

SP2

SAMPLE LOG-IN

1.0 PURPOSE

To provide a system for recording pertinent sample information and introducing samples to the ESSAP laboratory tracking system.

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 Relational Database (RDB).

2.2 Laboratory Manager and Laboratory Personnel

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

3.0 PROCEDURE

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

3.2 Unpack samples, 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 information is unclear, contact the responsible person to resolve any problem.

- 3.4 Record the sample information in the appropriate box in the RDB, including collector, other ID, date of collection, sample location, sample type, and screening level. If the sample was not collected by ESSAP, the “other” sample ID must be entered in the RDB.
- 3.5 Monitor exterior of sample container for evidence of activity requiring special considerations for laboratory contamination control. For samples exceeding action levels, complete and attach warning sticker and note condition in the RDB. (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 ESSAP laboratory, this information is noted in the Archival section of the RDB for the affected samples.