

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

Shipping and Storing Data Collection Forms

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

Standard Operating Procedure

CTEPP-SOP-3.12

Title: Shipping and Storing Data Collection Forms

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 SHIPPING AND STORING DATA COLLECTION FORMS

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____

Approved by: _____ Date: _____

Approved by: _____ Date: _____

Approved by: _____ Date: _____

1.0 Scope and Applicability

This standard operating procedure (SOP) describes the method for shipping and storing data collection forms.

2.0 Summary of Method

The method for shipping and storing the data collection forms is summarized in this SOP. All data collection forms will be processed in the Battelle Durham North Carolina (NC) office. The Ohio (OH) field staff will ship the completed data collection forms to the Battelle Durham office every four weeks.

3.0 Definition

Not applicable.

4.0 Cautions

Not applicable.

5.0 Responsibilities

- 5.1 Field staff and the assigned project staff are responsible for shipping and storing data collection forms.

6.0 Apparatus and Materials

- 6.1 Chain-of-Custody (CoC) Record (SOP CTEPP 2.26)
- 6.2 Data collection forms
- 6.3 Packing and shipping materials
- 6.4 Scale

7.0 Procedures

- 7.1 Shipping the data collection forms
 - 7.1.1 Record the participant ID number and the data collection form numbers in the CoC Record (**do this before packing the data forms**).

- 7.1.2 Make a photocopy of every data collection form. Check the copy forms to ensure no missing pages. File the original forms and ship a copy of each forms to the Battelle Durham office.
- 7.1.3 Sign and date the CoC Record. Make one copy of the form. Place the original form and the original data forms in the shipping box. Put the CoC copy in the shipping file.
- 7.1.4 Check the items listed on the form, and the items in the box one more time.
- 7.1.5 Use packing tape to seal the box.
- 7.1.6 Measure the dimensions of the box. Weigh the box. Record this information on FedEx form.
- 7.1.7 Prepare the FedEx Bill. The FedEx Bill should be prepared as: (a) Priority Overnight, (b) Deliver Weekday, (c) Bill to Third Party, (d) Billing reference # 8304 + project code.
- 7.1.8 Make a photocopy of the FedEx Bill. Staple the FedEx copy with the copy of CoC records.
- 7.1.9 Attach the FedEx Bill, FedEx Label, and Address Label on top of the box.
- 7.1.10 If the box is ready for shipping before the FedEx pickup time (check with the front desk), put the box in the reception area for FedEx to pick up; otherwise deliver the box to the FedEx Main Office. [OH Staff: Check the Battelle Columbus Operation shipping schedule/location.]
- 7.1.11 Notify the receiving site of the FedEx shipment (i.e., number of boxes and tracking numbers).
- 7.1.12 Check the FedEx shipping status via the Internet. If the packages are not delivered as scheduled, call FedEx immediately.
- 7.2 Storing the data collection forms
All data collection forms will be processed and stored at the Battelle Durham office. The original data forms will be stored for a minimum of three years after the final report is submitted to the EPA Task Order Project Officer.

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 on a CD ROM disk after the project is completed. All electronic files will be protected by passwords. Only authorized project personnel will be allowed to access the files.

9.0 Quality Control and Quality Assurance

The Field QA Officer or designee and Field Team Leader will oversee the operation of shipping and storing data forms to ensure safe delivery, handling, and storage of all data collection forms.

10.0 Reference

Not applicable.