponds)...
1.6	Move	<b>Appointing</b>	Name standards,	<b>Contractual requirements</b>	3	3	Sí	No es muy clara la

		<b>regulations or regulatory requirements</b>	contractual requirements, policy, or regulations associated to the procedures included in SOP. It can include lists of references	<i>HHW program and state agency contract (Exhibit A, parts A and B), Federal and Minnesota OSHA 29 CFR, 1910.178, 5205.0116 and 1910.178(l). Forklift operations shall meet ANSI B56.1 standards.</i>				presentación del nombre y el objetivo.  To contextualize the SOP according to previous standards, regulations, and/or the state of the art
1.7	Move	<b>Giving acknowledgements</b>	Present the compendium of helpers, people, or individuals acknowledged for their contributions to the writing of SOP. It lists the combined efforts of human team	<b>Acknowledgments for the April 2002 Version</b> <i>The following individuals are acknowledged for their contributions to the first edition of the SOP (April 2002 version), which served as the basis for this 2006 method compendium:</i> <i>.State and Local Organizations</i> <i>.George Appgar, State of Vermont, Waterbury, VT</i> <i>.Dave Wallenberg, STAPPA ...</i> <b>EPA Regions</b> <i>Region 1: Norman Beloin, Mary Jane Cuzzupe, Tony Palermo</i> ...	1	1	no	To acknowledge ....
1.8	Move	<b>Defining Intended Audience and Reading Suggestions</b>	Define the primary audience for SOP. It can include management team, operational team, and staff of the organization	Each SOP section is written as a stand-alone procedure to assist in training activities and can be removed from the document. The SOP sections are labeled for reference as PEPF-X, where PEPF indicates the Performance Evaluation Program Field SOPs. <b>Training and Certification</b> All field personnel funded by the OAQPS PEP work assignment must	1	1	Ní	To define...



				be trained and certified to perform activities. <b>Background Reading</b> Prior to implementing field activities, field personnel are expected to be familiar with the documents listed in Table 1. ...				
1.9	Move	Establishing Purpose	Describe the general goal of the procedures included inside SOP, in the framework of organization. This goal is oriented to contextualization and description of purpose	<i>The purpose of the FRM PEP Field SOPs is to provide detailed procedures to follow when performing the following field activities:</i> # Overview # Planning/preparation ...	1	1	Sí	To describe the general goal (or purposes)
2	Macromove	Development	<b>Presents in detail the procedures associated with each organizational process. Through this macromove, and their related moves, sets forth a series of specific purposes, functions and responsibilities, procedural descriptions, and rules for implementation</b>		1	1	Sí	To presents...
2.1	Move	Defining procedure purpose	Describe the general purpose of each procedure	<b>1.0 Purpose</b> <i>To provide instructions on the proper use of Ranin Pipetman for the accurate and precise delivery of volumes in the microliter (!) range.</i>	1	3	Sí	To define the purpose of each procedure
2.2	Move	Defining roles and responsibilities	Define the roles of the stakeholders involved in the procedure and the responsibilities of each one	<b>2.1 The Spectroscopist shall:</b> • oversee and maintain records on the X-Ray Fluorescence Analysis System • perform maintenance and repair of the XRF system as necessary ... <b>2.2 The Quality Assurance Manager shall:</b> • approve the calibrations and reanalyses prior to analysis of normal samples. • oversee and approve any modifications to the analysis system or software	1	1	Sí	To define the ...
2.3	Move	Identifying prerequisites	Identify the requisites previews to the execution	<i>To prevent personal injury, all personnel must heed any warnings</i>	1	3	Sí	To identify

			of procedure. It may include rules, cautions, warnings, or recommendations for achieving them	<p><i>associated with the installation and operation of the PM2.5. Specific health and safety warnings will generally be found at the point in the SOP or troubleshooting guide where they are most applicable.</i></p> <p><b>1.1.5 Cautions</b>  <i>Because the portable FRM PM2.5 sampler will be moved from site to site, it is of critical importance that it be maintained and calibrated as required and that all aspects of its operation be checked and verified after it is set up at each new site. ...</i></p>				(warnings?) required conditions previous to the executions of the procedure
2.4	Move	<b>Listing definitions</b>	Includes a list of definitions, concepts, terms of acronyms used in the context of SOP or within it	<p><b>Acronyms and Definitions</b></p> <ul style="list-style-type: none"> <li>• AFC: Agency File Code</li> <li>• AIRS: Aerometric Information Retrieval System</li> <li>• AMTIC: Ambient Monitoring Technology Information Center</li> <li>• APTI: Air Pollution Training Institute ...</li> </ul>	1	1	Sí	To define concepts, terms, acronyms....
2.5	Move	<b>Listing resources</b>	List the equipment, resources, or material required for the execution of procedure	<p><b>REQUIRED EQUIPMENT AND MATERIALS</b>  <i>The equipment and materials required for XRF analysis are listed below.</i></p> <p><b>3.1 XRF System</b>  <i>– Molybdenum anode X-Ray tube  – controller and regulated power supply for X-ray tube  – X-ray collimators</i></p> <p><b>3.2 Calibration Requirements</b>  <i>– Standards tray containing 17 Micromatter™ thin film standards and 2 clean filters</i></p>	1	3	Sí	To specify the equipment, resources, or material required for the execution of procedure
2.6	Move	<b>Establishing methods</b>	Establish the methods used to characterize or guide the procedure	<p><i>Three analytical methods are used to characterize the elemental composition of the aerosol deposits on the Teflon filters: PESA (H), PIXE</i></p>	1	1	Sí	To establish...

				<p>(Na - Mn), and XRF (Fe-Pb). This SOP refers to the procedures for performing XRF analysis of aerosol samples on Teflon filters for elemental composition and concentrations.</p> <p>4.1 Overview of the XRF system</p> <p>4.2 Preparation for XRF analysis— XRF Laboratory</p> <p>...</p>				
2.7	Move	Specifying procedure	Provide step-by-step instructions to ensure details of procedures	<p><b>5.2 Procedure</b></p> <p>5.2.1 Select the correct pipetman for the volume to be delivered.</p> <p>5.2.2 Set the pipetman to the desired volume by turning the volume adjustment knob counterclockwise to just past the desired volume. Turn backwards (clockwise) until at the exact volume. Never force the volume adjustment and never exceed the maximum volume for the pipetman.</p> <p>5.2.3 Select the correct tip for the chosen pipetman and securely seat on the shaft. The tip should be placed on the shaft to just form an airtight seal. A fresh disposable tip is used for each delivery. Do not touch the tip with hands (even if gloved).</p>	1	1	Sí	To provide...
2.8	Move	Representing procedure	Describe graphically the steps of procedures.	<p>Figure 2. Performance Evaluation Program implementation</p>	1	1	No	To represent graphically...

3.	Macromove	Closure / Ending	It is related to the moves I and II, it is not mandatory, but to supplement the development macromove		1 elegir uno	3	no	To supplement the information presenting in moves I and II...												
3.1	Move	Adding Supplementary information	Include Attachments and/or Appendices	<p><b>Attachment C: Operator's Daily Checklist: Electric Industrial Forklift</b></p> <p><b>Forklift number:</b> _____</p> <table border="1" data-bbox="936 480 1261 898"> <tr> <td data-bbox="936 480 1115 536"><b>Visual checks:</b></td> <td data-bbox="1115 480 1261 536"><b>Operational checks:</b></td> </tr> <tr> <td data-bbox="936 536 1115 592">Obvious damage or leaks</td> <td data-bbox="1115 536 1261 592">Horn:</td> </tr> <tr> <td data-bbox="936 592 1115 624">Tire condition</td> <td data-bbox="1115 592 1261 624">Steering:</td> </tr> <tr> <td data-bbox="936 624 1115 783">Battery plug connection Note: Be sure battery plug connection is tight.</td> <td data-bbox="1115 624 1261 783">Service and/or parking brakes</td> </tr> <tr> <td data-bbox="936 783 1115 839">Head, tail, and warning lights</td> <td data-bbox="1115 783 1261 839">Seat belt and/or lap bar</td> </tr> <tr> <td data-bbox="936 839 1115 898">Fluid levels (oil, hydraulic, brake)</td> <td data-bbox="1115 839 1261 898">Hydraulic controls</td> </tr> </table>	<b>Visual checks:</b>	<b>Operational checks:</b>	Obvious damage or leaks	Horn:	Tire condition	Steering:	Battery plug connection Note: Be sure battery plug connection is tight.	Service and/or parking brakes	Head, tail, and warning lights	Seat belt and/or lap bar	Fluid levels (oil, hydraulic, brake)	Hydraulic controls	1	1	no	To include...
<b>Visual checks:</b>	<b>Operational checks:</b>																			
Obvious damage or leaks	Horn:																			
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Battery plug connection Note: Be sure battery plug connection is tight.	Service and/or parking brakes																			
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Fluid levels (oil, hydraulic, brake)	Hydraulic controls																			
3.2	Move	Including references	List of bibliographical references	<p>1. BGI Inc. 1998. PQ200 Air Sampler Instruction Manual. May.</p> <p>2. U.S. EPA (Environmental Protection Agency). 1998. Monitoring PM2.5 in Ambient Air Using Designated Reference or Class I Equivalent Methods, Section 2.12. in Quality Assurance Handbook for Air Pollution Measurement Systems, Volume II, Part II. April draft.</p> <p>3. U.S. EPA (Environmental Protection Agency). 1998. Implementation Plan: PM2.5 Federal Reference Method Performance Evaluation Program.</p> <p>...</p>	1	1	Sí	To list..												

**MODEL EVALUATION TEMPLATE**  
**EXPERT: JUAN DAVID MARTÍNEZ HINCAPIÉ**

Rhetorical Unit of reference				Example extracted from a SOP	Evaluation			Comments
Code	Unit	Name	Purpose Description		Name	Purpose	Obligatoriness	
1	Macromove	<b>Preamble / Overview</b>	Introducing the information of the content of the SOP through a preliminary statement presenting an introduction to the document, describing the document purpose, conventions, revision schedule, approval authority, and document organization, among others.		1	1	Si	
1.1	Move	<b>Identifying SOP</b>	To identify the authorship of the SOP. This can include: author, company, location, filiation, name, and verbal or nonverbal identification	<i>United States -Environmental Protection Agency Office of Air Quality Planning and Standards -Research Triangle Park September 2006, NC 27711</i>	1	1	Si	
1.2	Move	<b>Organizing SOP</b>	To list the content of the SOP, alluding to aspects of the document body: contents organization, lists of tables, and lists of figures, among others. This move allows the reader to locate the document content. This section should present the entire hierarchical organization (divisions and major subdivisions) of the document, preferably with a respective list.	<i>SOP 301 X-Ray Fluorescence Analysis</i>  <b>TABLE OF CONTENTS</b> <i>1.0 PURPOSE AND APPLICABILITY.....4 2.0 RESPONSIBILITIES.....5 2.1 Spectroscopist ..... 5 2.2 Quality Assurance Manager..... 5</i>  <b>LIST OF FIGURES</b> <i>Fig. 1 Setup of XRF Analysis System..... 7 Fig. 2 XRF Laboratory Drawing... 8 ....</i>	1	1	Si	
1.3	Move	<b>Introducing the SOP</b>	To justify the relevance of the document through a description of the related context and the functionality of the process	<i>This Household Hazardous Waste Program shall ensure safe operation of forklifts in compliance with OSHA requirements. Powered Industrial Trucks (referred to as "forklifts" in this SOP) are used for</i>	1	1	Si	El nombre del a unidad dice introducing y el objetivo dice

			and procedures.	<i>material handling. These may include fork, platform, and motorized hand trucks, as well as other specialized units powered by electric motors.</i>				justify. Creo que se podría pensar en un nombre más relativo al propósito
1.4	Move	<b>Presenting Foreword</b>	To present a general review of the document and describes what is included in each procedure. Also, it can describe those who participated in writing the SOP, how it was organized, how to read it, the review process that took place, and warnings of its use and distribution	<i>This document describes detailed standard operating procedures (SOPs) for the field activities of the PM2.5 Federal Reference Method Performance Evaluation Program. It is the second major revision of this material and can be identified by the Sept. 2006 distribution date. The document was originally developed with the assistance of the various workgroups that are responsible for implementing or overseeing the field aspects, including state and local organizations that have a vested interest in the quality of routine ambient air monitoring data. The personnel involved in these workgroups are listed in the acknowledgments. As the program has matured both field scientists and lab support personnel with operational experience have suggested several refinements to the myriad of procedures.</i>	1	1	si	
1.5	Move	<b>Documenting Conventions</b>	To identify the SOP in terms of coding, name, dates of publication, approval, and updating, version number, author, or revision number	<b>SOP 301</b> <b>X-Ray Fluorescence Analysis</b>  Date Modified Modified by: 10/24/96 EAR 2/4/97 RAE	1	1	Si	
1.6	Move	<b>Appointing regulations or regulatory requirements</b>	To contextualize the SOP according to previous standards, contractual requirements, policy or regulations, and/or the	<b>Contractual requirements</b> <i>HHW program and state agency contract (Exhibit A, parts A and B), Federal and Minnesota OSHA 29 CFR, 1910.178, 5205.0116 and</i>	1	1	Si	Muy extensor el nombre de la movida

			state of the art.	1910.178(l). Forklift operations shall meet ANSI B56.1 standards.				
1.7	Move	<b>Giving acknowledgements</b>	To acknowledge helpers, people, or individuals for their contributions to the writing of SOP. It lists the combined efforts of human team	<p><b>Acknowledgments for the April 2002 Version</b></p> <p>The following individuals are acknowledged for their contributions to the first edition of the SOP (April 2002 version), which served as the basis for this 2006 method compendium:</p> <p>.State and Local Organizations .George Appar, State of Vermont, Waterbury, VT .Dave Wallenberg, STAPPA ...</p> <p><b>EPA Regions</b></p> <p>Region 1: Norman Beloin, Mary Jane Cuzzupe, Tony Palermo ...</p>	1	1	si	
1.8	Move	<b>Defining Intended Audience and Reading Suggestions</b>	To define the primary audience for SOP. It can include management team, operational team, and staff of the organization	<p>Each SOP section is written as a stand-alone procedure to assist in training activities and can be removed from the document. The SOP sections are labeled for reference as PEPF-X, where PEPF indicates the Performance Evaluation Program Field SOPs.</p> <p><b>Training and Certification</b></p> <p>All field personnel funded by the OAQPS PEP work assignment must be trained and certified to perform activities.</p> <p><b>Background Reading</b></p> <p>Prior to implementing field activities, field personnel are expected to be familiar with the documents listed in Table 1.</p> <p>...</p>	1	1	Si	Revisar nombre
1.9	Move	<b>Establishing Purpose</b>	To describe the general goal or purposes of the procedures included inside SOP, in the framework of organization.	<i>The purpose of the FRM PEP Field SOPs is to provide detailed procedures to follow when performing the following field activities:</i>	1	1	Si	

				# Overview # Planning/preparation ...				
2	Macromove	Development	To present in detail the procedures associated with each organizational process. Through this macromove, and their related moves, sets forth a series of specific purposes, functions and responsibilities, procedural descriptions, and rules for implementation		1	1	Si	
2.1	Move	Defining procedure purpose	To define the purpose of each procedure	<b>1.0 Purpose</b> <i>To provide instructions on the proper use of Ranin Pipetman for the accurate and precise delivery of volumes in the microliter (:l) range.</i>	1	1	Si	
2.2	Move	Defining roles and responsibilities	To define the roles of the stakeholders involved in the procedure and the responsibilities of each one	<b>2.1 The Spectroscopist shall:</b> <ul style="list-style-type: none"> <li>• oversee and maintain records on the X-Ray Fluorescence Analysis System</li> <li>• perform maintenance and repair of the XRF system as necessary ...</li> </ul> <b>2.2 The Quality Assurance Manager shall:</b> <ul style="list-style-type: none"> <li>• approve the calibrations and reanalyses prior to analysis of normal samples.</li> <li>• oversee and approve any modifications to the analysis system or software</li> </ul>	1	1	si	
2.3	Move	Identifying prerequisites	To identify required conditions previous to the executions of the procedure. It may include rules, cautions, warnings, or recommendations for achieving them	<i>To prevent personal injury, all personnel must heed any warnings associated with the installation and operation of the PM2.5. Specific health and safety warnings will generally be found at the point in the SOP or troubleshooting guide where they are most applicable.</i> <b>1.1.5 Cautions</b> <i>Because the portable FRM PM2.5 sampler will be moved from site to site, it is of critical importance that it be maintained and calibrated as required and that all aspects of its operation be</i>	1	1	si	



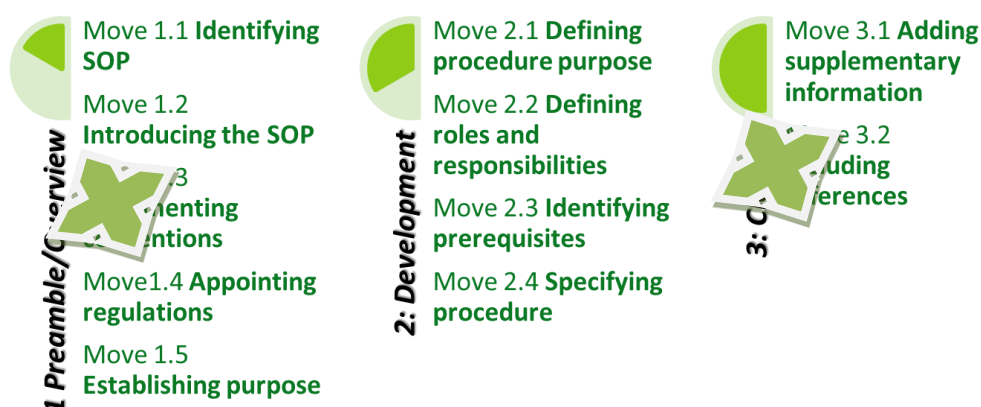
				<i>checked and verified after it is set up at each new site. ...</i>				
2.4	Move	<b>Listing definitions</b>	To define concepts, terms, or acronyms used in the context of SOP or within it	<b>Acronyms and Definitions</b> <ul style="list-style-type: none"> <li>• AFC: Agency File Code</li> <li>• AIRS: Aerometric Information Retrieval System</li> <li>• AMTIC: Ambient Monitoring Technology Information Center</li> <li>• APTI: Air Pollution Training Institute ...</li> </ul>	1	1	Si	
2.5	Move	<b>Listing resources</b>	To specify the equipment, resources, or material required for the execution of procedure	<b>REQUIRED EQUIPMENT AND MATERIALS</b> <i>The equipment and materials required for XRF analysis are listed below.</i> <p><b>3.1 XRF System</b></p> <ul style="list-style-type: none"> <li>– Molybdenum anode X-Ray tube</li> <li>– controller and regulated power supply for X-ray tube</li> <li>– X-ray collimators</li> </ul> <p><b>3.2 Calibration Requirements</b></p> <ul style="list-style-type: none"> <li>– Standards tray containing 17 Micromatter™ thin film standards and 2 clean filters</li> </ul>	1	1	Si	
2.6	Move	<b>Establishing methods</b>	To establish the methods used to characterize or guide the procedure	<i>Three analytical methods are used to characterize the elemental composition of the aerosol deposits on the Teflon filters: PESA (H), PIXE (Na - Mn), and XRF (Fe-Pb). This SOP refers to the procedures for performing XRF analysis of aerosol samples on Teflon filters for elemental composition and concentrations.</i> <p>4.1 Overview of the XRF system  4.2 Preparation for XRF analysis—XRF Laboratory  ... </p>	1	1	si	
2.7	Move	<b>Specifying procedure</b>	To provide step-by-step instructions to ensure details of procedures	<b>5.2 Procedure</b> 5.2.1 <i>Select the correct pipetman for the volume to be delivered.</i>	1	1	si	Me parece bien esta movida,

				<p>5.2.2 Set the pipetman to the desired volume by turning the volume adjustment knob counterclockwise to just past the desired volume. Turn backwards (clockwise) until at the exact volume. Never force the volume adjustment and never exceed the maximum volume for the pipetman.</p> <p>5.2.3 Select the correct tip for the chosen pipetman and securely seat on the shaft. The tip should be placed on the shaft to just form an airtight seal. A fresh disposable tip is used for each delivery. Do not touch the tip with hands (even if gloved).</p>				aunque se observa gran semejanza con la movida anterior y con la siguiente.								
2.8	Move	Representing procedure	To represent graphically the steps of procedures.	<p>Figure 2. Performance Evaluation Program implementation</p>	1	1	Si	El título no refleja bien el propósito de la movida								
3.	Macromove	Closure / Ending	To supplement the information presenting in macromoves I and II		1	1	Si									
3.1	Move	Adding Supplementary information	To include Attachments and/or Appendices	<p><b>Attachment C: Operator's Daily Checklist: Electric Industrial Forklift</b></p> <p><b>Forklift number:</b> _____</p> <table border="1"> <thead> <tr> <th>Visual checks:</th> <th>Operational checks:</th> </tr> </thead> <tbody> <tr> <td>Obvious damage or leaks</td> <td>Horn:</td> </tr> <tr> <td>Tire condition</td> <td>Steering:</td> </tr> <tr> <td>Battery plug</td> <td>Service and/or</td> </tr> </tbody> </table>	Visual checks:	Operational checks:	Obvious damage or leaks	Horn:	Tire condition	Steering:	Battery plug	Service and/or	1	1	si	
Visual checks:	Operational checks:															
Obvious damage or leaks	Horn:															
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Battery plug	Service and/or															

				<p>connection Note: Be sure battery plug connection is tight.</p> <p>Head, tail, and warning lights</p> <p>Fluid levels (oil, hydraulic, brake)</p> <p>Other:</p>	<p>parking brakes</p> <p>Seat belt and/or lap bar</p> <p>Hydraulic controls</p>				
3.2	Move	Including references	To list of bibliographical references	<p>1. BGI Inc. 1998. PQ200 Air Sampler Instruction Manual. May.</p> <p>2. U.S. EPA (Environmental Protection Agency). 1998. Monitoring PM2.5 in Ambient Air Using Designated Reference or Class I Equivalent Methods, Section 2.12. in Quality Assurance Handbook for Air Pollution Measurement Systems, Volume II, Part II. April draft.</p> <p>3. U.S. EPA (Environmental Protection Agency). 1998. Implementation Plan: PM2.5 Federal Reference Method Performance Evaluation Program.</p> <p>...</p>		1	1	si	

## APPENDIX 5.6

### REFERENCE ROM FOR IDENTIFYING MOVE SYNONYMS



### EMERGING FORMS OF MOVES

This proposal is centered on the name of the move (move\_name) and a set of different names which can be founded in its place (move\_synonym) . The synonym can be shown with numbering or previous point, in capital letters, or followed by a period or colon.

#### MACROMOVE 1:

- MOVE 1.1 IDENTIFYING SOP**  
SOP  
SOP:  
Standard Operating Procedure FOR THE  
Standard Operating Procedure FOR THE  
Standard Operating Procedure  
Title:  
Title
- MOVE 1.2 INTRODUCING THE SOP**  
Description  
Introduction  
Foreword  
Presentation  
Justification  
Scope  
Summary  
Overview
- MOVE 1.4 APPOINTING REGULATIONS OR REGULATORY REQUIREMENTS**  
Regulations  
Requirements  
Policies  
Criteria  
Guidelines / General guidelines  
Rules / General rules
- MOVE 1.5 ESTABLISHING PURPOSE**

Purpose  
Purpose:  
SOP purpose

**MACROMOVE 2:**

**MOVE 2.1      DEFINING PROCEDURE PURPOSE**

Purpose  
Goal  
Objective

**MOVE 2.1      DEFINING ROLES AND RESPONSIBILITIES**

Responsibilities  
Responsible  
Primary duties  
Staff

**MOVE 2.3      IDENTIFYING PREREQUISITES**

Prerequisites  
Rules / Specific rules  
Procedure requisites / requirements

**MOVE 2.4      SPECIFYING PROCEDURE**

Procedure / Procedures (previous to a list)  
Standard Operating Procedure  
Standard Operating Procedures  
Process  
Steps  
Operational Procedures

**MACROMOVE 3:**

**MOVE 3.1      ADDING SUPPLEMENTARY INFORMATION**

Attachments  
Appendices

## APPENDIX 5.7

### PRIORITIZED VERBS FOR VERB-CENTERED ANALYSIS

N.	Verb	Conceptual classification of verb																	
		Categoría						Categoría factotum (base concept: 1)											
		facto- tur	social	free- tim	applied scien	humani- tie	pure- scienc	social	posses- sic	change	cognit- ic	stative	comm- unicati- on	creati- o	contact	compet- itic	consumpt- ion	stative	percept- ior
		base concept, possession,																	
1	assigns																		
1	use	3	1							1							3		
2	include	3								1			1					1	
3	provide	2	1	1							1		1				1		
4	follow	4									2								2
5	require	4											2				1		1
6	review	2	1				1					3	1						
7	process	1	1		2			1		2		1	1						
8	ensure	2										1	1						
9	request	3											3						
10	submit	4									1		2			1			
11	work	3	1							3									
12	approve	2										1	1						
13	prepare	3		1							1			3					
14	identify	4										3	1						
15	involve	4																4	
16	perform	3					1			2				1					
17	describe	2					1		1			1	2		1				
18	determine	3						1				2	2						
19	need	3											1			2			
20	maintain	4									1		1	1			1		
21	consider	4										2	1						1
22	send	1	1	2								2	1		1				
23	purpose	2										2							
24	establish	4								1		2			1				
25	receive	4									1	1							2
26	meet	3						1		1		1					1		
27	date	4								2		2							
28	allow	3	1							1	1			1					
29	request	3											3						
30	review	2	1				1					2							
31	operate	3	1							1					1	1			
32	conduct	4								2		1			1				
33	copy	3					1								4				
34	support	3	1							1	1				1				
35	define	3					1					3	1						
36	record	2				2							3						1
37	contain	4								1			3						
38	place	4								1	1		1			1			
39	develop	3						1				1			2				
40	base	2		1	1							1	1				1		
41	resolve	4										3		1					
42	collect	4									2					2			
43	remove	4								2	1	1							
44	agree	4											2	2					
45	write	1			1	2							1	3					
46	issue	2	2							1		1							
47	notify	1											1						
48	enter	3			1					1		1				1			
49	carry	2	2								1		1	1		1			
50	monitor	2																	2
51	refer	3						1			1	1	1						
52	implement	3								2		1							
53	apply	4											1	1		1			
54	designate	4								1				3					
55	document	2										1	1						
56	relate	4										1	2	1					
57	obtain	3									1	1		1					
58	schedule	2											1	1					
		<b>172</b>	<b>14</b>	<b>5</b>	<b>7</b>	<b>8</b>	<b>6</b>	<b>27</b>	<b>11</b>	<b>17</b>	<b>32</b>	<b>18</b>	<b>41</b>	<b>15</b>	<b>9</b>	<b>5</b>	<b>9</b>	<b>8</b>	<b>6</b>
		<b>1</b>	<b>2</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>3</b>				<b>2</b>	<b>4</b>	<b>1</b>					

## APPENDIX 5.8

### VERBS IN CLASSIFICATION CATEGORIES FROM EUROWORDNET

N.	Verb	Conceptual classification of verb																	
		Categoría						Categoría factotum (base concept: 1)											
		facto- tur	social	free- tim	applied scien	humani- tie	pure- scienc	social	posses- sic	change	cognit- ic	stative	comm- unicati- on	creati- o	contact	compet- itic	consump- tion	stative	percept- ion
1	assigns																		
		base concept, possession,																	
1	use	3	1						1								3		
2	include	3							1			1						1	
3	provide	2	1	1						1			1				1		
4	follow	4									2							2	
5	require	4										2					1	1	
6	review	2	1				1				3	1							
7	process	1	1		2			1		2		1	1						
8	ensure	2										1		1					
9	request	3												3					
10	submit	4								1				2			1		
11	work	3	1							3									
12	approve	2										1		1					
13	prepare	3			1							1			3				
14	identify	4										3		1					
15	involve	4																4	
16	perform	3					1			2					1				
17	describe	2					1	1					1	2		1			
18	determine	3						1				2	2						
19	need	3											1			2			
20	maintain	4								1			1	1			1		
21	consider	4										2		1					1
22	send	1	1	2										1		1			
23	purpose	2										2							
24	establish	4								1			2			1			
25	receive	4									1	1							2
26	meet	3						1		1		1					1		
27	date	4								2			2						
28	allow	3	1							1	1				1				
29	request	3												3					
30	review	2	1				1					2							
31	operate	3	1							1					1		1		
32	conduct	4								2		1				1			
33	copy	3					1								4				
34	support	3	1							1	1					1			
35	define	3					1						3	1					
36	record	2			2									3					1
37	contain	4								1				3					
38	place	4								1	1		1				1		
39	develop	3						1							2				
40	base	2		1	1							1	1				1		
41	resolve	4											3		1				
42	collect	4									2					2			
43	remove	4								2	1	1							
44	agree	4											2	2					
45	write	1			1	2								1	3				
46	issue	2	2							1		1							
47	notify	1												1					
48	enter	3			1					1		1	1			1			
49	carry	2	2									1	1	1		1			
50	monitor	2																	2
51	refer	3					1				1	1	1	1					
52	implement	3								2		1							
53	apply	4											1	1		1		1	
54	designate	4								1					3				
55	document	2										1		1					
56	relate	4										1	2	1					
57	obtain	3									1	1		1					
58	schedule	2											1		1				
		172	14	5	7	8	6	27	11	17	32	18	41	15	9	5	9	8	6
		1	2	6	3	4	5	3			2	4	1						

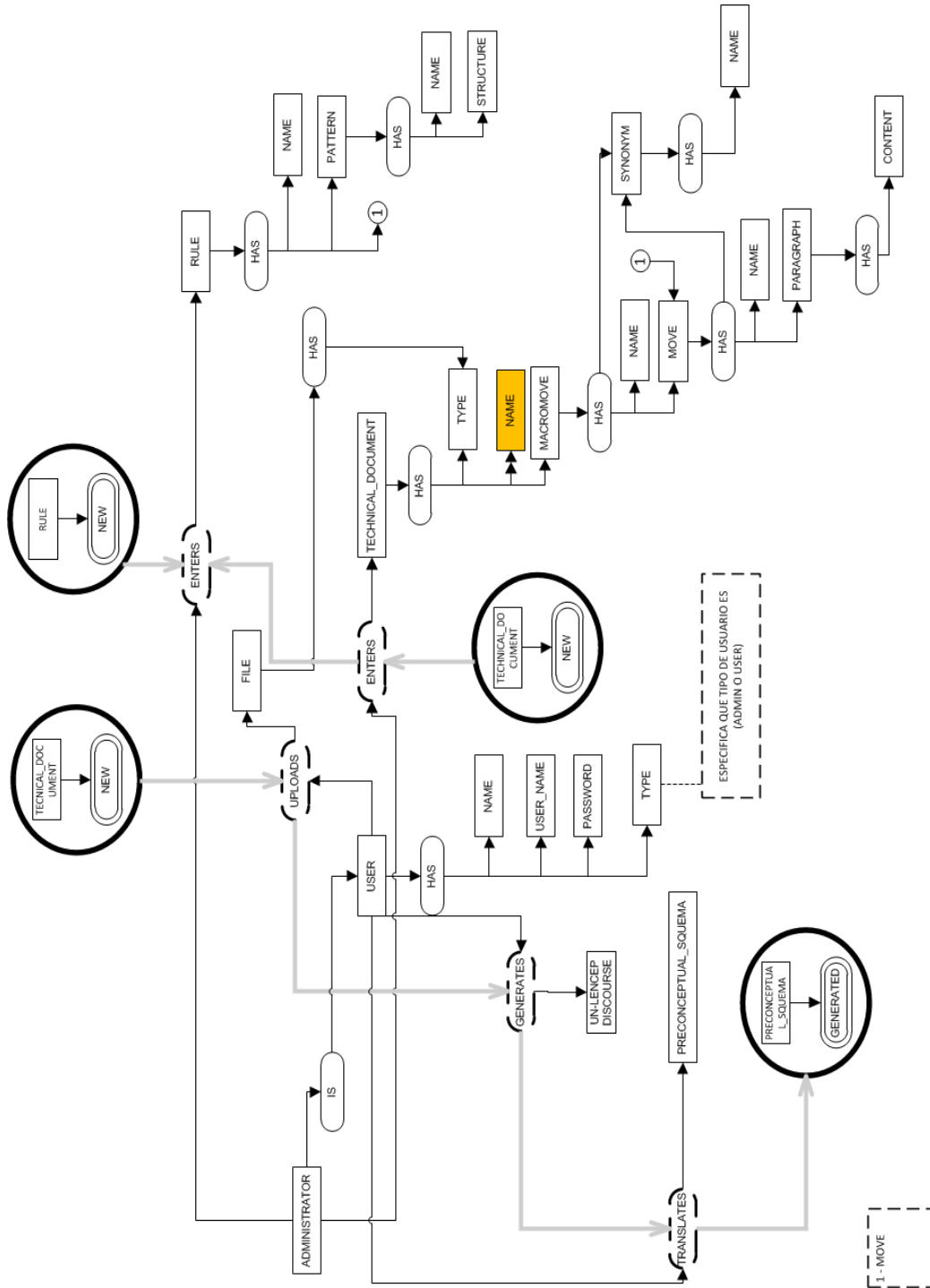
N.	Verb	Function/Category																							
		Asbtra										Object													
		Dual Object Process					Intentional Process										Internal Change		Motion			Attribute	Agent		
		Intentional Process general	attachng	comparin	substituti	transactio	combin	Intentional Physiol Process	Guiding	Content Devel	keeping	Maintain	making	maneuve	Organ. Proct	Repairn	searchn	Social interacti on	biologica l proo	surface chan	Transf e	Ratiati n	Body moti	atribute relatio	agent
1	assigns																								
1	use	2															1	1							
2	include	1				1																			
3	provide																1		1	1				1	
4	follow																								
5	require																	2							
6	review	3					1																		
7	process	2															1								
8	ensure	2																							
9	request																3								
10	submit	1															1								
11	work	2											1												
12	approve						1																		
13	prepare	3										1													
14	identify	1	1				1											2							
15	involve																								
16	perform	2																						2	
17	describe						1										1								
18	determine	1					1									1									
19	need						1																		
20	maintain									2							1			2					
21	consider						3									1									
22	send	2																		3					
23	purpose						2																		
24	establish	2					1										1								
25	receive																2	1							
26	meet																4								
27	date	1					1										2								
28	allow	2															1								
29	request																3								
30	review	1					2										1								
31	operate	2										1													
32	conduct	3																			1				
33	copy	1						3																	
34	support	1											1				1						1		
35	define														2	1							1		
36	record	1					1	2																	
37	contain																						3		
38	place	1					1												2						
39	develop						1	1			1						1								
40	base						1									1				1					
41	resolve	1					2										1								
42	collect	1															3			1					
43	remove												3						1						
44	agree																2						2		
45	write							3			1														
46	issue										1						2			1					
47	notify																1								
48	enter	1												1					1		1				
49	carry																								
50	monitor																	1							
51	refer			2													2								
52	implement	2						1																	
53	apply	1															1			1			1		
54	designate	2					1										1								
55	document	1						1																	
56	relate	1					1																1		
57	obtain																2						1		
58	schedule						2																		
		47	0	3	0	0	1	25	1	10	2	0	4	1	6	0	5	41	6	3	14	1	1	10	3
		1					3										2			4					



N.	Verb	Classification Scheme (4 first senses)																						
		Dynamic		Static		Cause																		
		Unbound Even	Bounded Even	Property	Relation	Agent iv	Phenom ens	Stimul ati	comunic atio	Condit io	Existe nc	Experi en	Locat ic	Manner	Mental	Modal	Physi c	Poses ic	Purpose	Quant it	Social	Time	Usage	
1	assigns																							
1	use	1	3	2		2			1		1		2				2		3	1	1		3	
2	include		3	2		3			1						1				2	1	1			
3	provide	1	3			4			1				1				2	2	3		1			
4	follow		2	2									2											
5	require		2	1		2			2	1			2						2					
6	review		4			4				1		1			3				3					
7	process	.1	.2			4	1	1	1				1		1				3		1			
8	ensure	.	.2			1			2						1				1					
9	request	1	2			3			3				2						2		1			
10	submit	2	4			3	1	1	1				1					1	2		1			
11	work	4	4		1	1							1						1		3			
12	approve		2			2			1						1				2		1			
13	prepare	1	4			4	3	3		1	3						3							
14	identify	2	4	1	1	4			1						3				4					
15	involve		1		4	2	1	1	2										1		1			
16	perform	2	4			4	2	2		1	2						2							
17	describe	1	3	1	1	3			3								3				1			
18	determine		4			4	1	1		1	1				3		1		2					
19	need			3	1					2		1			1									
20	maintain	2	2	1	3				1															
21	consider	2	4	1		2			1			1			2		1		2					
22	send					4	4	4					4											
23	purpose	1	2			1									2				1		1			
24	establish	1	4			3	2	2	1	1	2				1		2		1		1			
25	receive	4	4									3					1	1						
26	meet	2	3	1	1	1							1				1	1	1		1			
27	date	1	4			3							2		1		1	1	2		1			
28	allow	1	4			4	1	1	1									2	3		1			
29	request	1	2			3			3				2					2			1			
30	review		4			4				1		1			3				3					
31	operate	3	3			1							2				1		1		2			
32	conduct	4	3			4							2						1		1	1		
33	copy		3			3	1	1			3						4		2					
34	support	2	3			3	1	1	1	1			1					1	2		2			
35	define	2	2	1	1	2			1			1			2		1		1					
36	record	2	3		2	3			3	2	2	1					3	2	2		1			
37	contain		1	2	2	1													1		1			
38	place		3			3	1	1					1		1		1		2		1			
39	develop	2	4			1	1	1			2						1							
40	base	1	3			1							1		2		1		1				1	
41	resolve		2	2		2	1	1			1	1			3				1		2			
42	collect	1	2		2	3	1	1					3				3	3		2				
43	remove	2	4			1							2				2	1	1		2			
44	agree	1	1	1	2				1						1					2	1			
45	write	2	1			3	1	1	3		2						1		1		2			
46	issue	3	2			3			2									1	1	1	2			
47	notify	1				1			1												1			
48	enter	1	2	1	3	1			1	1	1		1				1	1	1		1			
49	carry	2	2	1		3	1	1	1				3				2	2			1			
50	monitor	2	2									2					2							
51	refer	2	4		1	3	1	1	1				1		3				2					
52	implement	1	4			4	2	2			1								1				1	
53	apply	1	3		1	3	1	1	2				1				1		2				1	
54	designate	2	3			3			3										2		2			
55	document		2		1	2			2	1	1				1		1	1	2					
56	relate	1	1	1	2	2			1						1				1		1			
57	obtain	2	2	1							1	1						1						
58	schedule		2			2									2				2					
		70	149	25	29	133	28	28	49	14	27	13	39	0	39	0	44	23	74	5	41	1	6	0
		2	1	4	3	1			3		9		7		6		4		2		5			

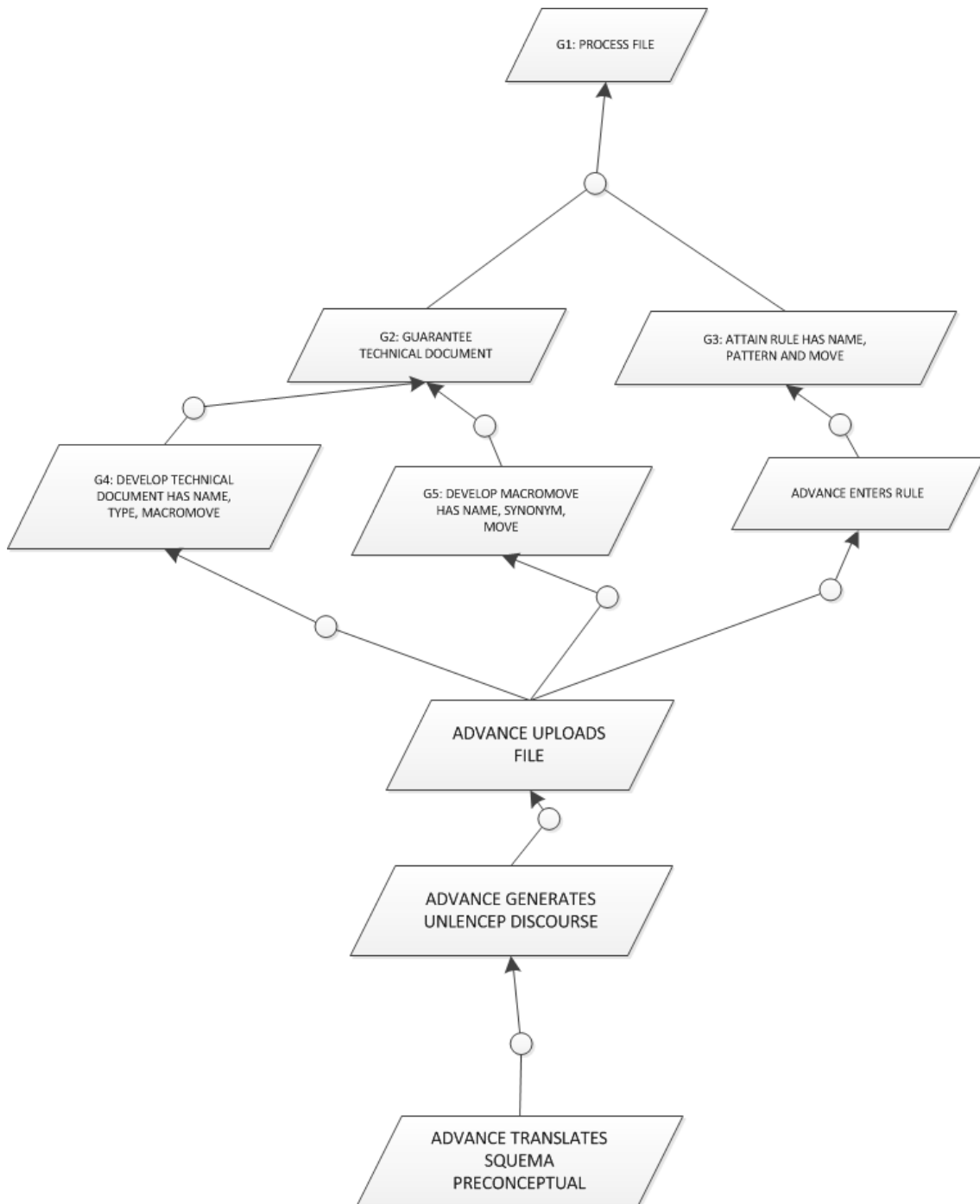
# APPENDIX 6.1

## PRE-CONCEPTUAL SCHEMA WITH PROJECT SCOPE AND SOFTWARE CONTEXT



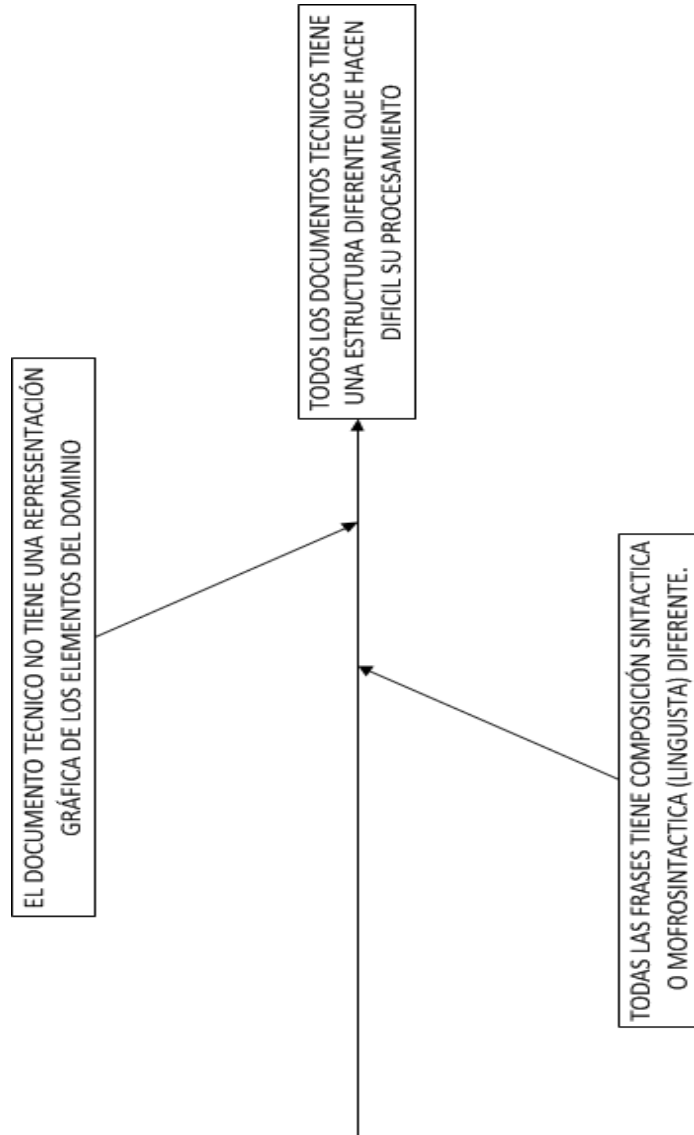
## APPENDIX 6.2

### GOALS DIAGRAM



### APPENDIX 6.3

#### CAUSE-EFFECT DIAGRAM



## APPENDIX 6.4

### USE-CASE SPECIFICATION TEMPLATES

Tabla 4. User case Enters Technical Document

<b>Caso de uso</b>	<i>CU01 Enters Technical document</i>		
<b>Versión</b>	<i>1.0</i>	<b>Fecha</b>	<i>09/12/2013</i>
<b>Autor</b>	<i>César Augusto Meneses Guzmán</i>		
<b>Fuente</b>	<i>Entrevistas con la profesora Ph.D. (C) Bell Manrique. Ph.D. Carlos Mario Zapata Jaramillo.</i>		
<b>Propósito</b>	<i>Registrar la estructura de un documento técnico.</i>		
<b>Objetivo</b>			
<b>Resumen</b>	<i>El sistema proporciona las opciones para construir la estructura de los documentos técnicos.</i>		
<b>Actores</b>	<i>Administrador</i>		
<b>Precondición</b>	<i>El administrador debe estar loggeado en el sistema y debe tener permisos para poder agregar un documento técnico.</i>		
<b>Secuencia de interacción</b>	<b>Administrator</b>	<b>System</b>	
<b>1</b>	<i>Selecciona la opción de technical document que se encuentra en el menú superior de la pantalla</i>	<i>Despliega un menú con las opciones:</i> <ul style="list-style-type: none"> <li>- Enters techncial document</li> <li>- Enters macromove</li> <li>- Enters move</li> </ul>	
<b>2</b>	<i>Selecciona la opción Enters</i>	<i>Redirecciona la página hacia la opción</i>	
	<i>technical document</i>	<i>seleccionada.</i> <i>Muestra una tabla con todos los documentos técnicos que se hayan ingresado al sistema.</i> <i>Muestra un botón en la parte superior izquierda de la tabla "New technical document"</i>	
<b>3</b>	<i>Da click en el botón "New Technical document"</i>	<i>Redirecciona la página y muestra los campos:</i> <ul style="list-style-type: none"> <li>- Name</li> <li>- type</li> </ul>	
<b>4</b>	<i>Ingresa la información en los campos y da click en el botón save</i>	<i>Redirecciona la página a la tabla de todos los documentos técnicos ingresado.</i>	
<b>Secuencia alternativa</b>	<b>Profesor</b>	<b>Sistema</b>	
N.A.	N.A.	N.A.	
<b>Duración</b>	<i>2 minutos.</i>		
<b>Frecuencia</b>	<i>En cualquier lugar / en un pc o en hoja</i>		
<b>Tipo</b>	<i>Primario.</i>		
<b>Postcondiciones</b>	<i>Ya puede ingresar movidas y relacionarlas con el documento técnico.</i>		
<b>Diagrama</b>	<pre> graph LR     subgraph "TECHNICAL DOCUMENT"         UC((ENTERS TECHNICAL DOCUMENT))     end     Admin[ADMINISTRATOR] --- UC         </pre>		
<b>Interface</b>	<i>Ver Figura 12, Figura 13, Figura 14</i>		

Figura 11. Caso de uso Enters Technical document

Tabla 5. User Case Enters Rule

<b>Caso de uso</b>	CU01 Enters Rule		
<b>Versión</b>	1.0	<b>Fecha</b>	09/12/2013
<b>Autor</b>	César Augusto Meneses Guzmán		
<b>Fuente</b>	Entrevistas con la profesora Ph.D. (C) Bell Manrique. Ph.D. Carlos Mario Zapata Jaramillo.		
<b>Propósito</b>	Registrar todos los patrones que se encuentren en los distintos tipos documentales.		
<b>Objetivo</b>			
<b>Resumen</b>	El sistema proporciona la opción de seleccionar la movida e ingresar el patrón.		
<b>Actores</b>	Administrator		
<b>Precondición</b>	El administrador debe estar loggeado en el sistema y debe tener permisos para poder agregar un patron.		
<b>Secuencia de interacción</b>	<b>Administrator</b>	<b>System</b>	
1	Selecciona la opción de rules que se encuentra en el menú superior de la pantalla	Despliega un menú con las opciones: - Enters Rules - Enters patterns	
2	Selecciona la opción Enters Rules	Redirecciona la página hacia la opción seleccionada. Muestra una tabla con todas las reglas.	
3	Da click en el botón "New Rule"	Redirecciona la página y muestra los campos: - Name - Seleccione la movida	
4	Ingresa la información en los campos y da click en el botón save	Redirecciona la página a la tabla de todos las reglas ingresadas.	
<b>Secuencia alternativa</b>	<b>Profesor</b>	<b>Sistema</b>	
N.A.	N.A.	N.A.	
<b>Duración</b>	5 minutos.		
<b>Frecuencia</b>	En cualquier lugar / en un pc o en hoja		
<b>Tipo</b>	Primario.		
<b>Postcondiciones</b>	Ya puede ingresar patrones y relacionarlos con las reglas.		
<b>Diagrama</b>	<pre> graph LR     subgraph RULES         direction TB         UC((ENTERS RULE))     end     ADMIN[ADMINISTRATOR] --- UC         </pre>		
<b>Interface</b>	Ver Figura 16, Figura 17		

Figura 15. Caso de uso Enters Rule

Tabla 6. User Case Uploads file

<b>Caso de uso</b>	CU01 Uploads file		
<b>Versión</b>	1.0	<b>Fecha</b>	09/12/2013
<b>Autor</b>	César Augusto Meneses Guzmán		
<b>Fuente</b>	Entrevistas con la profesora Ph.D. (C) Bell Manrique. Ph.D. Carlos Mario Zapata Jaramillo.		
<b>Propósito</b>	Cargar el archivo en formato txt que contiene la información del documento técnico.		
<b>Objetivo</b>			
<b>Resumen</b>	El sistema proporciona la opción de cargar el archivos, seleccionando el tipo de documento técnico.		
<b>Actores</b>	User		
<b>Precondición</b>	El User debe estar loggeado en el sistema. El administrador debe haber ingresado al menos un documento técnico con macromovidas y movidas, también debe haber ingresado al menos un patrón.		
<b>Secuencia de interacción</b>	<b>Administrator</b>	<b>System</b>	
1	Selecciona la opción de Dropdown result que se encuentra en el menú superior de la pantalla	Despliega un menú con las opciones: - Uploads file - Generate UNLencep discourse - Translates schema preconceptual	
2	Selecciona la opción Uploads file	Redirecciona la página hacia la opción seleccionada. Muestra una tabla con todos los archivos cargados.	
3	Da click en el botón "Uploads file"	Redirecciona la página y muestra los campos: - Name - Seleccione el documento técnico. - Y el botón para cargar el archivo	
4	Ingresa la información en los	Redirecciona la página a la tabla de todos	
	campos y da click en el botón save	los archivos cargados.	
<b>Secuencia alternativa</b>	<b>Profesor</b>	<b>Sistema</b>	
N.A.	N.A.	N.A.	
<b>Duración</b>	5 minutos.		
<b>Frecuencia</b>	En cualquier lugar / en un pc o en hoja		
<b>Tipo</b>	Primario.		
<b>Postcondiciones</b>	Ya puede generar el discurso en UNLencep.		
<b>Diagrama</b>	<pre> graph LR     subgraph FILE         UC((UPLOADS FILE))     end     ADMIN[ADMINISTRATOR] --- UC         </pre>		
<b>Interface</b>	Ver		

Figura 18. Caso de uso Uploads file

## APPENDIX 6.5

### CODE SAMPLE FOR NAHUAL APP

#### CLASSES:

```
# Create your models here.
class TechnicalDocument(models.Model):
    type = models.CharField(max_length = 30)
    name = models.CharField(max_length = 30)

    def __unicode__(self):
        return self.name

class MacroMove(models.Model):
    name = models.CharField(max_length = 30)
    technicalDocument = models.ForeignKey(TechnicalDocument, blank = True, null = True)

    def __unicode__(self):
        return self.name

class Move(models.Model):
    name = models.CharField(max_length = 30)
    macroMove = models.ForeignKey(MacroMove, blank = True, null = True)

    def __unicode__(self):
        return self.name

class Synonym(models.Model):
    name = models.CharField(max_length = 20)
    move = models.ManyToManyField(Move)
    macroMove = models.ManyToManyField(MacroMove)

    def __unicode__(self):
        return self.name

class Paragraph(models.Model):
    content = models.TextField()
    move = models.ForeignKey(Move)

class Rule(models.Model):
    name = models.CharField(max_length = 50)
    move = models.ForeignKey(Move, blank = True, null = True)
    patternIn = models.TextField()
    patternOut = models.TextField(null = True)

class FilesTechnicalDocument(models.Model):
    name = models.CharField(max_length = 50)
    technicalDocument = models.ForeignKey(TechnicalDocument)
    txt = models.FileField(upload_to = 'MultimediaData/Users/%Y/%m/%d')

    def __unicode__(self):
        return self.technicalDocument.name

class UNLencep(models.Model):
    fileTechnicalDocument = models.ForeignKey(FilesTechnicalDocument)
    discourse = models.TextField(blank = True)

    def __unicode__(self):
        return self.fileTechnicalDocument
```



## FUNCTIONS AND VIEWS:

```
from Inlc.apps.core.forms import addFileForm, addTechnicalDocumentForm, \
    addMacroMoveForm, addMoveForm, generateUNLencepForm, addRuleForm2 #, \
    addRuleForm
from Inlc.apps.core.models import TechnicalDocument, MacroMove, Move, Rule, \
    FilesTechnicalDocument
from Inlc.apps.functionsHelper.archivos import string_search, separate_macromove, \
    misReglas
from Inlc.apps.functionsHelper.casting import see_detail_sentence, proccess

"""
```

### UPLOADING TECHNICAL DOCUMENT

```
    @param request:
"""
def technical_document_add(request):
    if request.method == "POST":
        form = addTechnicalDocumentForm(request.POST)
        if form.is_valid():
            form.save()
            #info = "Guardado satisfactoriamente"
            messages.add_message(request, messages.SUCCESS, 'Technical document success save')
            return HttpResponseRedirect('/technical_document/page/1/')
        else:
            messages.add_message(request, messages.ERROR, 'Technical document failed save')
    else:
        form = addTechnicalDocumentForm()
        ctx = {'form': form}
        return render_to_response('technicalDocument/add.html', ctx, context_instance =
RequestContext(request))
```

### ADDING MACRO-MOVE

```
    @param request
"""
def macro_move_add(request):
    if request.method == "POST":
        form = addMacroMoveForm(request.POST)
        if form.is_valid():
            form.save()
            #info = 'Save success'
            messages.add_message(request, messages.SUCCESS, 'Macro move success save')
            return HttpResponseRedirect('/macroMove/page/1/')
        else:
            messages.add_message(request, messages.ERROR, 'Macro move failed save')
    else:
        form = addMacroMoveForm()
        ctx = {'form': form}
        return render_to_response('macroMove/add.html', ctx, context_instance =
RequestContext(request))
```

### CREATE NEW RULE

```
    @param request
"""
def rule_add(request):
    if request.method == "POST":
        form = addRuleForm2(request.POST)
        if form.is_valid():
            form.save()
            messages.add_message(request, messages.SUCCESS, 'Rule success to save')
            return HttpResponseRedirect('/rule/page/1/')
        else:
            messages.add_message(request, messages.ERROR, 'Rule failed to save')
    else:
```

```

        form = addRuleForm2()
        ctx = {'form': form}
        return render_to_response('rules/add.html', ctx, context_instance =
RequestContext(request))
"""

```

## IMPORT TAG SET

```

from django import forms
from Inlc.apps.core.models import FilesTechnicalDocument, TechnicalDocument, \
    MacroMove, Move, Rule, UNLencep

class addFileForm(forms.ModelForm):
    class Meta:
        model = FilesTechnicalDocument

class addTechnicalDocumentForm(forms.ModelForm):
    class Meta:
        model = TechnicalDocument

class addMacroMoveForm(forms.ModelForm):
    class Meta:
        model = MacroMove

class addMoveForm(forms.ModelForm):
    class Meta:
        model = Move

class addRuleForm(forms.ModelForm):
    class Meta:
        model = Rule

class generateUNLencepForm(forms.ModelForm):
    class Meta:
        model = UNLencep

class addRuleForm2(forms.ModelForm):
    # technicalDocument = forms.CharField(label = "Select Technical Document", widget =
forms.Select())
    CHOICE_TECHNICALDOCUMENT = [(td.id, td.name) for td in
TechnicalDocument.objects.all()]
    CHOICE_TECHNICALDOCUMENT.insert(0, (" '-- Select technical document --"))
    CHOICE_MACROMOCE = [(mm.id, mm.name) for mm in MacroMove.objects.all()]
    CHOICE_MACROMOCE.insert(0, (" '-- Select macro move --"))
    # CHOICES_MOVE = [(m.id, m.name) for m in Move.objects.all()]
    # CHOICES_MOVE.insert(0, (" '-- Select move --"))

TAGS = (
    (" '-- Select tag --"),
    ('I', 'Enters word'),
    ('CC', 'CC | Coordinating conjunction'),
    ('CD', 'CD | Cardinal number'),
    ('DT', 'DT | Determiner'),
    ('EX', 'EX | Existential there'),
    ('FW', 'FW | Foreign word'),
    ('IN', 'IN | Preposition or subordinating conjunction'),
    ('that', 'IN/that | complementizer'),
    ('JJ', 'JJ | Adjective'),
    ('JJR', 'JJR | Adjective, comparative'),
    ('JJS', 'JJS | Adjective, superlative'),
    ('LS', 'LS | List item marker'),
    ('MD', 'MD | Modal'),
    ('NN', 'NN | Noun, singular or mass'),
    ('NNS', 'NNS | Noun, plural'),
    ('NP', 'NP | Proper noun, singular'),
    # ('NNP', 'NNP | Proper noun, singular'),
    ('NPS', 'NPS | Propert noun, plural'),

```

```

#      ('NNPS', 'NNPS | Proper noun, plural'),
      ('PDT', 'PDT | Predeterminer'),
      ('POS', 'POS | Possessive ending'),
      ('PP', 'PP | Personal pronoun'),
      ('PP$', 'PP$ | Possessive pronoun'),
#      ('PRP', 'PRP | Personal pronoun'),
#      ('PRP$', 'PRP$ | Possessive pronoun'),
      ('RB', 'RB | Adverb'),
      ('RBR', 'RBR | Adverb, comparative'),
      ('RBS', 'RBS | Adverb, superlative'),
      ('RP', 'RP | Particle'),
      ('SENT', 'SENT | End punctuation'),
      ('SYM', 'SYM | Symbol'),
      ('TO', 'TO | to'),
      ('UH', 'UH | Interjection'),
      ('VB', 'VB | Verb, base form'),
      ('VBD', 'VBD | Verb, past tense'),
      ('VBG', 'VBG | Verb, gerund or present participle'),
      ('VBN', 'VBN | Verb, past participle'),
      ('VBP', 'VBP | Verb, non-3rd person singular present'),
      ('VBZ', 'VBZ | Verb, 3rd person singular present'),
      ('VD', 'VD | Verb do, base form'),
      ('VDD', 'VDD | Verb do, past'),
      ('VDG', 'VDG | Verb do gerund/participle'),
      ('VDN', 'VDN | Verb do, past participle'),
      ('VDZ', 'VDZ | Verb do, pres, 3rd per. sing'),
      ('VDP', 'VDP | Verb do, pres, non-3rd per.'),
      ('VH', 'VH | Verb have, base form'),
      ('VHD', 'VHD | Verb have, past.'),
      ('VHG', 'VHG | Verb have, gerund/participle'),
      ('VHN', 'VHN | Verb have, past participle'),
      ('VHZ', 'VHZ | Verb have, pres 3rd per.sing'),
      ('VHP', 'VHP | Verb have, pres non-3rd per.'),
      ('VV', 'VV | Verb, base form'),
      ('VVD', 'VVD | Verb, past tense'),
      ('VVG', 'VVG | Verb, gerund/participle'),
      ('VVN', 'VVN | Verb, past participle'),
      ('VVP', 'VVP | Verb, present, non-3rd p'),
      ('VVZ', 'VVZ | Verb, present 3e p. sing'),
      ('WDT', 'WDT | Wh-determiner'),
      ('WP', 'WP | WH pronoun'),
      ('WP$', 'WP$ | Possessive wh-pronoun'),
      ('WRB', 'WRB | Wh-adverb'),
      (':', ': | General joiner'),
      ('$ ', '$ | Currency symbol'),
    )

# name = forms.CharField(label = "Name", widget = forms.TextInput(), required = True)
# technicalDocument = forms.ChoiceField(label = "Select technical document" , choices =
CHOICE_TECHNICALDOCUMENT, required = False)
# macroMove = forms.ChoiceField(label = "Select macro move", choices =
CHOICE_MACROMOCE, required = False)
# move = forms.ChoiceField(label = "Select move" , choices = CHOICES_MOVE)
# patternIn = forms.CharField(label = "Enters pattern in", widget = forms.Textarea(),
required = True)
# tagIn = forms.ChoiceField(label = "Add tag", choices = TAGS, required = False)
# patternOut = forms.ChoiceField(label = "Enters pattern out" , widget = forms.Textarea(),
required = True)
# tagOut = forms.ChoiceField(label = "Add tag", choices = TAGS, required = False)

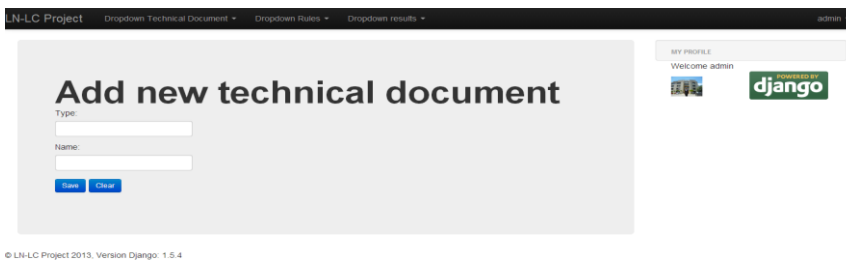
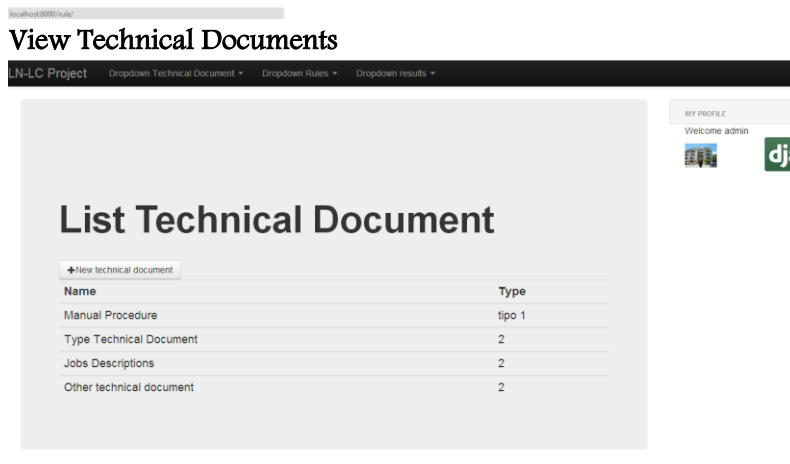
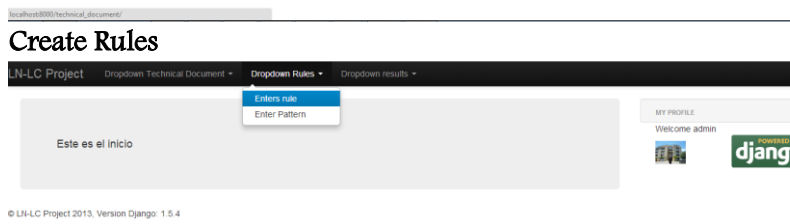
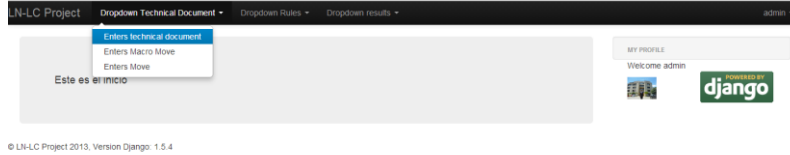
class Meta:
    model = Rule
    fields = ('technicalDocument', 'macroMove', 'move', 'name', 'tagIn', 'patternIn', 'tagOut',
'patternOut',)
# fields = ('macroMove', 'tagIn', 'patternIn', 'tagOut', 'patternOut',)
#macroMove = forms.ChoiceField(label = "Select tag: ", choices = TAGS)

```

## APPENDIX 6.6

### GUI AND SNAPSHOTS OF THE NAHUAL

#### Upload Technical Document



## APPENDIX 6.7

### POTENTIAL PHRASES FROM TESTING-TEXT

#	Phrases	Potential Relations
1	Manual of Standard Operating Procedures and Policies	1
2	General Information - Review	1
3	Intercenter Consultative/Collaborative Review Process	1
4	Version 4 Date: June 18, 2004	0
5	MOVE1 Purpose	0
6	The purpose of this document is to provide the procedures for FDA staff to follow	3
7	when requesting, receiving, handling, processing, and tracking formal consultative and collaborative reviews	2
8	of combination products, devices, drugs and biologics.	1
9	MOVE2 Policies	0
10	Every effort should be made to identify the need for a consultative or collaborative review	4
11	as early in the review process as possible, ideally upon the first contact with a firm intending to file a submission.	3
12	All consulted and collaborating reviewers should be held accountable	2
13	and receive credit for thorough and timely expert reviews and advice.	2
14	Every effort should be made to meet the due date identified by the request originator.	4
15	The need for extensive consultation is often better handled by assigning a reviewer to the application review team.	3
16	Reviewer communication should be frequent. Informal communication should ideally occur	3
17	on a one-to-one basis without the need for prior supervisory approval.	2
18	Formal communication should go through appropriate signoff procedures.	3
19	Consultative or collaborative reviews should be tracked by each Center's tracking system,	3
20	well as the centralized method established for monitoring the progress of intercenter	3
21	as consultative and collaborative reviews of combination products.	2
22	Sponsors should be kept informed about the progress of the review of their application	4
23	in accordance with existing Center policies.	1
24	In most cases, it will also be appropriate for review staff to inform sponsors if their submission will undergo consultative or collaborative review	3
25	by another Center as soon as the decision for consultation is made.	2
26	MOVE3 Responsibilities and Procedures	0
27	This section outlines the responsibilities of each staff member involved in the intercenter	3
28	consultative or collaborative review process. Appendix 2 provides an optional checklist	3
29	that can be used to assist originating and consulted reviewers in performing these steps.	3
30	The request originator, with input and concurrence of hers supervisor and	0
31	regulatory project manager safety officer should:	0
32	Determine and specify whether they are requesting a consultative or collaborative review.	3
33	Determine the issues of concern and the specific questions to be answered	3
34	to enable the consulted reviewer to conduct an effective review within the timeframe specified.	4

35	In some cases, it will be helpful for the request originator and consulting reviewer to	0
36	jointly develop the issues and concerns to be addressed in the consulting review.	4
37	Identify, via e-mail or telephone, the appropriate division director	1
38	to whom the consultative or collaborative review request should be directed.	2
39	If the division cannot be identified, contact the following for assistance:	2
40	Confirm via e-mail or telephone that the requested review can be completed in a timely manner	4
41	consistent with the originating Center's review deadlines.	0
42	Obtain via e-mail or telephone the names of the reviewer	2
43	who will perform the consult or collaboration.	1
44	Identify a reasonable deadline for completion of the review,	3
45	which should take into account the timeframe for Agency response to the regulatory application.	1
46	Complete the Intercenter Request for Consultative or Collaborative Review Form	1
47	to accompany the consult or collaboration request.	2
48	The description of the request should include relevant history and issues,	3
49	including the specific questions to be answered and	3
50	the specific sections of the application to be reviewed by the consulting reviewer.	4
51	Forward the completed IRCR form to the consulted reviewer contact	2
52	Send a copy of the pertinent portion or all of the submission to the consulted or collaborating reviewer	3
53	using the courier service established for CBER regulatory mail delivery whenever possible.	2
54	Forward a copy of the completed IRCR form to the Office of Combination Products by email	2
55	Confirm that the consultative or collaborative review has been received by the appropriate division.	4
56	Track the progress of the review and identify potential delays as soon as possible.	4
57	Be available for discussion to ensure adequate communication of the product specific	4
58	issues to the consulted or collaborating reviewer, as necessary.	1
<b>TOTAL</b>		<b>127</b>

## APPENDIX 6.8

### RESULTS TO THE MAPPING

#	Phrases	Number of Relations			
		Potential	Based on rules		Out
			Expert	NAHUAL	
1	Manual of Standard Operating Procedures and Policies	1	0	0	
2	General Information - Review	1	0	0	
3	Intercenter Consultative/Collaborative Review Process	1	0	0	
4	Version 4 Date: June 18, 2004	0	0	0	
5	MOVE1 Purpose	0	0	0	
6	The purpose of this document is to provide the procedures for FDA staff to follow	3	3	3	
7	when requesting, receiving, handling, processing, and tracking formal consultative and collaborative reviews	2	2	1.5	1
8	of combination products, devices, drugs and biologics.	1	0	0	
9	MOVE2 Policies	0	0	0	
10	Every effort should be made to identify the need for a consultative or collaborative review	4	4	4	
11	as early in the review process as possible, ideally upon the first contact with a firm intending to file a submission.	3	2	2	
12	All consulted and collaborating reviewers should be held accountable	2	2	2	
13	and receive credit for thorough and timely expert reviews and advice.	2	2	1.5	
14	Every effort should be made to meet the due date identified by the request originator.	4	4	3.5	
15	The need for extensive consultation is often better handled by assigning a reviewer to the application review team.	3	0	0	
16	Reviewer communication should be frequent. Informal communication should ideally occur	3	1	1	
17	on a one-to-one basis without the need for prior supervisory approval.	2	2	1.5	
18	Formal communication should go through appropriate signoff procedures.	3	2	1.5	
19	Consultative or collaborative reviews should be tracked by each Center's tracking system,	3	2	2	1
20	well as the centralized method established for monitoring the progress of intercenter	3	1	1	
21	as consultative and collaborative reviews of combination products.	2	1	1	
22	Sponsors should be kept informed about the progress of the review of their application	4	2	2	
23	in accordance with existing Center policies.	1	1	0.5	
24	In most cases, it will also be appropriate for review staff to inform sponsors if their submission will undergo consultative or collaborative review	3	2	2	
25	by another Center as soon as the decision for consultation is made.	2	1	1	
26	MOVE3 Responsibilities and Procedures	0	0	0	
27	This section outlines the responsibilities of each staff member involved in the intercenter	3	0	0	
28	consultative or collaborative review process. Appendix 2 provides an optional checklist	3	2	2	
29	that can be used to assist originating and consulted reviewers in performing these steps.	3	3	3	
30	The request originator, with input and concurrence of hers supervisor and	0	0	0	
31	regulatory project manager safety officer should:	0	1	1	

32	Determine and specify whether they are requesting a consultative or collaborative review.	3	2	2	
33	Determine the issues of concern and the specific questions to be answered	3	3	3	
34	to enable the consulted reviewer to conduct an effective review within the timeframe specified.	4	2	2	
35	In some cases, it will be helpful for the request originator and consulting reviewer to	0	0	0	
36	jointly develop the issues and concerns to be addressed in the consulting review.	4	2	2	
37	Identify, via e-mail or telephone, the appropriate division director	1	1	0.5	
38	to whom the consultative or collaborative review request should be directed.	2	2	1	
39	If the division cannot be identified, contact the following for assistance:	2	2	2	0
40	Confirm via e-mail or telephone that the requested review can be completed in a timely manner	4	3	3	
41	consistent with the originating Center's review deadlines.	0	0	0	1
42	Obtain via e-mail or telephone the names of the reviewer	2	1	1	
43	who will perform the consult or collaboration.	1	1	1	
44	Identify a reasonable deadline for completion of the review,	3	2	2	
45	which should take into account the timeframe for Agency response to the regulatory application.	1	1	1	
46	Complete the Intercenter Request for Consultative or Collaborative Review Form	1	1	1	
47	to accompany the consult or collaboration request.	2	1	1	
48	The description of the request should include relevant history and issues,	3	2	2	
49	including the specific questions to be answered and	3	2	2	
50	the specific sections of the application to be reviewed by the consulting reviewer.	4	4	3.5	
51	Forward the completed IRCR form to the consulted reviewer contact	2	2	1	
52	Send a copy of the pertinent portion or all of the submission to the consulted or collaborating reviewer	3	1	1	1
53	using the courier service established for CBER regulatory mail delivery whenever possible.	2	2	1	
54	Forward a copy of the completed IRCR form to the Office of Combination Products by email	2	1	0.5	
55	Confirm that the consultative or collaborative review has been received by the appropriate division.	4	2	2	
56	Track the progress of the review and identify potential delays as soon as possible.	4	3	3	
57	Be available for discussion to ensure adequate communication of the product specific	4	2	2	
58	issues to the consulted or collaborating reviewer, as necessary.	1	0	0	1
		<b>127</b>	<b>85</b>	<b>63</b>	<b>5</b>



## APPENDIX 6.9

### POTENTIAL P

#	Identified Phrases	Number of Relations		
		Potencial	Expert	NAHUAL
1	-	1	0	0
2	-	1	0	0
3	-	1	0	0
4	-	0	0	0
5	-	0	0	0
6	document HAS purpose' - 'x provide procedures' - 'FDA staff follow procedure'	3	3	3
7	request then receive then handle then process then track' - 'reviews has attribute: collaborative   consultative	2	2	1.5
8	-	1	0	0
9	-	0	0	0
10	x made effort' - 'made then identify' - 'x identify need' - 'review has attribute: collaborative   consultative	4	4	4
11	intendd then file' - 'x file submission'	3	2	2
12	consult then collaborate' - 'x held reviewers'	2	2	2
13	x receive credit' - ' <u>expert reviews</u> has attribute: thorough   timely'	2	2	1.5
14	x made effort' - 'made then meet' - 'date has attribute: due' - ' <u>request originator</u> identify date'	4	4	3.5
15	consultation has attribute: extensive'	3	1	1
16	communication has attribute: informal	3	1	1
17	basis has attribute: one-to-one' - 'approval supervisory has attribute: prior'	2	2	1.5
18	communication has attribute: formal' - 'signoff procedures has attribute: appropriate'	3	2	1.5
19	review has attribute: consultative   collaborative' - X track reviews'	3	2	2
20	method has attribute: centralized'	3	1	1
21	review has attribute: consultative   collaborative'	2	1	1
22	X kept sponsors' - 'review has progress'	4	2	2
23	center policies has attribute: existing	1	1	0.5
24	x inform sponsors' - 'review has attribute: consultative   collaborative'	3	2	2
25	x made consultation	2	1	1
26	-	0	0	0
27	-	3	0	0
28	review process has attribute: consultative   collaborative' - 'checklist has attribute: optional' -	3	2	2
29	x use that' - 'use then assist' - 'reviewers has attribute: consulted'	3	3	3
30	-	0	0	0
31	project manager has attribute: regulatory' -	0	1	1
32	review has attribute: consultative   collaborative - 'determine then specify'	3	2	2
33	x determina issues' - 'questions has attribute: specific' - 'x answer questions'	3	3	3
34	answer then enable' - 'reviewer has attribute: consulted' - 'review has attribute: effective'	4	2	2
35	-	0	0	0
36	x develop issues' - 'X adres concerns'	4	2	2
37	division director has attribute: appropriate'	1	1	0.5
38	review request has attribute: consultative   collaborative' - 'x direct review request'	2	2	1
39	x identify division' - 'x contact following'	2	2	2

40	review has attribute: requested' - 'x complete review' - 'manner has attribute: timely'	4	3	3
41	-	0	0	0
42	reviewer has name'	2	1	1
43	x perform consult	1	1	1
44	deadline has attribute: reasonable' - 'review has completion'	3	2	2
45	application has attribute: regulatory'	1	1	1
46	x complete Intercenter Request	1	1	1
47	x accompany consult	2	1	1
48	request has description' - 'history has attribute: relevant'	3	2	2
49	question has attribute: specific' - 'x answer question'	3	2	2
50	section has attribute: specific' - 'application has sections' - 'x review application' - 'consulting reviewer review Y'	4	4	3.5
51	ICR form has attribute: completed' - 'reviewer contact has attribute: consulted'	2	2	1
52	portion has attribute: pertinent	3	1	1
53	x use the courier service' - 'mail delivery has attribute: regulatory'	2	2	1
54	IRCR form has copy	2	1	0.5
55	review has attribute: consultative   collaborative - 'division has attribute: appropriate'	4	2	2
56	x track progress' - ' review has progress' - 'delay has attribute: potential'	4	3	3
57	communication has attribute: adequate' - 'product has communication'	4	2	2
58	-	1	0	0
		127	85	63