1 Procedure summary

This procedure describes how to transfer samples within and between sites (including external labs).

Related Procedures

Pond Access	CB-03-006-001

Procedure impacts and concerns

Safety	All safety regulations need to be followed when shipping samples that are hazardous. This includes samples shipped on dry ice.	
Quality	Samples should be collected in recommended time frame dependent upon sample type.	Samples not transferred in requisite timeframes could be compromised and result in inaccurate data recording.
Delivery	All samples should be clearly labeled with appropriate marking.	
Environmental	Sample spills should be reported to site EH&S immediately if they are over volume specified in Columbus Spill SOP	
Cost	Associated shipping costs	
Compliance	Compliance with OSHA's Hazardous Waste Operations and Response, and Hazardous Communication Standard in addition to the Sapphire Energy, Inc. Chemical Hygiene Plan is required. See 29 CFR 1910.120 and 1200. An authorized user list, MSDS's and label information will be available for easy reference in a binder in the administration building.	

Responsibilities and owners

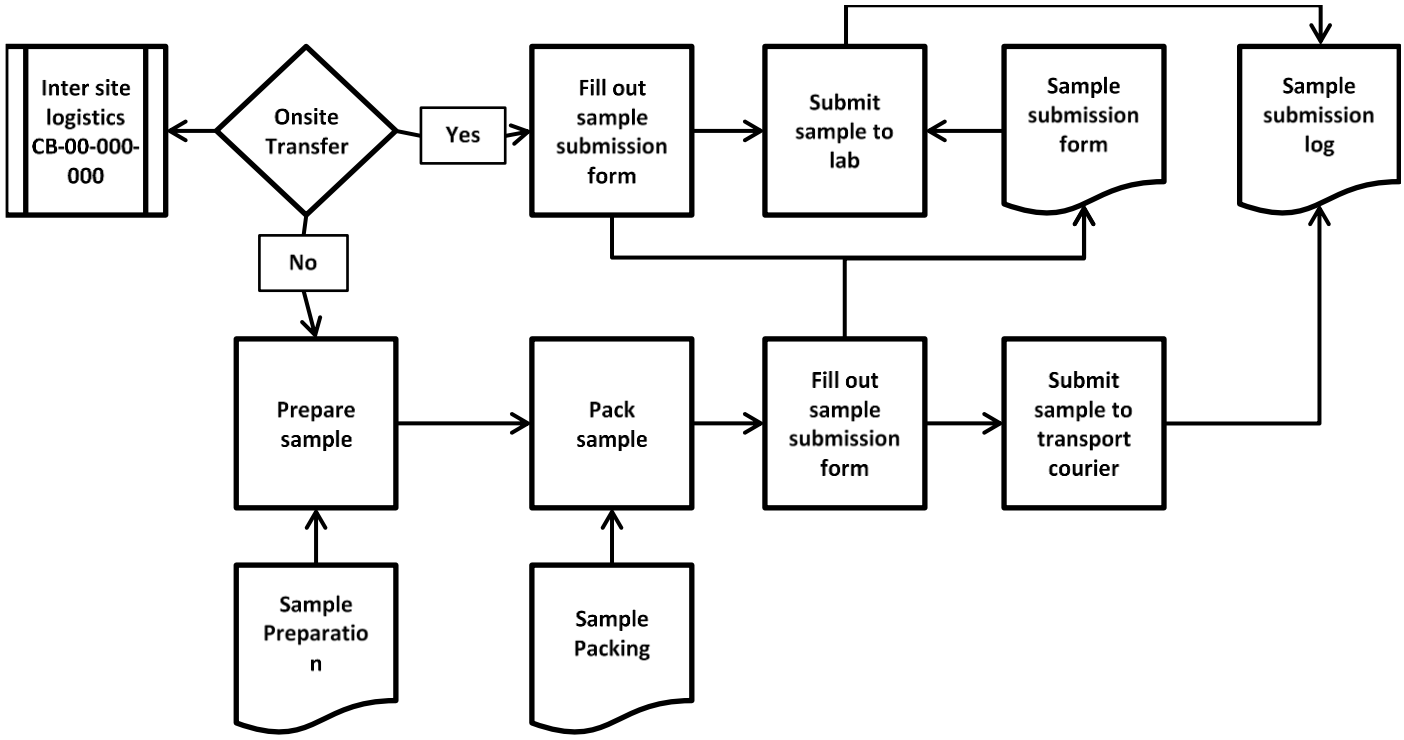
Document Owner	Manage contentment and distribution	Beau Masse
Process Owner	Responsible for content and process validation	Rebecca White
Site Manager	Responsible for implementation and conformance	Rebecca White

2 Process

Process description

Transfer of custody refers to the documentation showing the collection, custody, control, transfer, analysis, and disposition of all samples taken within Sapphire Energy. The purpose of this documentation is to maintain accurate records with regard to sample handling and integrity. Samples that are transferred within a given site (i.e. IABR in Columbus) will not need extensive preparation or packaging. Samples that are transferred between sites, or sent to external labs for analysis, will undergo all preparation and packaging specifications required by the receiving party(s) and the Department of Transportation (DOT).

Process diagram: Work Instruction



Process steps

2.3.1. Trigger Sampling

Sampling is triggered as a result of a regularly scheduled event, a special request, or threshold limit value being exceeded in a particular monitoring parameter.

2.3.2. Sample Submission Form (SSF)

Fill out Sample Submission Form (See Appendix A) in its entirety to encompass all information that can be populated regarding each sample (SSF has required fields that must be filled out; however the comments/notes sections have no such requirement. These fields should contain relevant details not specified elsewhere). All samples submitted need to be recorded in a sample submission log.

NOTE: Some samples have special handling/packaging needs and these needs should be addressed in the comments/special instructions section of the SSF. The SSF also acts as a Chain of Custody for all samples being submitted.

2.3.3. On Site Sample Transfer

2.3.3.1. Transfer of Custody to Lab at the IABR in Columbus, NM

Once the SSF has been populated and all samples have been collected, transfer of samples from the collecting party (i.e. cultivation) to the receiving party (i.e. QA/QC) is initiated. Both parties will review the SSF in conjunction with the sample(s) to ensure all information on the SSF is accurate and the sample(s) are in satisfactory condition. If both parties agree upon the quality and accuracy of all items being submitted, the SSF will be signed and dated by both parties. The collecting party will sign and date under "Relinquished by" and the receiving party will sign and date under "Received by". The samples along with the SSF are then relinquished by the collecting party to the receiving party.

2.3.3. Off Site Sample Transfer

2.3.3.1. Sample Preparation
This section describes how to prepare samples at the IABR in Columbus, NM for external analysis (see Sample Preparation Document).

2.3.3.2. Sample Packaging
This section describes how to package samples at the IABR in Columbus, NM for external analysis (see Sample Packaging Document).

NOTE: External Sample Analysis refers to any sample or samples that will be analyzed at any facility outside the IABR in Columbus, NM.

2.3.3.3. Transfer of Custody to Carrier for Transport
Once the SSF has been populated and all samples have been properly prepared & packaged, transfer of samples from the collecting party (i.e. cultivation) to the receiving party (i.e. transport) is initiated. Both parties will review the SSF in conjunction with the package(s) to ensure all information on the SSF is accurate and the package(s) are in satisfactory condition. If both parties agree upon the quality and accuracy of all items being transferred, the SSF will be signed and dated by both parties. The collecting party will sign and date under "Relinquished by" and the receiving party will sign and date under "Received by". The samples along with the SSF are then relinquished by the collecting party to the receiving party. This process will be repeated when relinquishing samples from the transporting party to the receiving party upon arrival at destination facility.

NOTE: All samples that require external analysis will be prepared by the QAQC group at the IABR in Columbus, NM

2.3.3.4. Transfer of Custody via Third Party Shipping Company
Once the SSF has been populated and all samples have been properly prepared, the SSF is signed and dated under "Relinquished by"; a copy of the SSF is recorded and is included in the packaging process (the original copy is kept at the IABR in Columbus, NM). The receiving party will be informed of shipment prior to transfer of materials to the third party shipping company. Upon arrival at the destination, the receiving party will inspect the package(s) to ensure all information on the SSF is accurate and the package(s) are in satisfactory condition. The collecting party will be notified of any discrepancies in the SSF, samples, or packaging itself. If all materials received are in satisfactory condition, it is assumed the transfer process is complete.

3 Required documents

Input documents

Sample Preparation Document	TBD
Sample Packaging Document	TBD
Sample Submission Form	TBD

Output documents

Sample Submission Log	TBD
Sample Submission Form	TBD

4 Document control

Revision history

R0 – Initial Release – Robert McBride, Andy Randall	02/16/2012
R1 – Adriana Rascon	06/27/2012

Document approval

Document reviewers

5 Risk analysis