

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division	NUMBER IH51200
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1.0 Purpose & Scope

This document describes the procedure for requesting SHSD IH Group monitoring equipment via the SHSD IH Group web based request system. The system allows rapid feedback when equipment is unavailable for the expected timeframe. The procedure pertains to media/pump sampling trains as well as direct reading/data logging instrumentation.

This document describes the SHSD *Chain of Custody (COC)* procedure for receiving filters, sorbent tubes, bulk samples, surface wipes and other Industrial Hygiene (IH) samples for on site and off site analysis. It is based on steps described in NIOSH Manual of Analytical Methods, 4th Edition and the OSHA Technical Manual, Chapter 4.

This document describes the accepted procedure for check-in and check-out of SHSD IH Group monitoring equipment using the *Intellitrack*® Database system.

2.0 Responsibilities

This procedure is administered through the SHSD Industrial Hygiene Group. Members of the SHSD Industrial Hygiene Group, the Radiological Control Division Facility Support Group, Plant Engineering, and other BNL ESH&Q related organizations that use IH Group equipment are required to follow this procedure when submitting sample to SHSD or using SHSD equipment.

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3.0 Definitions

Chain of Custody: A written record that tracks the transfer of samples from person to person.

Equipment Requester: A person who checks-in and/or checks-outs BNL SHSD IH Group monitoring equipment from the Industrial Hygiene laboratory.

Equipment Custodian: A person with demonstrated competency who is responsible for the overall maintenance and control of IH monitoring equipment issued from the Industrial Hygiene laboratory.

Sample Collector: A person who collects a bulk sample, set-ups air monitoring pumps, performs a wipe sample, or otherwise creates a sample that will be processed by the IH Group Chain of Custody procedure.

Sample Custodian: A person who has demonstrated competency to receive samples and ensure compliance with this procedure in the handling of samples in the Industrial Hygiene laboratory.

Sample Submitter: A person who brings a sample to the IH Group for analysis. This person shall be instructed in the necessary steps to correctly submit the samples by the IH Group *Sample Custodian* at the time samples are submitted and in other BNL IH procedure training as appropriate

4.0 Prerequisites

4.1 Users of this procedure must be properly trained as per Section 7.

5.0 Precautions

Personal Protective Equipment: The use of personal protective equipment to enter the IH Laboratory to conduct activities assigned in this SOP is not required.

If it is necessary for the *Sample Custodian* to handle a sample with potential surface contamination, at a minimum, disposable gloves must be used when contacting the exposed sampling media. The gloves must have sufficient impermeability to the surface contaminant

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to allow safe handling. All handling of contaminated containers must be done within a laboratory hood.

Radiological Contamination: It is possible that some areas where samples are taken may have radioactive contamination as well as chemical contamination. The *Sample Custodian* must verify from the *Sample Submitter* that the samples have been analyzed for the radiological hazard and are at radiological contamination levels below the permissible release limits to the general public. [See FS SOP-1005.](#)

Environmental Impact and Waste Disposal: This sampling does not have adverse impact on the environment or create waste for disposal. Whenever possible, print records generated from this procedure on 2-sided copiers and recycle obsolete paper.

Job Risk Assessment: Consult the *Job Risk Assessment* [SHSD-JRA-14](#) or the risk analysis of this operation based on the hazards and controls of this SOP.

6.0 Procedure

- 6.1 Request & schedule IH monitoring equipment via the process described in Attachment 9.1.
- 6.2 Check Out and In IH monitoring equipment via the process described in Attachment 9.2
- 6.3 Submit Samples for Analysis via the process described in Attachment 9.3 & 9.4.
- 6.4 The forms used to process equipment and samples are attached to this procedure.

7.0 Implementation and Training Qualification Criteria: Only individuals who have demonstrated knowledge of this procedure via the Job Performance Measure (Attachment) will be qualified to perform the roles described in this procedure.

8.0 References

- 8.1 *Intellitrack*® Operations Manual.
- 8.2 NIOSH Manual of Analytical Method, Fourth Edition, Introduction.
- 8.3 OSHA Technical Manual, Chapter 4.

The only official copy is on-line at the SHSD IH Group website.
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9.0 Attachments

- 9.1 IH Equipment Request Database
- 9.2 Equipment Check-Out and Check-In Process
- 9.3 Chain of Custody and Sample Handling
- 9.4 Chain of Custody Instruction Sheet
- 9.5 Chain of Custody form
- 9.6 Laboratory Cost Authorization form
- 9.7 Job Performance Measure Qualification form.

10.0 Documentation

Document Review Tracking Sheet		
PREPARED BY: <i>(signature and date on file)</i> J. Peters Field Service Group Leader Date 12/17/08	REVIEWED BY: <i>(signature and date on file)</i> R. Selvey SHSD IH Manger Date	APPROVED BY: <i>(signature and date on file)</i> R. Selvey SHSD IH Manger Date
ESH Coordinator/ Date: <i>none</i>	Work Coordinator/ Date: <i>none</i>	SHSD Manager / Date <i>none</i>
QA Representative / Date: <i>none</i>	Training Coordinator / Date: <i>none</i>	Filing Code: IH52.05
Facility Support Rep. / Date: <i>none</i>	Environ. Compliance Rep. / Date: <i>none</i>	Effective Date: 07/16/02

Revision Log
Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input checked="" type="checkbox"/> Periodic review <input type="checkbox"/> Clarify/enhance procedural controls Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input type="checkbox"/> Corrective/preventive actions to non-conformances <input checked="" type="checkbox"/> none of the above Section/page and Description of change: Reviewer Signature and Date SOP was revised to reflect changes in the equipment order form. SME Reviewer/Date:: 9/8/2005
Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input type="checkbox"/> Periodic review <input checked="" type="checkbox"/> Clarify/enhance procedural controls Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input type="checkbox"/> Corrective/preventive actions to non-conformances <input checked="" type="checkbox"/> none of the above Section/page and Description of change: Rev2 Merger of IH51200, IH51300 and IH51500. Significant revisions in Attachments to reflect current operations. SME Reviewer/Date: R. Selvey 09/22/09 (Signature on File)

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Attachment 9.1

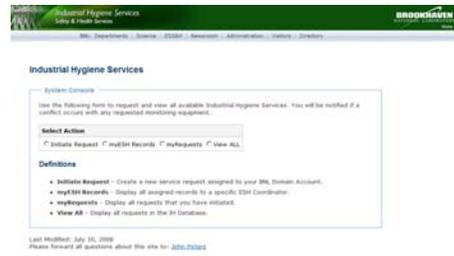
IH Equipment Request

Computer access to the SHSD IH web page at:
<http://intranet.bnl.gov/esh/shsd/IHS/Default.asp>

1. Access the web based **Industrial Hygiene Service Request Form** by clicking the <Service Request > button on the SHSD home web page.



2. Select <Initiate Request> in the **Industrial Hygiene Service page**



3. Complete the sections as prompted in the **New Service Request section**. Complete the including pick up dates/project duration/purpose.

After entering required information, press the <continue> button at the bottom.



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4. Review the data entered on the *Verify Information* page and press the <Submit Request> **button if all is correct.**



Project Information	
Description	test
Location (Building name)	999
Division/Department	99

Requester Information	
Life Number	19329
Full Name	Jeffrey, Robert
Division/Department	99
Building Number	0120
Extension	3084
Email Address	safety@nh.gov

5. A copy of the request will print out automatically at the IH Lab Equipment Check-out printer. Each morning the printouts are reviewed by the IH Group Equipment Custodian.
6. If there is any discrepancy or the equipment is unavailable during the period you requested, the IH Equipment Custodian will contact you for clarification.
- Requests may not be reviewed until the next morning, so the requestor should plan ahead and request equipment at least 24 hours prior to pick-up.
 - In case of urgent need for equipment, call the *Equipment Custodian* at x-3900 to alert the custodian of the need and to determine the availability of the equipment.

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Attachment 9.2

Equipment Check-Out and Check-In Process

Equipment

- *IH Equipment Check-out Authorization Card* with SHSD IH Lab User ID# assigned
- Computer with *Intellitrack*® Program and Barcode Scanner.
- Instruments and Monitoring Equipment

1. Preparing for Checkout of equipment

- The *Equipment User* should have already requested the instruments to check out through the web based equipment request form using this SOP. This logs the equipment use for tracking purposes. If IH51200 request has not been used, STOP and complete the electronic request for the equipment.
- Gather all equipment to be checked out near the check out computer. You will need to open the cases and scan the barcodes affixed to the instruments.

2. Opening the *Intellitrack*® software to begin Check-in or Check-out. (An IH Equipment Custodian is not necessary to complete this check-out/in procedure but will be available for assistance as necessary.)

- Check to ensure the equipment database computer is turned on and logged into the internet and BNL web. If not, contact an IH Equipment Custodian.
- If the *Intellitrack*® software is not open click on the shortcut to **IT Check** icon.
- Log in
 - *Username*: checkout.
 - *Password*: checkout.
 - Click on the **OK** button.

3. Check Out Equipment

- At the main *Intellitrack*® menu screen, click on the **CheckOut** button.
- The cursor moves to the Checkout ID field.
- Scan your *IH Equipment Check-out Authorization Card* or enter the (5) digit number.
- Press **Enter** and the database fills in your name and division. Note: If you have Past Due equipment a pop-up will ask if you want to view a list of past due equipment. To view the past due report click **yes** and follow section 6.6. To continue click **No**.
- Enter the IH project number in the "Order#" box or your project reference number: hit enter.
- Click on the "Item ID" box and scan the IH barcode on the equipment to be borrowed. The equipment information is automatically entered into the form. Note: If equipment is past due for calibration a pop-up will ask if you want to continue. In another equivalent piece of equipment is available, retrieve the item and check the calibration sticker. If current, then check out the second



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piece of equipment. No equipment should be checked-out if past the calibration date. Click **No** then continue with the next item to be checked out.

- Continue scanning equipment until all equipment is scanned.
- Click on the “return” button (open folder with arrow). The main menu appears and all information is saved.
- You may now gather the equipment and leave the IH Equipment Laboratory.

4. Check In Equipment

- All IH equipment must be returned on time to the IH laboratory in a clean and reusable condition.
- If portable equipment has a rechargeable battery pack, the pack should be put on the appropriate charger or left with a note so the Laboratory Custodian will know that it needs to be recharged.
- Any indications of inaccuracy or malfunctioning should be reported to the Laboratory Custodian immediately in writing.
- At the main menu screen, click on the **Check-in** button.
- Scan the barcode on the item to be returned. Note: if you have Past Due equipment a pop-up will ask if you want to view a list of past due equipment. To view the past due report click yes and see section 6.6. To continue click **No**.
- When all items to be returned have been scanned click the **Return Button** (open folder with arrow) and the main menu will appear.
- Items have now been checked-in and are to be placed on the Equipment Return Shelves.

5. View the Past Due Report from the pop-up query and then return to the current action.

- Click on the **Yes Button**.
- Then click on **Past Due Report** button (or scroll through the list as shown) to view a list of past due items.
- You may need to enlarge the view and then click on the report page to see entire page. You can click anywhere on the report page to enlarge that section for better viewing.
- Close the report then click on the **Past Due Button** to return to the previous screen and continue.

6. View the Past Due Report from the main menu.

- You may close out all views from wherever you are to return to the main menu.
- Click on the **Reports Button**.
- Double click on the **Check In/Out past Due Report** selection.
- Click on **Select By: Checkout ID** then select your *IH Equipment Check-out Authorization Card* number.
- Click on the **Report Icon** (Page with Magnifying Glass) and a report pop-up appears.
- Click to enlarge, scroll through to view and when completed you can print to the local printer or close the report.
- Close the **Past Due Report Page** (click on the return icon).
- Close the **Report Page**.
- The software returns to the **Main Menu Page** and you are finished.

7. View a list of items checked out to you from the main menu

- Click on **Reports**.

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- Double click on *Checked Out Items* by Cust/Emp ID.
- Select your checkout ID - type in your *IH Equipment Check-out Authorization Card* number or delete the word *all* and scan your card.
- Select *Report* Icon.
- Enlarge view and scroll through or print to local printer.
- Close Report.
- Click on "Close" button to close *Checked Out Items Pop Up*.
- Click on "Close" button to close *Report Pop-up* and the software returns to the *Main Menu*.
- Review the printout and if you find one or more discrepancies please notify IH personnel immediately.

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Attachment 9.3

Chain of Custody and Sample Handling

Equipment: Ensure that the following are used when appropriate in the processing of samples for analysis:

Sample container for bulk samples (either):

- Bag, plastic, sealable with “zip” type seal.
- Vial, glass or plastic.

Sample label (any of these):

- Self Adhesive paper label.
- Permanent marking with indelible pen directly on the sample container.
- Adhesive marking tape on which permanent lettering can be made.

Tamper evidence security bag: (an 8 x 10 inch plastic bag with tamper resistant tape). When ready for shipment, the COC should be placed in the over-pack bag with the samples. (Envelock® from CGM Security Solutions, Inc. or equivalent).

Sample Security Storage Box or restricted access area such as the counter or refrigerator in a locked room.



1. **Preparation of Media:** Follow BNL IH Group’s written sample preparation procedures in preparing air/bulk sampling media and forms for sampling as per IH75 series. Prior to sampling:
 - Record calibration information on “air sample forms”.
 - Place the “air sample form” and “chain of custody” form in a protective, zip-lock plastic bag and send the forms with the person transporting the media to the sampling location.
 - Place uncontaminated protective container (zip lock bag or jar) as required to receive and store field sample(s) for transport..
2. **Maintaining Sample integrity** while in the possession of the sampling organization:
 - The *Sample Collector* is required to ensure that the proper sample forms are completed prior to sample collection. The *Sample Collector* and *Sample Submitters* must maintain the sample within storage conditions established by the sampling method (e.g. refrigeration when required).
 - **Receiving Samples:** *Sample Submitters* bring samples to Building 120:
 - Return sampling trains to a sample custodian or return separate media, such as wipe samples, to the lock box.
 - Make sure bulk samples are properly packaged in a leak proof container and are free of contamination on the outside of the packing.

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3. **Surface Contamination:** *Sample Custodian* verifies that the samples are submitted in a secure manner and are in the uncontaminated protective container provided (if appropriate). If not, reject the sample until the *Sample Submitter* rectifies the conditions of the sample.
In the event the integrity of the sample container is questioned, the *Sample Custodian* will assume the containers are contaminated, close the outer package, record this on the data sheet, place the packet in a fume hood (with warning sign) and notify the sample collector. The *Sample Collector* and *Sample Submitter* will determine if the samples are to be decontaminated and repackaged for analysis or will remove the samples and properly dispose of them.
4. **Reviewing Sample Documentation:** *Sample Custodian* reviews the sampling forms and verifies that the information recorded is complete and meaningful (including sample location information, method used, names of sampler, and date of sampling). If the forms are not properly completed, the *Sample Custodian* rejects the samples until the appropriate information is obtained and recorded.
5. **Assigning sample number(s):** *Sample Custodian* observes the sample identification numbers assigned by the sampler on the containers and verifies that they match the identification on the sample form.
 - If they do not match, the *Sample Submitter* must rectify the sample numbers. If the sample identification cannot be rectified, the *Sample Custodian* must reject the samples.
 - *Sample Custodian* verifies the sample identification for each sample container on the sample form. The correct numbering pattern is: BLDG#-MM-DD-YY-[Analyte Abbreviation]- [unique number].

An example of a correct sample number is: “906-112304-Pb-1”.
6. **Completing the Chain of Custody:** The *Sample Submitter* completes the BNL IH Group *Chain of Custody* form (including sample identification number and chemical to be tested) in the presence of the *Sample Custodian*. The *Sample Submitter* signs and dates the form.
 - a. In the event the Sample Submitter requires off-hours sample drop or the Sample Custodian is unavailable, samples must not be left unattended. Special provisions must be made with the Sample Custodian to ensure that ALL provisions of the procedure are followed in any transfer of samples that do not follow this SOP
 - b. When the sample custodian, or qualified receiver, is not present (i.e., after hours) the submitter maintains custody of sample trains. For media such as wipe samples, the submitter may sign the chain of custody, place the samples in the *Sample Security Box* and the Samples Are In sign in the holder outside the sample custodian’s door.
 - c. For media requiring special handling such as refrigeration, the submitter will ensure proper custody and media control.
 - d. The *Sample Custodian* ensures that the balance of the form, including the analysis method and the priority status of the sample analysis are completed.
7. **Sample Acceptance**
 - a. The sample custodian ensures initial sample data has been entered into the BNL sample database - Compliance Suite.

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- b. At a minimum, all information on the detail tab will be entered for each sample.
 - c. If not entered, the sample custodian will inform the submitter that the samples will be held until the data is officially entered in the database.
8. **Lab Cost Authorization:** The *Sample Submitter* and the *Sample Custodian* verify that a Lab Cost Authorization form (LCA) has the appropriate laboratory analysis Cost Charge numbers (BNL Project Code# and Activity Code#) and an **authorizing signature** for those code numbers. Samples will not be sent for analysis until analysis costs authorization is obtained.
9. **Insuring the integrity of the samples within the IH Group Laboratory:**
- a. “Air samples” require post calibration of the sampling pumps to determine air volume sampled. Return pumps and media to the sample receiving in Building 120 for post calibration. If the flow is not within ten percent of the pre-sampling flow rate, reject the sample until evaluated by the *Sample Collector* to determine the need for further actions.
 - b. Once released by the *Sample Submitter*, the *Sample Custodian* stores the samples appropriately in a restricted storage location such as the locked sample receiving area or the *Sample Security Box* until processing is completed.
 - c. Samples must be stored in accordance with the sampling method requirements (see instructions from the analysis lab or the NIOSH Method of Analytical Methods). Some monitoring methods limit shelf life for samples. Process samples for shipment so that they are received by the analytical laboratory with sufficient time for analysis. Protect the samples from light, refrigerate, and/or follow other special handling requirements set up in the sampling and analytical method. When possible, segregate bulk samples from air samples. If it is necessary for a collected sample to be stored under refrigeration prior to turn over to the sample custodian for post calibration, the samples should be placed into a tamper resistant bag and then placed into the IH Lab refrigerator.
 - d. Additional notes may be necessary for proper lab analysis and should be recorded on the analytical laboratory chain of custody in the comments section. This might include: known interferences present during sampling; temperature or high/low humidity at the sample location; and that bulk liquid samples are sent in separate packages; etc.
 - e. **Processing Samples for Shipment:** The *Sample Custodian* places the fully completed and signed BNL vendor Chain of Custody/Analysis Request Form, the *COC Instruction Sheet*, and the samples into a tamper resistant plastic bag.
 - f. The plastic bag is sealed with “tamper evidence” tape.
 - g. The sealed bag is appropriately stored in a restricted storage area such as placed in the locked *Sample Security Box* (or refrigerator in locked or occupied room) until taken to the BNL shipping area.

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Note: The chain of custody history may be documented using several sequential forms. Examples are:

- The “air sampling form” or “bulk sampling form” record provided by the *Sample Submitter* that documents the transfer from the *Sample Collector*.
- The IH Group “Chain of Custody form” that documents the transfer from the *Sample Submitter* to the *Sample Custodian*.
- A “vendor” Chain of Custody record that documents the transfer from the *Sample Custodian* to the off-site analytical laboratory.

10. Complete a “Shipper” form (from Procurement and Property Management), and take the samples to Building 98 for shipment by the next carrier. Samples need to be delivered to Building 98 by 1:30 pm.

11. **Receipt of Analysis data:** A *Sample Custodian* verifies that the completed COC form or vendor supplied Chain of Custody/Analysis Request Form is returned signed and dated. If not, contact the laboratory to rectify the problem.

Before sending results to the *Sample Collector*, the *Sample Custodian* checks that off-site laboratory signatures, analysis method, result concentration units, and BNL sample numbers are correct on the analysis form.

12. Instructions for Shipping Samples to Offsite Laboratories

- EMSL, Galson, Datachem, P&K and other off-site labs incur analysis cost that must be reimbursed by the organization the sampling is done for. The LCA (Attachment 9.3) must be completed by a person with signature authority for this account.
- Liberty Mutual Labs is used for chemical and lead analysis. Use of this lab fee is built into an overhead expense. The analysis costs are not charged to the organization the sampling is done for. However, the use of this account must be approved by IH Group management. A LCA or equivalent notification should be cleared with the IHG manager for this account.

	Action	Form or Label
A.	Receive samples from Sampler or Submitter in Building 120.	---
B.	Custodian selects next available <u>COC number</u> .	Chain of Custody “ <i>Next Available Number</i> ” list
C.	Sampler or Submitter must complete a <i>Chain of Custody form (COC)</i> .	BNL Chain of Custody form (COC)
D.	Custodian writes the <u>COC number</u> on the COC form.	---
E.	Sampler or Submitter must submit a Lab Cost Analysis form (LCA) with an Authorized Signature.	Lab Cost Analysis form (LCA)
F.	Custodian makes sure a completed <i>BNL Field Sample form</i> (appropriate for the type of sample) is submitted with samples.	---

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	Action	Form or Label
G.	Individually bag or bottle each sample. Custodian makes sure samples are labeled correctly (Bldg.#-mmddy -analyte- ID#) & match to survey form and <i>COC</i> . (Sample Labels are found in Section D). Indelible ink marker directly on container is also acceptable.	<i>Sample container label</i>
H.	Custodian ensures that sample data has been entered to Compliance Suite.	
I.	Custodian completes appropriate form from the lab that indicates the needed analysis and meets the lab's Chain of Custody Requirements. (For <i>Galson COC</i> . Save the pink copy.)	<ul style="list-style-type: none"> • <i>EMSL COC</i> • <i>Galson Request for IH Analysis</i> • <i>Liberty Mutual sample data form</i> • <i>P&K COC</i>
J.	Fill out <i>Shipping Memo</i> for analytical lab.	<i>Shipping Memo form</i>
K.	Make a photocopy of all completed forms.	---
L.	Put all similar analyte samples inside a large plastic bag.	---
M.	Put a <i>BNL Address Label</i> on bag.	<i>BNL Address label</i>
N.	Put <i>COC</i> , <i>Lab Cost Analysis form</i> , & <i>Tamper Proof Info Sheet</i> along with sample bag in an Envelock® tamper resistant bag.	<i>Tamper Proof Info sheet</i>
O.	Seal the Envelock® bag with the <i>tamper proof tape</i> .	---
P.	Place a “ <i>Ship to:</i> ” label on the plastic bag.	“ <i>Ship to:</i> ” label
Q.	Take bag with samples to Shipping Building 98, along with <i>Shipping Memo</i> .	---
R.	At Building 98, request a copy of the completed <i>Shipping Memo</i> with shipper number.	---
S.	Bring the <i>Shipping Memo</i> back to Building 120 and attach to paperwork for samples.	---
T.	Place all paperwork in the “Pending” bin in Building 120.	---



Chain of Custody Instruction Sheet

1) Sample(s) were shipped in a completely intact plastic bag with tamper evidence tape on the Envelock® bag.

2) Carefully observe the outer plastic bag that the samples are shipped in. Check for signs of tampering. Signs of tampering are:

- Evidence tape has been disturbed (reads “stop”)
- Plastic bag is not 100% intact:
 - cut marks
 - Seams opened
 - other signs that the bags have been opened



3) If any signs of tampering with packaging is detected,

a) Stop further processing of the samples

b) Call BNL at (631) 344-3900 or (631) 344-3066 and inform the person answering the phone of the tampering. (If no one answers, leave a message indicating the problem and the identity of the samples).

c) Save the material in the state received.

d) Contact BNL for instruction on returning the samples.

e) Do not analyze samples that show evidence of tampering without the consent of the BNL IH Group via the phone numbers above.

Thank you for your assistance in insuring the integrity of these samples.

Brookhaven National Laboratory- Industrial Hygiene Group

C of C#	C of C Date:	IH Survey#
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Ship To:	PO#:
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Field Sample Number(s)						Sample Date:	Analyze For:	Priority Turnaround 24 hr/ 48 hr/ 72 hr/ Standard	Air Samples Air Vol. (L)	Bulk Samples Surface Area
BLDG#	MM	DD	YY	Analyte	###					

Relinquished By: (Signature)	Date:	Time:	Received By: (Signature)	Date:	Time:
Sampler:		→	To Submitter:		
Submitter to SHSD:		→	Accepted at SHSD:		
Submitter to Shipping:		→	At BNL Shipping: <i>(Sealed custody bag)</i>	n/a	n/a
Sent from BNL Shipping: <i>(Sealed custody bag)</i>	n/a	n/a	→ At Analytical Lab: (sign only if custody seal intact)		

Equipment Request, Check-out/Check-in & Sample Custody Job Performance Measure (JPM) Completion Certificate

Candidate's Name (Print)	Life Number:	SHSD Barcode Number assigned to user:
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Users Organization	BNL Phone#	BNL Cell Phone#
Supervisor	Bldg# & Room#	BNL email#

The following information is required to ensure the ability to contact you during off hours in case of a site emergency requiring use of equipment checked out to you		
Home Address	Home Phone#	Cell Phone#
City	Home e-mail#	

Criteria	Qualifying Performance Standard	Unsatisfactory	Recovered	Satisfactory
1. IH Service Request	Demonstrates the location of the Service Request web page and the proper completion of a request for equipment.			
2. Equipment	Can show where equipment needed for the procedure is located.			
3. Check-in & Check-out	Can show how to properly check-in and check-out equipment using the <i>Intellitrack</i> ® system.			
4. Sample Security Storage Box	Can show where storage box is, how to open it, and when to use it.			
5. Chain of Custody	Understands and agrees to follow the "chain of Custody" sample integrity system set up by the IH Group.			
6. Documentation	Can show how to correctly and completely complete forms (including computer prompts) associated with this SOP.			
7. Risk Assessment	Understands the risk assessment and control in the Job Risk Assessment SHSD-JRA-14.			

SHSD Industrial Hygiene Group Check In/Out of IH Equipment Policy

All persons checking out SHSD equipment must comply with this policy or forfeit the right to check out the equipment.

- All IH Equipment must be requested electronically on the *Industrial Hygiene Equipment Request Form* using IH51200.
- All IH equipment must be returned on time to the IH laboratory in a clean and reusable condition.
 - All equipment is to be returned the following day unless specified in the request and approved by the *IH Lab Equipment Custodian*
 - When the return date is longer than one day, it is necessary to inform the IH Lab on the *Industrial Hygiene Equipment Request Form*.
- If multiple days of sampling are required, equipment calibration and recharging requirements must be met. It is necessary to inform the IH Lab on the *Industrial Hygiene Equipment Request Form*.
- To Check-In/Out direct reading IH equipment, the user must be qualified in accordance with the Industrial Hygiene SOP IH51500 – *Equipment Check-in/Check-out Procedure*.
- Samples collected for analysis must be handled in accordance with the Industrial Hygiene SOP IH60300 – *Chain of Custody Policy and Procedures*.
- Any indications of inaccuracy or malfunctioning of equipment should be reported to the IH Laboratory *Equipment Custodian* immediately in writing.

I accept the responsibility for performing this task as demonstrated within this JPM and the corresponding SOP.

Candidate Signature:	Date:
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I certify the candidate has satisfactorily performed each of the above listed steps and is capable of performing the task unsupervised.

Evaluator Signature:	Date:
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