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Environment & Remediation Support Services

Standard Operating Procedure

for **SHIPPING OF ENVIRONMENTAL SAMPLES BY THE
ERSS SAMPLE MANAGEMENT OFFICE (SMO)**

APPROVAL SIGNATURES:

Subject Matter Expert:	Organization	Signature	Date
Keith Greene	ERSS-GS	Signature on File	6/5/07
Quality Assurance Specialist:	Organization	Signature	Date
Laura Ortega	QA-IQ	Signature on File	8/16/07
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1.0 PURPOSE AND SCOPE

This purpose of this procedure is to describe the process for shipping environmental samples from the Los Alamos National Laboratory (LANL or Laboratory) Environmental Programs (EP) Directorate Environment & Remediation Support Services (ERSS) Sample Management Office (SMO) to analytical laboratories.

The work specified in this procedure will be conducted in accordance with the applicable sampling activity Integrated Work Documents, in accordance with LANL IMP 300-00-00, Integrated Work Management for Work Activities, or with the applicable sampling activity Hazard Review.

2.0 BACKGROUND AND PRECAUTIONS

2.1 Background

None.

2.2 Precautions

None.

3.0 EQUIPMENT AND TOOLS

None.

4.0 STEP-BY-STEP PROCESS DESCRIPTION

4.1 Receipt of Samples for Shipment

Sample Management Office (SMO) Personnel	1.	Accept samples only if they are described on completed chain-of-custody forms.
	2.	Immediately after the samples are delivered to the SMO, store in a cooler with ice or other appropriate storage method until they are delivered to the analytical laboratory.

4.2 Packaging of Samples for Shipment

SMO Personnel	1.	Seal and secure the drainage hole at the bottom of the cooler in case of sample container leakage.
	2.	Pack individual sample containers to prevent breakage and transport in a sealed cooler with ice or other suitable coolant, or other EPA or industry-wide accepted method.
	3.	Separate glass bottles in the shipping container by cushioning material to prevent breakage.
	4.	Protect plastic containers from possible puncture during shipping using cushioning material.

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- SMO Personnel (Continued)
5. Include temperature blanks with each shipping container.
 6. Apply signed and dated chain-of-custody seals to each cooler prior to transport of samples from the site in conformance with EPA protocol.
 7. Include the chain-of-custody form and analytical request form within the sealed storage container to be delivered to the analytical laboratory.

4.3 Submission of Samples to Analytical Laboratory

- SMO Personnel
1. Deliver each cooler, or other shipping container, directly to the analytical laboratory.
 2. Submit all samples to the laboratory in a timely manner to allow the analytical laboratory to conduct analyses within analytical method holding times.

4.4 Records

- Sampling Personnel and/or SMO Personnel
1. Submit the following records generated by this procedure to the Records Processing Facility:
 - Completed chain-of-custody forms.

5.0 PROCESS FLOW CHART

None.

6.0 ATTACHMENTS

None

7.0 REVISION HISTORY

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Revision No. <i>(Enter current revision number, beginning with Rev.0.0)</i>	Effective Date <i>(DCC inserts effective date for revision)</i>	Description of Changes <i>(List specific changes made since the previous revision)</i>	Type of Change <i>(Technical [T] or Editorial [E])</i>
0.0	8/16/07	New document.	T

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