

The Arizona Border Study

*An Extension of the
Arizona National Human Exposure Assessment Survey (NHEXAS) Study
Sponsored by the Environmental Health Workgroup of the Border XXI Program*

Quality Systems and Implementation Plan for Human Exposure Assessment

The University of Arizona
Tucson, Arizona 85721

Cooperative Agreement CR 824719

Standard Operating Procedure

SOP-BCO-G-1.0

Title: Procedure for the Transmittal of Sampling Materials from Battelle

Source: The University of Arizona

U.S. Environmental Protection Agency
Office of Research and Development
Human Exposure & Atmospheric Sciences Division
Exposure & Dose Research Branch

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APPROVALS

☒ Full SOP ☐ Working SOP #pages 4

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Procedure for the Transmittal of Sampling Materials from Battelle

1.0 Purpose and Applicability

This standard operating procedure (SOP) describes the steps to be taken when materials, such as field sampling materials, are shipped from Battelle. A transmittal form accompanies every shipment of such materials or other test articles, substances, paper data, or any other item directly related to the conduct of a study shipped from Battelle. This transmittal form is designed to serve as external chain-of-custody documentation.

2.0 Definitions

None.

3.0 References

None.

4.0 Discussion

None.

5.0 Responsibilities

- 5.1 Various sampling materials will be prepared by personnel in the Atmospheric Science and Applied Technology Department at Battelle for shipment to the University of Arizona, Tucson. The sampling materials will be used in the field by University of Arizona personnel.
- 5.2 Any person who amends or alters this procedure is responsible for ensuring that the changes have been properly documented, and that the SOP has been changed, reviewed, and reissued.

6.0 Materials and Equipment

- 6.1 Transmittal form (see Attachment A for an example).
- 6.2 Sampling materials for shipment.

7.0 Procedures

7.1 Packaging and Transmittal

- 7.1.1 Package the sampling materials to be shipped in a suitable container(s).
- 7.1.2 Complete an appropriate inventory to identify and document the item(s) to be shipped. The pages of the inventory will be numbered (page 1 of x, page 2 of x, and so forth) to ensure no pages are omitted.
- 7.1.3 A transmittal form (Attachment A) will be completed, indicating the name and address of the recipient, date of transmittal, dated signature of the appropriate study director or task leader, study number, and a complete but brief description of the item(s) being shipped.
- 7.1.4 The shipment and accompanying paperwork are checked by the Project Laboratory Director or his designee to ensure accuracy, then are initialed and dated.
- 7.1.5 Completed inventory and transmittal form (from Section 7.1.2 and 7.1.3) must be packaged within the shipping container.
- 7.1.6 The "Acknowledgment of Receipt" portion of the transmittal form is filled in by the recipient of the shipment. The completed, original form is returned to the Battelle Project Laboratory Director or his designee for inclusion in the appropriate study file.

7.2 Quality Control

None.

7.3 Calculations

None.

8.0 Records

- 8.1 Make all entries on the transmittal form or on any other paperwork in ink. Complete each line of the form or enter the letters NA in spaces that are not applicable.

- 8.2 A second individual should review all transmittal forms to ensure completeness and accuracy. The reviewer must initial and date the bottom of each form.
- 8.3 The Project Laboratory Director or his designee returns all completed forms to the Sample Custodian for final verification.

ATTACHMENT A



The attached inventory identifies materials transferred from Battelle. These materials were transmitted on

_____ to:

Please return one signed copy of this form to the Study Director/Task Leader identified below to acknowledge receipt of the shipment.

Study Director/Task Leader

Date

Acknowledgement of receipt:

Date

Title

Project/Study Number: _____

Attachment(s)