

All hand-delivered samples should arrive at the laboratory between 8:00 a.m. and 4:00 p.m. on regular workdays. The lab often closes for lunch during the noon hour. If the delivery person anticipates arriving between 12:00 and 1:00 p.m., please call the lab ahead of time to ensure someone will be available to receive the samples. The lab's phone is (916) 262-1434. The delivery person should check in at the receiving office, which is located at the south end of the main Chemistry Laboratory (3292 Meadowview Road). After the appropriate lab section has been notified, the delivery person will be given further instructions.

Exceptions to the 8:00 a.m. - 4:00 p.m. delivery times are when pre-arrangements have been made with the appropriate laboratory section(s) and during emergencies.

## **10. COMPLETING THE INVESTIGATIVE SAMPLE ANALYSIS REPORT / CUSTODY RECORD FORM (DPR-ENF-030 Rev. 3/16)**

### **Form Instructions**

Any official sample may become evidence in an administrative or judicial action. For this reason, accurately and completely fill out the Investigative Sample Analysis Report/ Custody Record form DPR-ENF-030. Failure to complete the form may result in a delay at the laboratory. **Always use a separate form for each sample submitted (investigative, duplicate, control, or subsample). Identify each sample as accurately as possible, and include a unique sample identification number.** You must obtain approval from your DPR Enforcement Branch Liaison or Regional Office prior to submitting a sample for lab analysis.

### **a. INVESTIGATIVE SAMPLE ANALYSIS REPORT**

The CDFFA laboratory (Anaheim or Sacramento) analyzing the sample, fills out the top portion of the form (above Section A). This includes entering the sample's laboratory number.

#### **Section A. Sample Analysis Requester**

1. **Agency Name.** Enter the name, telephone, and fax number of the agency submitting the sample. The form with the analysis results will be faxed to the number given. Enter an e-mail address if you prefer to receive the analysis results by email.
2. **Address.** Enter the number and street, city, state, and zip code of the agency submitting the sample.

#### **Section B. Sample Source**

1. Enter the property operator or complainant name, Operator Identification (I.D.) number or Restricted Materials (R.M.) Permit number, telephone number, and complete address.
2. Enter the section, township, and range (or GPS coordinates) if they are available.
3. Enter the site identification number from the R.M. Permit or Operator I.D. form.
4. Enter the sample location. A brief description of where the sample was taken should be entered here. Distances from landmarks and field borders can be used. For example, "1/4 mile north of Wall Road and 1/2 mile south of Almond Street."
5. Enter the name of the county where the sample was collected.

## Section C. Sample Information

**Important:** Submit a separate form for each sample or subsample. The sample identification number on the sample container must match the sample identification number on the Investigative Sample Analysis Report. The laboratory will assign its own “laboratory number” to each sample when it is received.

1. **Sample consists of:** Be specific about the type and amount of the sample. If the sample is a commodity, give the specific name. For example: “1 pound of tomato foliage;” or “1 pound of strawberry fruit;” or “1 pound of soil taken between 2” and 6” deep.” **Tank mixes:** As much information as possible should be given for tank mix samples. Include the name and approximate percentages of any fertilizers, stickers, spreaders, buffers, and active ingredients in the mix.
2. **Commodity/Acres (if applicable):** Enter the name and variety of the commodity (e.g. Peach (Red Baron). If samples are taken from the field, include the total acres of the commodity being sampled.
3. **Sample identification number:** Make these numbers logical and consecutive, especially for samples associated with the same case. One suggested numbering system is: investigator’s initials-date (month-day-year)-sample sequence number. For example: investigator (JW) collects a first sample on November 9, 2014. The sample number would be JW-110914-1. The identification marks on the sample container must **match** the identification marks on the Investigative Sample Analysis Report.
4. **Structural-Related:** Check the box if it is a structural pest control-related sample.
5. **Sample Priority:** Report the sample priority here. Review the criteria for priority on the reverse side of the Investigative Sample Analysis Report, consult with your DPR EBL or regional office to assign the sample priority, and check the appropriate box. Routine samples are analyzed on a first-come, first-served basis, in order of priority.
6. **Basis for sample:** Check one box only based on information available.
7. **Is the sample a control?** Check the appropriate box.
8. **Is the sample a composite?** Check the appropriate box.
9. **Is the sample a surface swab?** Check the appropriate box. If yes, indicate surface area and solvent used. Since swab samples of spilled tank mixes or concentrates require special handling, make a note of this on the sample analysis report. The laboratory uses different analytical methods for swabs. **Always list the type of solvent used when taking a swab sample.**
10. **Is the sample a dislodgeable sample?** If yes indicate punch size. Dislodgeable samples should be given “Priority 1” and marked “Human Health Hazard.” Include the leaf punch size (diameter) and the exact number of leaf punches in the sample.
11. **Description of problem/DPR Tracking number:** Note here the nature of the complaint or investigation. For example: “Resident complaint of illness from application of Guthion to almonds.” If the sample has been assigned a tracking or case number, record it in this area.
12. **Sample collector (Print Name):** Print name here.
13. **Signature:** Sample collector signs name here.
14. **Date sampled:** Enter date sample was collected (month/day/year).

### **Section D1. Sample Discard Instructions**

1. **Discard date, if different:** Unless instructed otherwise, the laboratory will discard the sample 3 months after completion of the analyses. If you need the sample retained longer than 3 months, enter a discard date. Otherwise, enter N/A (not applicable).

### **Section D2. Sample Condition Upon Receipt (Laboratory Use Only)**

1. **Sample condition acceptability:** Sample condition will be evaluated and reasons given if the condition of a sample is found unacceptable.

### **Section E. Laboratory Determination Results**

1. **Analysis Requested:** Under “Analysis Requested” there are two boxes: “Specific Pesticide(s)” and “Pesticide Screens.” If the investigation requires the analysis of a sample for specific pesticides, check the “Specific Pesticide(s)” box and specify the pesticides in the spaces below. There is space for up to six pesticides. Alternatively, if the investigation requires the sample to be analyzed using the multi-residue screens, which detect more than 300 pesticide compounds, check the “Pesticide Screens” box.
2. **Results:** The laboratory will report the amount and detection limit of a pesticide in parts per million (ppm), micrograms per sample ( $\mu\text{g}/\text{sample}$ ), or percentage, depending on the type of sample.
  - a. Results for foliage, soil, and water samples are reported in ppm.
  - b. Results for surface/swab, dislodgeable, or clothing samples are reported in  $\mu\text{g}$ .
  - c. Results for tank mixes or concentrates are given in percentages.

You will receive data from the laboratory including the amount detected, unit, detection limit (minimum amount detected), laboratory extraction and detection codes, and the analyst’s initials. The extraction and detection code abbreviations are defined on the reverse side of the investigative sample analysis report.

3. Last row of Section E is completed by the laboratory and includes the lab analyst’s signature, date of analysis completion, and signature of the reviewer (lab supervisor).

The laboratory will use the section at the bottom of page 1 of the form when emailing or faxing the laboratory results to the submitter.

## **b. INVESTIGATIVE SAMPLE ANALYSIS REPORT CUSTODY RECORD**

### **Section F. Sample Information**

1. Print the sample collector's name and the sample identification number; the laboratory will complete the laboratory number.

### **Section G. Preservation Method During Transport**

1. Check appropriate box for method of keeping the sample from deteriorating.

## **Section H. Primary Sample Container Description**

1. Check the appropriate box for the primary sample container (e.g., paper bag), not the secondary container or the shipping container

## **Section I. Transport Information**

1. **Name and Location of Common Carrier (if used):** If a commercial carrier is used, complete information regarding shipping company and company location, invoice number, DOT Number/Classification (if necessary), with date and time shipped in the appropriate boxes.
2. **Regional Office Contacted:** Contact the appropriate Environmental Branch Liaison (EBL) or Regional Office to confirm sample will be collected, analyzed, and sent to the correct laboratory. Check the appropriate box.
3. **Destination:** Indicate the sample destination laboratory (Sacramento or Anaheim).
4. **Sample Collector:** Print Name.
5. **Signature:** Sample Collector Signature.
6. **Date:** Date Sample Collector completes form, prior to transport.

## **Section J. Chain of Custody**

1. The sample deliverer and receiver must sign the appropriate boxes in the presence of each other every time the sample changes hands unless the sample is being delivered to or received from CAC storage (i.e., freezer, refrigerator) or the sample is being shipped by a common carrier. The person that packages, seals, and delivers a set of investigative samples to a common carrier must sign the next available received-from box and write the name of the common carrier in the corresponding delivered-to box.
2. Record the date, time, and purpose (for shipping, for storage, or for analysis) of the change in custody.
3. If sample is stored, note the storage location.
4. If the Chain of Custody is incomplete, the laboratory cannot legally verify the resulting analysis because of the unknown history of the sample.

When samples are shipped to the Sacramento laboratory by common carrier (e.g., FedEx, UPS), the laboratory personnel will inspect the sealed package containing the samples and certify there is no sign the package has been opened or tampered with prior to its delivery to or in the laboratory receiving room by signing and dating the DPR-ENF-030 directly below Section J.

If shipping the sample by UPS, FedEx, or USPS, indicate that the sample was delivered to the specific carrier location on the date shipped. At a hearing you may have to testify more specifically that you properly packaged and addressed it to the lab with appropriate shipping charges or postage, and how you delivered it to the carrier.

The foundation for this procedure as a routine business practice can be presented at a hearing. The carrier can then be portrayed as a neutral third party who is in this business and who professionally transported the evidence without any motive to tamper with it. The lab can testify (perhaps by document) they received the evidence from the carrier as a routine business practice and the package did not appear to have been tampered with. While the respondent can contest this practice and try to call the evidence into question, it will be the job of the hearing officer to consider the reasonableness of the claim.

## **B. Documentary Evidence Collection**

### **1. Diagrams**

Diagrams can provide graphic images of the episode location. Add your information to a copy of existing field maps as diagrams whenever possible as they can provide an accurate layout of the location and already include some of the necessary information.

Record all pertinent information on the diagram. Information to consider adding to the diagram are: the episode site; the pesticide application site; application pattern and direction; wind direction; landmarks such as buildings and roads; crops and their acreages; the location of witnesses; sample sites and numbers; site and direction of photographs. The diagrams should also provide an indication of dimensions and orientation (north is usually up).

### **2. Photographs**

Photographs provide visual documentation of a situation or object. Photographs showing drift and crop damage are important documentation that an episode occurred. Photographs of product labels provide evidence of the product involved when a detachable label cannot be obtained. Photographs should be labeled with the date and photographer's ID. A brief description describing the photograph should be added. For photographs showing small-scale exhibits, place a scale reference such as a ruler next to the exhibit.

### **3. Field Notes**

Field notes have great value because they were made at the time of the inquiry. They are the basis for the investigative report. The investigative report is only as good as the field notes taken during the investigation of the episode. It is best to structure your notes in chronological order. Entries should begin by identifying the subject matter, date, time, and location of the activity. Other vital information may include the names and title of the injured person, witnesses and employer or employer representative; a description of the episode site; weather conditions; and location and type of samples collected, including the chain of custody. Organized field notes will facilitate the composition of the narrative report by the investigator.

Include all information found in your field notes in the narrative report. After you complete your investigative report, compare it to your field notes. Once the agricultural commissioner accepts the final report, you may destroy your field notes if:

- 1) You incorporate them in your final report,
- 2) Destroy them in "good faith", and
- 3) It is consistent with county policy.

Field notes retained in the normal course of business may be considered public records. Interview questionnaires are not considered field notes as it is generally impractical to include all the information from the questionnaires in the written report. Attach the interview questionnaires to the investigative report.