

SP2

SAMPLE LOG-IN

1.0 PURPOSE

The purpose of this procedure is to provide a system for recording pertinent sample information and entering samples into the IEAV laboratory database (LDB).

2.0 RESPONSIBILITIES

2.1 Field Survey Personnel

- Deliver samples to the designated log-in/sample holding area.
- Assure chain-of-custody documentation is completed to transfer custody of samples to laboratory.
- Record sample information in the (LDB).

2.2 Laboratory Manager and Laboratory Personnel

- Maintain LDB.
- Provide laboratory sample identification labels.
- Receive and log-in samples collected and sent to the laboratory by organizations other than IEAV.
- Record information in LDB regarding sample laboratory status or disposition.

3.0 PROCEDURE

3.1 Upon receipt at the IEAV facilities, samples are delivered to the designated sample log-in and holding area.

3.2 Unpack samples while in an exhaust hood, check condition, and complete chain-of-custody form (initiate chain-of-custody if samples are received directly from other organization). Note any adverse sample conditions on chain-of-custody form in "Remarks" column.

- 3.3 Check field sample container to ensure legible notations. If the information is not legible, contact the responsible person to resolve any problem.
- 3.4 Record the sample information in the appropriate box in the LDB, including collector, other ID, date of collection, sample location, sample type, and screening level. If the sample was not collected by IEAV, the “other” sample ID must be entered in the LDB.
- 3.5 Monitor exterior of sample container for evidence of activity requiring special consideration for laboratory contamination control. For samples exceeding the action levels, complete and attach warning sticker and note condition in the LDB. (See sample screening and contamination control procedure, SP1).
- 3.6 Arrange logged-in samples on the shelves in the sample holding area in a neat and orderly manner, or place in refrigerator/freezer if so instructed.
- 3.7 If, as part of the analytical process, all or a portion of the sample is utilized to prepare a composite or duplicate, the entire sample is consumed in analysis, archived, or the sample is transferred to an organization outside the IEAV laboratory, this information is noted in the Archival section of the LDB for the affected samples.