



FERMILAB BIOASSAY SAMPLE CHAIN OF CUSTODY RECORD

A chain of custody form must accompany each bioassay sample.

NAME OF PERSON SUBMITTING SAMPLE	FERMILAB ID #	DATE AND TIME OF POTENTIAL EXPOSURE	BEGINNING SAMPLE COLLECTION DATE	END SAMPLE COLLECTION DATE

SAMPLE <u>RELINQUISHED BY:</u> (Signature)	DATE	TIME	SAMPLE <u>RECEIVED BY:</u> (Signature)	DATE	TIME

BIOASSAY ANALYSIS LABORATORY:

Analysis is requested for accelerator produced radionuclides including Tritium (³H), Beryllium-7 (⁷Be), Sodium-22 (²²Na), Manganese-54 (⁵⁴Mn), and Cobalt-60 (⁶⁰Co).

And other radionuclide(s) as listed: _____

Please return copies of this form and analysis results to: Susan McGimpsey
 Dosimetry Program Manager
 Fermilab
 P.O. Box 500, MS119
 Batavia, IL 60510

See reverse side of this form for bioassay collection instructions.

BIOASSAY COLLECTION INSTRUCTIONS

As the Associate Head for Radiation Protection deems necessary, bioassay samples may be required to document possible internal exposure.

1. Provide the individual with a sample collection kit provided by Argonne National Laboratory.
2. A signed custody seal has been placed on the urine collection bottle to reassure you that the bottle has not been opened since it was shipped from the bioassay laboratory.
3. Return the empty collection bottle if the signed custody seal that has been placed on the urine collection bottle has been tampered with or is missing.
4. Unscrew the cap to break the seal. **Fill the bottle** (at least 90% full bottle). Samples of insufficient volume may require recollection. **Do not collect the sample at the laboratory.**
5. After filling the bottle, **completely fill out the green label on the bottle (print legibly).**
6. **Sign and date the blank custody seal** provided with the bottle. After confirming that the bottle cap is tight, remove the backing from the seal. To do this, fold the seal lengthwise toward the printed side and along the faint cut on the back of the seal. This will make it easier to peel off the backing, beginning at one of the ends. Then **place the seal on the cap** and bottle in the same way that the original seal was attached to indicate that the sample is intact and untampered. Be sure that the seal is firmly attached.
7. When the sample is received by the bioassay laboratory, the presence of the signed, intact seal will indicate that the sample is the same as the one you submitted. Samples with tampered or missing seals as well as incomplete employee information may not be accepted requiring sample resubmission.
8. If a fecal sample is requested, follow the collection instructions enclosed with the fecal kit.
9. **Check the appropriate box on the REASON FOR SAMPLE SUBMISSION sheet and place this sheet in the kit with your sample(s).**
10. Return bioassay sample(s) to an ES&H Section Radiation Physics Team member. RPT members should inform the Division/Section RSO that the sample has been received. RPT members should contact Theresa Davis at Argonne National Laboratory, (630) 252-6077 to make arrangements for bioassay analysis.