

**SAMPLE PACKAGING FOR OFF SITE SHIPMENTS OF ENVIRONMENTAL SAMPLES**

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**1.0 PURPOSE**

This procedure provides instructions to persons packing and shipping environmental soil samples to assure compliance with all site, state, and federal regulations and requirements regarding the packaging and off site shipment of samples collected for environmental characterization and to ensure that all intended off site shipments are reviewed by a Hazardous Materials Transportation Representative (HMTR) to determine if they contain hazardous materials.

**2.0 SCOPE**

These guidelines are applicable to any department, organization, group, contractor, or person planning to ship samples collected for environmental compliance at the Savannah River Site (SRS).

This is a Reference procedure. The user does not have to have this procedure present while performing the activity.

The following form may be utilized in the performance of this procedure:

OSR 1-53-LN, Shipping Order Form.

**3.0 GENERAL INFORMATION**

**3.1 Precautions and Limitations**

Additional hazard analysis may be required to ensure that facility/job specific hazards are identified and that the appropriate actions are taken to eliminate/mitigate the identified hazard(s).

**3.2 Prerequisite Actions**

None.

**3.3 Terms/Definitions**

PM Project Manager

Refer to Glossary for additional Terms/Definitions.

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#### 4.0 RESPONSIBILITIES

HMTR	Identifies and classifies the sample material as hazardous or non-hazardous. Materials that have been classified as hazardous shall be packaged and shipped in accordance with the instructions provided by the HMTR. Non-hazardous materials shall be packaged following Section 5.1 of this procedure.
Individual Packaging Samples	Responsible for forwarding a copy of the OSR 1-53LN and Chain-of-Custody (COC) for each sample to the PM or designee.

#### 5.0 PROCEDURE

##### 5.1 Packaging for Off Site Shipment - Non Hazardous

1. If shipping non-hazardous samples off site, the PM or designee shall complete the OSR 1-53LN. An HMTR must sign the Shipping Order.
  2. **SELECT** the appropriate shipping container and **ENSURE** there is no damage to the structure or the seals that could affect containment. **REMOVE** any shipping labels from previously used shipping containers.
  3. For bottles that contain liquid, **ENSURE** that the top of each sample container is secure with parafilm or 1 inch plastic pressure tape to prevent leakage.
  4. Completely **WRAP** all glass bottles with bubble packing and **SECURE** with tape.
  5. **IF** using a cooler for shipping, **THEN**  
**TAPE** over the inside and the outside of the cooler drain plug with filament tape to ensure the plug will not be accidentally removed.
  6. **PLACE** a layer of bubble sheeting on the bottom of the cooler.
  7. **LINE** the shipping container with an appropriately sized plastic bag.
  8. **IF** the samples are required to be cooled, **THEN**  
**PLACE** frozen Cold-Paks in the bottom of the plastic bag.
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### 5.1 Packaging for Off Site Shipment - Non Hazardous, continued

9. Bottles containing soils should be placed in such a manner to prevent breakage. **PLACE** bottles that contain liquid in an upright position in the shipping container in such a way as to prevent them from tipping over, moving, breaking and/or spilling during transportation.
10. **IF** the samples are required to be cooled, **THEN**  
  
**PLACE** frozen Cold-Paks between, around, and/or on top of the samples. Sufficient ice should be used to maintain a sample temperature of 4°C (+/- 2°) during shipping. If requested by the laboratory, a temperature blank shall be placed in the cooler.
11. **SEAL** the plastic bag by taping it closed with pressure sensitive vinyl tape. **FILL** the remaining voids in the shipping cooler with styrofoam peanuts, bubble pack, or vermiculite.
12. If the cooler is to be shipped off site by common carrier, the COC should be relinquished to Central Shops Shipping Department, sealed in a plastic bag and placed inside the cooler.  
  
If a TID is being used, **THEN**  
  
**AFFIX** the TID to the shipping container in such a way as to ensure the integrity of the samples during shipment and so as not to obscure any markings and/or labels on the container.
13. If the cooler is picked up by a vendor or another person on site, the COC's are relinquished directly to the person picking up the samples. The COCs should be affixed securely to the outside of the cooler.
14. **TAPE** the cooler shut with filament tape.

### 6.0 RECORDS

Records generated as a result of implementing this procedure are processed in accordance with Procedure Manual 1B, Procedure 3.31<sup>1</sup>.

The PM or designee will ensure that all record copies of documents pertaining to this guidance are handled according to WSRC-EM-96-00023<sup>2</sup> per DOE Order 1324.2A.

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**7.0 REFERENCES**

<sup>1</sup>Procedure Manual 1B, Procedure 3.31, Records Management

<sup>2</sup>WSRC-EM-96-00023 (R4), Retention Schedule Matrix (RSM)

OSR 1-53-LN, Shipping Order Form

**8.0 ATTACHMENTS**

None.

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