

The Children's Total Exposure to Persistent Pesticides and Other Persistent Organic Pollutants (CTEPP) Study

Handling Sample and Data Custody

Battelle
Columbus, OH 43201
Contract No. 68-D-99-011

Standard Operating Procedure

CTEPP-SOP-2.26

Title: Handling Sample and Data Custody

Source: Battelle

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

Notice: The U.S. Environmental Protection Agency (EPA), through its Office of Research and Development (ORD), partially funded and collaborated in the research described here. This protocol is part of the Quality Systems Implementation Plan (QSIP) that was reviewed by the EPA and approved for use in this demonstration/scoping study. Mention of trade names or commercial products does not constitute endorsement or recommendation by EPA for use.

STANDARD OPERATING PROCEDURE (SOP)
FOR HANDLING SAMPLE AND DATA CUSTODY

Prepared by: _____	Date: _____
Reviewed by: _____	Date: _____
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Approved by: _____	Date: _____
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1.0 Scope and Applicability

This standard operating procedure (SOP) describes the method for handling sample custody.

2.0 Summary of Method

To protect the study samples and data forms, standardized Chain-of-Custody (CoC) Records will be used to document the sample/data custody. The CoC form will be modified as appropriated for special samples and/or data delivery per EPA request.

3.0 Definition

Not applicable.

4.0 Cautions

Not applicable.

5.0 Responsibilities

5.1 Project staff who relinquish samples/data materials will prepare and sign the Chain-of-Custody Record.

5.2 Project staff who receive samples/data materials will sign the Chain-of-Custody Record.

6.0 Apparatus and Materials

6.1 Materials

6.1.1 Chain-of-Custody Record (Attachment I).

6.1.2 Study samples and/or data materials

7.0 Procedures

7.1 Prepare the Chain-of-Custody Record

The assigned project staff should use the computer file to prepare the Chain-of-Custody Record.

- 7.1.1 Type the following information in the Chain-of-Custody Record:
1. Participant ID number
 2. Sample ID numbers
 3. Sample condition when arrived
 4. Any remarks about the sample/data materials.
- 7.1.3 Save the file.
All the Chain-of-Custody Record files will have the prefix of COC, the participant ID number, and a file version (from a to z). For example, for the first Chain-of-Custody Record for participant 33-120-1, the file name will be COC331201a.wpd.
- 7.1.3 Print the Chain-of-Custody Record.
- 7.1.4 If more than one page is printed, staple all the pages for each participant after making the backup copy.
- 7.1.5 Check the content of the Chain-of-Custody Record against the actual samples/data. If everything is correct, sign and date the Chain-of-Custody Record.
- 7.1.6 Send the original copy of the Chain-of-Custody Record with the samples/data to the receiving staff. The staff who relinquish the samples/data will keep a photocopy (backup) of the Chain-of-Custody (COC) Record.
- 8.0 Records**
The original records will be stored in a secured file room. Electronic files will be stored in the field sampling folders and archived in a CD ROM after the project is completed. All electronic files will be protected by passwords. Only authorized project personnel will be allowed to access the files. All records will be archived for three years after the completion of the study.
- 9.0 Quality Control and Quality Assurance**
The Chain-of-Custody Records will be reviewed by the Field QA Officer, the Field Team Leader, and the Task Order Leader.
- 10.0 Reference**
Not applicable.