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## **Contract Laboratory Program Guidance for Field Samplers**

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**Disclaimer:** This version of the document replaces any prior versions of the document in their entirety.

# Foreword

This guidance document is designed to provide users with general information regarding environmental sample collection for the United States Environmental Protection Agency's (USEPA) Contract Laboratory Program (CLP). This document provides minimum CLP requirements, an explanation of the general sampling process sequence of events, and any related information. The appendices contain useful reference information and checklists to aid in planning and documenting sampling activities.

CLP users also are encouraged to review the Introduction to the Contract Laboratory Program document that contains a general overview of the CLP, how it works, and how to access the program. The CLP requires samplers to use the functionality provided by either the Field Operations and Records Management System (FORMS) II Lite™ software or Scribe software, which are the preferred means of creating CLP sample documentation. For guidance in using the software to record and submit sampling data, users should reference the FORMS II Lite User's Guide or Scribe reference materials.

The FORMS II Lite User's Guide, software, and training module can be downloaded from the CLP Web site at the following address:

<http://www.epa.gov/superfund/programs/clp/f2lite.htm>

The Scribe software can be accessed from the USEPA Environmental Response Team (ERT) at the following address:

[http://www.ertsupport.org/scribe\\_home.htm](http://www.ertsupport.org/scribe_home.htm)

The ERT User Manual for Scribe, reference, and training materials can be accessed from the Scribe Support Web site at the following address:

<http://www.epaos.org/scribe>

Both the Introduction to the Contract Laboratory Program and the Contract Laboratory Program Guidance for Field Samplers can be downloaded from the CLP Web site at the following address:

<http://www.epa.gov/superfund/programs/clp/guidance.htm>

For more information regarding the CLP or this guide, please contact Eric Reynolds via email at [reynolds.eric@epa.gov](mailto:reynolds.eric@epa.gov) or via telephone at (703) 603-9928.

## Key Information

Text in [blue](#) and underlined indicates an external link to information outside of this document.

The images below are located throughout the document to draw attention to important information and each are labeled accordingly:



**Important**



**Note**

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## List of Acronyms

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<b>ARO</b>	Aroclor
<b>ASB</b>	Analytical Services Branch
<b>CERCLA</b>	Comprehensive Environmental Response, Compensation, and Liability Act
<b>CLP</b>	Contract Laboratory Program
<b>CLP PO</b>	CLP Project Officer
<b>CRQL</b>	Contract Required Quantitation Limit
<b>CVAA</b>	Cold Vapor Atomic Absorption
<b>DOT</b>	Department of Transportation
<b>DQO</b>	Data Quality Objective
<b>dbf</b>	Database Format File
<b>ESDS</b>	Electronic Sample Documentation System
<b>ERT</b>	Environmental Response Team (USEPA)
<b>ET</b>	Eastern Time
<b>FORMS II Lite™</b>	Field Operations Records Management System II Lite
<b>FSP</b>	Field Sampling Plan
<b>HCN</b>	Hydrocyanic acid
<b>IATA</b>	International Air Transport Association
<b>ICP-AES</b>	Inductively Coupled Plasma-Atomic Emission Spectroscopy
<b>ICP-MS</b>	Inductively Coupled Plasma-Mass Spectrometry
<b>MA</b>	Modified Analysis
<b>MS</b>	Matrix Spike
<b>MSD</b>	Matrix Spike Duplicate
<b>NaHSO<sub>4</sub></b>	Sodium Bisulfate
<b>NPL</b>	National Priorities List
<b>OSC</b>	On-scene/on-site Coordinator
<b>OSHA</b>	Occupational Safety and Health Administration
<b>OSRTI</b>	Office of Superfund Remediation and Technology Innovation
<b>OSWER</b>	Office of Solid Waste and Emergency Response
<b>PAHs</b>	Polycyclic Aromatic Hydrocarbons
<b>PCBs</b>	Polychlorinated Biphenyls
<b>PE</b>	Performance Evaluation
<b>ppb</b>	Parts-Per-Billion
<b>ppt</b>	Parts-Per-Trillion
<b>PRP</b>	Potentially Responsible Party
<b>PT</b>	Proficiency Testing
<b>PTFE</b>	Polytetrafluoroethylene
<b>PVC</b>	Polyvinyl Chloride
<b>QA</b>	Quality Assurance
<b>QAPP</b>	Quality Assurance Project Plan
<b>QASPER</b>	Quality Assurance Sampling Plan for Environmental Response
<b>QATS</b>	Quality Assurance Technical Support
<b>QC</b>	Quality Control
<b>RAS</b>	Routine Analytical Services
<b>RPM</b>	Remedial Project Manager
<b>RSCC</b>	Regional Sample Control Center Coordinator
<b>SAM</b>	Site Assessment Manager
<b>SAP</b>	Sampling Analysis Plan
<b>SARA</b>	Superfund Amendments and Reauthorization Act
<b>SDG</b>	Sample Delivery Group
<b>SMC</b>	System Monitoring Compound

## List of Acronyms

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<b>SMO</b>	Sample Management Office
<b>SOP</b>	Standard Operating Procedure
<b>SOW</b>	Statement of Work
<b>SVOA</b>	Semivolatile Organic Analyte
<b>TR/COC</b>	Traffic Report/Chain of Custody
<b>txt</b>	Text File
<b>UN</b>	United Nations
<b>USEPA</b>	United States Environmental Protection Agency
<b>VOA</b>	Volatile Organic Analyte
<b>XML</b>	eXtensible Markup Language

## 1.0 INTRODUCTION

### 1.1 About this Guide

This document describes the important organizational roles and responsibilities for those who plan and conduct environmental sample collection projects for analysis through the Superfund's Contract Laboratory Program (CLP). This chapter introduces the structure and purpose of this document. Chapter 2, *Pre-field Activities*, addresses pre-field planning activities that the sampling team could complete prior to the actual sampling event. Chapter 3, *In-field Activities*, addresses those activities that need to be completed during the sampling event.

Appendix A describes the functions within a sampling project which are taken from the Quality Assurance Project Plan (QAPP) requirements. Appendix B and Appendix C contain the sample collection guidelines for Volatile Organic Analytes (VOAs) in soil and in water. Appendix D recommends sampling techniques. Appendix E contains checklists to help the sampler ensure that all necessary steps are completed. Appendix F contains the glossary of terms. Appendix G contains the FORMS II Lite analysis codes. Appendix H contains the Scribe analysis codes.



A project and site-specific QAPP providing Regional guidance will override guidance given within this document.

### 1.2 Overview of the CLP

The CLP is a national network of USEPA personnel, commercial laboratories, and support contractors whose fundamental mission is to provide data of known and documented quality. The CLP supports USEPA's Superfund program which was established under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980 and presently exists under the Superfund Amendments and Reauthorization Act (SARA) of 1986. The CLP is directed by the USEPA Analytical Services Branch (ASB) from within the Office of Superfund Remediation and Technology Innovation (OSRTI) in the Office of Solid Waste and Emergency Response (OSWER).

The CLP primary service is the provision of analytical data of known and documented quality to CLP customers through its routine and modified chemical analytical services. The CLP has implemented supporting services to ensure that data of known and documented quality is provided to CLP users. Because of its supportive infrastructure, the CLP is able to provide all services in a cost-effective and efficient manner. To achieve this goal, the CLP has established strict Quality Control (QC) procedures and detailed documentation requirements. Current CLP users include the USEPA Regions, States and Tribal governments, and other Federal agencies. CLP users also are encouraged to review the *Introduction to the Contract Laboratory Program* document that contains a general overview of the CLP, how it works, and how to access the program.

#### 1.2.1 Key Players Within the CLP

In coordinating Superfund sampling efforts, the ASB is supported by the Sample Management Office (SMO) contractor, Regional CLP Project Officers (CLP POs), Regional Sample Control Center Coordinators (RSCCs), Site Assessment Managers (SAMs), On-scene/On-site Coordinators (OSCs), and Remedial Project Managers (RPMs). Samplers may work directly with the RSCC, and/or an OSC from the Site Support Personnel during a sampling event. See Table 1-1 for a brief description of the functions performed by key participants (functions may vary by Region).

**Table 1-1. Participants in the CLP Sampling Process**

Participants	Responsibilities
<b>Analytical Services Branch</b>	<p>USEPA ASB directs the CLP from within the Office of Superfund Remediation and Technology Innovation (OSRTI) in the Office of Solid Waste and Emergency Response (OSWER). ASB responsibilities include:</p> <ul style="list-style-type: none"> <li>• Development of the Statements of Work (SOWs) that define required analytical methods (including QC, detection/quantitation limits, and holding times) for the analytical services procured under the CLP;</li> <li>• Development and implementation of policies and budgets for Superfund analytical operations;</li> <li>• Development of information management policies and products for analytical data;</li> <li>• Management of SMO and Quality Assurance Technical Support (QATS) contracts;</li> <li>• National administration, evaluation, and management of the CLP; and</li> <li>• Direction of CLP Quality Assurance (QA) activities in coordination with overall OSWER QA activities.</li> </ul> <p>To obtain the most current ASB contact list, refer to the following Web site:  <a href="http://www.epa.gov/superfund/programs/clp/contacts.htm#ASB">http://www.epa.gov/superfund/programs/clp/contacts.htm#ASB</a></p>
<b>CLP Sample Management Office</b>	<p>The contractor-operated SMO provides necessary management, operations, and administrative support to the CLP. SMO receives Regional analytical requests, coordinates and schedules sample analyses, and tracks sample shipments. SMO also receives and checks data for completeness and compliance, processes laboratory invoices, and maintains a repository of sampling records and program data.</p>
<b>CLP Contract Laboratories</b>	<p>The contractor-operated laboratories within CLP provide necessary analytical services for the isolation, detection, and quantitation of the CLP's target compounds and analytes. To obtain the most current list of CLP Contract Laboratories, refer to the following Web site:  <a href="http://www.epa.gov/superfund/programs/clp/download/lablist.pdf">http://www.epa.gov/superfund/programs/clp/download/lablist.pdf</a></p>
<b>Regional CLP Project Officer</b>	<p>The CLP PO monitors the technical performance of the contract laboratories in each Region. The CLP PO works closely with ASB Program Managers to identify and resolve laboratory technical issues, and leads laboratory on-site evaluations. To obtain the most current CLP PO contact list, refer to the following Web site:  <a href="http://www.epa.gov/superfund/programs/clp/reglist.htm">http://www.epa.gov/superfund/programs/clp/reglist.htm</a></p>
<b>Regional Sample Control Center Coordinator</b>	<p>In most Regions, the RSCC coordinates sampling efforts and serves as the central point-of-contact for sampling questions and problems. The RSCC works with SMO to schedule sample shipments to laboratories. In addition, the RSCC's activities may include: informing SMO of sample shipment, cancellations, special instructions, and sampling issues. To obtain the most current RSCC contact list, refer to the following Web site:  <a href="http://www.epa.gov/superfund/programs/clp/reglist.htm">http://www.epa.gov/superfund/programs/clp/reglist.htm</a></p>
<b>Site Support Personnel</b>	<p>The Site Support Personnel consists of the USEPA personnel responsible for developing the Quality Assurance Project Plan (QAPP) and Sampling Plan for the sampling episode at the site, such as the sampling team, Quality Assurance personnel, OSC, SAM, and Remedial Project Manager (RPM). In most Regions, the Site Support Personnel develops Standard Operating Procedures (SOPs) for field sampling and related procedures, and assists sampling teams in following those SOPs. The sampling team determines what type(s) of CLP services will be required for a particular sampling event. The Site Support Personnel reviews Sampling Analysis Plans (SAPs) prepared by sampling teams and oversees sampling teams in the field.</p>



## 1.3 Overview of the Sampling Process

Once USEPA has determined that physical, chemical, and/or biological testing of a site is necessary, samples of material from the site area must be collected. The type of material that must be collected and the analytical method to be used depends upon the physical location of the site, detection level(s), site history (previous sampling), and known or unknown conditions and contaminants. The sampling process includes carefully planned and consistently applied procedures that produce accurate and legally defensible data. The sampling team should consider the procedures and plans presented in this guide as minimum sampling process guidelines to maintain sample integrity and identity. Samples should be collected according to the approved project and site-specific QAPP and SAP. This document does not define specific sampling procedures because specific sampling protocols depend on individual site conditions, Regional requirements, and acceptance and performance criteria. Since Regions may have their own specific requirements for individual sampling programs, they are responsible for generating Region-specific sampling SOPs.

### At-a-Glance: Overview of the Sampling Process

- ✓ Procedures must be consistent.
- ✓ Analytical data must be accurate and defensible.
- ✓ Procedures must meet minimum requirements.

### 1.3.1 Procedures Must Be Consistent

The purpose of sampling is to collect representative portions from a suspected contaminated site. Sample collection is critical to determining the presence, type, concentration, and extent of environmental contamination by hazardous substances; thus it is a crucial part of every sampling and environmental testing effort. Sampling procedures must be consistently written and followed to mitigate risk of error and the expense of re-sampling.

Failure to follow proper sampling and shipping procedures could result in samples that are contaminated, broken, mislabeled, lost during shipping, or unusable because of a missed holding time. If procedures are inconsistently or improperly followed, any resultant analytical data may be inaccurate and may not be defensible in a court of law.



If re-sampling is needed due to improper sampling, the sampling team may incur the cost.

### 1.3.2 Analytical Data Must Be Accurate and Defensible

The data gathered during sampling activities helps to accurately characterize contaminated waste sites so that the impact on human health and the environment can be properly evaluated. Acquiring accurate and defensible data that will be accepted in a court of law is the CLP's primary objective; therefore, the sampler must collect samples according to strict sampling procedures, plans, and guidelines. USEPA and many other Federal agencies use data resulting from analytical testing of samples to:

- Determine if a site is contaminated with organic and/or inorganic compounds
- Identify pollution sources and Potentially Responsible Parties (PRPs)
- Validate remedial design methodologies
- Assess response and remedial priorities
- Assess risk to human health and the environment
- Determine appropriate cleanup actions
- Determine cleanup achievements

### 1.3.3 Sampling Procedures and Guidelines Must Meet Minimum Requirements

It is imperative that samplers be aware of the minimum CLP and Regional requirements that directly impact and define how a sampling event will take place. It is important to note that the procedures and guidelines set forth in this document are considered minimum CLP requirements. Samplers should reference the following sections within this document that specifically address important requirements that must be met for a successful sampling event:

- Section 1.4.3 CLP Documentation Requirements
- Section 2.4.1 Request Scheduling of Analysis, SMO-assigned CLP Case Numbers, CLP Sample Numbers, and Laboratory Contact Information
- Section 2.7 Comply with Transportation and Shipping Requirements
- Section 2.8 Provide Shipment Notification
- Section 3.1 Collect Samples
- Section 3.2 Complete Documentation

## 1.4 Overview of Sampling Documentation Requirements

The sampler must properly document samples collected for analysis in order to uniquely identify each sample and ensure adequate chain-of-custody procedures. When collecting samples, the sampler should always keep in mind that any samples collected may be used in future litigation. This is especially important when samples are from privately owned property. If sampling on privately owned property, samplers should also provide the property owner with a receipt for samples collected and removed from that owner's property. Samplers may also be required by a Region to use a sample label, sample tag, or field operations records documenting information such as daily activities, equipment and materials used, personnel involved, site security, etc. These types of documentation help ensure proper sample identification and provide additional chain-of-custody records.

The documentation required by a Region for a sampling event is outlined in project plans such as the QAPP, SAP, and Field Sampling Plan (FSP).

**At a Glance:  
Overview of the Sampling Document  
Requirements**

- ✓ Must use FORMS II Lite or Scribe to create sample documentation. Analytical data must be accurate and defensible.
- ✓ CLP documentation requirements:
  - CLP Sample number
  - SMO-assigned CLP Case number
  - Traffic Report/Chain of Custody (TR/COC) record
  - Sample labels
  - Sample tags
  - Custody seals
  - Field operation records



Under no circumstances should the site name appear on any documentation that is sent to the laboratory (for the CLP).

The two sampling documentation software tools prescribed and used by the CLP are: Field Operations Records Management System II Lite (FORMS II Lite) and Scribe.

### 1.4.1 FORMS II Lite

In an effort to automate sample documentation in the field, ASB has developed a stand-alone, Windows-based software application that samplers can use to automatically create and generate sample documentation. The FORMS II Lite software allows users to enter information prior to and during sampling events. It allows users to multi-task and electronically create, edit, and print documentation associated with sampling activities. Users can customize data entry screens throughout the entire documentation process. Users can also customize the format and content of sample labels based on specific requirements.

The program simplifies and accelerates the tedious manual sample documentation process by reducing the generation of handwritten documents by almost 70%. The FORMS II Lite software enables samplers to:

- Augment CLP-provided Sample numbers or manually assign their own unique, project-specific non-CLP Sample numbers
- Input the SMO-assigned CLP Case Number into the appropriate field
- Create sample labels, sample tags, TR/COC Records, Sample Weight forms, and receipts for samples taken from a site
- Track samples from the field to the laboratory
- Electronically capture sample information into databases
- Export electronic data as a database format (.dbf) file, text (.txt), or eXtensible Markup Language (.xml) file

For assistance with obtaining or using the FORMS II Lite software, please contact the FORMS II Lite Help Desk at 703-818-4200 from 9:00 AM - 5:00 PM Eastern Time (ET). For additional information regarding FORMS II Lite use and training, please refer to the following Web site:

<http://www.epa.gov/superfund/programs/clp/f2lite.htm>

## 1.4.2 Scribe

In an effort to automate sample documentation in the field, the USEPA Environmental Response Team (ERT) has developed a stand-alone, Windows-based desktop application that samplers can use to automatically create and generate sample documentation. The Scribe software allows users to enter information prior to and during sampling events. It allows users to multi-task and electronically create, edit, and print documentation associated with sampling activities. Users can customize data entry screens throughout the entire documentation process. Users can also customize the format and content of sample labels based on specific requirements.

The Scribe application simplifies and accelerates the tedious manual sample documentation process by reducing the generation of handwritten documents. Scribe enables samplers to:

- Augment CLP-provided Sample numbers or manually assign their own unique, project-specific non-CLP Sample numbers
- Input the SMO-assigned CLP Case Number into the appropriate field
- Electronically capture sample information into databases
- Create sample labels, sample tags, COC Records, and receipts for samples taken from a site
- Track samples from the field to the laboratory
- Electronically capture laboratory results, property details and sample location details
- Export electronic data as a database format (.mdb) file, text (.txt), or eXtensible Markup Language (.xml) file

The Scribe CLP Analysis Codes provided in Appendix H may cause a delay in processing at the CLP laboratories based on interpretation.



**Samplers are advised to use the analysis codes found in Appendix G: FORMS II Lite Analysis Codes for CLP analysis.**

Scribe users should contact the ERT Software Support Help Desk for assistance in adding the custom analysis onto Scribe. For assistance with obtaining or using Scribe software, please contact the ERT Software Support Help Desk at 800-999-6990. For additional information regarding Scribe use and training materials, please refer to the following Web site:

<http://www.epaos.org/Scribe>

## 1.4.3 CLP Documentation Requirements

Samplers must:

- 1) Record the CLP Sample Number and the SMO-assigned CLP Case Number on each sample bottle

- 2) Complete the Traffic Report/Chain of Custody (TR/COC) record using the FORMS II Lite or Scribe software, making sure to indicate on the TR/COC record if the samples require the use of a Modified Analysis
- 3) Complete and attach sample labels
- 4) Complete and attach sample tags to meet Regional requirements (if applicable)
- 5) Complete and attach custody seals to meet Regional requirements
- 6) Complete field operations records, as necessary

Please contact your RSCC (see Table 1-1) for information regarding CLP Sample numbers, SMO-assigned CLP Case numbers, TR/COC records, and chain of custody seals for sampling events.

#### **1.4.3.1 CLP Sample Number**

A *CLP Sample Number* is unique per sampling location, is used to identify and track samples throughout the sampling and analytical processes, and is recorded on many types of sampling documentation (e.g., TR/COC Records, sample labels, and sample tags). CLP Sample Numbers are provided to samplers by their RSCC or SMO. The CLP Sample Number should not contain the letters "I," "O," "U," and "V."

Samplers must contact their RSCC (or designee) to obtain CLP Sample numbers for their sampling event. Samplers must correctly assign the CLP Sample numbers to the appropriate sample bottle or container. Please refer to Section 3.2.1 for more detailed information regarding the use of CLP Sample Numbers.



Contact the RSCC with any questions regarding the assignment of CLP sample and SMO-assigned Case numbers.

#### **1.4.3.2 SMO-assigned CLP Case Number**

SMO-assigned CLP Case numbers are used to track groups of samples throughout the sampling and analytical processes and are recorded on many types of sampling documentation (e.g., TR/COC records, sample labels, and/or sample tags). Samplers must correctly assign the SMO-assigned CLP Case number to the appropriate sample bottle or container. To obtain a SMO-assigned CLP Case number, samplers may contact their RSCC (or designee) to obtain their laboratory assignment notification or they may be provided by SMO.

#### **1.4.3.3 Laboratory Assignment**

Samplers are responsible for shipping samples to the appropriate SMO-assigned laboratory for analysis. Samplers may contact their RSCC (or designee) to obtain their laboratory assignment notification or they may be provided by SMO.

#### **1.4.3.4 TR/COC Record**

The TR/COC record is used as physical evidence of sample custody and functions as a permanent record of each sample collected.

Per CLP documentation requirements, each cooler must contain a TR/COC record that lists all the samples contained therein.

#### **1.4.3.5 Chain-of-Custody Seals**

A chain-of-custody seal is any adhesive label or tape that can be used to seal a sample bottle, container, plastic bag, or shipping cooler such that if it is opened or tampered with, the seal will be broken. Custody seals must be placed on each sample bottle, container, or bag (as appropriate) and each shipping cooler or container. The custody seal is an excellent means of maintaining a record of chain-of-custody, as well as guarding against possible sample contamination or tampering during shipping.

#### **1.4.3.6 Sample Labels**

A sample label is a sticker attached to a sample bottle or container that contains a field sample or QC sample. Sample labels are affixed to each sample container as samples are collected in

the field or affixed prior to going in the field. A sample label must contain, at a minimum, a CLP Sample number so that they can be associated with, and listed on, the associated TR/COC record. The sample label should also include the required analysis, Case number, and preservative used (to eliminate confusion at the laboratory). Samplers should refer to their project plans for Region-specific sample label requirements.

#### **1.4.3.7 Sample Tags**

A sample tag identifies a sample bottle or container that contains a sample. The tag also provides specific analytical direction and proof that a sample existed. To support the use of sample data in potential enforcement actions, samples with other than in situ measurements (e.g., pH, temperature, conductivity) can be identified with a sample tag. A CLP Sample number and SMO-assigned CLP Case number must be recorded on a sample tag to indicate that the sample container comprises the whole sample in the case where there is just one container of sample, or part of the indicated sample in the case of multiple containers of sample. Samplers should refer to their project plans for Region-specific sample tag requirements.

#### **1.4.3.8 Field Operation Records**

Samplers should maintain complete, accurate, and legible field operations records as they perform a sampling activity. The following records are included: field logbooks; Corrective Action reports; Sampling trip reports; supplemental standardized forms; logs; and records such as maps or photographs that document each step of the work performed in the field. Samplers should refer to their project plans for Region-specific field operations record requirements. These records are very important tools because they are considered part of the official project file when legal issues arise.

#### **1.4.3.9 Weight Logs**

A sample weight log identifies the tared, sample and final weights per bottle for VOA samples. In order to support Method 5035A for VOAs, samplers should enter tared and final weights per bottle in the CLP Sample Weight Log.

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## 2.0 PRE-FIELD ACTIVITIES

This chapter provides instructions for completing the suggested pre-field activities that samplers could complete prior to performing sampling activities. These important pre-field activities will save time and help the sampler to better prepare for the sampling event. Samplers should be aware of issues that routinely arise during the sampling process so that they can avoid making the same mistakes or having the same problems that could adversely affect their sampling event. Samplers are also expected to review all pertinent project plans and meet both CLP and Regional requirements that directly impact the structure and purpose of a sampling event.

The project plans provide information such as the types and numbers of samples to be collected, the analytical methods to be used based on the desired level of quantitation, and the necessary equipment and supplies. The plans also describe the sampling method which may require different specific sample volumes/masses, containers, preservation, shipping, and handling to maintain the integrity of the samples without degradation or contamination.

In addition to reviewing project plans, samplers should determine if the sampling site is privately or publicly owned and obtain the necessary permission to access the sampling site. If the site is privately owned, samplers should make sure to have receipts available to provide to the owner for all samples collected and removed from the property. Samplers must also prepare to identify and obtain sampling materials, prepare to meet documentation requirements by obtaining and learning to use the required software, comply with transportation and shipping requirements, and perform a readiness review/dry run of the sampling process.

### At a Glance: Pre-field Activities

- ✓ Prepare for and communicate during a sampling event.
- ✓ Review project plans containing Regional requirements.
- ✓ Plan to meet documentation requirements.
- ✓ Obtain any necessary permits, licenses, and clearances.
- ✓ Identify and obtain sampling materials.
- ✓ Comply with transportation and shipping requirements.
- ✓ Provide shipment notification.
- ✓ Perform Readiness Review/Run-through.

## 2.1 Prepare for a Sampling Event

Samplers must prepare to meet CLP and Regional requirements for a sampling event, appropriately use the CLP Sample number and SMO-assigned CLP Case number, complete the TR/COC record using the FORMS II Lite or Scribe software, and complete and attach the custody seal(s). It is very important that the sampler include the correct CLP Sample number on each sample. It is also imperative that the TR/COC record be accurately completed and submitted with the sample(s). Finally, the sampler must accurately and legibly complete and attach a custody seal to each sample container, or plastic sample bag (as appropriate), and each shipping cooler or container.

However, meeting the sampling requirements requires more than just the proper application of a CLP Sample number on each sample, completion of the TR/COC record, and use of a custody seal. The actual collection of samples, packaging, and shipping of those samples are equally important to a successful sampling event.

For example, if a sampler collects insufficient volume of a sample, the laboratory may not be able to perform the requested analysis. Insufficient sample volumes may also result in a laboratory being unable to perform laboratory quality control, such as Matrix Spike (MS), Matrix Spike Duplicate (MSD), and Duplicates sample analysis. Additionally, if the laboratory receives a sample that is either unpreserved or the sample pH is outside of the required range, the sample cannot be properly analyzed.

Unfortunately, improper shipping and labeling processes and procedures often result in:

- Samples being shipped to the wrong laboratory
- Broken or empty samples being received at the laboratory
- Custody seals or sealant tape that is missing or broken on sample bottles, containers, plastic bags, or shipping coolers shipped to the laboratories

The importance of completing the paperwork associated with a sampling event cannot be overemphasized. Samplers must make a conscientious effort to accurately complete the TR/COC record since this is the main document used to derive vital information about a particular sample. The person completing a TR/COC record must be careful to avoid errors, such as the appropriate sample(s) not being listed, or the wrong samples being listed. In an effort to eliminate such errors and the confusion that can be associated with handwritten TR/COC records, samplers must use either the FORMS II Lite or Scribe software to complete the TR/COC record and other associated sampling documentation.

It is extremely important that QC samples, including field sample duplicates, field samples for Matrix Spike and Matrix Spike Duplicate analyses, and Proficiency Testing (PT) samples, also known as Performance Evaluation (PE) samples, be designated and labeled per Regional guidance by samplers in the field. Mislabeling of QC samples can result in improper and/or inaccurate analysis of a sample at the laboratory.

## 2.2 Communicate During a Sampling Event

Communication is a key element in planning, administrating, and conducting a sampling event. It is extremely important that all parties involved in a sampling event be in contact throughout the sampling process. The procedures and recommendations outlined in this guide are based on more than 20 years of experience. It has been demonstrated that approximately 50% of all sampling efforts have been negatively affected by incorrect sampling procedures and poor communication among participants.

The key elements of communication for a sampling event include the relationship between the RSCC, SMO, the samplers in the field, and the laboratories who will be accepting the samples. For instance, the samplers must contact the RSCC to start the process for setting up a sampling event. The RSCC will in turn contact SMO who will schedule the sampling event, establish laboratory availability, and arrange for the laboratory to accept projected samples. For MAs requesting tissue analysis, it is also important to notify the laboratory if they should be expecting whole fish, fish fillet or other types of tissues for analysis. After scheduling, SMO will communicate the laboratory assignment to the Region and possibly the sampler.

SMO provides SMO-assigned CLP Case and CLP Sample Numbers in time for the sampling event. SMO also schedules a laboratory and makes sure the laboratory will not have any capacity problems. Communication is also important because if there is a change in the sampling event due to a cancellation or an increase or decrease in the number of samples that will be sent to the laboratory, the sampler can contact the RSCC who can work with SMO to remedy potential capacity, availability, or overbooking problems.

## 2.3 Review Project Plans Containing Regional Requirements

In addition to meeting CLP requirements, the sample collection process must fulfill numerous Regional requirements. These requirements are determined by a variety of factors that affect how samples should be collected for an individual sampling event. These factors include:

- The type of samples being collected (organic/inorganic, water, soil/sediment, etc.)
- The method by which the samples will be analyzed
- The acceptance or performance criteria [i.e., Data Quality Objectives (DQOs)]
- The type of data needed

The QAPP for each sampling project is written to meet requirements outlined in the documents *EPA Requirements for Quality Assurance Project Plans (QA/R-5)*, *EPA Guidance on Quality Assurance Project Plans (G-5)*, and Regional QAPP preparation documents. The QAPP is prepared in advance of field activities and is used by samplers to develop any subsequent plans such as the SAP or the FSP. Samplers should review the QAPP and any subsequent project plans for information outlining the basic components of a sampling activity. QAPP and project plans should be finalized and approved by appropriate Regional QA personnel, the OSC, SAM, or the RPM before providing them to the sampling team. This should be done prior to the start of field activities. Appendix A explains the functions within a sampling project (as these functions relate to a sampling event) and the elements of that function as described in a typical QAPP. Copies of all project plans and relevant SOPs should be maintained in the field for the duration of the sampling project.



## 2.4 Plan to Meet Documentation Requirements

Sampling events require a variety of accurate and complete documentation. Samplers should review their project plans to determine the types of documentation that must be completed for a sampling project and to ensure that the appropriate documentation will be on-hand in the field. The CLP documentation requirements include the CLP Sample Number, the SMO-assigned CLP Case Number, the TR/COC Record, sample labels, custody seals, and field operations records (as necessary). Samplers need to request SMO-assigned CLP Case and CLP Sample Numbers for each sampling event prior to starting field activities. Samplers also need to make sure that the correct TR/COC Records (Organic TR/COC Record for organic analysis or Inorganic TR/COC Record for inorganic analysis) are being used within the FORMS II Lite or Scribe software. Finally, samplers should be prepared to complete the appropriate shipping cooler return documentation.

### At a Glance:

#### Plan to meet documentation requirements.

- ✓ Request SMO-assigned CLP Case and CLP Sample Numbers.
- ✓ Prepare sample cooler return documentation.
- ✓ Prepare to use the FORMS II Lite or Scribe software.

Samplers are required to use the FORMS II Lite or Scribe software to prepare and submit sampling project documentation and maintain sample chain-of-custody. Samplers must have access to FORMS II Lite or Scribe generated TR/COC Records at sampling events. FORMS II Lite or Scribe software users must be familiar with all emergency backup procedures that should be followed in the event of a system failure. In the event of a system crash, samplers must have backup hardcopies of FORMS II Lite or Scribe TR/COC Records. For information regarding emergency backup procedures, please refer to the following Web site:

<http://www.epa.gov/superfund/programs/clp/trcoc.htm>

For assistance while using the FORMS II Lite software, please contact the FORMS II Lite Help Desk at 703-818-4200 from 9:00 AM - 5:00 PM ET.

For assistance while using the Scribe software, please contact the ERT Software Support Help Desk at 800-999-6990 from 9:00 AM - 5:00 PM ET. Refer to the following web site for additional information on the use and training of Scribe:

<http://www.epaos.org/Scribe>

### 2.4.1 Request Scheduling of Analysis, SMO-assigned CLP Case Numbers, CLP Sample Numbers, and Laboratory Contact Information

SMO-assigned CLP Case Numbers are assigned based on a request for CLP Routine Analytical Services (RAS), which is processed through the RSCC (or designee). The sampler must request the RSCC to schedule CLP RAS analysis. The sampler should specify the number of samples, analyses, etc., being shipped each week when requesting the RSCC to schedule CLP RAS analyses. The CLP does have the capacity to schedule sampling on an emergency basis, however the sampler must contact the RSCC (or designee) to obtain details regarding how to handle such a situation. When scheduling a sampling event that will last for more than one week, it is recommended that the sampler contact the RSCC (or designee) on a weekly basis to provide updates. This contact between the sampler, the RSCC (or designee), and SMO is very important because it will ensure better availability of laboratory capacity.

In addition to SMO-assigned CLP Case and CLP Sample numbers, samplers should make sure to have accurate laboratory contact information, such as:

- Laboratory name
- Laboratory address
- Contact name
- Laboratory phone number

This information which is provided on the Regional Lab Assignment Notification Form is used for both TR/COC records and chain-of-custody documentation and shipping paperwork such as address labels and airbills.

The SMO-assigned CLP Case number is used to track groups of samples throughout the sampling and analytical processes. Samplers must correctly indicate the assigned Case number on the appropriate sample bottle or container.



The RSCC (or designee) provides the CLP Case numbers and Sample numbers for each sampling event to samplers. Once the CLP Sample numbers have been provided to the sampler, the sampler can use FORMS II Lite or Scribe to print them onto sample labels.

A CLP Sample number is defined as a number that is unique per sampling location and identifies each CLP sample (see Section 1.4.3.1). Since samples must be identified per analytical program (either organic or inorganic), there are two types of TR/COC Records and two letter codes to denote organic vs. inorganic analysis.

A CLP sample is defined as one discrete portion of material to be analyzed that is contained at one concentration level, from one station location for each individual or set of analyses -- provided the analyses are all requested for the same CLP analytical service (i.e., organic or inorganic), and identified by a unique Sample number.



When samples are collected from several station locations to form a composite sample, the sample should be assigned either a number from one of the station locations used during collection, or a unique number that represents the composite sample, for tracking purposes. The numbering scheme used internally at a sampling event for identifying composite samples should also be documented appropriately (e.g., in the field logs).

Organic CLP Sample numbers begin with the Regional letter code, followed by four letters and/or numbers. Inorganic CLP Sample numbers begin with “M” followed by the Regional letter code and then four letters and/or numbers. See Table 2-1 for Region and letter codes for each sample type (i.e., organic or inorganic).

**Table 2-1. CLP Sample Number Letter Codes**

Region	Letter Code	
	Organic	Inorganic
1	A	MA
2	B	MB
3	C	MC
4	D	MD
5	E	ME
6	F	MF
7	G	MG
8	H	MH
9	Y	MY
10	J	MJ

According to CLP guidelines, each individual inorganic water sample may be analyzed for total metals or filtered metals, but not both. Therefore, water samples collected for total metal and filtered metal analyses from the same sampling location must be assigned separate (unique) CLP Sample numbers. A sampler can use the same CLP Sample Number for an inorganic soil or water sample collected for total metals, mercury and cyanide analyses.

**Organic soil and water samples** may be collected for analysis under the SOM01.X SOW to detect:

- Aroclors
- Semivolatile Organic Analytes (SVOAs)
- SVOA Selective Ion Monitoring (SIM)
- Pesticides
- Volatile Organic Analytes (VOAs)
- Trace Volatile Organic Analytes (Trace VOAs)
- Trace VOA SIM

**Inorganic soil and water samples** may be collected for analysis under the ISM01.X SOW to detect:

- Cyanide using Distillation/Colorimetry
- Metals using Inductively Coupled Plasma-Atomic Emission Spectroscopy (ICP-AES), Inductively Coupled Plasma-Mass Spectrometry (ICP-MS)
- Mercury using Cold Vapor Atomic Absorption (CVAA)

**Inorganic wipes and air filter samples** may be collected for metals using ICP-AES under ISM01.X SOW.

## 2.4.2 Prepare Sample Cooler Return Documentation

CLP laboratories must routinely return sample shipping coolers to the appropriate sampling office within 14 calendar days following receipt of shipment from the sampler. For sample coolers to be returned, the sampler must complete the appropriate cooler documentation and work with Regions and government agencies to provide a cost-effective mechanism for laboratories to return the empty coolers to the appropriate sampling office. The sampling cooler return documentation should be prepared in advance and provided to samplers before field activities begin. **The sampler (not the CLP laboratory) is responsible for paying for the return of the cooler and should also include shipping airbills bearing the sampler's account number, as well as a return address, to allow for cooler return.**

To maintain consistency among cooler transportation programs, samplers should:

- Minimize the use of multiple transportation carriers to avoid confusion
- Use multiple-copy labels so the laboratory and the sampling team can each retain a copy for their records
- Prepare labels in advance so that the laboratory can simply affix a completed shipping label on the cooler
- Include third-party billing information (i.e., their shipping account number) on labels so the laboratory will not be billed by the transportation carrier
- Confirm that the laboratory knows which transportation carrier to use
- Include the SMO-assigned CLP Case Number on return information

## 2.5 Obtain Municipal Permits, Licenses, and Clearances

Before starting a sampling event, samplers must make sure to obtain the proper municipal permits, accesses to the property, and any government clearances, if required. The sampler must also contact any appropriate utility companies to ascertain where any underground pipes, cables, etc., may be located.

### At a Glance:

#### Obtain permits, licenses, and clearances.

- ✓ Request access to County, State, Tribal, military, and/or Federal property.
- ✓ Contact private property owner(s).
- ✓ Contact utility companies.

### 2.5.1 Request Access to County, State, Tribal, Military, and/or Federal Property

Proper access to perform sampling activities is important not only for legal reasons, but also to eliminate delays in work and possible refusal to allow sampling to take place. It is crucial that the appropriate permits, licenses, and clearances be secured to obtain access for sampling activities that will be performed on County, State, Tribal, military, and/or Federal property. The sampler must contact the appropriate government offices or personnel well in advance to determine what kinds of approval are required. Pre-approval may be required for specific types of sample collection such as drilling or excavation. For example, drilling on a military base requires pre-approval. Base security may require clearances for all members of the sampling team, including subcontractors. This process may take two or more days.

If arrangements are not made in advance, the team may not be allowed to enter the site until their clearances are processed and the team has been approved to drill. As a result, the sampling schedule is delayed, costing extra time and money.

## 2.5.2 Contact Private Property Owners

The sampler must obtain written permission from the private property owner(s) before sampling on their property, even if verbal permission has been granted. It is recommended that samplers obtain verbal permission prior to their arrival at the sampling location, but written permission can be obtained on the day of sampling. If a property owner refuses to grant access to their property, it may be necessary for sampling participants to contact the appropriate authorities for assistance.

## 2.5.3 Contact Utility Companies

The sampler should contact local utility companies (e.g., power, phone, gas, cable, sanitation, etc.) at least one week prior to the sampling event to have underground cables, lines, and pipes flagged and marked. This is required by law. A national one-call directory can be found at:

<http://www.call811.com>.

This will eliminate potential safety hazards and service disruption. For example, soil sampling in a residential area may require digging below the soil's surface. It is very important to know where utility lines and pipes are located so that samplers do not hit live electrical wires or rupture gas lines. Samplers should follow Regional or other appropriate program procedures for the procurement of such services. The utility service(s) disruption dates should be confirmed at least two days prior to sampling activities.



Pre-payment of survey fees to local utility companies may be required.

## 2.6 Identify and Obtain Sampling Materials

Samplers must be prepared for a sampling project with the appropriate sampling materials (equipment, supplies, sample containers, packing materials, and shipping materials). The equipment and supplies must be properly cleaned, calibrated, and tested as necessary to meet the needs of the sampling project.

**At a Glance:**  
**Identify and obtain sampling materials.**

- ✓ Procure appropriate equipment and supplies.
- ✓ Procure sample containers.
- ✓ Procure shipping supplies.

### 2.6.1 Procure Appropriate Equipment and Supplies

Each sampling event requires the procurement of equipment and materials to collect, document, identify, pack, and ship samples. The proper field sampling equipment is vital to a successful sample collection. Regional or other samplers should obtain, and arrange in advance, all of the equipment and supplies required for each sampling event. Samplers should review the project plans to verify that the proper equipment is being used for sample collection.

At a minimum, the following materials are generally required during a sampling event:

- Sample storage containers
- Packing material
- Sample containers
- Shipping containers
- Access to the FORMS II Lite or Scribe software for creating sample labels, stickers, tags, and TR/COC Records
- Custody seals
- Sampling equipment such as bowls, augers, pumps, etc

Sampling events may also require specific items such as:

- Cooler temperature blanks
- Trip blanks for VOA analysis
- Preservation supplies (e.g., ice or acid)
- Specially prepared sample vials (e.g., for SW-846 Method 5035A)
- Utensils or equipment in handling tissue samples requested by modified analysis

## 2.6.2 Procure Sample Containers

The analytical protocol(s) to be used for sample analysis often requires the use of a particular type of sample container. The type of container also may depend on the sample matrix and analysis. It is recommended that samplers use borosilicate glass containers, which are inert to most materials, when sampling for pesticides and/or other organics. Conventional polyethylene is recommended when sampling for metals because of the lower cost and absorption rate of metal ions.

Using the wrong container may result in breakage, gathering of an insufficient volume needed to perform sample analysis, or the container material may interfere with the analysis. Therefore, samplers should identify and use the correct sample containers for each sampling event.



Have extra containers readily available for each sampling event in case of breakage, loss, or contamination.

Containers procured for a sampling event are usually pre-cleaned and shipped ready for use from the manufacturer to the sampling site. Regardless of the type of container used, samplers must ensure that the containers have been analyzed or certified clean to levels below concern for the project. These containers must meet the USEPA container type specifications listed in Table 2-2.



Samplers should document the lot numbers for every lot of cleaned containers used for each project and maintain corresponding certificates of analysis on file and available upon request.

**Table 2-2. Sample Container Type Specifications**

Reference Number	Container Type	Specifications	
		Closure	Septum
1	40 mL amber glass vial, 24 mm neck finish.	Polypropylene or phenolic, open-top screw-cap, 15 mm opening, 24-400 size.	24 mm disc of 0.005 in. Polytetrafluoroethylene (PTFE) bonded to 0.120 in. silicone for a total thickness of 0.125 in.
2	1 L high density polyethylene, cylinder-round bottle, 28 mm neck finish.	Polyethylene cap, ribbed, 28-410 size; F217 polyethylene liner.	N/A
3	8 oz short, wide mouth, straight-sided, glass jar, 70 mm neck finish.	Polypropylene or phenolic cap, 70-400 size; 0.015 in. PTFE liner.	N/A
4	4 oz (120 mL) tall, wide mouth, straight-sided, glass jar, 48 mm neck finish.	Polypropylene or phenolic cap, 48-400 size; 0.015 in. PTFE liner.	N/A
5	1 L amber round glass bottle, 33 mm pour-out neck finish.	Polypropylene or phenolic cap, 33-430 size; 0.015 in. PTFE liner.	N/A
6	500 mL high density polyethylene, cylinder-round bottle, 28 mm neck finish.	Polypropylene cap, ribbed, 28-410 size; F217 polyethylene liner.	N/A
7	Coring tool used as a transport device (e.g., 5 g Sampler).	Has built-in closing mechanism.	N/A
8	250 mL high density polyethylene, cylinder-round bottle, 28 mm neck finish.	N/A	N/A
9	1 qt polymer zip-top bag	Has built-in closing mechanism.	N/A

**Table 2-2. Sample Container Type Specifications**

Reference Number	Container Type	Specifications	
		Closure	Septum
10	Filter cassette used as transport device	N/A	N/A
11	Heavy duty aluminum foil	N/A	N/A

The information contained in this table is also cross-referenced in the sample collection parameters discussed in Chapter 3. The container Reference Numbers are used in Tables 3-2 to 3-5 under the Containers column. For example, samples collected for low-level soil VOA analysis using SW-846 Method 5035A may require the sampler to use pre-prepared, tared closed-system purge-and-trap vials with a preservative (refer to Appendix B). Refer to the Regional QAPP and Appendix D for additional references.

### 2.6.3 Procure Shipping Supplies

Samples should be correctly packaged into the appropriate shipping containers to reduce the risk of breakage or leakage, and the shipping containers should be appropriately prepared for shipment. Before heading into the field, samplers should refer to the appropriate project plans to determine the types of samples that will be taken during the sampling project so that samplers will have the proper packaging materials at the site for all pertinent sample container types and sample matrices.

Samplers should also make sure to obtain the appropriate shipping paperwork (e.g., shipping forms required by the delivery service).



The CLP strongly discourages the use of vermiculite and cat litter as sources for packing material. These materials interfere with labeling and documentation and are difficult to remove from sample containers and shipping containers.

## 2.7 Comply with Transportation and Shipping Requirements

Samplers are expected to review the applicable project plans to be aware of all State, Federal, Department of Transportation (DOT), and International Air Transport Association (IATA) regulations governing environmental and hazardous sample packaging. The person who ships the samples is responsible for being in compliance with applicable packaging, labeling, and shipping requirements.



Samplers should request and receive USDA soil permits for soil samples shipped from outside the continental United States, prior to shipping.

Additional information can be obtained on Hazardous Materials Safety Program regulations from the DOT's Research and Special Programs Administration. Federal transportation regulations can be found in 49-CFR Parts 100-185, and are available on the Internet at:

<http://www.phmsa.dot.gov/hazmat/regs>

## 2.8 Provide Shipment Notification

Some Regions may require that samplers notify their RSCC (or designee) when samples are shipped, and some Regions allow samplers to contact SMO directly to provide shipment notification. It is recommended that samplers contact the RSCC of sample origin to verify if such notification is necessary. If samplers are shipping samples after 5:00 PM ET, samplers must notify the RSCC (or designee) and SMO by 8:00 AM ET on the following business day.



For Saturday delivery at the laboratory, samplers **MUST** notify the RSCC (or designee) and SMO as soon as possible so that SMO will receive the delivery information by 3:00 PM ET on the Friday prior to delivery.

## 2.9 Perform Readiness Review/Dry Run

A readiness review/dry run is a test run of the proposed sampling event. This is a recommended practice since it gives samplers a chance to check all plans, documentation software (i.e., FORMS II Lite or Scribe), and equipment lists for accuracy and completeness prior to sampling activities. It also provides an opportunity to consult with sampling team members to make sure all the elements are in place and everyone understands their task before actually going out to the field. Sampling project managers should provide the readiness review or dry run dates and schedules to samplers so that samplers can prepare accordingly.

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## 3.0 IN-FIELD ACTIVITIES

This chapter addresses the in-field activities a sampler will focus on during a sampling event such as determining the type of samples to be collected; collecting the samples; meeting volume, preservation, and holding time requirements; completing documentation; and packing and shipping samples.

When performing a sampling event, the sampler is expected to follow prescribed sampling techniques. The sampler should also be aware of any special sampling considerations, contamination issues, and sample compositing and mixing methods that could affect their sampling efforts. Please refer to Appendix D for more detailed information.

### At-a-Glance: In-field Activities

- ✓ Collect samples
- ✓ Complete documentation
- ✓ Provide sample receipts
- ✓ Procure shipping
- ✓ Pack and ship samples



Appropriate Regional guidance and procedures should be consulted for detailed sample collection, preservation, handling and storing, equipment decontamination, and QA/QC procedures.

## 3.1 Collect Samples

CLP RAS are generally used to analyze samples from Superfund sites. The matrices can be water, soil, sediment, filter, or wipe. Additional matrices requested under modified analysis may include oil, sludge, ash, biosolid or tissue.

A CLP sample consists of all sample aliquots (portions), provided that the analyses are all requested from the same CLP analytical program:

- for each individual or set of analytical analyses
- from one station location
- for one sample matrix
- at one concentration level
- for one laboratory
- for one analytical program

In some instances, a mixed-matrix sample may be collected which contains either a supernate (for a sediment/soil sample) or a precipitate (for a water sample). In this event, samplers should consult their sampling plans and/or discuss the required procedures with the RPM (or designee). In general, it is recommended that two individual samples be collected by separating the aqueous layer from the solid/precipitate layer at the point of collection if possible. If the phases or layers cannot be separated effectively in the field at the point of collection, arrangements should be made to separate the layers under controlled conditions at the receiving laboratory. In this case, additional sample numbers will be needed for the separate phases. They may be assigned two different sample IDs (e.g., Sample IDs ABC124 and ABC125 for Sample ID ABC123), along with a note in the field sample log or tracking system that the sample IDs are derived or related to the same sample ID, to ensure correct follow-up upon receipt of results from the laboratory.

### 3.1.1 Determine Types of Samples to be Collected

Samplers may be required to take several types of samples or sample aliquots during a sampling event. They should refer to their project plans to determine the types of samples or aliquots to be taken, the volumes needed of each sample or aliquot, and the preservation needed for each sample. For an explanation of the various sample types and the requirements for collecting and submitting each particular type, refer to Table 3-1.

**Table 3-1. Sample Types and CLP Submission Requirements**

Sample Type	Purpose	Collection <sup>1</sup>	CLP Sample Number
Field Duplicate	To check reproducibility of laboratory and field procedures. To indicate non-homogeneity.	Collect from areas that are known or suspected to be contaminated.  Collect one sample per week or 10% (Regions may vary) of all field samples per matrix, whichever is greater.	Assign two separate (unique) CLP Sample numbers (i.e., one number to the field sample and one to the duplicate). Submit blind to the laboratory.
Field Blank	To check cross-contamination during sample collection, preservation, and shipment, as well as in the laboratory. Also to check sample containers and preservatives.	Collect for each group of samples of similar matrix with the frequency specified in the QAPP and Sampling Plan.  Organics - Use water (demonstrated to be free of the contaminants of concern).  Inorganics - Use metal-free (deionized or distilled) water or a single clean wipe or filter.	Assign separate CLP Sample numbers to the field blanks.
Temperature Blank	To provide an accurate measurement of field sample upon arrival to the laboratory. Also to establish whether the temperature range has been maintained while in transit.	Collect for each shipping container with the frequency specified in the QAPP and Sampling Plan.	Shipped together with samples from the field to the laboratory.
Trip Blank (Volatile Organic Analysis Only)	To check contamination of VOA samples during handling, storage, and shipment from field to laboratory.	Prior to going into the field, prepare and seal one trip blank sample per shipment per matrix. Trip blanks should be matched with respect to matrix and volume of the preservatives used. Before going into the field prepare trip blank samples with the same laboratory grade methanol and sodium bisulfate solution or reagent water used for field sampling. Carry each through the same sampling and handling protocols used for field samples. Aqueous trip blank samples should be prepared using water demonstrated to be free of the contaminants of concern (deionized water is appropriate).  Place one trip blank sample for each matrix in each cooler used to ship VOA samples.	Assign separate CLP Sample numbers to the trip blanks.
Equipment Blank or Rinsate Blank	To check field decontamination procedures.	Collect when sampling equipment is decontaminated and reused in the field or when a sample collection vessel (bailer or beaker) will be used. Use blank water (water demonstrated to be organic-free, deionized or distilled for inorganics) and rinse water into the sample containers.	Assign separate CLP Sample numbers to the equipment blanks.
Matrix Spike (MS) and Matrix Spike Duplicate (MSD) (Organic Analysis Only)	To check accuracy and precision of organic analyses in specific sample matrices.	Collect from areas that are known or suspected to be contaminated. For smaller sampling events (i.e., 20 samples or less), MS/MSD additional volume should be collected in the first round of sampling and included in the first shipment of samples to the laboratory.  Collect triple volume <sup>2</sup> for aqueous samples and soil VOA samples designated for MS/MSD analyses. Collect double volume for soil samples requiring SVOA, Pesticide, and/or Aroclor analysis and MS/MSD. See Table 3-2 and Appendix B for VOA collection volumes.	Assign the same CLP Sample number to the field sample and the extra volume for MS/MSD.  Identify the sample designated for MS/MSD on the TR/COC record.
Matrix Spike (MS) and Duplicate (Inorganic Analysis Only)	To check accuracy and precision of inorganic analyses in specific sample matrices.	Collect from areas that are known or suspected to be contaminated. For smaller sampling events (i.e., 20 samples or less), Matrix Spike and Duplicates should be collected in the first round of sampling and included in the first shipment of samples to the laboratory.  Additional sample volume may be required for inorganic analysis. <sup>3</sup>	Assign the same CLP Sample number to the field sample and extra volume (if collected).  Identify the sample(s) designated for Matrix Spike and Duplicates on the TR/COC record.

**Table 3-1. Sample Types and CLP Submission Requirements**

Sample Type	Purpose	Collection <sup>1</sup>	CLP Sample Number
PE Samples	Specially-prepared QC samples used to evaluate a laboratory's analytical proficiency.	The PE samples contain analytes with concentrations unknown to the laboratory. Designated Regional or authorized personnel (depending on Regional policy) arrange for Case-specific CLP PE samples to be prepared and shipped by the QATS contractor. The PE samples can be shipped to the site, or shipped per Regional direction. QATS provides the appropriate preparation instructions and chain-of-custody materials.	Samplers must order PE samples and ship them to the laboratory if required by the Region.

<sup>1</sup> Consult Regional or Project Manager Guidance for field QC sample frequencies; laboratory QC sample frequencies are generally fixed in the laboratory subcontracts or specified in analytical methods.

<sup>2</sup> An aqueous sample for SVOA analysis would require the field sampler to collect at least 2 L of field samples and at least 2 L each for the MS and MSD samples for a total volume of 6 L. If Pesticide or Aroclor MS/MSD analyses are required for the same sample, an additional 6 L must be collected for each analysis method. Collect additional volume for MS/MSD samples to allow for sufficient volume for these analyses in the event sample volume is lost as a result of samples breaking, leaking, or laboratory accidents.

<sup>3</sup> Double volume should be sent for inorganic aqueous MS and Duplicate samples to allow for sufficient volume for these analyses in the event sample volume is lost as a result of samples breaking, leaking, re-extraction/redigestion, reanalysis, or laboratory accidents. Additional soil volume is not necessary for inorganic samples.

### 3.1.1.1 Collect Field QC Samples

Field QC samples are designed to assess variability of the media being sampled and to detect contamination and sampling error in the field. The types of field QC samples that are generally collected include field duplicates and field blanks (such as equipment, trip, or rinse blanks). Generally, field duplicate samples should remain “blind” to the laboratory (i.e., they should have separate CLP Sample numbers).

### 3.1.1.2 Collect Laboratory QC Samples

A laboratory QC sample is an additional analysis of a field sample, as required by the laboratory's contract. There are three types of laboratory QC samples:

- MS (for organic and inorganic samples)
- MSD (for organic samples only)
- Duplicates (for inorganic samples only)



Samplers should obtain Regional guidance regarding the collection of laboratory QC samples (especially for organics analyses). These are not required for wipes and air filter samples.

Samplers should select one sample per matrix per 20 samples as a “laboratory QC” sample. Designated organic laboratory QC samples should be noted on the Organic TR/COC record. Designated inorganic laboratory QC samples should be noted on the Inorganic TR/COC record. The sample(s) designated for laboratory QC should be noted in both “QC Type” column and the “Sample(s) to be used for laboratory QC” fields on the Organic and Inorganic TR/COC records.

The sampler should select a field sample as the laboratory QC sample. QC samples should be sent in the same cooler as the field samples when possible. If the sampler fails to designate a laboratory QC, this may cause a delay in the analyses of the samples.



In the event of multiple sample shipments during a sampling event, it is recommended that the sampler submit laboratory QC samples in the first sample shipment, and as necessary in subsequent shipments to meet laboratory contract requirements.

### 3.1.2 Meet Volume, Preservation, and Holding Time Requirements

Samplers should refer to their project plans to obtain the specific sample volumes to be collected, the preservation needed for those samples, and the technical holding times under which they must submit samples to the scheduled CLP laboratory. Sample collection parameters (including sample volumes, preservatives, and technical holding times) for organic collection and analysis are listed in Tables 3-2 and 3-3. Sample collection parameters for inorganic analysis and collection are listed in Table 3-4 and 3-5.

#### 3.1.2.1 Collect Sample Volume

Collecting sufficient sample volume is critical. There must be sufficient physical sample volume for the analysis of all required parameters and completion of all QC determinations. The type of analytical procedure(s) to be performed will often dictate the sample volume to collect. For example, each water sample collected for VOA analysis by CLP SOW SOM01.X requires a minimum of three vials, each filled completely to a 40 mL capacity. See Appendix C for information regarding the collection of VOAs in water. When sampling for VOAs in soils, samplers must use SW-846 Method 5035A guidelines included in Appendix B. It is extremely important that samplers refer to their specific project plans to identify and collect the correct sample volume during each sampling event.



If a modified analysis requesting tissue samples required processing or homogenizing, it should be performed at a sample processing facility under clean room condition to reduce potential contamination. Tissue samples should be packed and cooled on ice immediately. Tissue samples should never be sent on Friday for Monday delivery.

#### 3.1.2.2 Preserve Samples

Degradation of some contaminants may occur naturally (e.g., VOAs). The sampler must chemically preserve some water samples for certain analytes before shipping them to the laboratory. Any visible reaction between the sample and added chemical preservative should be noted in the field record.

The sampler should preserve and immediately cool all water samples to 4°C ( $\pm 2^\circ\text{C}$ ) upon collection and samples should remain cooled until the time of analysis (do not freeze water samples). Preservation techniques vary among Regions so the sampler should obtain Region-specific instructions and review the appropriate project plans and SOPs. See Appendix C for information regarding the collection of VOAs in water.

#### 3.1.2.3 Ship within Holding Times

**Samplers should ship samples to scheduled CLP laboratories as soon as possible after collection.** Daily shipment of samples to CLP laboratories is preferred whenever possible. If samples cannot be shipped on a daily basis, they must be properly preserved and maintained to meet CLP-specified temperatures, holding times, and custody requirements.

The technical holding times are the maximum time allowed between a sample collection and the completion of the sample extraction and/or analysis. In contrast, contractual holding times are the maximum lengths of time that the CLP laboratory can hold the sample prior to extraction and/or analysis. The contractual holding time is the elapsed time expressed in days from the date of receipt of the sample by the laboratory until the date of its analysis, as described in the appropriate CLP SOW. Contractual holding times are generally set to be two days less than the technical holding times to allow for sample packing and shipping.



If samplers are shipping samples after 5:00 PM ET, they must notify the RSCC (or designee) and SMO by 8:00 AM ET on the following business day. When making a Saturday delivery, samplers must notify the RSCC (or designee) and SMO as soon as possible so that SMO will receive the delivery information by 3:00 PM ET on the Friday prior to delivery.

Table 3-2. Sample Collection Requirements for CLP SOW SOM01.X (VOAs)

Matrix	Sample Type	Container Type <sup>1</sup>	Minimum Number of Containers Needed				Minimum Volume/Mass <sup>2</sup>	Important Notes	Preservative <sup>3</sup>	Technical Holding Time <sup>4</sup>
			with Water	Dry	% Moisture	TOTAL				
Water	Samples Only	40 mL amber glass vial, 24 mm neck finish. See Table 2-2, Reference Number 1.	-	-	-	3	Fill to capacity	Containers/vials must be filled to capacity with no headspace or air bubbles. Refer to Appendix C for samples requiring QC analyses.	Preserve to a pH of 2 with HCl and cool to 4°C (±2°C) immediately after collection. DO NOT FREEZE water samples.	14 days
	Samples with SIM		-	-	-	5				
	Samples with MS/MSD		-	-	-	9				
Soil/ Sediment	Samples Only	<b>OPTION 1</b> Closed-system 40 mL amber glass vial containing magnetic stirrer, 24 mm neck finish. See Table 2-2, Reference Number 1.	-	3	1	4	5g	Place samples on side prior to being iced. Refer to Appendix B for samples requiring QC analyses.	Frozen to (-□7°C to -□15°C) <b>OR</b> Iced to 4° (±2°C).	14 days <b>OR</b> 48 hours (unpreserved) <sup>5</sup>
	Samples with MS/MSD		-	9	1	10				
	Samples Only	<b>OPTION 2</b> Closed-system 40 mL amber glass vial containing magnetic stirrer, 24 mm neck finish and 5 mL water. See Table 2-2, Reference Number 1.	2	1	1	4	5 g	Place samples on side prior to being iced. Refer to Appendix B for samples requiring QC analyses.	Frozen to (-□7°C to -□15°C) <b>OR</b> Iced to 4° (±2°C).	14 days <b>OR</b> 48 hours (unpreserved) <sup>5</sup>
	Samples with MS/MSD		6	1	1	8				
	Samples Only	<b>OPTION 3</b> Coring tool used as a transport device. See Table 2-2, Reference Number 7.	-	3	1	4	5g	Refer to Appendix B for samples requiring QC analysis. Place samples on side prior to being iced.	Frozen to (-□7°C to -□15°C) <b>OR</b> Iced to 4° (±2°C).	14 days <b>OR</b> 48 hours (unpreserved) <sup>5</sup>
	Samples with MS/MSD		-	9	1	10				

**Notes**

- <sup>1</sup> Vials for soil analysis are typically pre-labeled and tared vials for water analysis are not pre-labeled or tared.
- <sup>2</sup> Minimum volume/mass to be collected in order to ensure sample analysis can be performed. Collect additional volume for MS/MSD samples to allow for sufficient volume for these analyses in the event sample volume is lost as a result of samples breaking, leaking, or laboratory accidents.
- <sup>3</sup> Check Regional guidance regarding use of acid as a preservative of samples that may contain carbonates, residual chlorine, and other oxidants.
- <sup>4</sup> Technical holding time is calculated from the time of sample collection to sample extraction, and determined as 14 days for preserved (frozen or iced) samples and 48 hours for non-preserved (iced) samples. Sample extracts are to be analyzed within 40 days of extraction. It is recommended that samplers ship samples to the laboratory on the same day that they are collected, or as soon as possible thereafter.
- <sup>5</sup> Unpreserved soil samples can be frozen or iced at the time of receipt by the laboratory to increase holding time.

**Table 3-3. Sample Collection Requirements for CLP SOW SOM01.X (SVOAs, Pesticides and Aroclors)**

Analysis	Matrix	Sample Type	Container Type	Minimum Volume/Mass <sup>1</sup>	Important Notes	Preservative/Collection	Technical Holding Time <sup>2</sup>
SVOAs	Water <sup>3</sup>	Samples Only	1 L amber round glass bottle, 33 mm pour-out neck finish. See Table 2-2, Reference Number 5.	2 L	If amber containers are not available, the samples should be protected from light.	Cool all samples to 4°C (±2°C) immediately after collection. DO NOT FREEZE water samples.	7 days
		Samples with MS/MSD	1 L amber round glass bottle, 33 mm pour-out neck finish. See Table 2-2, Reference Number 5.	6 L			
	Soil/Sediment <sup>4</sup>	Samples Only	One 8 oz short, wide mouth, straight-sided, glass jar, 70 mm neck finish or two 4 oz tall, wide mouth, straight-sided, glass jar, 48 mm neck finish. See Table 2-2, Reference Numbers 3 and 4.	150 grams		Cool all samples to 4°C (±2°C) immediately after collection.	14 days
		Samples with MS/MSD	Two 8 oz short, wide mouth, straight-sided, glass jars, 70 mm neck finish or 4 oz tall, wide mouth, straight-sided, glass jar, 48 mm neck finish. See Table 2-2, Reference Numbers 3 and 4.	300 grams			
SVOA SIM	Water <sup>3</sup>	Samples Only	1 L amber round glass bottle, 33 mm pour-out neck finish. See Table 2-2, Reference Number 5.	2L	If amber containers are not available, the samples should be protected from light.	Cool all samples to 4°C (±2°C) immediately after collection. DO NOT FREEZE water samples.	7 days
		Samples with MS/MSD	1 L amber round glass bottle, 33 mm pour-out neck finish. See Table 2-2, Reference Number 5.	10L			
	Soil/Sediment <sup>4</sup>	Samples Only	One 8 oz short, wide mouth, straight-sided, glass jar, 70 mm neck finish or two 4 oz tall, wide mouth, straight-sided, glass jar, 48 mm neck finish. See Table 2-2, Reference Numbers 3 and 4.	150 grams		Cool all samples to 4°C (±2°C) immediately after collection.	14 days
		Samples with MS/MSD	Two 8 oz short, wide mouth, straight-sided, glass jars, 70 mm neck finish or four 4 oz tall, wide mouth, straight-sided, glass jar, 48 mm neck finish. See Table 2-2, Reference Numbers 3 and 4.	300 grams			

**Table 3-3. Sample Collection Requirements for CLP SOW SOM01.X (SVOAs, Pesticides and Aroclors) (Continued)**

Analysis	Matrix	Sample Type	Container Type	Minimum Volume/Mass <sup>1</sup>	Important Notes	Preservative/Collection	Technical Holding Time <sup>2</sup>
Pesticides	Water <sup>3</sup>	Samples Only	1 L amber round glass bottle, 33 mm pour-out neck finish. See Table 2-2, Reference Number 5.	2 L	If amber containers are not available, the samples should be protected from light.	Cool all samples to 4°C (±2°C) immediately after collection. DO NOT FREEZE water samples.	7 days
		Samples with MS/MSD	1 L amber round glass bottle, 33 mm pour-out neck finish. See Table 2-2, Reference Number 5.	6 L			
	Soil/Sediment <sup>4</sup>	Samples Only	One 8 oz short, wide mouth, straight-sided, glass jar, 70 mm neck finish or four 4 oz tall, wide mouth, straight-sided, glass jar, 48 mm neck finish. See Table 2-2, Reference Numbers 3 and 4.	150 grams		Cool all samples to 4°C (±2°C) immediately after collection.	14 days
		Samples with MS/MSD	Two 8 oz short, wide mouth, straight-sided, glass jars, 70 mm neck finish or four 4 oz tall, wide mouth, straight-sided, glass jar, 48 mm neck finish. See Table 2-2, Reference Numbers 3 and 4.	300 grams			
Aroclors	Water <sup>3</sup>	Samples Only	1 L amber round glass bottle, 33 mm pour-out neck finish. See Table 2-2, Reference Number 5.	2 L	If amber containers are not available, the samples should be protected from light.	Cool all samples to 4°C (±2°C) immediately after collection. DO NOT FREEZE water samples.	7 days
		Samples with MS/MSD	1 L amber round glass bottle, 33 mm pour-out neck finish. See Table 2-2, Reference Number 5.	6 L			
	Soil/Sediment <sup>4</sup>	Samples Only	One 8 oz short, wide mouth, straight-sided, glass jar, 70 mm neck finish or 4 oz tall, wide mouth, straight-sided, glass jar, 48 mm neck finish. See Table 2-2, Reference Numbers 3 and 4.	150 grams		Cool all samples to 4°C (±2°C) immediately after collection.	14 days
		Samples with MS/MSD	Two 8 oz short, wide mouth, straight-sided, glass jars, 70 mm neck finish or four 4 oz tall, wide mouth, straight-sided, glass jar, 48 mm neck finish. See Table 2-2, Reference Numbers 3 and 4.	300 grams			

**Notes**

- <sup>1</sup> Minimum volume/mass to be collected in order to ensure sample analysis can be performed.
- <sup>2</sup> This technical holding time is calculated from the time of sample collection to sample extraction. Sample extracts are to be analyzed within 40 days of extraction. It is recommended that samplers ship samples to the laboratory on the same day that they are collected, or as soon as possible thereafter.
- <sup>3</sup> An aqueous sample for SVOA analysis would require the field sampler to collect at least 2 L of field samples and at least 2 L each for the MS and MSD samples for a total volume of 6 L. If Pesticide or Aroclor MS/MSD analyses are required for the same sample, an additional 6 L must be collected for each analysis method. Collect additional volume for MS/MSD samples to allow for sufficient volume for these analyses in the event sample volume is lost as a result of samples breaking, leaking, or laboratory accidents.
- <sup>4</sup> If one or two extractable analyses are required for soil/sediment, only a single 8 oz. jar is required. If three extractable analyses are required, two 8 oz. jars are required. The number of jars should be doubled if MS/MSD is required.

Table 3-4. Sample Collection Requirements for CLP SOW ISM01.X

Analysis	Matrix	Sample Type	Container Type	Minimum Volume/ Mass <sup>1</sup>	Important Notes	Preservative/ Collection <sup>2</sup>	Technical Holding Time <sup>3</sup>
Metals/ICP-AES, Metals/ICP-MS, and/or Mercury by CVAA	Water	Samples Only	1 L high density polyethylene, cylinder-round bottle, 28 mm neck finish. See Table 2-2, Reference Number 2.	1L	DO NOT FREEZE water samples.	Acidify to pH < 2 with HNO <sub>3</sub> and cool to 4°C (±2°C) immediately after collection. <sup>4</sup>	6 months for all metals except Mercury (28 days)
		Samples with MS/Duplicate		2L			
	Soil/ Sediment <sup>5</sup>	Samples Only	One 8 oz short, wide mouth, straight-sided, glass jar, 70 mm neck finish. See Table 2-2, Reference Number 3.	Fill to capacity		Cool to 4°C (±2°C) immediately after collection.	6 months
		Samples with MS/Duplicate					
Metals/ICP-AES <sup>6</sup>	Wipe		1 qt polymer zip-top bag. See Table 2-2, Reference Number 9.	N/A		Store at room temperature.	6 months
	Filter		Filter cassette (25 or 37 mm) as transport device. See Table 2-2, Reference Number 10.	N/A		Store at room temperature.	6 months
Cyanide/ Spectrophotometric Determination	Water	Samples Only	1 L high density polyethylene, cylinder-round bottle, 28 mm neck finish. See Table 2-2, Reference Number 2.	1L	DO NOT FREEZE water samples.	To neutralize residual chlorine, add 0.6 g ascorbic acid for each liter of sample collected, immediately upon collection. <sup>7</sup>  Add NaOH until pH >12 and cool to 4°C (±2°C) immediately after collection.	14 days
		Sample with MS/Duplicate		2L			
	Soil/ Sediment <sup>5</sup>	Samples Only	One 8 oz short, wide mouth, straight-sided, glass jar, 70 mm neck finish. See Table 2-2, Reference Number 3.	Fill to capacity		Cool to 4°C (±2°C) immediately after collection.	14 days
		Samples with MS/Duplicate					

**Notes**

- <sup>1</sup> Minimum volume/mass to be collected in order to ensure sample analysis can be performed.
- <sup>2</sup> Check Regional guidance regarding use of acid as a preservative of samples that may contain carbonates, residual chlorine, and other oxidants.
- <sup>3</sup> This technical holding time is calculated from the time of sample collection to sample extraction. Sample extracts are to be analyzed within 40 days of extraction.
- <sup>4</sup> Water samples collected for total metal and filtered metal analyses from the same sampling location must be assigned separate (unique) CLP Sample Numbers.
- <sup>5</sup> Only one 8 oz. jar is needed for soil/sediment when all metals (including mercury) and cyanide analyses are required for soil/sediment samples.
- <sup>6</sup> Filter method is intended for 25 mm or 37 mm mixed cellulose ester (MCE) filters in cassettes. Wipe materials have varied from laboratory tissues (e.g., Kimwipes®) to pre-moistened "baby wipes" from the nearest store.
- <sup>7</sup> Samplers must test for sulfide and oxidizing agents (e.g., chlorine) in aqueous samples in the field upon collection. Please refer to the SAP and Appendix C for guidance. Sulfides adversely affect the analytical procedure. The following can be done to test for and neutralize sulfides. Place a drop of the sample on lead acetate test paper to detect the presence of sulfides. If sulfides are present, treat 25 mL more of the sample than that required for the cyanide determination with powdered cadmium carbonate or lead carbonate. Yellow cadmium sulfide or black lead sulfide precipitates if the sample contains sulfide. Repeat this operation until a drop of the treated sample solution does not darken the lead acetate test paper. Filter the solution through a dry filter paper into a dry beaker, and from the filtrate measure the sample to be used for analysis. Avoid a large excess of cadmium carbonate and a long contact time in order to minimize a loss by complication or occlusion of cyanide on the precipitated material. Sulfide removal should be performed in the field, if practical, prior to pH adjustment with NaOH.



## 3.2 Complete Documentation

Samplers must complete all documentation, including the recording of the CLP Sample Number on the sample container or bottle, sample labels, and chain-of-custody seals (as appropriate), the TR/COC record, and the field operations records (as necessary).

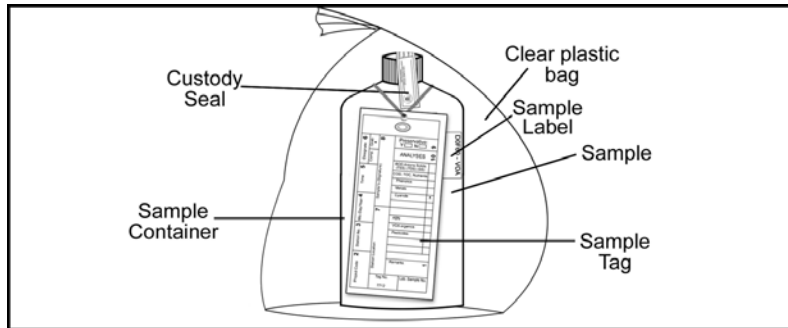
Samplers should use the FORMS II Lite or Scribe software to create and print sample labels and the TR/COC record. Samplers can create and print out two copies of a sample label and attach one to the sample container or bottle, and place the other on the sample tag that may be attached to the sample container or bottle.

Samplers are expected to review their project plans to determine what documentation they are expected to include during a sampling event. It is highly recommended that samplers provide documentation, even if the Region does not require it.



Under no circumstances should the site name appear on any documentation being sent to the laboratory, unless the laboratory is a Regional USEPA laboratory. Then the Region copy of the TR/COC record shall be sent to the USEPA laboratory.

An example of a packaged sample is shown in Figure 3-1. A description of each type of documentation and instructions for accurate completion are included in the following sections.



**Figure 3-1. Packaged Sample with Identification and Chain-of-Custody Documentation (Excluding TR/COC Record)**

### 3.2.1 Identify a Sample with a CLP Sample Number and SMO-assigned CLP Case Number

The analysis method, CLP Sample number, and SMO-assigned CLP Case number **must** be recorded on each sample taken during a sampling event (see Section 1.4.3). Samplers record these numbers on the sample tag, bottle or container label using permanent ink. The numbers must also be recorded on the sample tag, if required.



Filtered metal samples and total metal samples taken from the same sampling location cannot have the same CLP Sample Number because two different sets of data will be generated. Water samples collected for total metal and filtered metal analyses from the same sampling location must be assigned separate (unique) CLP Sample numbers.

### 3.2.2 Complete TR/COC Records

A Traffic Report is used as physical evidence of sample custody and as a permanent record for each sample collected. A chain-of-custody record documents the exchange and transportation of samples from the field to the laboratory.

ASB requires samplers to use the FORMS II Lite or Scribe software to create documentation for all CLP sampling efforts. For assistance with obtaining or using the FORMS II Lite software, please contact the FORMS II Lite Help Desk at 703-818-4200 from 9:00 AM - 5:00 PM ET. For assistance with obtaining

or using the Scribe software, please contact ERT Software Support Help Desk at 800-999-6990 from 9:00 AM - 5:00 PM ET.

To meet CLP sample documentation and chain-of-custody requirements, the sampler must attach a separate TR/COC record to each cooler they ship. The TR/COC record must document each sample within the cooler. TR/COC records should be separated and shipped in the coolers with the samples listed on them. Do not ship samples in a cooler without the corresponding TR/COC record. This practice maintains the chain-of-custody for all samples in case of incorrect shipment.

If more than one TR/COC record is used for the samples within one cooler, all of the records must have complete header information and original signatures. Samplers are responsible for the care and custody of samples from the time of collection to the time of shipment to the laboratories for analysis. A sample is considered under custody if:

- It is in possession or in view after being in possession
- It was in possession and then secured or sealed to prevent tampering
- It was in possession when placed in a secured area

Each time the custody of samples is turned over to another person, the TR/COC record must be signed off by the former custodian and accepted by the new custodian. Samplers are, therefore, responsible for properly completing any forms or other Region-required documentation used to establish the chain-of-custody for each sample during a sampling event.

### **3.2.2.1 Complete a TR/COC Record Using the FORMS II Lite Software**

Once the sampler inputs sample collection information into FORMS II Lite, a TR/COC record will be generated electronically. The software automatically displays only the information to be entered by the sampler. FORMS II Lite then generates a laboratory and a Regional copy of the TR/COC record (see Figures 3-2 through 3-5). The sampler can print out multiple copies of the TR/COC record as necessary. The sampler must sign and submit original copies of the TR/COC record as appropriate.

An electronic TR/COC record created using the FORMS II Lite software contains basic header information; however, the sampler can also include some additional detailed information. For example, not only is the sample matrix listed on the electronic TR/COC record, but the name of the sampler taking the sample can also be entered. Samplers should note that certain information will not appear on the electronic TR/COC record (e.g., matrix and preservative descriptions).

### **3.2.2.2 Complete a COC Record Using the Scribe Software**

Once the sampler inputs sample collection information into Scribe, a Chain-of-Custody (COC) record will be generated electronically. The software automatically displays only the information to be entered by the sampler. Scribe then generates a laboratory and a Regional copy of the COC record (see Figures 3-6 through 3-9). The sampler can print out multiple copies of the COC record as necessary. The sampler must sign and submit original copies of the COC record as appropriate.

An electronic COC record created using the Scribe software contains basic header information; however, the sampler can also include some additional detailed information. For example, not only is the sample matrix listed on the electronic COC record, but the name of the sampler taking the sample can also be entered. Samplers should note that certain information will not appear on the electronic COC record (e.g., matrix and preservative descriptions).

### **3.2.2.3 Indicate Modified Analysis on FORMS II Lite TR/COC Records**

When completing a TR/COC record using FORMS II Lite, the sampler should identify any samples that will be analyzed using a CLP Modified Analysis. Samplers should indicate use of a Modified Analysis by creating a new analysis within the FORMS II Lite Wizard or through the FORMS II Lite reference tables. This newly-created analysis should contain the Modification Reference Number within the name assigned to the analysis. For example, if a Region submits a Modified Analysis for an additional analyte, and SMO assigns the Modification Reference Number 1301.0, the FORMS II Lite analysis could be named "VOA

by M.A. 1301.0." The associated abbreviation for this analysis could be "VOA M.A." If you have any questions regarding identification of Modified Analysis using FORMS II Lite, please contact the FORMS II Lite Help Desk at 703-818-4200 from 9:00 AM - 5:00 PM ET.

### 3.2.2.4 Indicate Modified Analysis on Scribe COC Records

When completing a COC record using Scribe, the sampler should identify any samples that will be analyzed using a CLP Modified Analysis. Samplers should indicate use of a Modified Analysis (MA) by creating a new analysis within the Scribe Analyses table or at the time of entering the Analyses for the sample. This newly-created analysis should contain the Modification Reference Number within the name assigned to the analysis. For example, if a Region submits a MA for an additional analyte, and SMO assigns the Modification Reference Number 1301.0, the Scribe Analyses could be named "CLP VOA by M.A. 1301.0." The associated abbreviation for this analysis could be "VOA M.A." If you have any questions regarding identification of Modified Analysis using Scribe, please contact the ERT Software Support Help Desk at 800-999-6990.

### 3.2.2.5 Make Manual Edits to Printed FORMS II Lite TR/COC Records

If a FORMS II Lite TR/COC Record has been printed and deletions or edits need to be made by the sampler, the following procedures must be followed:

- If corrections occur after shipment, adhere to Region-specific procedures and guidelines on handling hard copy TR/COC records.
- If making a deletion, manually cross out the information to be disregarded from the TR/COC record, initial and date the deletion.
- If making an addition, enter the new information and initial, sign and date the newly added information.



All modifications made on a printed TR/COC record must be initialed and dated.

### 3.2.2.6 Make Manual Edits to Printed Scribe COC Records

If a Scribe COC Record has been printed and deletions or edits need to be made by the sampler, the following procedures must be followed:

- If corrections occur after shipment, adhere to Region-specific procedures and guidelines on handling hard copy COC records.
- If making a deletion, correct the deletion in Scribe and reprint the COC record. Discard the original.
- If making an addition, enter the new information in Scribe and reprint the COC record. Discard the original.



**USEPA Contract Laboratory Program  
Organic Traffic Report & Chain of Custody Record**

**Case No:** 39400  
**DAS No:** DAS9000  
**SDG No:** L

<b>Date Shipped:</b> 11/9/2009 <b>Carrier Name:</b> FedEx <b>Airbill:</b> 987654321123456789 <b>Shipped to:</b> Organic Laboratory 1234 Smith Drive Anywhere AR 123456 (123) 456-7890	<b>Chain of Custody Record</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Relinquished By</th> <th style="width: 50%;">(Date / Time)</th> </tr> <tr><td>1.</td><td></td></tr> <tr><td>2.</td><td></td></tr> <tr><td>3.</td><td></td></tr> <tr><td>4.</td><td></td></tr> </table>	Relinquished By	(Date / Time)	1.		2.		3.		4.		<b>Sampler Signature:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Received By</th> <th style="width: 50%;">(Date / Time)</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Received By	(Date / Time)									<b>For Lab Use Only</b> <b>Lab Contract No:</b> _____ <b>Unit Price:</b> _____ <b>Transfer To:</b> _____ <b>Lab Contract No:</b> _____ <b>Unit Price:</b> _____
Relinquished By	(Date / Time)																						
1.																							
2.																							
3.																							
4.																							
Received By	(Date / Time)																						

ORGANIC SAMPLE No.	MATRIX/ SAMPLER	CONC/ TYPE	ANALYSIS/ TURNAROUND	TAG No./ PRESERVATIVE/ Bottles	STATION LOCATION	SAMPLE COLLECT DATE/TIME	INORGANIC SAMPLE No.	FOR LAB USE ONLY Sample Condition On Receipt
C3TK1	Surface Water/ BOBBY SAMPLER	/G	1310.0 (21), BNA (14), CLP ARO (14), CLP PEST (14), VOA (14)	6-2119002, 6-2119003, 6-2119004 (Ice Only), 6-2119005 (Ice Only), 6-2119006, 6-2119008 (6)	LOCATION ONE	S: 11/6/2009 14:57	MC3TK1	
C3TK2	Surface Water/ DAN SAMPLER	/G	BNA (14), CLP ARO (14), CLP PEST (14), VOA (14)	6-2119010, 6-2119011, 6-2119012 (Ice Only), 6-2119013 (Ice Only), 6-2119014 (5)	LOCATION TWO	S: 11/9/2009 8:13	MC3TK2	
C3TK4	Surface Water/ DAN SAMPLER	/G	1310.0 (21)	6-2119026 (1)	LOCATION THREE	S: 11/9/2009 8:14	MC3TK4	
C3TK5	Surface Water/ JOHN SAMPLER	/G	BNA (14), CLP ARO (14), VOA (14)	6-2119027 (Ice Only), 6-2119028 (Ice Only) (5)	LOCATION FOUR	S: 11/9/2009 8:14		
C3TK6	Surface Water/ JOHN SAMPLER	/G	1310.0 (21), BNA (14), CLP ARO (14), CLP PEST (14), VOA (14)	6-2119033, 6-2119034, 6-2119035 (Ice Only), 6-2119036 (Ice Only), 6-2119037, 6-2119039 (6)	LOCATION FIVE	S: 11/9/2009 8:14	MC3TK6	
C3TK7	Surface Water/ JOHN SAMPLER	/G	1310.0 (21), BNA (14), CLP ARO (14), CLP PEST (14), VOA (14)	6-2119041, 6-2119042, 6-2119043 (Ice Only), 6-2119044 (Ice Only), 6-2119045, 6-2119047 (6)	LOCATION SIX	S: 11/9/2009 8:14	MC3TK7	

<b>Shipment for Case Complete?</b> N	<b>Sample(s) to be used for laboratory QC:</b> C3TK1	<b>Additional Sampler Signature(s):</b>	<b>Cooler Temperature Upon Receipt:</b>	<b>Chain of Custody Seal Number:</b>
<b>Analysis Key:</b>	<b>Concentration:</b> L = Low, M = Low/Medium, H = High	<b>Type/Designate:</b> Composite = C, Grab = G	<b>Custody Seal Intact?</b> <input type="checkbox"/>	<b>Shipment Iced?</b> <input type="checkbox"/>
1310.0 = VOA by MA 1310.0, BNA = CLP TCL Semivolatiles, CLP ARO = CLP TCL PCB (Aroclors), CLP PEST = CLP TCL Pesticides, VOA = CLP TCL Volatiles				

**TR Number:** 3-043013577-050310-0004

PR provides preliminary results. Requests for preliminary results will increase analytical costs.  
 Send Copy to: Sample Management Office, Attn: Heather Bauer, CSC, 15000 Conference Center Dr., Chantilly, VA 20151-3819; Phone 703/818-4200; Fax 703/818-4602

**LABORATORY COPY**

**Figure 3-2. FORMS II Lite Organic Traffic Report & Chain of Custody Record (Laboratory Copy)**



**USEPA Contract Laboratory Program  
Inorganic Traffic Report & Chain of Custody Record**

<b>Case No:</b>	<b>39400</b>	<b>L</b>
<b>DAS No:</b>	DAS9000	
<b>SDG No:</b>		

<b>Date Shipped:</b> 11/9/2009 <b>Carrier Name:</b> FedEx <b>Airbill:</b> 123456789987654321 <b>Shipped to:</b> Inorganic Laboratory 1234 Watson Drive Anywhere NC 123456 (123) 456-7892	<b>Chain of Custody Record</b>		<b>Sampler Signature:</b>	<b>For Lab Use Only</b>	
	<b>Relinquished By</b>	<b>(Date / Time)</b>	<b>Received By</b>	<b>(Date / Time)</b>	<b>Lab Contract No:</b> _____
	1.				<b>Unit Price:</b> _____
	2.				<b>Transfer To:</b> _____
	3.				<b>Lab Contract No:</b> _____
4.				<b>Unit Price:</b> _____	

INORGANIC SAMPLE No.	MATRIX/ SAMPLER	CONC/ TYPE	ANALYSIS/ TURNAROUND	TAG No./ PRESERVATIVE/ Bottles	STATION LOCATION	SAMPLE COLLECT DATE/TIME	ORGANIC SAMPLE No.	FOR LAB USE ONLY Sample Condition On Receipt
MC3TK1	Surface Water/ BOBBY SAMPLER	/G	1705.0 (21), AES 1-4 (14)	6-2119001, 6-2119007 (2)	LOCATION ONE	S: 11/6/2009 14:57	C3TK1	
MC3TK2	Surface Water/ DAN SAMPLER	/G	AES 1-4 (14)	6-2119009 (1)	LOCATION TWO	S: 11/9/2009 8:13	C3TK2	
MC3TK4	Surface Water/ DAN SAMPLER	/G	1705.0 (21)	6-2119025 (1)	LOCATION THREE	S: 11/9/2009 8:14	C3TK4	
MC3TK6	Surface Water/ JOHN SAMPLER	/G	1705.0 (21), AES 1-4 (14)	6-2119032, 6-2119038 (2)	LOCATION FIVE	S: 11/9/2009 8:14	C3TK6	
MC3TK7	Surface Water/ JOHN SAMPLER	/G	1705.0 (21), AES 1-4 (14)	6-2119040, 6-2119046 (2)	LOCATION SIX	S: 11/9/2009 8:14	C3TK7	

<b>Shipment for Case Complete?Y</b>	<b>Sample(s) to be used for laboratory QC:</b> MC3TK1	<b>Additional Sampler Signature(s):</b>	<b>Cooler Temperature Upon Receipt:</b>	<b>Chain of Custody Seal Number:</b>	
<b>Analysis Key:</b>	<b>Concentration:</b> L = Low, M = Low/Medium, H = High	<b>Type/Designate:</b> Composite = C, Grab = G		<b>Custody Seal Intact?</b> ___	<b>Shipment Iced?</b> ___
1705.0 = TCLP Metals and Hg by 1705.0, AES 1-4 = AES-Ba, Ca, Cr, Al					

TR Number: **3-043013577-050310-0003**

LABORATORY COPY

PR provides preliminary results. Requests for preliminary results will increase analytical costs.

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**Figure 3-3. FORMS II Lite Inorganic Traffic Report & Chain of Custody Record (Laboratory Copy)**

<b>USEPA Contract Laboratory Program</b> <b>Organic Traffic Report &amp; Chain of Custody Record</b>						<b>Case No:</b> 39400		R	
						<b>DAS No:</b> DAS9000			
<b>Region:</b> 3 <b>Project Code:</b> QW-123 <b>Account Code:</b> ACCT000 <b>CERCLIS ID:</b> <b>Spill ID:</b> ID3 <b>Site Name/State:</b> REAL SITE/VA <b>Project Leader:</b> DAN SAMPLER <b>Action:</b> Combined RI/FS <b>Sampling Co:</b> SMITH CO.			<b>Date Shipped:</b> 11/9/2009 <b>Carrier Name:</b> FedEx <b>Airbill:</b> 987654321123456789 <b>Shipped to:</b> Organic Laboratory 1234 Smith Drive Anywhere AR 123456 (123) 456-7890			<b>Chain of Custody Record</b>		<b>Sampler Signature:</b>	
						<b>Relinquished By</b>	<b>(Date / Time)</b>	<b>Received By</b>	<b>(Date / Time)</b>
						1			
						2.			
						3.			
						4.			

ORGANIC SAMPLE No.	MATRIX/ SAMPLER	CONC/ TYPE	ANALYSIS/ TURNAROUND	TAG No./ PRESERVATIVE/ Bottles	STATION LOCATION	SAMPLE COLLECT DATE/TIME		INORGANIC SAMPLE No.	QC Type
C3TK1	Surface Water/ BOBBY SAMPLER	/G	1310.0 (21), BNA (14), CLP ARO (14), CLP PEST (14), VOA (14)	6-2119002, 6-2119003, 6-2119004 (Ice Only), 6-2119005 (Ice Only), 6-2119006, 6-2119008 (6)	LOCATION ONE	S: 11/6/2009	14:57	MC3TK1	Lab QC
C3TK2	Surface Water/ DAN SAMPLER	/G	BNA (14), CLP ARO (14), CLP PEST (14), VOA (14)	6-2119010, 6-2119011, 6-2119012 (Ice Only), 6-2119013 (Ice Only), 6-2119014 (5)	LOCATION TWO	S: 11/9/2009	8:13	MC3TK2	Trip Blank
C3TK4	Surface Water/ DAN SAMPLER	/G	1310.0 (21)	6-2119026 (1)	LOCATION THREE	S: 11/9/2009	8:14	MC3TK4	--
C3TK5	Surface Water/ JOHN SAMPLER	/G	BNA (14), CLP ARO (14), CLP PEST (14), VOA (14)	6-2119027 (Ice Only), 6-2119028 (Ice Only) (5)	LOCATION FOUR	S: 11/9/2009	8:14		Rinsate
C3TK6	Surface Water/ JOHN SAMPLER	/G	1310.0 (21), BNA (14), CLP ARO (14), CLP PEST (14), VOA (14)	6-2119033, 6-2119034, 6-2119035 (Ice Only), 6-2119036 (Ice Only), 6-2119037, 6-2119039 (6)	LOCATION FIVE	S: 11/9/2009	8:14	MC3TK6	PE
C3TK7	Surface Water/ JOHN SAMPLER	/G	1310.0 (21), BNA (14), CLP ARO (14), CLP PEST (14), VOA (14)	6-2119041, 6-2119042, 6-2119043 (Ice Only), 6-2119044 (Ice Only), 6-2119045, 6-2119047 (6)	LOCATION SIX	S: 11/9/2009	8:14	MC3TK7	Field Duplicate

<b>Shipment for Case Complete? N</b>	<b>Sample(s) to be used for laboratory QC:</b> C3TK1	<b>Additional Sampler Signature(s):</b>	<b>Chain of Custody Seal Number:</b>
<b>Analysis Key:</b> 1310.0 = VOA by MA	<b>Concentration:</b> L = Low, M = Low/Medium, H = High	<b>Type/Designate:</b> Composite = C, Grab = G	<b>Shipment Iced?</b> _____

1310.0 = VOA by MA 1310.0, BNA = CLP TCL Semivolatiles, CLP ARO = CLP TCL PCB (Aroclors), CLP PEST = CLP TCL Pesticides, VOA = CLP TCL Volatiles

TR Number: **3-043013577-050310-0004**

PR provides preliminary results. Requests for preliminary results will increase analytical costs.

Send Copy to: Sample Management Office, Attn: Heather Bauer, CSC, 15000 Conference Center Dr., Chantilly, VA 20151-3819; Phone 703/818-4200; Fax 703/818-4602

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**Figure 3-4. FORMS II Lite Organic Traffic Report & Chain of Custody Record (Region Copy)**

<b>USEPA Contract Laboratory Program</b> <b>Inorganic Traffic Report &amp; Chain of Custody Record</b>								<b>Case No: 39400</b> DAS No: DAS9000		<b>R</b>
<b>Region:</b> 3 <b>Project Code:</b> QW-123 <b>Account Code:</b> ACCT000 <b>CERCLIS ID:</b> <b>Spill ID:</b> ID3 <b>Site Name/State:</b> REAL SITE/VA <b>Project Leader:</b> DAN SAMPLER <b>Action:</b> Combined RI/FS <b>Sampling Co:</b> SMITH CO.				<b>Date Shipped:</b> 11/9/2009 <b>Carrier Name:</b> FedEx <b>Airbill:</b> 123456789987654321 <b>Shipped to:</b> Inorganic Laboratory 1234 Watson Drive Anywhere NC 123456 (123) 456-7892		<b>Chain of Custody Record</b> <b>Relinquished By</b> (Date / Time) <b>Received By</b> (Date / Time)		<b>Sampler Signature:</b>		
				1.						
				2.						
				3.						
				4.						
INORGANIC SAMPLE No.	MATRIX/ SAMPLER	CONC/ TYPE	ANALYSIS/ TURNAROUND	TAG No./ PRESERVATIVE/ Bottles	STATION LOCATION	SAMPLE COLLECT DATE/TIME		ORGANIC SAMPLE No.	QC Type	
MC3TK1	Surface Water/ BOBBY SAMPLER	/G	1705.0 (21), AES 1-4 (14)	6-2119001, 6-2119007 (2)	LOCATION ONE	S: 11/6/2009	14:57	C3TK1	Lab QC	
MC3TK2	Surface Water/ DAN SAMPLER	/G	AES 1-4 (14)	6-2119009 (1)	LOCATION TWO	S: 11/9/2009	8:13	C3TK2	Trip Blank	
MC3TK4	Surface Water/ DAN SAMPLER	/G	1705.0 (21)	6-2119025 (1)	LOCATION THREE	S: 11/9/2009	8:14	C3TK4	--	
MC3TK6	Surface Water/ JOHN SAMPLER	/G	1705.0 (21), AES 1-4 (14)	6-2119032, 6-2119038 (2)	LOCATION FIVE	S: 11/9/2009	8:14	C3TK6	PE	
MC3TK7	Surface Water/ JOHN SAMPLER	/G	1705.0 (21), AES 1-4 (14)	6-2119040, 6-2119046 (2)	LOCATION SIX	S: 11/9/2009	8:14	C3TK7	Field Duplicate	

<b>Shipment for Case Complete? Y</b>	<b>Sample(s) to be used for laboratory QC:</b> MC3TK1	<b>Additional Sampler Signature(s):</b>	<b>Chain of Custody Seal Number:</b>
<b>Analysis Key:</b> 1705.0 = TCLP Metals and Hg by 1705.0, AES 1-4 = AES-Ba, Ca, Cr, Al	<b>Concentration:</b> L = Low, M = Low/Medium, H = High	<b>Type/Designate:</b> Composite = C, Grab = G	<b>Shipment Iced?</b> _____

TR Number: **3-043013577-050310-0003**

PR provides preliminary results. Requests for preliminary results will increase analytical costs.

Send Copy to: Sample Management Office, Attn: Heather Bauer, CSC, 15000 Conference Center Dr., Chantilly, VA 20151-3819; Phone 703/818-4200; Fax 703/818-4602

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F2V5.1.047 Page 1 of 1

Figure 3-5. FORMS II Lite Inorganic Traffic Report & Chain of Custody Record (Region Copy)

Page 1 of 1

**USEPA CLP Organics COC (LAB COPY)**

Date Shipped: 2/1/2010  
 Carrier Name: FedEx  
 Airbill No: 841821272121

**CHAIN OF CUSTODY RECORD**

Case #: 12345  
 Cooler #: 4

**No: 39428-01/29/10-0016**

Lab: Generic Organic Lab  
 Lab Contact: Mr. Lab Contact  
 Lab Phone: 555-555-1234

Organic Sample #	Matrix/Sampler	Coll. Method	Analysis/Turnaround	Tag/Preservative/Bottles	Station Location	Collected	Inorganic Sample #	For Lab Use Only
B7260	Sediment/ SERAS	Grab	CLP TCL Pesticides(14), CLP TCL PCBs(14), BNA(14)	1587, 1588, 1589 (3)	ERT4-3-A	01/29/2010 11:40	MB7260	
B7261	Sediment/ SERAS	Grab	BNA(14), CLP TCL PCBs(14), CLP TCL Pesticides(14)	1594, 1596, 1597 (3)	ERT4-3-B	01/29/2010 11:40	MB7261	
B7262	Sediment/ SERAS	Grab	BNA(14), CLP TCL PCBs(14), CLP TCL Pesticides(14)	1600, 1602, 1603 (3)	ERT4-3-C	01/29/2010 11:40	MB7262	
B7263	Sediment/ SERAS	Grab	BNA(14), CLP TCL PCBs(14), CLP TCL Pesticides(14)	1606, 1608, 1609 (3)	ERT4-3-D	01/29/2010 11:40	MB7263	
B7264	Sediment/ SERAS	Grab	BNA(14), CLP TCL PCBs(14), CLP TCL Pesticides(14)	1612, 1614, 1615 (3)	ERT4-3-E	01/29/2010 11:40	MB7264	
B7265	Sediment/ SERAS	Grab	BNA(14), CLP TCL PCBs(14), CLP TCL Pesticides(14)	1618, 1620, 1621 (3)	ERT4-3-F	01/29/2010 11:40	MB7265	
B7266	Sediment/ SERAS	Grab	BNA(14), CLP TCL PCBs(14), CLP TCL Pesticides(14)	1624, 1626, 1627 (3)	ERT4-3-G	01/29/2010 11:40	MB7266	
B7267	Sediment/ SERAS	Grab	BNA(14), CLP TCL PCBs(14), CLP TCL Pesticides(14)	1630, 1632, 1633 (3)	ERT4-3-H	01/29/2010 11:40	MB7267	
B7268	Sediment/ SERAS	Grab	BNA(14), CLP TCL PCBs(14), CLP TCL Pesticides(14)	1636, 1638, 1639 (3)	ERT4-3-I	01/29/2010 11:40	MB7268	
B7269	Sediment/ SERAS	Grab	BNA(14), CLP TCL PCBs(14), CLP TCL Pesticides(14)	1642, 1644, 1645 (3)	ERT4-3-J	01/29/2010 11:40	MB7269	
B7270	Sediment/ SERAS	Grab	BNA(14), CLP TCL PCBs(14), CLP TCL Pesticides(14)	1648, 1650, 1651 (3)	ERT4-3-K	01/29/2010 11:40	MB7270	

Special Instructions:	Shipment for Case Complete? N
	Samples Transferred From Chain of Custody #
Analysis Key: BNA=CLP TCL Semivolatiles	

Items/Reason	Relinquished by	Date	Received by	Date	Time	Items/Reason	Relinquished By	Date	Received by	Date	Time

Figure 3-6. Scribe Organics Chain of Custody Record (Laboratory Copy)



Page 1 of 1

**USEPA CLP Organics COC (REGION COPY)**

Date Shipped: 2/1/2010

Carrier Name: FedEx

Airbill No: 841821272121

**CHAIN OF CUSTODY RECORD**

Scribe CLP Site

Cooler #. 4

**No: 39428-01/29/10-0016**

Lab: Generic Organic Lab

Lab Contact: Mr. Lab Contact

Lab Phone: 555-555-1234

Organic Sample #	Matrix/Sampler	Coll. Method	Analysis/Turnaround	Tag/Preservative/Bottles	Station Location	Collected	Inorganic Sample #	Sample Type
B7260	Sediment/ SERAS	Grab	CLP TCL Pesticides(14), CLP TCL PCBs(14), BNA(14)	1587, 1588, 1589 (3)	ERT4-3-A	01/29/2010 11:40	MB7260	Field Sample
B7261	Sediment/ SERAS	Grab	BNA(14), CLP TCL PCBs(14), CLP TCL Pesticides(14)	1594, 1596, 1597 (3)	ERT4-3-B	01/29/2010 11:40	MB7261	Field Sample
B7262	Sediment/ SERAS	Grab	BNA(14), CLP TCL PCBs(14), CLP TCL Pesticides(14)	1600, 1602, 1603 (3)	ERT4-3-C	01/29/2010 11:40	MB7262	Field Sample
B7263	Sediment/ SERAS	Grab	BNA(14), CLP TCL PCBs(14), CLP TCL Pesticides(14)	1606, 1608, 1609 (3)	ERT4-3-D	01/29/2010 11:40	MB7263	Field Sample
B7264	Sediment/ SERAS	Grab	BNA(14), CLP TCL PCBs(14), CLP TCL Pesticides(14)	1612, 1614, 1615 (3)	ERT4-3-E	01/29/2010 11:40	MB7264	Field Sample
B7265	Sediment/ SERAS	Grab	BNA(14), CLP TCL PCBs(14), CLP TCL Pesticides(14)	1618, 1620, 1621 (3)	ERT4-3-F	01/29/2010 11:40	MB7265	Field Sample
B7266	Sediment/ SERAS	Grab	BNA(14), CLP TCL PCBs(14), CLP TCL Pesticides(14)	1624, 1626, 1627 (3)	ERT4-3-G	01/29/2010 11:40	MB7266	Field Sample
B7267	Sediment/ SERAS	Grab	BNA(14), CLP TCL PCBs(14), CLP TCL Pesticides(14)	1630, 1632, 1633 (3)	ERT4-3-H	01/29/2010 11:40	MB7267	Field Sample
B7268	Sediment/ SERAS	Grab	BNA(14), CLP TCL PCBs(14), CLP TCL Pesticides(14)	1636, 1638, 1639 (3)	ERT4-3-I	01/29/2010 11:40	MB7268	Field Sample
B7269	Sediment/ SERAS	Grab	BNA(14), CLP TCL PCBs(14), CLP TCL Pesticides(14)	1642, 1644, 1645 (3)	ERT4-3-J	01/29/2010 11:40	MB7269	Field Sample
B7270	Sediment/ SERAS	Grab	BNA(14), CLP TCL PCBs(14), CLP TCL Pesticides(14)	1648, 1650, 1651 (3)	ERT4-3-K	01/29/2010 11:40	MB7270	Field Sample

Special Instructions:	Shipment for Case Complete? N
	Samples Transferred From Chain of Custody #
Analysis Key: BNA=CLP TCL Semivolatiles	

Items/Reason	Relinquished by	Date	Received by	Date	Time	Items/Reason	Relinquished By	Date	Received by	Date	Time

Figure 3-7. Scribe Organics Chain of Custody Record (Region Copy)

Page 2 of 3

USEPA CLP Inorganics COC (LAB COPY)

Date Shipped: 2/1/2010

Carrier Name: FedEx

Airbill No: 841821272187

CHAIN OF CUSTODY RECORD

Case #: 12345

Cooler #: 2

No: 39428-01/29/10-0012

Lab: Generic Inorganic Lab

Lab Contact: Mr. Lab Contact

Lab Phone: 555-555-1234

Inorganic Sample #	Matrix/Sampler	Coll. Method	Analysis/Turnaround	Tag/Preservative/Bottles	Station Location	Collected	Organic Sample #	For Lab Use Only
MB7268	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1635 (1)	ERT4-3-I	01/29/2010 11:40	B7268	
MB7269	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1641 (1)	ERT4-3-J	01/29/2010 11:40	B7269	
MB7270	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1647 (1)	ERT4-3-K	01/29/2010 11:40	B7270	
MB7271	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1656 (1)	ERT3-3-A	01/29/2010 11:00	B7271	
MB7272	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1659 (1)	ERT3-3-B	01/29/2010 11:00	B7272	
MB7273	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1665 (1)	ERT3-3-C	01/29/2010 11:00	B7273	
MB7274	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1671 (1)	ERT3-3-D	01/29/2010 11:00	B7274	
MB7275	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1677 (1)	ERT3-3-E	01/29/2010 11:00	B7275	
MB7276	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1683 (1)	ERT3-3-F	01/29/2010 11:00	B7276	
MB7277	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1689 (1)	ERT3-3-G	01/29/2010 11:00	B7277	
MB7278	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1695 (1)	ERT3-3-H	01/29/2010 11:00	B7278	

Sample(s) to be used for Lab QC: MB7276	Shipment for Case Complete? N
	Samples Transferred From Chain of Custody #
Analysis Key: TM=CLP TAL Total Metals, CN=CLP CN	

Items/Reason	Relinquished by	Date	Received by	Date	Time	Items/Reason	Relinquished By	Date	Received by	Date	Time

Figure 3-8. Scribe Inorganics Chain of Custody Record (Laboratory Copy)

**USEPA CLP Inorganics COC (REGION COPY)**

DateShipped: 2/1/2010  
 CarrierName: FedEx  
 AirbillNo: 841821272187

**CHAIN OF CUSTODY RECORD**

Scribe CLP Site  
 Case #: 12345  
 Cooler #: 2

**No: 39428-01/29/10-0012**

Lab: Generic Inorganic Lab  
 Lab Contact: Mr. Lab Contact  
 Lab Phone: 555-555-1234

Inorganic Sample #	Matrix/Sampler	Coll. Method	Analysis/Turnaround	Tag/Preservative/Bottles	Station Location	Collected	Organic Sample #	Sample Type
MB7268	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1635 (1)	ERT4-3-I	01/29/2010 11:40	B7268	Field Sample
MB7269	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1641 (1)	ERT4-3-J	01/29/2010 11:40	B7269	Field Sample
MB7270	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1647 (1)	ERT4-3-K	01/29/2010 11:40	B7270	Field Sample
MB7271	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1656 (1)	ERT3-3-A	01/29/2010 11:00	B7271	Field Sample
MB7272	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1659 (1)	ERT3-3-B	01/29/2010 11:00	B7272	Field Sample
MB7273	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1665 (1)	ERT3-3-C	01/29/2010 11:00	B7273	Field Sample
MB7274	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1671 (1)	ERT3-3-D	01/29/2010 11:00	B7274	Field Sample
MB7275	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1677 (1)	ERT3-3-E	01/29/2010 11:00	B7275	Field Sample
MB7276	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1683 (1)	ERT3-3-F	01/29/2010 11:00	B7276	Field Sample
MB7277	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1689 (1)	ERT3-3-G	01/29/2010 11:00	B7277	Field Sample
MB7278	Sediment/ SERAS	Grab	CLP TAL/Hg/CN(14)	1695 (1)	ERT3-3-H	01/29/2010 11:00	B7278	Field Sample

Sample(s) to be used for Lab QC: MB7276	Shipment for Case Complete? N
	Samples Transferred From Chain of Custody #
Analysis Key: TM=CLP TAL Total Metals, CN=CLP CN	

Items/Reason	Relinquished by	Date	Received by	Date	Time	Items/Reason	Relinquished By	Date	Received by	Date	Time

**Figure 3-9. Scribe Inorganics Chain of Custody Record (Region Copy)**

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### 3.2.3 Complete and Attach Custody Seals

Custody seals are usually pre-printed stickers that are signed (or initialed) and dated by the sampler after sample collection and placed on sample bottles or containers and/or shipping coolers or containers (see Figure 3-10). The custody seals document the person who sealed the sample container and verify that the sample has not been tampered with. The seals must be placed such that they will break if the sample bottle or container or the shipping cooler or container is tampered with or opened after leaving custody of samplers. Custody seals can also be used to maintain custody of other items such as envelopes containing videotapes of the sample collection process. Instructions for completing and attaching a custody seal are included in Table 3-5.

The use and type of custody seals can vary by Region or collecting organization. Samplers should obtain the appropriate custody seals and specific instructions for correctly attaching them from the RSCC.



Custody seals should never be placed directly onto a coring tool used as a transport device (e.g., 5 g Sampler) or tared, 40 mL closed-system vials. The seals must be placed on the bag for the coring tool used as a transport device, or on the bag used to enclose the vials. Refer to Appendix B for details.


 UNITED STATES ENVIRONMENTAL PROTECTION AGENCY OFFICIAL SAMPLE SEAL	SAMPLE NO.	DATE	SEAL BROKEN BY	DATE
	SIGNATURE			
	PRINT NAME AND TITLE			

Figure 3-10. Custody Seal

Table 3-5. Completing and Attaching a Custody Seal

Step	Action	Important Notes
1	Record the CLP Sample number.	The space for the CLP Sample number does not need to be completed on custody seals being placed on the opening of a cooler, only on those being placed on the opening of sample bottles or containers.
2	Record the month, day, and year of sample collection.	
3	Sign the seal in the signature field.	
4	Print your name and title in the "Print Name and Title" field.	
5	Place the custody seal over the edge of the sample bottle or container such that it will break if tampered with.	Custody seals can be placed directly on any sample container except for coring tools used as a transport device (e.g., 5 g Samplers) and tared VOA bottles. If packing coring tools used as a transport device or tared VOA bottles, place them in a clear plastic bag and place the custody seal on the outside of the bag.
6	If possible, cover the custody seal with clear plastic tape to protect it.	Take special care to not place the protective tape over the seal in such a way that it can be removed and then re-attached without signs of tampering.

### 3.2.4 Complete and Attach Sample Labels

Samplers affix sample labels to each sample container. A sample label must contain the associated CLP Sample Number (either written or pre-printed), SMO-assigned CLP Case Number, and the preservative used. It must also denote the analysis. Samplers may also include additional information such as the station location or the date/time of collection. Samplers should use FORMS II Lite or Scribe to create and print sample labels. The sampler can print two labels and attach one to the sample container or bottle, and place the other label on the sample tag that should also be attached to the sample container or bottle. The labels should then be covered with clear packaging tape to protect the label and maintain legibility. If

handwriting a sample label, the sampler should complete the label information using waterproof ink, place the label on the outside of the sample bottle or container, then cover the label with clear packaging tape to protect the label and maintain legibility (see Figure 3-1).



Do not attach labels to tared VOA sample vials. Avoid wrinkles in the tape and labels.

### 3.2.5 Complete and Attach Sample Tags

To support use of sample data in potential enforcement actions, sample characteristics other than on-site measurements (e.g., pH, temperature, conductivity) can be identified with a sample tag. Typically, site-specific information is written on the tags using waterproof ink. The use and type of sample tags may vary by Region. For each sampling event, samplers should contact the RSCC concerning the use of sample tags and the type of information required for the tags. An example of a completed sample tag is included in Figure 3-11 below:

Project Code <b>2</b> 00-030		Station No. <b>3</b> 1		Mo./Day/Year <b>4</b> 01/10/2004		Time <b>5</b> 08:45		Designate: <b>6</b>				
								Comp.	Grab <b>x</b>			
3-3001 Tag No.	Station Location <b>7</b>				Sampler's (Signature) <b>8</b> <i>John Smith</i>							
	DD001 Lab. Sample No.	Remarks: <b>1</b>	SVOA organics	Pesticides	VOA organics <b>x</b>	ABN	Cyanide	Metals	Phenolics	COD, TOC, Nutrients	BOD Anions Solids (TSS) (TDS) (SS)	ANALYSES <b>10</b>

Figure 3-11. Completed Sample Tag

The sampler can use FORMS II Lite or Scribe to create and print out multiple sample labels, one of which can be attached to the sample tag and then covered with clear packaging tape to protect the label and maintain legibility. If FORMS II Lite- or Scribe-created sample labels are not available, a detailed set of instructions for completing and attaching a handwritten sample tag are included in Table 3-6.

Table 3-6. Completing and Attaching a Handwritten Sample Tag

Step	Action
1	Under the “Remarks” heading, record the CLP Sample Number and SMO-assigned CLP Case Number in a legible manner.
2	Record the project code (e.g., Contract number, Work Assignment number, Interagency Agreement number, etc.) assigned by USEPA.
3	Enter the station number assigned by the sampling team coordinator.
4	Record the month, day, and year of sample collection.
5	Enter the military time of sample collection (e.g., 13:01 for 1:01 PM).
6	Identify the designate and place an “X” in either the composite (Comp.) or grab (Grab) sample box.
7	Record the station location.
8	Sign the sample tag in the signature area.
9	Place an “X” in the box next to Yes or No to indicate if a preservative was added to the sample.
10	Under “Analyses”, place an “X” in the box next to the parameters for which the sample is to be analyzed.

**Table 3-6. Completing and Attaching a Handwritten Sample Tag**

Step	Action
11	Leave the box for “Laboratory Sample Number” blank.
12	It is recommended that the sample tag be attached to the neck of the sample bottle or container using regular string, stretch string, or wire.

### 3.3 Provide Sample Receipt

After samples have been taken from private property, the sampler should prepare a receipt for these samples and provide this receipt to the property owner. This is especially important when sampling on private property since these samples could be used during future litigation and the receipt will verify that the owner granted approval for the removal of the samples from the property. An example of a sample receipt created using FORMS II Lite is shown in Figure 3-12. An example of a sample receipt created using Scribe is shown in Figure 3-13.

PROJECT NO.		PROJECT NAME	NAME & LOCATION OF FACILITY/SITE				
QW-123			EXAMPLE SITE				
SAMPLERS: (SIGNATURES)							
STATION NO.	LOCATION/DESCRIPTION	DATE	TIME	Comp/Grab	NO. OF EPA CONTAINERS	SPLIT SAMPLE Y OR N	EPA SAMPLE TAG NO.'S
STATION ONE	LOCATION ONE	2/20/2001	15:55	G	11	Yes	112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122
STATION ONE	LOCATION TWO	2/20/2001	16:01	C	11	Yes	123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133
STATION TWO	LOCATION ONE	2/20/2001	16:02	C	11	Yes	134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144
SPLIT SAMPLES TRANSFERRED BY:		DATE	SPLIT SAMPLES RECEIVED BY <input type="checkbox"/> OR DECLINED BY <input type="checkbox"/>			DATE/TIME	
(PRINT)			(PRINT)				
(SIGN)		TIME	(SIGN)			TELEPHONE	
			TITLE				

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**Figure 3-12. Sample Receipt Created Using the FORMS II Lite Software**

**Receipt for Samples  
Samples Residential Sampling**

Project No: 045RD20  
Samples Transferred:  
Samples Received By:

Project Name: Demo Project  
Signature:  
Signature:

WA Number: 0003  
Samples Signature:  
John Doe

Sample #	SS-0002	SS-0002	SS-0002	SS-0008
Sample Date	6/9/2010	6/9/2010	6/9/2010	6/9/2010
EventID	Front Yard Soil Sampling	Front Yard Soil Sampling	Front Yard Soil Sampling	PCB Sampling
Location	H002-F	H002-F	H002-F	H002-F
PropertyID	H002	H002	H002	H002
Matrix	Soil	Soil	Soil	Soil
Collection Method	Grab	Grab	Grab	Grab
Sample Type	Field Sample	Field Sample	Field Sample	Field Sample
Analyses	TAL-Metals-0010B	CLP TCL Volatiles	CLP TCL Semivolatiles	PCBs
Tag	A	1003	1002	A
Container	Ziploc	40 ml Vial	4oz Glass	16 oz glass
COC	Soil-001	CLP Chain-0001	CLP Chain-0001	Soil-002
Lab	ACME Environmental Lab	ABC Special Lab	ABC Special Lab	ABC Special Lab
Remarks				
Sample #	SS-0009	SS-0017	SS-0017	SS-0017
Sample Date	6/9/2010	6/9/2010	6/9/2010	6/9/2010
EventID	PCB Sampling	Back Yard Soil Sampling	Back Yard Soil Sampling	Back Yard Soil Sampling
Location	H002-R	H002-R	H002-R	H002-R
PropertyID	H002	H002	H002	H002
Matrix	Soil	Soil	Soil	Soil
Collection Method	Grab	Grab	Grab	Grab
Sample Type	Field Sample	Field Sample	Field Sample	Field Sample
Analyses	PCBs	TAL-Metals-0010B	CLP TCL Volatiles	CLP TCL Semivolatiles
Tag	A	A	1013	1012
Container	16 oz glass	Ziploc	40 ml Vial	4oz Glass
COC	Soil-002	Soil-003	9-062510-135425-0004	9-062510-135425-0004
Lab	ABC Special Lab	ACME Environmental Lab	ABC Special Lab	ABC Special Lab
Remarks				

**Figure 3-13. Sample Receipt Created Using the Scribe Software**

## 3.4 Pack and Ship Samples

Once the samples have been collected, it is very important that the sampler properly package the samples for shipment and ensure that the samples are sent to the appropriate laboratory as quickly as possible. Prompt and proper packaging of samples will:

- Protect the integrity of samples from changes in composition or concentration caused by bacterial growth or degradation from increased temperatures;
- Reduce the chance of leaking or breaking of sample containers that would result in loss of sample volume, loss of sample integrity, and exposure of personnel to toxic substances; and
- Help ensure compliance with shipping regulations.

### 3.4.1 Sample Containers

Once samples are collected, they must be stored in conditions that maintain sample integrity. All samples should be placed in shipping containers or other suitable containers with ice to reduce the temperature as soon as possible after collection.

Ideally, all samples should be shipped the day of collection for overnight delivery to the laboratory. If samples cannot be shipped on the day of collection, the sample temperature should be maintained at 4°C ( $\pm 2^\circ\text{C}$ ) until they are shipped to the laboratory.



One CLP RAS sample may be contained in several bottles and vials. For example, one water sample may consist of all containers needed for three of the analytical analyses available under this service (i.e., SVOA analysis, Pesticide analysis, and Aroclor analysis), even though the analyses are collected in separate containers. Therefore, the analysis to be performed and the matrix type will determine the type of container(s) that will be used, as well as the volume that must be collected for that particular sample analysis.

### 3.4.2 Inventory of Samples and Documentation

Prior to shipment, samplers should conduct an inventory of the contents of the shipping cooler or container against the corresponding TR/COC Record when packing for shipment to laboratories. An inventory will ensure that the proper number of containers have been collected for each analysis of the samples, that the required PE and QC samples and cooler temperature blanks are included, and the correct Sample Numbers and analyses have been assigned to each sample. Refer to Appendix G and Appendix H when referencing the CLP analysis codes.

### 3.4.3 Shipping Regulations

Sample shipping personnel are legally responsible for ensuring that the sample shipment will comply with all applicable shipping regulations. If dry ice is used for shipping tissue samples, special packaging precautions are required before shipping by aircraft to comply with U.S. DOT regulations. Refer to the Code of Federal Regulations (49CFR 173.217) classified dry ice as Hazard Class 9 *UN 1845* (Hazardous Material). For example, hazardous material samples must be packaged, labeled, and shipped in compliance with all IATA Dangerous Goods regulations or DOT regulations and USEPA guidelines. Refer to Appendix B for detailed shipping guidelines when using SW-846 Method 5035A to preserve and ship samples.

### 3.4.4 Sample Packaging for Shipment

Samplers are responsible for the proper packaging of samples for shipment. To ensure that samples are appropriately packaged (e.g., to avoid breakage and/or contamination) the sampler should consult their respective project plans to determine the proper packing and shipping procedures. The sampler must determine the sample type, pack the shipping containers correctly, include necessary paperwork, label and seal shipping containers or coolers, and ship the samples.

#### 3.4.4.1 Determine the Sample Type and Container

Samplers should know what kinds of samples they are handling to ensure proper packaging. Samplers should refer to their appropriate project plans to determine which type of sample container should be used for each type of sample being taken during the sampling event.



Please follow Regional guidance with reference to samples containing dioxin or radioactive waste.

#### 3.4.4.2 Pack Shipping Containers

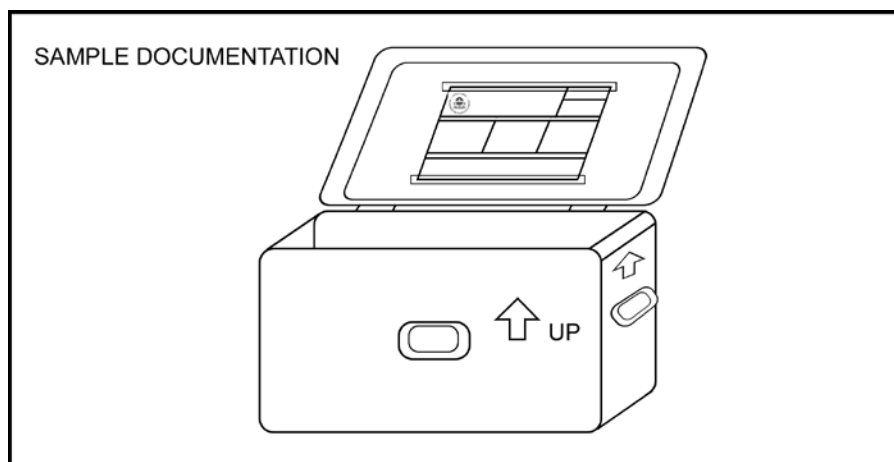
It is imperative that samples are correctly and carefully packed in shipping containers to prevent the sample containers from breaking or leaking. Samplers must prepare and pack a shipping cooler or container according to the instructions outlined in Table 3-7.

**Table 3-7. Packing Samples for Shipment**

Step	Action	Important Notes
1	Seal all drain holes in the shipping container, both inside and out, to prevent leakage in the event of sample breakage.	
2	Check all lids/caps to make sure the samples are tightly sealed and will not leak.	
3	Wipe loose soil residue from containers.	
4	Seal samples within a clear plastic bag.	Custody seals can be placed directly on any sample container except for coring tools used as a transport device (e.g., 5 g Samplers) and tared VOA bottles. If packing coring tools used as a transport device or tared VOA bottles, place them in a clear plastic bag and place the custody seal on the outside of the bag.
5	Fully chill samples to 4°C (±2°C) prior to placement within suitable packing materials.	
6	Prior to placing samples within the shipping cooler, it is recommended that samplers line shipping containers with non-combustible, absorbent packing material.	The CLP strongly discourages the use of vermiculite and cat litter as sources for packing material. These materials interfere with labeling and documentation and are difficult to remove from sample containers and shipping containers.
7	Place samples in CLEAN, sealed, watertight shipping containers (metal or hard plastic coolers).	All soil/sediment samples known to contain dioxin should be securely enclosed in metal cans (e.g., paint cans) with the lids sealed.
8	Conduct an inventory of the contents of the shipping cooler/container against the corresponding TR/COC Record.	
9	Cover samples in double-bagged ice to prevent water damage to packing materials.	Do NOT pour loose ice directly into the sample cooler. The ice is used to maintain the temperature of the samples within the shipping cooler.
10	It is recommended that a temperature blank be included in an area within each shipping container which will allow for easy access by the laboratory upon opening the shipping container.	The temperature blank is generally a 40 mL vial filled with water and labeled “temperature blank” but does not have a Sample Number.
11	Ensure that the site name or other site-identifying information does not appear on any documentation being sent to the laboratory.	

### 3.4.4.3 Include Necessary Paperwork

Samplers must properly place the necessary paperwork in the shipping cooler or acceptable container. All paperwork must be placed in a plastic bag or pouch and then secured to the underside of the shipping container lid (see Figure 3-14).



**Figure 3-14. Sample Cooler with Attached TR/COC Record, PES Instructions (if applicable), and Cooler Return Documentation**

Necessary paperwork includes TR/COC Records and sample weight logs (see Figures 3-15 and 3-16), if required (for VOA samples). If PE samples are included in the cooler, the PE instruction sheets must be included with the paperwork. Samplers should contact their RSCC (or designee) for specific paperwork requirements.

<b>USEPA Contract Laboratory Program Sample Weight Log</b>									
<b>Shipped to:</b> AAA Testing Laboratory 1700 Mill Avenue Houston TX 77099 (281) 983-1234					<b>Case No.</b> 39563 <b>DAS No.</b> DAS34 <b>Date Shipped:</b> 9/29/2003				
Sample No.	Matrix	Analysis	Preservative	Bottle/ Tag Number	Tared Weight (g)	Final Weight (g)	Sample Weight (g)	Laboratory Weight	Traffic Report No.
C0036	Subsurface Soil (>12")	CLP TCL Volatiles	Ice Only	199548	32.80	37.20	4.40		3-103018225-092903-0001
C0036	Subsurface Soil (>12")	CLP TCL Volatiles	Ice Only	199547	32.10	38.30	6.20		3-103018225-092903-0001
C0036	Subsurface Soil (>12")	CLP TCL Volatiles	Ice Only	199549	31.20	38.60	7.40		3-103018225-092903-0001
C0037	Surface Soil (0"-12")	CLP TCL Volatiles	Ice Only	199552	32.00	36.90	4.90		3-103018225-092903-0001
C0037	Surface Soil (0"-12")	CLP TCL Volatiles	Ice Only	199551	32.40	37.10	4.70		3-103018225-092903-0001
C0037	Surface Soil (0"-12")	CLP TCL Volatiles	Ice Only	199550	31.90	35.90	4.00		3-103018225-092903-0001
<b>Completed By:</b>					<b>Date:</b>				
<b>All weights are measured in grams</b>									

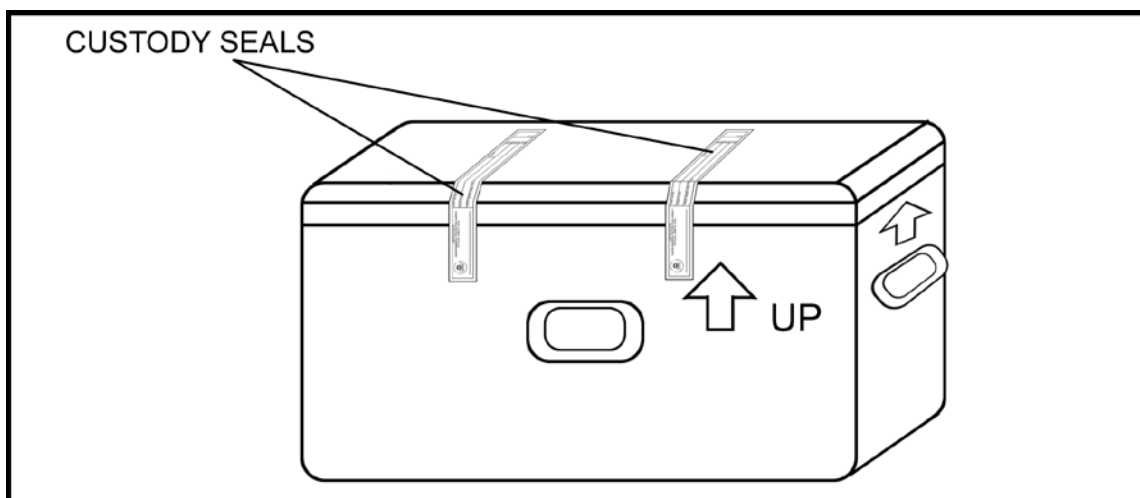
Figure 3-15. FORMS II Lite Sample Weight Log

Page 1 of 1					
Sample Weight Log					
Chain of Custody - Additional Info - VOA Samples					
<b>Shipped To:</b> ABC Special Lab 123 Main Street Anywhere, USA		<b>Completed By:</b>		<b>Case No.</b> 12345	
		<b>Date:</b>		<b>DAS No.</b> DAS123	
				<b>Date Shipped:</b> 12/24/2010	
CLP Sample #	Y0004	Y0005	Y0006	Y0007	Y0008
Matrix	Soil	Soil	Soil	Soil	Soil
Analyses	CLP TCL Volatiles	CLP TCL Volatiles	CLP TCL Volatiles	CLP TCL Volatiles	CLP TCL Volatiles
Preservative	Ice	Ice	Ice	Ice	Ice
Tag	1011	1013	1015	1017	1019
Tared Weight (g)	32.80	32.10	31.20	32.00	31.90
Final Weight (g)	37.20	38.30	38.60	36.90	35.90
Sample Weight (g)	4.4	6.2	7.4	4.9	4
Laboratory Weight					
COC #	9-062510-135425-0004	9-062510-135425-0004	9-062510-135425-0004	9-062510-135425-0004	9-062510-135425-0004

Figure 3-16. Scribe Sample Weight Log

### 3.4.4.4 Label and Seal Sample Shipping Coolers

After samples are packaged within shipping coolers, samplers must carefully secure the top and bottom of the coolers with tape, place return address labels clearly on the outside of the cooler, and attach the required chain-of-custody seals (see Figure 3-17).



**Figure 3-17. Shipping Cooler with Custody Seals**

If more than one cooler is being delivered to a laboratory, samplers should mark each cooler as “1 of 2”, “2 of 2”, etc. In addition, samplers must accurately complete and attach shipping airbill paperwork for shipment of the samples to the laboratory. An airbill, addressed to the Sample Custodian of the receiving laboratory, should be completed for each cooler shipped. Samplers should receive the correct name, address, and telephone number of the laboratory to which they must ship samples from the RSCC or SMO. To avoid delays in analytical testing, samplers should make sure they are sending the correct types of samples to the correct laboratory when collecting samples for multiple types of analysis. For example, inorganic samples may be shipped to one laboratory for analysis, while organic samples may need to be shipped to another laboratory.

#### **3.4.4.5 Ship Samples**

The sampling contractor should ensure that samplers know the shipping company’s name, address, and telephone number. In addition, they should be aware of the shipping company’s hours of operation, shipping schedule, and pick-up/drop-off requirements.

##### **Overnight Delivery**

It is imperative that samples be sent via overnight delivery. Delays caused by longer shipment times may cause technical holding times to expire, which in turn may destroy sample integrity or require the recollection of samples for analysis.

##### **Saturday Delivery**

For shipping samples for Saturday delivery, the sampler **MUST** notify the RSCC (or their designee) and SMO as soon as possible so that SMO will receive the delivery information by 3:00 PM ET on the Friday prior to delivery.

#### **3.4.5 Shipment Notification**

When samples are shipped to CLP Laboratories, samplers **must immediately** report all sample shipments to the RSCC (or designee) or to SMO. **Under no circumstances should the sampler contact the laboratory directly.** If samplers are shipping samples after 5:00 PM ET, they must notify the RSCC (or designee) or SMO by 8:00 AM ET on the following business day. Samplers should receive the name and phone number of the appropriate SMO coordinator to contact from the Region/RSCC.

Samplers must provide the following information to the RSCC (or designee) or to SMO:

- Name and phone number at which they can easily be reached (preferably closest on-site phone number if still in the field)
- SMO-assigned CLP Case Number (see Section 2.4.1)
- Number, concentration, matrix and analysis of samples being shipped, and MA number (if required);
- Name of laboratory (or laboratories) to which the samples were shipped

- Airbill number(s)
- Date of shipment
- Case status (i.e., whether or not the Case is complete)
- Problems encountered, special comments, or any unanticipated issues
- When to expect the next anticipated shipment
- An electronic export of the TR/COC Record must be sent as soon as possible after sample shipment via the Electronic Sample Documentation System (ESDS) to transmit FORMS II Lite and Scribe files to SMO. For information regarding electronic export of TR/COC Records, refer to the following Web site:

<http://www.epa.gov/superfund/programs/clp/download/esdsprocedures.pdf>



For Saturday delivery, samplers **MUST** notify the RSCC (or designee) and SMO as soon as possible so that SMO will receive the delivery information by 3:00 PM ET on the Friday prior to delivery.

Samplers should be aware if their Region requires them to notify the RSCC (or designee) and/or SMO of sample shipment.

### 3.4.6 Return Sample Shipping Coolers

CLP laboratories must routinely return sample shipping coolers within 14 calendar days following shipment receipt. Therefore, the sampler should also include cooler return instructions with each shipment. The **sampler** (not the CLP laboratory) is responsible for paying for return of the cooler and should also include shipping airbills bearing the sampler's account number, as well as a return address to allow for cooler return. **Samplers should use the least expensive option possible.**



## Appendix A: Functions within a Sampling Project

The following table describes Quality Assurance Project Plan (QAPP) requirements taken from *EPA Requirements for Quality Assurance Project Plans* (EPA QA/R-5).

Functions Within a Sampling Project	Elements of that Function
<b><i>Project Management</i></b>	
Project/Task Organization	Identifies the individuals or organizations participating in the project and defines their specific roles and responsibilities.
Problem Definition/Background	States the specific problem to be solved or decision to be made and includes sufficient background information to provide a historical and scientific perspective for each particular project.
Project/Task Description	Describes the work to be performed and the schedule for implementation to include: <ul style="list-style-type: none"> <li>X Measurements to be made during the course of the project</li> <li>X Applicable technical, regulatory, or program-specific quality standards, criteria, or objectives</li> <li>X Any special personnel and equipment requirements; assessment tools needed</li> <li>X A work schedule and any required project and quality records, including types of reports needed</li> </ul>
Quality Objectives and Criteria	Describes the project quality objectives and measurement performance criteria.
Special Training/Certification	Ensures that any specialized training for modified field sampling techniques, field analyses, laboratory analyses, or data validation should be specified.
Documents and Records	<ul style="list-style-type: none"> <li>X Itemizes the information and records that must be included in the data report package and specifies the desired reporting format for hard copy and electronic forms, when used.</li> <li>X Identifies any other records and/or documents applicable to the project such as audit reports, interim progress reports, and final reports that will be produced.</li> <li>X Specifies or references all applicable requirements for the final disposition of records and documents, including location and length of retention period.</li> </ul>
<b><i>Data Generation and Acquisition</i></b>	
Sampling Process Design (Experimental Design)	<ul style="list-style-type: none"> <li>X Describes the experimental design or data collection design for the project.</li> <li>X Classifies all measurements as critical or non-critical.</li> </ul>
Sampling Methods	<ul style="list-style-type: none"> <li>X Describes the procedures for collecting samples and identifies sampling methods and equipment. Includes any implementation requirements, support facilities, sample preservation requirements, and materials needed.</li> <li>X Describes the process for preparing and decontaminating sampling equipment to include the disposal of decontamination by-products, selection and preparation of sample containers, sample volumes, preservation methods, and maximum holding times for sampling, preparation, and/or analysis.</li> <li>X Describes specific performance requirements for the method.</li> <li>X Addresses what to do when a failure in sampling occurs, who is responsible for corrective action, and how the effectiveness of the corrective action shall be determined and documented</li> </ul>
Sample Handling and Custody	<ul style="list-style-type: none"> <li>X Describes the requirements and provisions for sample handling and custody in the field, laboratory, and transport, taking into account the nature of the samples, the maximum allowable sample holding times before extraction and analysis, and the available shipping options and schedules.</li> <li>X Includes examples of sample labels, custody forms, and sample custody logs.</li> </ul>

Functions Within a Sampling Project	Elements of that Function
Analytical Methods	<ul style="list-style-type: none"> <li>X Identifies the analytical methods and equipment required, including sub-sampling or extraction methods, waste disposal requirements (if any), and specific method performance requirements.</li> <li>X Identifies analytical methods by number, date, and regulatory citation (as appropriate). If a method allows the user to select from various options, the method citations should state exactly which options are being selected.</li> <li>X Addresses what to do when a failure in the analytical system occurs, who is responsible for corrective action, and how the effectiveness of the corrective action shall be determined and documented.</li> <li>X Specifies the laboratory turnaround time needed, if important to the project schedule.</li> <li>X Specifies whether a field sampling and/or laboratory analysis Case Narrative is required to provide a complete description of any difficulties encountered during sampling or analysis.</li> </ul>
Quality Control (QC)	<ul style="list-style-type: none"> <li>X Identifies required measurement QC checks for both the field and laboratory.</li> <li>X States the frequency of analysis for each type of QC check, and the spike compounds sources and levels.</li> <li>X States or references the required control limits for each QC check and corrective action required when control limits are exceeded and how the effectiveness of the corrective action shall be determined and documented.</li> <li>X Describes or references the procedures to be used to calculate each of the QC statistics.</li> </ul>
Instrument/Equipment Testing, Inspection, and Maintenance	<ul style="list-style-type: none"> <li>X Describes how inspections and acceptance testing of environmental sampling and measurement systems and their components will be performed and documented. Identifies and discusses the procedure by which final acceptance will be performed by independent personnel.</li> <li>X Describes how deficiencies are to be resolved and when re-inspection will be performed.</li> <li>X Describes or references how periodic preventative and corrective maintenance of measurement or test equipment shall be performed.</li> <li>X Identifies the equipment and/or system requiring periodic maintenance.</li> <li>X Discusses how the availability of spare parts identified in the operating guidance and/or design specifications of the systems will be assured and maintained.</li> </ul>
Instrument/Equipment Calibration and Frequency	<ul style="list-style-type: none"> <li>X Identifies all tools, gauges, instruments, and other sampling, measuring, and test equipment used for data collection activities affecting quality that must be controlled, and at specific times, calibrated to maintain performance within specified limits.</li> <li>X Identifies the certified equipment and/or standards used for calibration.</li> <li>X Describes or references how calibration will be conducted using certified equipment and/or standards with known valid relationships to nationally recognized performance standards. If no such standards exist, documents the basis for calibration.</li> <li>X Indicates how records of calibration shall be maintained and traced to the instrument.</li> </ul>
Inspection/Acceptance of Supplies and Consumables	<ul style="list-style-type: none"> <li>X Describes how and by whom supplies and consumables shall be inspected and accepted for use in the project.</li> <li>X States acceptance criteria for such supplies and consumables.</li> </ul>
Non-direct Measurements	<ul style="list-style-type: none"> <li>X Identifies any types of data needed for project implementation or decision-making that are obtained from non-measurement sources (e.g., computer databases, programs, literature files, historical databases).</li> <li>X Describes the intended use of data.</li> <li>X Defines the acceptance criteria for the use of such data in the project.</li> <li>X Specifies any limitations on the use of the data.</li> </ul>
Data Management	<ul style="list-style-type: none"> <li>X Describes the project data management scheme, tracing the data path from generation in the field or laboratory to their final use or storage.</li> <li>X Describes or references the standard record-keeping procedures, document control system, and the approach used for data storage and retrieval on electronic media.</li> </ul>



## Appendix B: CLP Sample Collection Guidelines for VOAs in Soil by SW-846 Method 5035A

A. Preferred Options for the Contract Laboratory Program (CLP) are Options 1, 2, and 3:

This method employs sample vials that are filled and weighed in the field and never opened during the analytical process. As a result, sampling personnel should be equipped with a portable balance capable of weighing to 0.01g.



Soil samples must be placed on their sides prior to being frozen or placed on ice. Dry ice or field freezers are the only options.

### Option 1.

#### Closed-system Vials:

##### Container - tared or preweighed 40 mL VOA vial containing a magnetic stir bar.

Collect 5 g of soil per vial (iced or frozen in the field). Check the pre-tared weight of the (dry) VOA vials prior to departure for the sampling event under controlled conditions. Weigh vials and soil samples to the nearest 0.01 g. This check is to ensure that the original weight was properly recorded.

<b>Regular Samples</b>	3 Vials - Dry (5 g soil per vial)
	<u>1 Vial - Dry (filled with soil, no headspace)</u>
	4 Total Vials

<b>Regular Samples</b>	9 Vials - Dry (5 g soil per vial)
<b>Requiring QC Analysis</b>	<u>1 Vial - Dry (filled with soil, no headspace)</u>
	10 Total Vials

### Option 2.

#### Closed-system Vials Containing Water:

##### Container - tared or pre-weighed 40 mL VOA vial containing a magnetic stir bar and 5 mL water.

Collect 5 g of soil per vial (iced or frozen in the field). Weigh vials and soil samples to the nearest 0.01 g.

<b>Regular Samples</b>	2 Vials with water added (5 g soil and 5 mL water per vial)
	1 Vial - Dry (5 g soil in vial)
	<u>1 Vial - Dry (filled with soil, no headspace)</u>
	4 Total Vials (2 with water and 2 dry)

<b>Regular Samples</b>	6 Vials with water added (5 g soil and 5 mL water per vial)
<b>Requiring QC Analysis</b>	1 Vials - Dry (5 g soil per vial)
	<u>1 Vial - Dry (filled with soil, no headspace)</u>
	8 Total Vials (6 with water and 2 dry)

### Option 3.

##### Container - 5 g Samplers or equivalent and coring tool used as a transport device.



All Samplers should be iced or frozen in the field and bagged individually.

<b>Regular Samples</b>	3 Samplers (5 g soil per Sampler)
	<u>1 Vial - Dry (filled with soil, no headspace)</u>
	4 Total (3 Samplers and 1 Vial)

<b>Regular Samples</b>	9 Samplers (5 g soil per Sampler)
<b>Requiring QC Analysis</b>	1 Vial - Dry (filled with soil, no headspace)
	<u>10 Total (9 Samplers and 1 Vial)</u>

B. Options 4, 5, and 6 are NOT preferred options for the CLP:

#### Option 4.

##### Closed-system Vials:

**Container - tared or preweighed 40 mL VOA vial containing a magnetic stir bar and preservative.**

Collect 5 g of soil per vial and add Sodium bisulfate (NaHSO<sub>4</sub>) preservative (5 mL water + 1 g NaHSO<sub>4</sub>) - iced in the field.

**Caution: This option is NOT a Preferred Option for the CLP because:**

NaHSO<sub>4</sub> preservation creates low pH conditions that will cause the destruction of certain CLP target analytes (e.g., vinyl chloride, trichloroethene, trichlorofluoromethane, cis- and trans-1,3-dichloropropene). Projects requiring the quantitation of these analytes should consider alternative sample preservation methods. NaHSO<sub>4</sub> also cannot be used on carbonaceous soils. Check the soil before using this method of collection! Soil can be checked by placing a test sample in a clean vial, then adding several drops of NaHSO<sub>4</sub> solution. If the soil bubbles, use Option 4b and note this issue on the TR/COC Record.

#### Option 4a. Samples preserved in the field

<b>Regular Samples</b>	2 Vials with NaHSO <sub>4</sub> preservative added (5g soil per vial)
	1 Vial without NaHSO <sub>4</sub> preservative added (5g soil per vial)
	1 Vial - Dry (filled with soil, no headspace)
	<u>4 Total Vials (2 with NaHSO<sub>4</sub> preservative and 2 without)</u>

<b>Regular Samples</b>	6 Vials with NaHSO <sub>4</sub> preservative added (5g soil per vial)
<b>Requiring QC Analyses</b>	3 Vials without NaHSO <sub>4</sub> preservative added (5 g soil per vial)
	1 Vial - Dry (filled with soil, no headspace)
	<u>10 Total Vials (6 with NaHSO<sub>4</sub> and 4 without)</u>

#### Option 4b. Samples are preserved by the laboratory (No NaHSO<sub>4</sub> preservative is added to these samples in the field).

<b>Regular Samples</b>	3 Vials - Dry (5 g soil per vial)
	1 Vial - Dry (filled with soil, no headspace)
	<u>4 Total Vials</u>

<b>Regular Samples</b>	9 Vials - Dry (5 g soil per vial)
<b>Requiring QC Analyses</b>	1 Vial - Dry (filled with soil, no headspace)
	<u>10 Total Vials</u>

#### Option 5.

##### Methanol Preservation (medium-level analysis only):

**Container - tared or pre-weighed 40 mL VOA vials containing 5 mL methanol.**

Collect 5 g of soil per vial (iced in the field).

**Caution: This is NOT a preferred option for the CLP because:**

Samples preserved with methanol can only be analyzed by the medium-level method. Low-level Contract Required Quantitation Limit (CRQLs) cannot be achieved when samples are preserved this way. If this soil

option is used, then samples for low-level analysis by one of the other options should also be collected and accompany the medium-level soil.

Additional problems associated with use of methanol as a preservative in the field include:

- Possible contamination of the methanol by sampling-related activities (e.g., absorption of diesel fumes from sampling equipment);
- Leakage of methanol from the sample vials during shipping, resulting in loss of VOAs prior to analysis.

<b>Regular Samples</b>	2 Vials (5 g soil and 5 mL methanol per vial)
	1 Vial - Dry (filled with soil, no headspace)
	<hr/>
	3 Total Vials (2 with methanol and 1 dry)

<b>Regular Samples</b>	6 Vials (5 g soil and 5 mL methanol per vial)
<b>Requiring QC Analyses</b>	1 Vial - Dry (filled with soil, no headspace)
	<hr/>
	7 Total Vials (6 with methanol and 1 dry)



If shipping samples containing methanol as a preservative, a shipping label must be used to indicate methanol. This label must also contain the United Nations (UN) identification number for methanol (UN 1230), and indicate Limited Quantity.

## Option 6.

### Glass Containers filled with sample - No Headspace:

#### Container - 4 oz Glass Jars.

Glass container filled with soil with no headspace and iced.

#### Caution: This is NOT a preferred option for the CLP because:

Samples collected in this manner lose most of their volatile analytes prior to analysis when the sample containers are opened and sub-sampled in the laboratory. This option is only available due to Regional requirements.

<b>Regular Samples</b>	2 Glass Jars (4 oz) filled with sample, no headspace
	1 Vial - Dry (filled with soil, no headspace)
	<hr/>
	3 Total Containers

<b>Regular Samples</b>	2 Glass Jars (4 oz) filled with sample, no headspace
<b>Requiring QC Analyses</b>	1 Vial - Dry (filled with soil, no headspace)
	<hr/>
	3 Total Containers

#### C. Caution:

1. Extreme care must be taken to ensure that frozen or iced samples do not break during shipment.
2. Before adding soil to pre-weighed vials containing a stir bar, weigh the vials to confirm the tared weight. If the weight varies by more than 0.1 g, record the new weight on the label and the sample documentation. Do NOT add labels to these vials once the tared weight has been determined or confirmed.

#### D. Dry Samples:

All options include taking a sample in a dry 40 mL VOA vial (or a 4 oz wide mouth jar) with no headspace. No water, NaHSO<sub>4</sub>, or methanol is added to this sample. This sample is taken to determine moisture content; therefore, it does not need to be tared or have a stir bar.

#### E. Iced or Frozen Samples:

1. Iced means cooled to 4°C (±2°C) immediately after collection.
2. Frozen means cooled to between -7°C and -15°C immediately after collection.
3. Dry ice is not a long-term freezing agent and may contaminate samples.

F. Sample Delivery:

CLP strongly recommends that all samples reach the laboratory by COB the next day after sample collection.

G. Notes:

1. For Options 2, 4, and 5, check the weight of the pre-tared VOA vials plus liquid in the field due to the possibility that liquid leaked out during packing, transit, or deployment in the field just prior to sampling. This check is to ensure that the original weight is properly recorded.
2. For Option 4, samples can be preserved with NaHSO<sub>4</sub> either:
  - In the field; or
  - In the laboratory upon receipt. In this case, the sampler should put the following information in the Preservation Column of the TR/COC Record - "To be preserved at lab with NaHSO<sub>4</sub>". This Regional request should also be communicated to SMO so that the laboratory can be notified.
3. Regional QAPPs may require the use of Option 5. Please note that this option is for medium-level analysis ONLY.
4. If water, methanol, or NaHSO<sub>4</sub> preservative is added to the vials in the field, a field blank containing the appropriate liquid used in the vials should be sent to the laboratory for analysis.

## Appendix C: General CLP Sample Collection Guidelines VOAs in Water



Regional guidance and/or specific Project Plan requirements will supersede the guidelines listed below.

### Collect the following:

- At least three 40 mL glass containers with polytetrafluoroethylene (PTFE)-lined septa and open top screw-caps that are filled to capacity with no air bubbles, preserved to a pH of 2 with HCl, and cooled to 4°C ( $\pm 2^\circ\text{C}$ ) immediately after collection. **DO NOT FREEZE THE SAMPLES.**

**Regular Samples**                      3 vials (40 ml filled to capacity with no headspace or air bubbles)

**Regular Samples**                      3 vials for Sample (40 ml filled to capacity with no headspace or air bubbles)

**Requiring QC Analysis**              3 vials for MS (40 ml filled to capacity with no headspace or air bubbles)

3 vials for MSD (40 ml filled to capacity with no headspace or air bubbles)

- If Selected Ion Monitoring (SIM) analysis is requested, at least two additional 40 mL glass containers with PTFE-lined septa and open top screw-caps that are filled to capacity with no air bubbles, preserved to a pH of 2 with HCl, and cooled to 4°C ( $\pm 2^\circ\text{C}$ ) immediately after collection.

**Regular Samples**                      3 vials for Sample (40 ml filled to capacity with no headspace or air bubbles)

**With SIM Analysis**                    2 vials (40 ml filled to capacity with no headspace or air bubbles)

### Test for Carbonates, Residual Chlorine, Oxidants, and Sulfides:

- It is very important that samplers obtain Regional guidance when testing and ameliorating for:
  - Carbonates;
  - Residual chlorine (e.g., municipal waters or industrial waste waters that are treated with chlorine prior to use or discharge); or
  - Oxidants.
- VOA samples containing carbonates react with the acid preservative causing effervescence (due to formation of carbon dioxide), which can cause loss of volatile analytes.
- Residual chlorine present in VOA samples can continue to react with dissolved organic matter. This continuous reaction may lead to inaccurate quantitation of certain analytes present in the sample at the time of collection.
- Residual chlorine and oxidants present in VOA samples can cause degradation of certain volatile analytes (e.g., styrene).

### Perform the following for *Pre-Preserved Vials*:

- Pour the sample slowly down the edge of the sample vial to avoid excess aeration or agitation of the sample during filling.
- Fill the vial completely so that a reverse (convex) meniscus is present and ensure that there are no air bubbles present (either in the body or especially at the top of the vial).
- Place the septum on the vial so that the PTFE side is in contact with the sample, and then firmly tighten the cap.
- Gently flip the vial a few times to ensure that the sample is mixed with the acid preservative.
- While holding the vial upright, gently tap the sample to check for air bubbles (either in the body or especially at the top of the vial).
- If air bubbles are present, discard the sample and select a new vial in which to recollect a new sample. Repeat Steps 1 to 5 above.
- Do NOT mix or composite samples for VOAs.

8. Cool sample to a temperature of 4°C ( $\pm 2^\circ\text{C}$ ). Samplers should begin the cooling process in the field as samples are being collected. Double-bagged ice should be used. **DO NOT FREEZE WATER SAMPLES.**
9. Immediately transfer the vial to the sample shuttle (device that contains a “set” of VOA vials) once it has been collected. Do **NOT** allow ice to touch the vials.

**Perform the Following for *Empty Vials*:**

1. Rinse the vial with sample water prior to actual sample collection and preservation.



Regions vary in their approach to pre-rinsing and/or re-using sample vials (e.g., some Regions do not recommend pre-rinsing and/or re-use of pre-cleaned containers using sample water). Be sure to follow Regional guidance.

2. Add 1-2 mL of acid preservative to the vial. Check to ensure that the sample you are collecting requires a preservative (follow Regional guidance).
3. Pour the sample slowly down the edge of the sample vial to avoid excess aeration and agitation of the sample.
4. Fill the vial completely so that a reverse (convex) meniscus is present and ensure that there are no air bubbles present (either in the body or especially at the top of the vial).
5. Place the septum on the vial so that the PTFE side is in contact with the sample, and then firmly tighten the cap.
6. Gently flip the vial a few times to ensure that the sample is mixed with the acid preservative.
7. While holding the vial upright, gently tap the vial to check for air bubbles (either in the body or especially at the top of the vial).
8. If air bubbles are present, discard the sample and recollect a new sample using the same sample vial. Repeat Steps 1 - 7 above.
9. Check the re-collected sample for air bubbles. If air bubbles are present, additional sample water may be added to the vial to eliminate air bubbles. If there are air bubbles after three consecutive attempts to eliminate air bubbles by the addition of sample water, the entire sample and sample vial should be discarded and a new sample collected.
10. Do **NOT** mix or composite samples for VOAs.
11. Cool sample to a temperature of 4°C ( $\pm 2^\circ\text{C}$ ). Samplers should begin the cooling process in the field as samples are being collected. Double-bagged ice should be used. **DO NOT FREEZE WATER SAMPLES.**
12. Immediately transfer the vial to the sample shuttle (device which contains a “set” of VOA vials) once it has been collected. Do **NOT** allow ice to touch the vials.

Things to Remember:

- Samples must be shipped as soon as possible, preferably on the same day as sample collection to avoid exceeding sample holding times. If overnight transit is not possible, samples should be maintained at 2 - 4°C until they are shipped to the laboratory.
- If samples are not preserved (a requirement for certain analytes), the technical holding time is shortened to 7 days.

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## Appendix D: Sampling Techniques and Considerations

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During a sampling event, the sampler is expected to follow prescribed sampling techniques. The sampler should also be aware of any special sampling considerations, contaminant issues, and sample compositing and mixing methods that could affect their sampling efforts.



Regional guidance will take precedence over any of the techniques and considerations listed below.

### D.1 General Sampling Techniques

Information regarding surface water, sediment, soil, and groundwater sampling can be found in many documents including, but not limited to, the following sources:

- Compendium of ERT Surface Water and Sediment Sampling Procedures, EPA/540/P-91/005
- Compendium of ERT Soil Sampling and Surface Geophysics Procedures, EPA/540/P-91/006
- Compendium of ERT Groundwater Sampling Procedures, EPA/540/P-91/007
- Lead in Surface Wipe Samples, NIOSH Method 9100, August 15, 1994
- Elements on Wipes, NIOSH Method 9102, March 15, 2003
- Surface Wipe Sampling Procedure, IH75190, Brookhaven National Laboratory, Industrial Hygiene Group, February 9, 2009
- General Air Sampling Guidelines, US EPA ERT, SOP 2008, November 16, 1994
- Quality Assurance Sampling Plan for Environmental Response (QASPER) software, Version 4.1, ERT
- *Requirements for the Preparation of Sampling and Analysis Plans*; United States Army Corps of Engineers, February 1, 2001, EM 200-1-3

When working with potentially hazardous materials, samplers should follow USEPA and OSHA requirements, specific health and safety procedures, and DOT requirements.

### D.2 Special Sampling Considerations

Samplers should refer to Regionally-developed SOPs to obtain specific procedures for properly collecting and preserving samples in the field. For additional guidance regarding sampling for VOAs in soil and water, see Appendices B and C. Samplers should obtain Regional guidance when testing and ameliorating for:

- Carbonates in VOA soil and water
- Residual chlorine in VOA soil and water, or cyanide water
- Oxidants in VOA soil and water
- Sulfides in cyanide

### D.3 Contaminant Sampling

Certain compounds can be detected in the parts-per-billion (ppb) and/or parts-per-trillion (ppt) range. Extreme care **MUST** be taken to prevent cross-contamination of these samples. The following precautions should be taken when trace contaminants are a concern:

- Disposable gloves should be worn each time a different location is sampled.
- When collecting both surface water and sediments, surface water samples should be collected first. This reduces the chance of sediment dispersal into surface water, and the resulting loss of surface water sample integrity.
- Sampling should occur in a progression from the least to the most contaminated area, if this information is known to the sampling team.
- Samplers should use equipment constructed of PTFE, stainless steel, or glass that has been properly pre-cleaned for the collection of samples for trace organic and/or inorganic analyses. Equipment constructed of plastic or polyvinyl chloride (PVC) should **NOT** be used to collect samples for trace organic compound analyses.
- Equipment constructed of stainless steel should **NOT** be used to collect samples for trace metals analyses.

### D.4 Sample Compositing

Sample compositing is a site-specific activity that must be conducted according to the SAP. Compositing is typically used for large sites under investigation to improve the precision (i.e., lower the variance) of the estimated average

contaminant concentrations. **Samples for VOA analysis should NOT be composited to minimize loss of VOAs/analytes.**

Composite samples consist of a series of discrete grab samples that are mixed together to characterize the average composition of a given material. The discrete samples are usually of equal volume, but may be weighted to reflect an increased flow or volume. Regardless, all discrete samples must be collected in an identical manner and the number of grab samples forming a composite should be consistent. There are several compositing techniques that may be required such as:

- Flow-proportioned – Collected proportional to the flow rate during the compositing period by either a time-varying/constant volume or a time-constant/varying volume method. This technique is usually associated with wastewater or storm water runoff sampling.
- Time – Composed of a varying number of discrete samples collected at equal time intervals during the compositing period. This technique is typically used to sample wastewater and streams, and in some air sampling applications.
- Areal – Collected from individual grab samples collected in an area or on a cross-sectional basis. Areal composites are comprised of equal volumes of grab samples where all grabs are collected in an identical manner. This technique is typically used for estimating average contaminant concentrations in soils or sediments. This technique is useful when contaminants are present in nugget form (i.e., TNT chunks, lead shot, etc.), thus exhibiting large differences in concentration over a small sample area.
- Vertical – Collected from individual grab samples but taken from a vertical cross section. Vertical composites are comprised of equal volumes of grab samples where all grab samples are collected in an identical manner. Examples would include vertical profiles of a soil borehole or sediment columns.
- Volume – Collected from discrete samples whose aliquot volumes are proportional to the volume of sampled material. Volume composites are usually associated with hazardous waste bulking operations where the sample represents combined or bulked waste.

When compositing solid or tissue samples (i.e., sediment, soil, or sludge) for analysis of compounds present in trace quantities, use a stainless steel or PTFE bowl and spatula.

#### D.5 Sample Mixing and Homogenizing

Mixing of the sample for the remaining parameters is necessary to create a representative sample media. It is extremely important that solid samples be mixed as thoroughly as possible to ensure that the sample is as representative as possible of the sample location. Please refer to the project-specific SAP regarding instructions on removal of any extraneous materials (e.g., leaves, sticks, rocks, etc.). The mixing technique will depend on the physical characteristics of the solid material (e.g., particle size, moisture content, etc.). Grinding and homogenization of tissue is easier when it is partially frozen. The mixing container should be large enough to hold the sample volume and accommodate the procedures without spilling. Both the mixing container (generally a bowl or tray) and the mixing implement should be properly decontaminated before use. Samples should be homogenized according to procedures listed in the project-specific SAP. Table D-1 provides a short procedure for mixing a soil sample with a small particle size (less than 1/4 in) and filling sample containers in the field.


**Table D-1. Mixing a Sample and Filling Sample Containers**

Step	Action
1	Roll the contents of the compositing container to the middle of the container and mix.
2	Quarter the sample and move to the sides of the container.
3	Mix each quarter individually, then combine and mix OPPOSITE quarters, then roll to the middle of the container.
4	Mix the sample once more, and then quarter the sample again.
5	Mix each quarter individually, then combine and mix ADJACENT corners, then roll to the middle of the container. The goal is to achieve a consistent physical appearance before sample containers are filled.
6	Flatten piled material into an oblong shape.
7	Using a flat-bottomed scoop, collect a strip of soil across the entire width of the short axis and place it into a sample container.
8	Repeat Step 7 at evenly-spaced intervals until the sample containers are filled.
9	Record the approximate quantity of each subsample in the field log book.




## Appendix E: Sampling Checklists


### Appendix E-1: Personnel Preparation Checklist (Page 1 of 1)

Personnel Briefing	Yes	No	Comments
1. Did you review sampling team responsibilities and identify individual(s) responsible for corrective actions?			
2. Did you ensure that you have met the appropriate personal safety and protection requirements?			
3. Did you identify sampling locations and receive permission to access them, as appropriate?			
4. Did you contact the appropriate utility companies PRIOR to the start of sampling?   By law, utility companies must be contacted prior to the start of digging/sampling so that any underground utilities (gas lines, water lines, electrical lines, etc.) can be marked. A list of one-call centers for each state may be found at: <a href="http://www.call811.com">http://www.call811.com</a> .			
5. If sampling on private property, do you have sample receipts to provide to the property owner for all samples taken and removed from the property?			
6. Have you determined the number and type of samples to be collected?			
7. Did you review sample collection methods?			
8. Have you reviewed sample container requirements?			
9. Did you review decontamination requirements, procedures, and locations?			
10. Did you determine holding times and conditions?			
11. Did you determine Performance Evaluation (PE) and Quality Control (QC) sample requirements?			
12. Have you obtained shipping cooler temperature blanks, if required?			
13. Did you review sample label and tag requirements?			
14. Did you review Traffic Report/Chain of Custody (TR/COC) record and custody seal requirements?			
15. Have you obtained the laboratory name, shipping addresses, and telephone number?			
16. Did you review cooler return instructions?			
17. Have you obtained shipping company information (name, telephone number, account number, pickup schedule)?			
18. Have you obtained shipping schedules?			
19. Did you review shipment reporting requirements and the appropriate contact names and telephone numbers for reporting?			
20. Have you included any sampler comments regarding sampling issues (e.g., low volumes, matrix, suspected concentrations based on field measurements)?			




**Appendix E-2: General Sample Collection Checklist**  
(Page 1 of 1)

General Sample Collection	Yes	No	Comments
1. Did you identify and mark the sampling location with buoys, flags, or stakes according to the sampling plans, maps, and grids?			
2. If the sampling location is inaccessible, did you contact the appropriate field or Regional personnel for instructions?			
3. Did you use the correct sampling equipment?			
4. Did you follow the correct decontamination procedures?			
5. Did you follow the correct collection procedures?			
6. Did you use the correct sample containers for each sample collected?			
7. Did you use certified clean containers for all samples? Are certificates kept on record?			
8. Did you use certified clean water for all field, trip, equipment and rinsate blanks? Are certificates kept on record?			
9. Did you collect the correct volume for each sample?			
10. Did you collect the correct type of sample, including primary samples and Quality Control (QC) samples?			
11. Did you properly preserve each sample collected?			
12. Did you correctly document and label each sample with all necessary information?   Under no circumstances should the site name appear on any documentation being sent to the laboratory, unless the laboratory is a Regional USEPA laboratory. Then the Region copy of the TR/COC shall be sent to the USEPA laboratory.			
13. If sampling on private property, did you provide a sample receipt to the owner of the property for all samples taken and removed from the property?			


**Appendix E-3: Completing Field Logbook Checklist**  
(Page 1 of 1)

Completing Field Logbook	Yes	No	Comments
1. Did you use waterproof ink when writing in the field logbook?			
2. Did you document sampling project information such as: X Project name, ID, and location X Names of samplers X Geological observations, including maps X Atmospheric conditions X Field measurements X Sampling dates, times, and locations?   Under no circumstances should the site name appear on any documentation being sent to the laboratory, unless the laboratory is a Regional USEPA laboratory. Then the Region copy of the TR/COC shall be sent to the USEPA laboratory.			
3. Did you record sampling activity information such as: X Sampling dates and times X Sample identifications X Sample matrices X Sample descriptions (e.g., odors and/or colors) X Number of samples taken X Sampling methods/equipment X Description of QC samples?			
4. Did you document any and all deviations from the sampling plan?			
5. Did you document any and all difficulties in sampling and/or any unusual circumstances?			
6. Were all errors corrected by crossing a line through the error, initialing the error, dating the error, and then adding the correct information?			


**Appendix E-4: Completing Handwritten Sample Labels Checklist**  
(Page 1 of 1)

Completing Handwritten Sample Labels	Yes	No	Comments
1. Did the Region provide CLP Sample numbers and SMO-assigned CLP Case numbers?			
2. If additional CLP Sample numbers were needed, did you contact the appropriate Regional personnel?			
3. Were the CLP Sample numbers and SMO-assigned CLP Case numbers on the labels correct? Organic CLP Sample numbers begin with the Regional letter code, followed by letters and numbers. Inorganic CLP Sample Numbers begin with "M," followed by the Regional letter code, and then letters and numbers.			
<p>4. Were samples uniquely numbered and designated to only one sample?</p> <p> Samples collected for total metal and dissolved metal analyses must receive separate, unique, CLP Sample numbers.</p>			
5. Were Quality Control (QC) samples numbered accordingly?			
6. Were the specific requirements followed for total and dissolved metals analysis, QC and Performance Evaluation (PE) samples, and SW-846 Method 5035A?			
7. Were all temperature blanks labeled with "TEMPERATURE BLANK"?			
<p>8. Was a sample label containing the CLP Sample number, SMO-assigned CLP Case number, location, concentration, preservative, and the analysis, attached to each sample bottle or container as the sample was collected?</p> <p> Under no circumstances should the site name appear on any documentation being sent to the laboratory, unless the laboratory is a Regional USEPA laboratory. Then, the Region copy of the TR/COC record shall be sent to the USEPA laboratory.</p>			
<p>9. Was clear tape placed over the sample labels to protect the labels from moisture and to help the labels adhere to the sample bottle?</p> <p> Use only CLEAR tape over the sample labels and avoid wrinkles in the tape and the sample labels.</p>			
10. Were all errors corrected by crossing a line through the error, initialing the error, dating the error, and then adding the correct information?			



**Appendix E-5: Completing Handwritten Sample Tags & Custody Seals Checklists**  
(Page 1 of 1)

Completing Handwritten Sample Tags	Yes	No	Comments
1. Was waterproof ink used on the sample tags?			
2. If Regionally required for individual sample containers, was the project code on the sample tag completed?			
3. Was the station number on the sample tag completed?			
4. Was the date filled in using the format MM/DD/YYYY?			
5. Was the time of sample collection indicated in military time format HH:MM?			
6. Was the box checked indicating composite or grab sample?			
7. Was the station location on the sample tag completed?			
8. Did you indicate whether or not the sample was preserved by checking "yes" or "no"?			
9. Was the appropriate analysis indicated on the sample tag?			
10. Were the appropriate CLP Sample number and SMO-assigned CLP Case number indicated and cross-referenced with the numbers on the sample label?			
11. Did you sign the sample tags?			
12. Did you attach the sample tag to the neck of the sample bottle with string, stretch string, or wire?   Do <b>NOT</b> use wire to attach a sample tag to a metal sample.			
13. Were all errors corrected by crossing a line through the error, initialing the error, dating the error, and then adding the correct information?			
Completing Custody Seals	Yes	No	Comments:
1. Did you sign and date the custody seal?			
2. Did you attach a completed custody seal to the sample bottle, container, or plastic bag, placing the seal over the cap or lid of each sample bottle or container or on the bag opening such that it will be broken if the sample bottle, container, or bag is opened or tampered with?			
3. As appropriate, did you attach the completed custody seal to the sample shipping container or cooler, placing the seal such that it will be broken if the container or cooler is opened or tampered with?			
4. Were all errors corrected by crossing a line through the error, initialing the error, dating the error, and then adding the correct information?			

**Appendix E-6: Packing Sample Container Checklist**  
(Page 1 of 1)

Packing Sample Container	Yes	No	Comments
1. Did you follow all State, Federal, Department of Transportation (DOT), and International Air Transportation Association (IATA) regulations governing the packaging of environmental and hazardous samples?   If samples contain methanol preservation (e.g., samples to be analyzed by SW-846 Method 5035A), refer to the packaging instructions in Appendix A.			
2. Were all CLP Sample numbers, SMO-assigned CLP Case numbers, analyses, labels, tags, and custody seals attached to the correct sample containers?			
3. Is modified analysis indicated if requested?			
4. Was an inventory conducted of CLP Sample numbers, SMO-assigned CLP Case numbers, analyses, and containers, and verified against the TR/COC records?			
5. Were the correct number and type of Performance Evaluation (PE) and Quality Control (QC) samples collected?			
6. Were all sample containers sealed in clear plastic bags with the sample label and tag visible through the packaging?			
7. Were all soil/sediment samples known or suspected to contain dioxin securely enclosed in metal cans (e.g., paint cans) with the lids sealed?			
8. Was suitable absorbent packing material placed around the sample bottles or containers?			
9. Were the outsides of metal containers labeled properly with the CLP Sample number, SMO-assigned CLP Case number, and the analysis of the sample inside?			

**Appendix E-7: Packing Shipping Container Checklist**  
(Page 1 of 1)

Packing Shipping Container	Yes	No	Comments
1. Were you shipping samples in a clean waterproof metal or hard plastic ice chest or cooler in good condition?			
2. Were all non-applicable labels from previous shipments removed from the container?			
3. Were all inside and outside drain plugs closed and covered with suitable tape (e.g., duct tape)?			
4. Was the inside of the cooler lined with plastic (e.g., large heavy-duty garbage bag)?			
5. Was the lined shipping cooler packed with noncombustible absorbent packing material?			
6. Were sample containers placed in the cooler in an upright position not touching one another?			
7. Was a sample shipping cooler temperature blank included in the cooler?			
8. Did the documentation in the cooler only address the samples in that cooler?			
9. Was the site name absent from all documentation?   Under no circumstances should the site name appear on any documentation being sent to the laboratory, unless the laboratory is a Regional USEPA laboratory. Then the Region copy of the TR/COC shall be sent to the USEPA laboratory.			
10. Was there sufficient packing material around and in between the sample bottles and cans to avoid breakage during transport?			
11. If required, was double-bagged ice placed on top and around sample bottles to keep the samples cold at 4°C (± 2° C)?   Do not pack loose ice into the cooler.			
12. Was the top of the plastic liner fastened and secured with tape?			
13. Was a completed custody seal placed around the top of the fastened plastic liner (if required by the Region)?			
14. Were all sample documents enclosed within the cooler (e.g., TR/COC record and cooler return instructions) in a waterproof plastic bag?			
15. Was the plastic bag, containing the documentation, taped to the underside of the cooler lid?			
16. Were cooler return instructions and airbills taped to the underside of the cooler lid?			
17. Was the return address of the cooler written with permanent ink on the underside of the cooler lid?			
18. Was tape placed around the outside of the entire cooler and over the hinges?			
19. Were the completed custody seals placed over the top edge of the cooler so the cooler cannot be opened without breaking the seals?			
20. Was the return address label attached to the top left corner of the cooler lid?			
21. Were instructional labels attached to the top of the cooler, as necessary (e.g., "This End Up," "Do Not Tamper With," or "Environmental Laboratory Samples")?			
22. Have all US D.O.T. regulations been met for the shipment when shipping hazardous samples?			
23. If shipping samples containing methanol as a preservative (e.g., samples to be analyzed by SW-846 Method 5035A), was a label used to indicate methanol, the United Nations (UN) identification number for methanol (UN 1230), and Limited Quantity?			

**Appendix E-8: Shipping & Reporting CLP Samples Checklist**  
(Page 1 of 1)

<b>Shipping CLP Samples</b>	<b>Yes</b>	<b>No</b>	<b>Comments:</b>
1. Did you follow all State, Federal, Department of Transportation (DOT), and International Air Transportation Association (IATA) regulations governing the shipment of environmental and hazardous samples?			
2. Was a separate airbill filled out for each cooler being shipped?			
3. Was the airbill filled out completely, including correct laboratory name, address, and telephone number, identification of recipient as "Sample Custodian," and appropriate delivery option (e.g., overnight or Saturday)?			
4. Was the completed airbill attached to the top of the cooler with the correct laboratory address?			
5. If more than one cooler was being shipped to the same laboratory, were they marked as "1 of 2," "2 of 2," etc.?			
6. Were the samples being shipped "overnight" through a qualified commercial carrier?			
<b>Reporting CLP Samples</b>	<b>Yes</b>	<b>No</b>	<b>Comments:</b>
1. Did you contact the RSCC (or designee) or the Contract Laboratory Program Sample Management Office (SMO) on the same day samples were shipped?			
2. If the samples were shipped after 5:00 PM Eastern Time (ET), were they reported to the RSCC (or designee) or to SMO by 8:00 AM ET the following business day?			
3. Did you notify the RSCC (or designee) or SMO so that SMO will receive the delivery information by 3:00 PM ET on Friday for sample shipments that will be delivered to the laboratory on Saturday?			
4. Did you provide the RSCC (or designee) or SMO with: X Your name, phone number, and Region number; X Case Number of the project; X Modified Analysis Number, if requested; X Exact number of samples, matrix(ces), concentration(s), and type of analysis; X Laboratory(ies) to which the samples were shipped; X Carrier name and airbill number; X Date of shipment; X Date of next shipment; and X Any other information pertinent to the shipment?			



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## Appendix F: Glossary

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**Analyte** -- The element, compound, or ion that is determined in an analytical procedure; the substance or chemical constituent of interest.

**Analytical Services Branch (ASB)** -- Directs the Contract Laboratory Program (CLP) from within the United States Environmental Protection Agency's (USEPA's) Office of Superfund Remediation and Technology Innovation (OSRTI) in the Office of Solid Waste and Emergency Response (OSWER).

**Aroclor** -- Polychlorinated biphenyls (PCBs) or a class of organic compounds with 1 to 10 chlorine atoms attached to biphenyl and a general chemical formula of  $C_{12}H_{10-x}Cl_x$ . PCBs, commercially produced as complex mixtures containing multiple isomers at different degrees of chlorination, were marketed in North America under the trade name Aroclor.

**Case** -- A finite, usually predetermined, number of samples collected over a given time period from a particular site. Case numbers are assigned by the Sample Management Office (SMO). A Case consists of one or more Sample Delivery Groups (SDGs).

**Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)** -- First authorized by Congress in December 1980, and amended in 1986, CERCLA provided broad Federal authority to respond directly to the release or possible release of hazardous substances that may endanger human health or the environment. CERCLA also established a Trust Fund to provide for cleanup when no responsible party could be identified; hence, CERCLA is commonly referred to as "Superfund."

**Contract Laboratory Program (CLP)** -- A national program of commercial laboratories under contract to support the USEPA's nationwide efforts to clean up designated hazardous waste sites by providing a range of chemical analytical services to produce environmental data of known and documented quality. This program is directed by USEPA's Analytical Services Branch (ASB).

**Contract Laboratory Program Project Officer (CLP PO)** -- Monitors technical performance of the contract laboratories in each Region.

**Contract Laboratory Program Sample Management Office (CLP SMO)** -- A contractor-operated facility operated under the CLP, awarded and administered by the USEPA, which provides necessary management, operations, and administrative support to the CLP. SMO coordinates and schedules sample analyses, tracks sample shipments and analyses, receives and tracks data for completeness and compliance, and processes laboratory invoices.

**Custody Seal** -- An adhesive label or tape that is used to seal a sample bottle or container that maintains chain-of-custody and that will break if the sample bottle or container is opened or tampered with.

**Cyanide (Total)** -- Cyanide ion and complex cyanides converted to hydrocyanic acid (HCN) by reaction in a reflux system of a mineral acid in the presence of magnesium ion.

**Data Quality Objective (DQO)** -- The requirements established to maintain the quality of the data being collected.

**Data Validation** -- Data validation is based on Region-defined criteria and limits, professional judgment of the data validator, and (if available) the Quality Assurance Project Plan (QAPP) and Sampling and Analysis Plan (SAP).

**Duplicate** -- Sample required by the laboratory's contract to check the accuracy and precision of inorganic analyses. It is a second aliquot of the same sample to determine the precision of the method.

**Equipment Blank** -- A sample used to check field decontamination procedures. See Field Blank.

**Field Blank** -- Any blank sample that is submitted from the field. Each field blank is assigned its own unique USEPA Sample number. A field blank checks for cross-contamination during sample collection, sample shipment, and in the laboratory. A field blank includes trip blanks, rinse blanks, equipment blanks, etc.

**Field Duplicate** -- Checks reproducibility of laboratory and field procedures and indicates non-homogeneity.

**Field Operations and Record Management System (FORMS) II Lite** -- A stand-alone, Windows-based software application that enables samplers to automatically create and generate sample documentation both prior to and during a sampling event.

**Field QC Sample** -- Used to detect for contamination or error in the field.

**Field Sample** -- Primary sample material taken out in the field from which other samples, such as duplicates or split samples are derived. A field sample can be prepared in the field and sent for analysis in one or multiple containers, and is identified by a unique USEPA Sample number.

**Field Sampling Plan (FSP)** -- Developed to outline the actual steps and requirements pertaining to a particular sampling event, and explains, in detail, each component of the event to all involved samplers.

**Holding Time** -- The elapsed time expressed in hours, days, or months from the date of collection of the sample until the date of its analysis.

**Contractual** -- The maximum lengths of time that the CLP laboratory can hold samples prior to extraction and/or analysis, and are described in the CLP analytical services Statements of Work (SOWs).

**Technical** -- The maximum lengths of time that samples may be held from time of collection to time of preparation and/or analysis and still be considered valid.

**Laboratory Blank** -- See Method Blank.

**Laboratory Duplicate** -- A sample required by the laboratory's contract to check the precision of inorganic analyses.

**Laboratory QC Sample** -- An additional volume of an existing sample, as required by the laboratory's contract, used to detect contamination or error in the laboratory's practices.

**Matrix** -- The predominant material of which a sample to be analyzed is composed.

**Matrix Spike (MS)** -- Sample required by the laboratory's contract to check the accuracy of organic and inorganic analyses. It is an aliquot of a sample (water or soil) that is fortified (spiked) with known quantities of a specific compound and subjected to the entire analytical procedure. See Matrix Spike Duplicate.

**Matrix Spike Duplicate (MSD)** -- Sample required by the laboratory's contract to check the accuracy and precision of organic analyses. It is a second aliquot of the same matrix as the Matrix Spike (MS) that is spiked to determine the precision of the method. See Matrix Spike.

**Method Blank** -- An analytical control consisting of all reagents, internal standards and surrogate standards [or System Monitoring Compounds (SMCs) for volatile organic analysis], that is carried throughout the entire analytical procedure. The method blank is used to define the level of laboratory, background, and reagent contamination, also referred to as laboratory blank when defining the level of laboratory contamination.

**Modified Analysis** -- A change in the technical requirements that fall outside the scope of the Statement of Work (SOW).

**Performance Evaluation (PE) Sample** -- A sample of known composition provided by the USEPA for contractor analysis. Used by USEPA to evaluate contractor performance.

**Pesticides** -- Substances intended to repel, kill, or control any species designated a "pest," including weeds, insects, rodents, fungi, bacteria, and other organisms. Under the CLP, only organochlorine pesticides are analyzed (e.g., DDT, Dieldrin, Endrin, etc.).

**Polychlorinated Biphenyls (PCBs)** -- A group of toxic, persistent chemicals used in electrical transformers and capacitors for insulating purposes, and in gas pipeline systems as a lubricant. The sale and new use of PCBs were banned by law in 1979.

**Quality Assurance (QA)** -- An integrated system of management activities involving planning, implementation, assessment, reporting, and quality improvement to ensure that a process, item, or service is of the type and quality needed and expected by the customer.

**Quality Assurance Project Plan (QAPP)** -- Document written to meet requirements outlined in the document *EPA Guidance for Quality Assurance Project Plans* (EPA QA/R-5). Prepared in advance of field activities and used by samplers to develop any subsequent plans such as the Sampling Analysis Plan (SAP) or the Field Sampling Plan (FSP).

**Quality Control (QC)** -- The overall system of technical activities that measures the attributes and performance of a process, item, or service against defined standards to verify that they meet the stated requirements established by the customer; operational techniques and activities that are used to fulfill requirements for quality.

**Regional Sample Control Center (RSCC) Coordinator** -- In most Regions, coordinates sampling efforts and serves as the central point-of-contact for sampling questions and problems. Also assists in coordinating the level of Regional sampling activities to correspond with the monthly projected demand for analytical services.

**Regional Site Manager** -- Coordinates the development of data quality objectives and oversees project-specific remedial or removal contractors, State officials, or private parties conducting site sampling efforts.

**Rinse Blank** -- A sample used to check decontamination procedures. Also see Field Blank.

**Routine Analytical Service (RAS)** -- The standard inorganic and organic analyses available through the CLP.

**Sample** -- A discrete portion of material to be analyzed that is contained in single or multiple containers, and identified by a unique Sample number.

**Sample Delivery Group (SDG)** -- A unit within a sample Case that is used to identify a group of samples for delivery. An SDG is defined by the following, whichever is most frequent:

- Each Case of field samples received; or
- Each 20 field samples (excluding PE samples) within a Case; or
- Each 7 calendar day period (3 calendar day period for 7-day turnaround) during which field samples in a Case are received (said period beginning with the receipt of the first sample in the SDG).

In addition, all samples and/or sample analyses assigned to an SDG must have been scheduled under the same contractual turnaround time. Preliminary Results have no impact on defining the SDG. Sample may be assigned to SDGs by matrix (e.g., all soil samples in one SDG, all water samples in another) at the discretion of the laboratory.

**Sample Label** -- An identification label attached to a sample bottle or container to identify the sample.

**Sample Number** -- A unique number used to identify and track a sample. This number can be recorded on a sample label or written on the sample bottle or container using indelible ink.

**Sample Tag** -- A tag attached to a sample that identifies the sample and maintains chain-of-custody.

**Sampling Analysis Plan (SAP)** -- A document that explains how samples are to be collected and analyzed for a particular sampling event.

**Scribe** -- A stand-alone Windows-based desktop application that samplers can use to automatically create and generate sample documentation prior to and during sampling events.

**Semivolatile Organic Analyte (SVOA)** -- A compound amenable to analysis by extraction of the sample using an organic solvent.

**Standard Operating Procedure (SOP)** -- A written document that details the method for an operation, analysis, or action with thoroughly prescribed techniques and steps, and that is officially approved as the methods for performing certain routine or repetitive tasks.

**Statement of Work (SOW)** -- A document that specifies how laboratories analyze samples under a particular Contract Laboratory Program (CLP) analytical program.

**Superfund** -- The program operated under the legislative authority of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and Superfund Amendments and Reauthorization Act (SARA), that funds and carries out USEPA removal and remedial activities at hazardous waste sites. These activities include establishing the National Priorities List (NPL), investigating sites for inclusion on the list, determining their priority, and conducting and/or supervising cleanup and other remedial actions.

**Superfund Amendments and Reauthorization Act (SARA)** -- The 1986 amendment to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

**Traffic Report/Chain of Custody (TR/COC) Record** -- A record that is functionally similar to a packing slip that accompanies a shipment of goods. Used as physical evidence of sample custody and functions as a permanent record for each sample collected.

**Trip Blank** -- A sample used to check for contamination during sample handling and shipment from field to laboratory. Also see Field Blank.

**Volatile Organic Analyte (VOA)** -- A compound amenable to analysis by the purge-and-trap technique. Used synonymously with the term purgeable compound.



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## Appendix G: FORMS II Lite Analysis Codes

Analysis Name	Abbreviation
Aluminum	Al
Antimony	Sb
Arsenic	As
Barium	Ba
Beryllium	Be
Cadmium	Cd
Calcium	Ca
Chromium	Cr
CLP TAL Total Metals ICP-MS	ICP/MS
CLP TAL Total Metals/ICP-AES	ICP-AES
CLP TCL Aroclors	CLP ARO
CLP TCL Pesticides	CLP PEST
CLP TCL Semivolatiles	CLP SVOA
CLP TCL Semivolatiles-SIM	CLP SVSIM
CLP TCL Trace Volatiles	CLP TVOA
CLP TCL Trace Volatiles-SIM	CLP TVSIM
CLP TCL Volatiles	CLP VOA
Cobalt	Co
Copper	Cu
Cyanide	CN
Iron	Fe
Lead	Pb
Magnesium	Mg
Manganese	Mn
Mercury	Hg
Nickel	Ni
Potassium	K
Selenium	Se
Silver	Ag
Sodium	Na
Thallium	Tl
Vanadium	V
Zinc	Zn





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## Appendix H: Scribe CLP Analysis Codes

Analysis Name	Abbreviation
CLP Aluminum	Al
CLP Antimony	Sb
CLP Arsenic	As
CLP Barium	Ba
CLP Beryllium	Be
CLP Cadmium	Cd
CLP Calcium	Ca
CLP Chromium	Cr
CLP Cobalt	Co
CLP Copper	Cu
CLP Iron	Fe
CLP Lead	Pb
CLP Magnesium	Mg
CLP Manganese	Mn
CLP Nickel	Ni
CLP Potassium	K
CLP Selenium	Se
CLP Silver	Ag
CLP Sodium	Na
CLP TAL Dissolved Metals	DM
CLP TAL Total Metals	TM
CLP TAL Total Metals (No Hg)	TM (No Hg)
CLP TAL Total Metals and Cyanide	TM/CN
CLP TAL Total Metals ICP/MS	ICP/MS
CLP Thallium	Tl
CLP Vanadium	V
CLP Zinc	Zn
CLP TCL Pesticide/PCBs	PEST
CLP TCL Semivolatiles	BNA
CLP TCL Semivolatiles and Pesticides/PCBs	BNA/PEST
CLP TCL Volatiles	VOA

The Scribe CLP Analysis Codes provided may cause a delay in processing at the CLP laboratories based on interpretation. **Samplers are advised to use the analysis codes provided in Appendix G: FORMS II Lite Analysis Codes for CLP analysis.**



Scribe users are advised to contact the ERT Software Support Help Desk at 800-999-6990 for assistance in adding the custom analysis onto Scribe, please contact or refer to the following Web site:

<http://www.epaosc.org/Scribe>

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