	Standard Operating Procedure Analysis of data from the S-DWH for the assessment of dietary exposure
Public	

Scope	Process for the analysis of data stored in the S-DWH for the assessment of dietary exposure.
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Special Requirements	This procedure is a controlled document maintained by Quality Management. It may not be deleted without comparable controls.
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Responsibilities	<ul style="list-style-type: none"> • DATA Unit: Evidence Management Unit • Leading Unit: EFSA units requesting to perform an assessment of dietary exposure by the Evidence Management unit using data from the S-DWH
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Abbreviations and definitions


DATA Unit	EFSA's Evidence Management Unit
DMS	Document Management System
DP	Data Provider
DS	Data Steward
EC	European Commission
HoU	Head of Unit
LU	Leading Unit
SAS	Statistical Analysis System
S-DWH	Scientific Data Warehouse
SO	Scientific Officer
SOP	Standard Operating Procedure
WG	Working group

Procedure

	Previous SOPs in the process: SOP_001_S Receiving a request
Step 1 DATA Unit	1.0 Charter specification

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	<p>1.1 Upon receipt of a draft charter requiring an assessment of dietary exposure using data from the S-DWH for a scientific output (e.g. Opinion, Statement or a Scientific report), the DATA HoU or his/her delegate appoints the Scientific Officer (SO) who will be in charge of the activity.</p> <p>1.2 The appointed SO must ensure that the charter specifies the latest date by which data will be accepted for analysis in order to comply with the deadline of the project or process.</p>
Step 2 Data Unit	2.0 Data evaluation
	<p>2.1 The SO responsible for data analysis, extracts all information considered as “Accepted DWH” according the SOP_008_S into a SAS mart from the relevant EFSA database in the scientific data warehouse (S-DWH). The SAS mart must contain a clear reference to the date of the extracted data. The SAS program used to extract the data is stored.</p> <p>2.2 Any other SAS program created for the analysis of the data must contain a reference to the version (including a reference to the date of extraction) of the extracted data to which it is linked and must be stored and versioned.</p> <p>2.3 The Working group (WG)/Panel/European Commission (EC) is informed by the SO about the availability of data and about the latest date by which data will be included for analysis in order to comply with the overall deadline of the scientific output.</p> <p>2.4 The SO analyses data from the SAS mart in order to identify possible errors (duplicates, outliers, misclassifications, discrepancies and/or other inconsistencies) and presents the outcome of this analysis to the WG/Panel, if relevant.</p> <p>2.5 A series of data analysis steps follows according to the specific request of the WG assigned to the scientific output, if applicable. These additional analyses may lead to the identification of additional possible errors.</p> <p>2.6 In case possible errors are identified, the SO asks via mail for clarification to the DP, keeping the Data Steward (DS) in copy. Based on the feedbacks received from the DP, the SO corrects the data and these modifications are</p>

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	<p>documented in a separate file and in the SAS program.</p> <p>2.7 In case the deadline after which no new data will be considered for inclusion in the analysis is reached (see step 1.2) and not all possible errors have been verified by the DP, the SO in consultation with the WG, if relevant, may consider the latest SAS mart as final or propose an extension to the deadline for the production of the scientific output (charter to be updated by the SO or LU, if applicable).</p> <p>2.8 In case of unverified possible errors (e.g. no feedback received on the classification of a food descriptor/ analytical method, outliers etc.), the SO in consultation with the WG/Panel, if relevant, may modify the data based on expert judgment and document this in the SAS program used to carry out the analysis, and in the scientific output.</p> <p>2.9 All modifications introduced in the dataset used in the analysis by the SO are documented in a separate file and in the SAS program (as described in step 2.6). The DS is informed about the conclusion of this procedure.</p>
	Following SOPs in the process:N/A