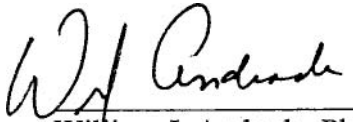
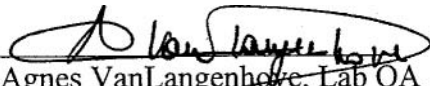
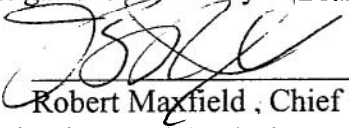


SAMPLE LOGIN, TRACKING AND SAMPLE DISPOSITION
STANDARD OPERATING PROCEDURE

The Office of Environmental Measurement and Evaluation
EPA New England - Region 1
11 Technology Dr
North Chelmsford, MA 01863

Prepared by: 
William J. Andrade, Ph. D
Investigation and Analysis Branch, OEME
Date: 7/31/02

Reviewed by: 
Agnes VanLangenhove, Lab QA
Investigations and Analysis Branch, OEME
Date: 7/31/02

Reviewed by: 
Robert Maxfield, Chief
Investigations and Analysis Branch, OEME
Date: 7/31/02

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List of Personnel with
Sample Handling Responsibilities

Primary Sample Custodian	Doris Guzman(ESAT)
Alternate Sample Custodian	Matt Hein(ESAT)
COC sign-off authority	Bill Andrade (EIA)
Alternate COC sign-off authority	Agnes Van Langenhove(EIA) or designated (EIA) Laboratory Chemist
Health, and Safety Officer OR / Alternate Environmental Management Officer	John Desmond, (EAA) Scott Pellerin, (EAA)
Sample Disposal Coordinator	Daniel Curran (EIA)

SAMPLE LOGIN, TRACKING AND SAMPLE DISPOSITION
STANDARD OPERATING PROCEDURES

1.0 SUMMARY

This SOP outlines the procedures for sample receipt, login, tracking and sample disposition. Sample tracking is done using the Labworks data management system. Utilizing project/survey numbers, each group of samples is tracked from receipt through report issuance and disposal.

2.0 PURPOSE

To ensure that all samples are logged-in, tracked, and properly disposed of or properly stored for evidentiary purposes in a timely and orderly fashion following consistent QA procedures. The Labworks tracking system is intended to allow OEME personnel to determine the status and other pertinent information for every sample that is being analyzed. This will ensure that samples are analyzed and reports issued in a timely manner within agreed upon deadlines.

3.0 APPLICABILITY

This SOP is applicable to all samples that are in the custody of OEME including field and XRF samples.

4.0 SAMPLE RECEIPT AND LOG IN PROCESS

- All sample shipments received at OEME are to be delivered directly to the Sample Custodian, Doris Guzman in the Sample Storage and Receipt Room 190. If Doris is not available her backup is Matt Hein. If neither of them are available contact the individual to whom the samples were sent or someone in EIA.
- If samples are delivered outside normal working hours and no one is available to log in the samples, place them in the walk-in refrigerator in room 190, except for the VOCs which go in

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refrigerator R-13 in room 190. Leave a message for Doris on the computer screen.

- There is no provision for sample receipt after normal working hours unless special arrangements are made in advance.
- In the event that samples are broken on arrival to the lab, the cooler will be placed in a ventilation hood in room 190, and then opened.
- The Primary Sample Custodian or Alternate will fill out a Sample Receipt Checklist (ATTACHMENT A). This form will be put in a 3-ring binder.

The Sample receipt Checklist must be filled out upon receipt of samples including the cooler temperature determined as follows:

Equipment: Cole Parmer IR Thermometer, 39650-12, Enhanced Model.

Procedure: Open the container and remove a typical sample and aim the IR unit at the side of the container being sure that the target fills the field of view of the unit. Refer to the side of the unit for the proper distance of the IR unit from the target.

Choose a spot on the container that is not obstructed by the sample tag or tamper proof tape.

Pull the trigger, read the temperature from the LCD and record.

Release trigger to stop.

If there are any problems with the samples as received, call Bill Andrade or the analyst performing the test.

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- The Chain of Custody form accompanying the samples is checked to insure that the following information is present and accurate:

- Project Name
- Samplers Signature
- Sample Numbers
- Parameters for Analysis
- Matrix
- Number and Size of Containers
- Relinquished by Signature
- Date/Time
- OSC Name

NOTE: All surveys coming into the lab for analysis must be accompanied by a chain of custody form. Samples received without a formal Chain of Custody form, such as but not limited to XRF samples from Univ. of Maine at Orono and Akron, OH. Public Health Dept will be logged in and the accompanying documentation will serve as the chain of custody. Samples analyzed in the field will be logged into Labworks upon receipt and a copy of the field worksheets will serve as a substitute for the chain of custody form.

- The Primary Sample Custodian or Alternate will verify that the sample number on the containers agree with those on the Chain-of-Custody form. **A copy of the chain of custody will be given to the sample delivery person.**

A copy of the Sample Disposal Form will be sent to the OSC or Project Officer. If the OSC wants to save the samples they must return the form within 14 days of receipt of the report. A copy of this form is attached in (ATTACHMENT B).

- The Primary Sample Custodian or Alternate will sign the chain of custody and log the samples into the sample log book by stapling the original COC form in the logbook, and writing the Project Number, Survey Name, Date and Time Received on the logbook page.

- Samples will be logged into the Labworks system per the Labworks log-in SOP, ADMLABWLOGN1.SOP by the Sample Custodian or Alternate, as soon as possible. Labworks generates a stick on label that contains the Lab ID, Client(field) ID, Project Number, Survey Name, Collection Date, and Date Received. A project form is also generated that lists the lab ID, client ID and the

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parameter for analysis. The Primary Sample Custodian or Alternate will make a project folder for each parameter to be analyzed and include the project form. Project folders are color coded for each group: Blue - Volatiles, Yellow - Inorganics, and Green - Organics.

- The Primary Sample Custodian or Alternate will photocopy the Chain of Custody form that comes with each survey (making sure to put the Project Number. in the upper left hand corner of the Chain of Custody form). One copy goes in each project folder. The original Chain of Custody form will be stapled into the log book. A copy of the Sample Receipt Checklist will also be included in the project folder.

- The Custodian or Alternate will print a project form from the Labworks system and place it in the project folder, along with the appropriate bench sheets.

- Appropriate bench sheets will be included in the project folder.

- The Primary Sample Custodian or Alternate will place the project folder in the appropriate folder holder, located next to the PC at the log-in station.

- The Primary Sample Custodian or Alternate will place the samples in the walk-in refrigerator except for the VOCs which are placed in R-13. The samples will be logged into the sample refrigerator logbook with the following information:

Project Number
Survey Name
Date/Time logged in
Initials
Sample Numbers
Location in refrigerator (shelf)
Parameters

If there are specific instructions that the samples do not need refrigeration, a notation will be made on the Sample Receipt Checklist.

- Primary Sample Custodian or Alternate will LAN a message to the appropriate analytical group(s) to inform them of sample arrival.

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The message should include the following information:

- Survey Name
 - Project #
 - Parameters
 - Location (i.e. R3 #6)
- Criminal Enforcement Samples will be logged in by EPA personnel with COC sign-off authority. At no time will the samples be left unattended until properly locked up. The samples will be locked in a separate container with restricted access. If refrigeration is needed the container will be placed in refrigerator #3 and locked. If more than one analyst is requested to work with the samples, William J. Andrade will keep the key to the sample container and access to the key is provided by using a sign-out sheet. The sign out sheet will record the name of the person taking the key, date, time, and the date and time of return. If only one analyst will be working with the samples, then the key to the sample container will be signed over to that individual.

A person requesting the addition of parameters or changes to the chain of custody must notify the Sample Custodian who will note the changes in the log-in book.

5.0 Sample Storage, Disposition, and Disposal

- **Sample Disposal Policy:** Samples are disposed of 14 days after the report is released unless the laboratory has received the Sample Disposal Form from the OSC stating that the samples must be retained.

- After sample analysis the samples are returned to their original location in the refrigerator. A red stick-on dot is placed on the container signifying that they have been analyzed. Analyzed VOA samples will be placed in Refrigerator #5. Samples analyzed in the field and any associated extracts and chemical waste will be put in refrigerator #11.

- Every other Friday the Sample Disposal Coordinator will review the Labworks status report for surveys that have been released.

- The Sample Disposal Coordinator will review the Sample Disposal

Forms to determine if any of the released surveys should have the samples retained.

-The Sample Disposal Coordinator prepares a list of surveys for disposal and asks the Sample Custodian to locate the samples.

-The Sample Disposal Coordinator and the Health and Safety Officer (H&S) dispose of the samples.

-After the samples have been characterized and disposed of, the H&S Officer will return the Sample Disposition Form to the sample Custodian for archiving.

6.0 Retention of Samples

Samples to be retained will remain in the refrigerator where they were originally stored. After four months the OSC or project officer will be contacted (via E-Mail) to reaffirm the need to store the samples. If no response is received within 21 days the samples will be disposed of. **See the evidentiary Sample tracking SOP for more specific information regarding retention of samples.**

7.0 HEALTH AND SAFETY WARNINGS

- Each sample should be treated as a potential health hazard. Appropriate PPE must be worn, and safety procedures as prescribed in the Chemical Hygiene Plan must be observed.

8.0 DEFINITIONS

- PPE - Personal Protective Equipment

ATTACHMENT A

US EPA REGION 1
 SAMPLE RECEIPT CHECKLIST

PROJ #:	RECEIPT DATE:
SURVEY NAME:	REC'D BY:
OSC/PO:	ACCOUNT #:

WERE SAMPLES SHIPPED? YES, FEDEX / UPS / OTHER _____ NO, COURIER PICKUP / HAND DELIVERED	COMMENTS:
COOLER TEMPERATURE UPON ARRIVAL _____ °C / NA	
CHAIN OF CUSTODY PRESENT? YES / NO COMPLETE? YES / NO	
CUSTODY SEALS PRESENT ON COOLER? YES / NO SAMPLES? YES / NO	
WERE SAMPLE CONTAINERS INTACT? YES / NO	
WERE SAMPLES PRESERVED? YES / NO	
APPROPRIATE SAMPLE VOLUMES FOR REQUESTED ANALYSIS? YES / NO	
SAMPLES AND COC MATCH? YES / NO	
IF ANY PROBLEMS WAS PROJECT MANAGER NOTIFIED? YES / NO BY WHOM? _____	
APPROPRIATE SAMPLE CONTAINERS? YES / NO	
SAMPLES WITHIN HOLDING TIMES? YES / NO	
ALL ANALYSIS SPECIFIED ON COC? YES / NO	
DATE/TIME OF COLLECTION ON COC YES/NO	

ATTACHMENT B

SAMPLE DISPOSITION DOCUMENT

Project Name: _____ Project Number: _____

Location: _____ OSC/PO: _____

Date Rec'd: _____ Analyst: _____

Program: _____ Enforcement: Yes No (Circle one)

Sample Numbers: _____ Parameter & Matrix _____

Additional site information to aid in sample characterization:
USE THE REVERSE SIDE FOR INFORMATION

II) I hereby authorize the samples to be **SAVED** or **DISPOSED** (circle one). If no response is received 14 days after receipt of the report, they will be disposed of. *Return disposition document to Doris Guzman (ESAT), Sample Custodian, EIA, OEME, EPA Region 1 Laboratory, 11 Technology Drive, Chelmsford, MA. 01863-2431*

Signature, OSC or Proj. Manager _____ Date _____

Signature, Dan Granz _____ Date _____
(Criminal Enforcement Samples Only)

Signature, Chemistry Team Leader _____ Date _____

(III) Comments: _____