

STANDARD OPERATING PROCEDURE  
***Packaging and Transporting Samples***

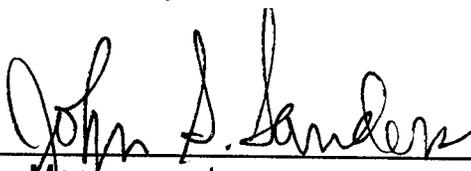
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**KEY WORDS**

ice chest, water, soil, ice, temperature

**APPROVALS**

APPROVED BY:

  
Management

DATE:

3/6/97

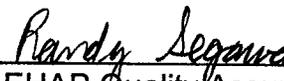
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PREPARED BY:



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2-24-97

Environmental Hazards Assessment Program (EHAP) organization and personnel such as management, senior scientist, quality assurance officer, project leader, etc. are defined and discussed in SOP ADMN002.

## STANDARD OPERATING PROCEDURE *Packaging and Transporting Samples*

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### 1.0 INTRODUCTION

#### 1.1 Purpose

This Standard Operating Procedure (SOP) defines the approved method for packaging and transporting Environmental Hazards Assessment Program (EHAP) field samples.

### 2.0 EQUIPMENT

- 2.1 Ice chests
- 2.2 Wet ice or blue ice for cooling water samples
- 2.3 Blue ice or dry ice for cooling soil samples
- 2.4 Appropriate packing material for sample containers
- 2.5 Permanent black marker
- 2.6 White label tape
- 2.7 Thermometer (accurate to 1°C and meets National Institute of Standards and Technology tolerances for accuracy.)
- 2.8 Bubble plastic or other packaging material

### 3.0 PROCEDURE AT SHIPPING POINT

- 3.1 Place samples in styrofoam holders or other size containers in ice chests immediately after sampling. Pack samples securely by either adding packing material or wrapping containers in bubble plastic in order to prevent breakage.
- 3.2 Add sufficient wet ice or blue ice to chill **water** or **vegetation** samples to 4°C. Add sufficient dry ice to chill **soil** or **air** samples to -10°C. The Project Leader will specify in the protocol the appropriate storage temperature.
- 3.3 Chain of custody records must accompany samples at all times and should be filled out according to SOP ADMN006.
- 3.4 If the study is conducted under Good Laboratory Practices, a high/low or recording thermometer should be placed in each ice chest.

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**4.0 PROCEDURE AT DESTINATION**

- 4.1 Condition of samples (broken or leaking samples, etc.) should be noted on the corresponding chain of custody record.
- 4.2 Notify the EHAP QA officer of any samples broken during transportation.
- 4.3 Note the temperature on the thermometer inside the ice chest and record on the check-in sheet for each set of samples.