MANAGEMENT PROCEDURES MANUAL

CHAPTER 8 - IDENTIFICATION AND CONTROL OF ITEMS, SAMPLES, AND DATA

SECTION 1 - IDENTIFICATION AND CONTROL OF SAMPLES

1. PURPOSE. To define the method of identification and control of geologic, hydrologic and biologic samples to assure their traceability from the time of collection until they are destroyed or otherwise disposed of.

2. APPLICABILITY. This procedure is applicable to all geologic, hydrologic and biologic samples collected by USGS personnel or individuals assigned by the USGS, in support of all QA Level I and II activities for the NNWSI.

3. DEFINITIONS. None

4. RESPONSIBILITIES. The Principal Investigator (PI) or designee is responsible for ensuring proper control, including identification, tracking, and storage as described herein, of all samples which result from or are used during activities for which the PI is responsible. The PI must ensure traceability of the original sample identifier.

5. PROCEDURE.

5.1 Sample Identification.

5.1.1 A unique identifier shall be placed directly on each individual sample or sample container.

5.1.1.1 If a technical procedure requires that a standardized sample collection form be used, the form will be provided in the procedure and will be used by all personnel conducting work under that procedure.

5.1.2 Principal Investigators shall assure that the original sample identifier is traceable to all documentation associated with the samples, and is maintained when the samples are handled by multiple organizations. If a new identification system should be developed, a cross-reference to the original system will be required.

5.2 Sample Control, Handling and Transport.

5.2.1 Principal Investigators shall establish a system to track samples from collection through final disposition. This may be achieved by maintaining a logbook, individual sample forms, or by other methods. The system must indicate action taken such as submission for analysis or transfer to another organization. The final disposition of all samples, be it disposal, total consumption

during analysis, storage, or transfer of custody to another organization shall be recorded.

5.2.2 An individual unit within the NNWSI-USGS program may establish a central system to track samples from collection through final disposition.

5.2.3 Sample collection methods and equipment, including container specifications shall be described by technical procedures to ensure that samples are properly collected. The procedures shall identify any environmental, safety, or special handling considerations.

5.3 Sample Storage.

5.3.1 Principal Investigators shall assure that samples are stored under conditions appropriate to their intended use and lifetime.

5.3.2 Physical segregation of NNWSI samples from non-NNWSI samples during storage shall be used whenever possible to preclude intermixing of like samples.

5.4 Sample Curation.

5.4.1 The ultimate curation of all types of samples (liquids, gases or solids) shall be in accordance with procedures developed by the Department of Energy.

6. RECORDS MANAGEMENT.

6.1 Controlled Documents. No controlled documents are generated under this procedure.

6.2 Records Center Documents. Field notes, technical data, logbooks, sample forms, maps and photographs shall be processed in accordance with QMP-17.01.

7. RELATED DOCUMENTS.

7.1 Requirements Documents. This MP specifies the methods to be used to implement the requirements of Para. 8.3 of the USGS Quality Assurance Program Plan, NNWSI-USGS-QAPP, R4.

7.2 Superseded Documents. NNWSI-USGS-QMP-8.01, R1

7.3 References Cited. NNWSI-USGS-QMP-17.01

8. ATTACHMENTS. There are no attachments to this procedure.

9. APPROVALS AND EFFECTIVE DATE.

EFFECTIVE DATE: February 19, 1988

Larry R. Hayes — Chief, Branch of NNWSI — 02/19/88 — Date

Quality Assurance Manager, NNWSI — 2/19/88 — Date