STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (If Applicable)
19-C0107	

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Department of Pesticide Regulation

CONTRACTOR NAME

Santa Barbara County

2. The term of this Agreement is:

START DATE

May 18, 2020 or upon final approval by the State, whichever occurs later

THROUGH END DATE

June 30, 2021

3. The maximum amount of this Agreement is:

$56,423.10

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits		Title	Pages
	Exhibit A	Scope of Work	4
	Exhibit B	Budget Detail and Payment Provisions	3
	Exhibit C *	General Terms and Conditions	
+ -	Exhibit D	Special Terms and Conditions	2
+ -	Attachment	Attachment 1	12
+ -	Attachment	Attachment 2	4

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
These documents can be viewed at https://www.dgs.ca.gov/OLS/Resources

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

Santa Barbara County Agricultural Commissioner's Office

CONTRACTOR BUSINESS ADDRESS	CITY	STATE	ZIP
624 W. Foster Road	Santa Maria	CA	93455

PRINTED NAME OF PERSON SIGNING	TITLE
CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (If Applicable)
19-C0107	

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME			
Department of Pesticide Regulation			
CONTRACTING AGENCY ADDRESS	CITY	STATE	ZIP
1001 I Street, 4th Floor	Sacramento	CA	95814
PRINTED NAME OF PERSON SIGNING	TITLE		
Leslie Ford	Branch Chief		
CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED		
CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL	EXEMPTION (If Applicable)		
	Delegation Letter 74.6		

EXHIBIT A
STANDARD AGREEMENT

SCOPE OF WORK

1. This Agreement is between the Department of Pesticide Regulation (DPR), hereinafter referred to as DPR, and the Santa Barbara County, hereinafter referred to as Contractor.

2. This Agreement will commence on the start date May 18, 2020 as presented herein or upon approval by the State, whichever is later and no work shall begin before that time. This Agreement is of no effect unless approved by the State. Contractor shall not receive payment for work performed prior to approval of the Agreement and before receipt of notice to proceed by the Contract Manager. This Agreement shall expire on June 30, 2021.

3. The Project Representatives during the term of this Agreement will be:

   A. All official communications, except invoices, from Contractor to DPR, shall be directed to the attention of the DPR Contract Manager, Minh Pham, or designee at:

   Department of Pesticide Regulation
   Environmental Monitoring Branch, MS 3B
   1001 I Street
   P.O. Box 4015
   Sacramento, CA 95812-4015
   Phone: (916) 445-0979 Fax (916) 324-4088
   E-mail: Minh.Pham@cdpr.ca.gov

   B. All invoices from Contractor to DPR shall be directed to:

   Department of Pesticide Regulation
   Attn: Accounts Payable
   P.O. Box 4015, MS 4A
   Sacramento, CA 95812-4015
   Accounts_Payable@cdpr.ca.gov

   C. All administrative and programmatic communications, except payments, from DPR to Contractor shall be directed to:

   Santa Barbara County Agricultural Commissioner's Office
   Attn: Lottie Martin
   624 W. Foster Road
   Santa Maria, CA 93455-3623
   Phone: (805) 934-6200 FAX: (805) 934-6202
   E-mail: lmmartin@co.santa-barbara.ca.us

EXHIBIT A
STANDARD AGREEMENT

D. All payments from DPR to Contractor shall be directed to:

Santa Barbara County Agricultural Commissioner's Office
Attn: Traci Lewis
263 Camino del Remedio
Santa Barbara CA 93110
Phone: (805) 681-5600
E-mail: tlewis@agcommissioner.com

E. The Project Representatives during the term of this Agreement may be changed by mutual written agreement of the parties without the necessity of an amendment to the agreement.

4. Background

Santa Maria is one of the communities included in DPR's Air Monitoring Network (AMN) due to the amount of reported fumigant use in the area. Santa Maria is over 260 miles from the nearest DPR sampling personnel and as such, it is a difficult sampling location to travel to and back on a weekly basis from Sacramento.

In order to still sample in this high pesticide use community, DPR will rely on the services of Contractor to follow DPR detailed procedures to collect weekly ambient air samples and ship them to DPR for analysis on a bi-weekly basis.

5. Goals and Objectives

The goals and objectives of this agreement are as follows:

- Collect weekly ambient air samples as instructed and scheduled by DPR Contract Manager,
- Maintain proper sample integrity during and after sample collection,
- Maintain proper sample collection documentation procedures as provided by DPR, and
- Make bi-weekly shipments of collected ambient air samples to DPR following procedure provided by DPR.

6. Work to be Performed

The following are the steps to be taken by Contractor during air sample collection, sample transport, and shipment of collected ambient air samples to DPR:

A. DPR staff will travel to Santa Maria to provide initial ambient air sampling training to Contractor to successfully complete the tasks required under this agreement.

1) Additionally, DPR Contract Manager or designee will be available to provide any technical assistance to Contractor personnel throughout the duration of this agreement.
2) Any issues with sampling equipment or sampling materials are expected to be raised by Contractor with DPR Contract Manager as they arise.

EXHIBIT A
STANDARD AGREEMENT

B. DPR personnel will provide required procedural documentation.

C. DPR will provide Contractor with a monthly sampling schedule at least one month prior to sample collection. Any divergence from the received schedule will be discussed with and approved by DPR Contract Manager prior to date change.

D. Contractor will collect four individual ambient air samples per week:

1) one multi-residue cartridge;
2) one Methyl Isothiocyanate (MITC) sorption tube;
3) one chloropicrin sorption tube;
4) one Volatile Organic Compound (VOC) canister.

E. Once the ambient air samples are collected, samples are to be capped or valves are to be closed (VOC Canister), placed in an insulated storage container containing dry ice or in a DPR-supplied aluminum storage container for the VOC canisters during transport from sampling location to Contractor's storage facility. Once at Contractor's storage facility, samples that were transported in dry ice will need to be placed in a freezer and remain frozen until shipped to DPR's Warehouse. The VOC Canister air samples will be stored at ambient conditions and will not be placed with the other collected samples.

1) Insulated storage containers will be provided by DPR.
2) Shipping Boxes with pre-paid postage will also be provided to Contractor by DPR.

F. At the conclusion of two weeks of collection of ambient samples, Contractor shall place the collected cartridges and sorption tubes in DPR-supplied insulated storage containers filled with enough dry ice to assure sample integrity. Additionally, the canisters collected will be placed in a separate shipping container provided by DPR. All samples are to be shipped via group transportation to:

Department of Pesticide Regulation
Attn: Minh Pham
3971 Commerce Drive, Suite D
West Sacramento, CA 95961

After relocation of the DPR Warehouse, all samples will be shipped via group transportation to:

Department of Pesticide Regulation
Attn: Minh Pham
3077 Fite Circle, Suite 100
Sacramento, CA 95827

EXHIBIT A
STANDARD AGREEMENT

7. Project Timeline

Ambient air sample collection by Contractor will start May 18, 2020. The project ends June 30, 2021. One set of ambient air samples will be collected weekly by Contractor. Two one-week sample sets will be mailed to DPR's Warehouse on a bi-weekly basis starting two weeks from first sample collection by Contractor and will continue until the conclusion of this agreement.

8. DPR Responsibilities

A. DPR will provide all required air sample collection materials including: sorption tubes, cartridges, canisters, air sampling instruments (air pumps, air flow meters, etc.), tools required to perform simple troubleshooting (if needed), sample labels, required documentation, shipping containers, pre-paid shipping labels, sampling operating procedures, and will provide sample collection training to Contractor.

B. Provide needed ambient sample collection training and sample collection documentation to Contractor.

C. Make procedural documentation readily available to Contractor.

D. Provide sampling schedule at least one month prior to weekly sampling.

E. Provide guidance, technical support, and troubleshoot instructions to Contractor should any sampling or equipment issues arise.

F. Inspect received ambient air samples and report back to Contractor any issues, if any, are observed.

G. Maintain an open dialogue with Contractor to assure project integrity.

EXHIBIT B
STANDARD AGREEMENT

Budget Detail and Payment Provisions

1. Invoicing and Payment

A. In no event shall Contractor request reimbursement from the State for obligations entered into or for costs incurred prior to the commencement date or after the expiration of this Agreement.

B. For services satisfactorily rendered, and upon receipt and approval of the invoices by the DPR Contract Manager, DPR agrees to compensate Contractor for actual expenditures incurred in accordance with the rate specified in paragraph 4 (Budget) of this Exhibit.

C. Contractor shall submit invoices to DPR for costs incurred pursuant to this Agreement. Payments will be made in arrears upon receipt and approval of invoice as stated below.

D. Each invoice shall contain the following information:

1) The Agreement number 19-C0107;
2) Contractor's Invoice number;
3) The dates or time period during which the invoiced costs were incurred; and,
4) The signature of an authorized representative of Contractor.

E. Contractor shall submit 2 copies of each invoice and all supporting documentation, not more frequently than monthly or less frequently than quarterly, in arrears, to:

Department of Pesticide Regulation
Attn: Accounts Payable
P.O. Box 4015, MS 4A
Sacramento, CA 95812-4015

F. DPR agrees to make payment as promptly as fiscal procedures permit, upon receipt of the invoice(s), subject to approval by the DPR Contract Manager, and contingent upon satisfactory completion of the terms of this agreement.

G. "Satisfactorily rendered" as used in this Agreement means that Contractor has complied with all terms, conditions and performance requirements of this Agreement.

2. Budget Contingency Clause

A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this agreement.

EXHIBIT B
STANDARD AGREEMENT

B. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government or the California State Legislature for the current year and/or any subsequent years covered under this Agreement. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress or the California State Legislature which may affect the provisions, terms or funding of this Agreement in any manner.

C. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to Contractor to reflect the reduced amount.

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

4. Budget

Table 1 – Details Budget

Personnel	Hourly Rate	Benefit Rate	Total Amount
Agricultural Biologist III	36.77	33.13	$ 28,332.57
Agricultural Biologist III Overtime Rate	55.16	33.13	$ 4,461.29
Agricultural Weight and Measure Inspector	40.32	37.13	$ 7,848.01
Agricultural Weight and Measure Inspector Overtime Rate	60.48	37.13	$ 988.79
Total Personnel and Benefits			$ 41,630.66
General supplies including but not limited to transportation①, dry ice, sampling equipment, etc.			$ 5,000
Total Supplies			$ 5,000
Total Direct			$ 46,630.66
Indirect Cost (21%)②			$ 9,792.44
Total Budget			$ 56,423.10

①Maximum mileage reimbursement rate will be set at $0.57.5/mile. Mileage reimbursement covers: gasoline, cost of vehicle maintenance, insurance, licensing and registration, depreciation and all other costs associated with operation of the vehicle.
②Indirect Cost: 21% indirect cost rate includes: depreciate of buildings and equipment, utility consumption, operations, and maintenance costs, administrative services provided at the departmental and central level, and library costs.

EXHIBIT B
STANDARD AGREEMENT

Table 2 – Agricultural Biologist III

Title	Hourly Wage	Hourly Benefit Amount	Total Hourly Rate	Estimated Hours to be Worked/19 months	Total Cost
Agricultural Biologist III	36.77	33.13	69.90	405.33	$ 28,332.57
Agricultural Biologist III OT	55.16	33.13	88.29	50.53	$ 4,461.29
Agricultural Weight and Measure Inspector	40.32	37.13	77.45	101.33	$ 7,848.01
Agricultural Weight and Measure Inspector OT	60.48	37.13	97.61	10.13	$ 988.79
			*Total:	567.32	$ 41,630.66

EXHIBIT D
STANDARD AGREEMENT

Special Terms and Conditions

1. Termination

A. Either Party reserves the right to terminate this agreement without cause upon 30 days written notice to the other Party, or immediately in the event of a material breach. In the event of termination, Contractor shall be paid for all allowable costs incurred up to the date of termination and upon receipt of the final invoice.

B. In the event that the total Agreement amount is expended prior to the expiration date, DPR may, at its sole discretion, terminate this Agreement with 30 days written notice to contractor.

2. Subcontracting

Contractor shall perform the work contemplated with resources available within its own organization and no portion of the work shall be subcontracted.

3. Harassment Free Workplace

The Department of Pesticide Regulation (DPR) is committed to providing a safe, secure environment, free from sexual misconduct. It is policy of the Department that employees have the right to work in an environment that is free from all forms of discrimination, including sexual harassment. This policy specifically speaks to freedom from a sexually harassing act that results in the creation of an intimidating, hostile or offensive work environment or that otherwise interferes with an individual's employment or work performance. As a Contractor with DPR, you and your staff are expected to comply with a standard of conduct that is respectful and courteous to DPR employees and all other persons contacted during the performance of this Agreement. Sexual harassment is unacceptable, will not be tolerated; and may be cause for prohibiting some or all of the Contractor's staff from performing work under this Agreement.

4. Retention of Records/Audits

For the purpose of determining compliance with Public Contract Code Section 10115, *et seq.* and Title 21, California Code of Regulations, Chapter 21, Section 2500 *et seq.*, when applicable, and other matters connected with the performance of the Agreement pursuant to Government Code Section 8546.7, the Contractor, subcontractors and the State shall maintain all books, documents, papers, accounting records, and other evidence pertaining to the performance of the Agreement, including but not limited to, the costs of administering the Agreement. All parties shall make such materials available at their respective offices at all reasonable times during the Agreement period and for three years from the date of final payment under the Agreement. The State, the State Auditor, FHWA, or any duly authorized representative of the Federal government having jurisdiction under Federal laws or regulations (including the basis of Federal funding in whole or in part) shall have access to any books, records, and documents of the Contractor that are pertinent to the Agreement for audits, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested.

EXHIBIT D
STANDARD AGREEMENT

5. Resolution of Disputes

A. DPR reserves the right to issue an order to stop work in the event that a dispute should arise, or in the event that DPR gives the performing agency a notice that his Agreement will be terminated. If DPR exercises this right, the stop-work order will be in effect until the dispute has been resolved or this Agreement has been terminated.

B. Any dispute concerning a question of fact arising under the terms of this Agreement which is not disposed of within a reasonable period of time by agency employees normally responsible for the administration of this agreement, shall be brought to the attention of the Executive Officer or designated representative of each agency for joint resolution.

C. Contractor shall continue with the responsibilities under this agreement during any dispute until the expiration of this Agreement or notified to stop work.

6. Insurance Requirements

A. Coverage needs to be in force for complete term of contract. If insurance expires during the term of the contract, a new certificate must be received by the State at least 10 days prior to the expiration of this insurance. This new insurance must still meet the terms of the original contract.

B. Insurance policies shall contain a provision that states that coverage will not be cancelled without 30 days prior written notice to the State.

C. Any insurance required to be carried shall be primary, and not excess, to any other insurance carried by the State.

D. Contractor shall maintain general liability with limits of not less than $1,000,000 per occurrence for bodily injury and property damage liability combined. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal & advertising injury, and liability assumed under an insured contract. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to Contractor's limit of liability.

E. Contractor shall maintain motor vehicle liability with limits of not less than $1,000,000 per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired, and non-owned motor vehicles.

F. Contractor shall maintain statutory workers' compensation and employer's liability coverage for all its employees who will be engaged in the performance of the contract, including special coverage extensions where applicable. Employer's liability limits of $1,000,000 shall be required.

G. The policy must include the State of California, its officers, agents, employees and servants as additional insured's, but only insofar as the operations under the contract are concerned.

ATTACHMENT 1

California Department of Pesticide Regulation
Environmental Monitoring Branch
1001 I Street, Sacramento CA 95814-2828
P.O. Box 4015, Sacramento CA 95812-4015

STANDARD OPERATING PROCEDURE

SAMPLE TRACKING PROCEDURES

KEY WORDS

Database, chain-of- custody, sample paperwork, sample codes

APPROVALS

Original SOP signed by the following

APPROVED BY: _____ DATE: 4/18/05
John Sanders, Ph.D.
Environmental Monitoring Branch Management

APPROVED BY: _____ DATE: 4/15/05
Randy Segawa
Environmental Monitoring Branch Senior Scientist

APPROVED BY: _____ DATE: 4/12/05
Cindy Garretson
Environmental Monitoring Branch Quality Assurance Officer

PREPARED BY: _____ DATE: 4/11/05
Carissa Ganapathy
Associate Environmental Research Scientist

Environmental Monitoring Branch organization and personnel, such as management, senior scientist, quality assurance officer, project leader, etc., are defined and discussed in SOP ADMN002.

Previous Authors: Johanna Walters, Andrea Hoffman

STANDARD OPERATING PROCEDURE
SAMPLE TRACKING PROCEDURES

1.0 INTRODUCTION

1.1 Purpose

This Standard Operating Procedure (SOP) discusses sample check-in and check-out procedures; the recording of laboratory sample data; sample disposal procedures; and the Sample Tracking Database.

1.2 Definitions

1.2.1 A **Sample** is any environmental substance collected and analyzed for chemical or physical content.

1.2.2 **Sample Tracking Database** is a relational database designed in Microsoft Access to trace a sample from the time it is checked into the storage facility until the sample is submitted to a laboratory for analysis or disposed of after a study is completed. All the information reported on the check-in, check-out, Chain of Custody (COC) and sample disposal sheets is entered in the Sample Tracking Database. Queries, forms and reports are designed for a study to access fields to summarize data.

1.2.3 **Chain-of-custody** is a record describing in detail all pertinent information specific to each sample, including dates and signatures of persons handling the sample (ADMN006.00).

1.2.4 **Sample Custodians** are personnel, under direction of the lab liaison, responsible for receiving samples from field staff, delivering samples to the laboratory and tracking samples in the Sample Tracking Database.

2.0 PROCEDURES

2.1 Sample Tracking Codes

Sample tracking codes are abbreviations for fields in the database that refer to specific information about each sample. The study number in combination with the sample number is identified as the key field and all information specific to the sample is referenced by the following codes back to the key field.

2.1.1 Sample Codes

Code	Information	Code	Information
P	Primary	BG	Background
R	Replicate	BM	Blank Matrix
B	Backup	A	Acidified
FB	Field Blank	U	Unacidified
*	Split	RB	Rinse Blank
S	Spike		

2.1.2 Storage Location Codes

Storage location refers to the storage location of each sample at the storage facility. If the sample is delivered direct then either the code for none, or an R, FR or I for a home/hotel refrigerator, home/hotel freezer or ice chest.

Code	Information	Code	Information
SR10	Warehouse Refrigerator	R	Refrigerator
SF05	Warehouse Freezer #5	FR	Freezer
SF06	Warehouse Freezer #6	L	Lab
SF07	Warehouse Freezer #7	FZ	Freezesafe-Dry Ice
F	Fresno	I	Ice chest
S	Sacramento	A	Air temperature
W	Warehouse	D	Deep Freeze

2.1.3 Sample Matrix Type Codes

Sample type codes refer to the sample matrix collected.

Code	Information	Code	Information
WAT	Water	SOI	Soil
VEG	Vegetation	SAN	Sand
FRU	Fruit	SED	Sediment
TUR	Turf	TSS	Total Suspended Sediment
BRA	Branch	SUR	Surrogate
DVEG	Dislodgeable Vegetation	SSS	Stainless Steel Sheets

FOL	Foliage	STD	Standard
TWG	Twigs	TAN	Tank
TRP	Air Cassettes	EXT	Extract
AIR	Air	FILT	Filtrate
KIM	Kimbie/ Mass Deposition Sample or MDS	MDS	Mass Deposition Sample

2.1.4 Sample Container Codes

Sample container codes refer to the type of container each sample is placed in during storage.

Code	Information	Code	Information
QMSJ	Quart Mason Jar	PBAG	Plastic Bag
PMSJ	Pint Mason Jar	FOIL	Aluminum Sheets
5OZGL	5 oz Glass Jar	XADT	XAD Tube (small)
1LAMBR	1 Liter Amber Bottle	SUMMA	Summa Canister
250MLAMBR	250ml Amber Bottle	HIV	High Volume Air Sampler
500MLAMBR	500ml Amber Bottle	XAD4	Large XAD 4 Tube
HPMSJR	Half Pint Mason Jar	SUPXAD	Supelco XAD4 Tube
P500ML	Plastic Bottle 500 ml	CAS	Air Cassette
1LPC	1 L Polycarbonate Bottle	OVST	SKC filter with XAD2 tube
500MLB	500 ml Glass Bottle	HIVJAR	Hi-Vol Jar
250MLB	250 ml Glass Bottle	LOV	Low Volume Air Sampler
500MLPC	500 ml Polycarbonate Container	500MLHDPP	500ml High Density Polypropylene
1LPP	1 L Polypropylene	VIAL	Small Standard Vial
VOA	VOA sample bottle	OTH	Other- describe in comments section

2.1.5 Laboratory Codes

Laboratory codes refer to the specific laboratory a sample is transported to for analysis. The following codes are for laboratories that the Environmental

Monitoring Branch has contracted with in the last 5 years. Former lab codes are listed in QAQC003.01 in the archives.

Code	Information	Code	Information
CDFA	CA Dept. of Food and Agriculture	WSAC	W. Sacramento Warehouse
CDFG	CA Dept. of Fish and Game	USGS	US Geological Survey
ATL	DFG Aquatic Toxicology Lab	UCD	University California Davis
PTRL	PTRL Lab	FRES	Fresno Soils Lab
APPL	APPL Laboratory		

2.1.6 Analysis Type Codes

Analysis type codes refer to the type of test method to be performed on each sample.

Code	Information	Code	Information	Code	Information
C	Chemical	F	Tracer	E	Elisa
O	Organic	P	PH	M	Moisture
T	Texture	B	Bulk Density	V	Various

2.1.7 Chemical Analysis Abbreviations

The following abbreviations refer to the chemical analysis to be performed on each sample if applicable. The chemical does not have to be abbreviated if it is less than 35 characters long. If abbreviated, the following are preferred.

Code	Information	Code	Information	Code	Information
OP	Organophosphate	TRIAZ	Triazine	MOL	Molinate
CB	Carbamate	HEX	Hexazinone	GLY	Glyphosate
DI	Diazinon	TRI	Triclopyr	THIO	Thiobencarb
CARBO	Carbofuran	MEBR	Methyl Bromide	PROP	Propanil
TOX	Toxicity Testing	TOC	Total Organic Carbon	TSS	Total Dissolved Substances
TDM	Triclopyr, 2,4-D, MCPA	MP/MN	Methyl Parathion/ Malathion	EN/DI	Endosulfan/ Diazinon
PIC	Chloropicrin				

2.1.8 Comments

Comments may be entered into the table if there is any additional information. Short comments of less than 35 characters do not need to be abbreviated. However, the following is a list of common abbreviations used in the comment section of the sample-tracking database. Codes used for former studies can be found in the archived SOP QAQC003.01.

Code	Information	Code	Information	Code	Information
BS	QC blind spike	RB	QC rinse blank	Broke	Sample broken
ACT TOX	Acute toxicity testing	CHN TOX	Chronic toxicity testing	BKG or BG	Background matrix
SPLIT	Split sample	TE	Trapping efficiency		

2.2 Sample Check-in Procedures

2.2.1 All samples received at the storage facility are immediately put in a refrigerator or freezer depending on the matrix specific storage requirements. Samples should not be subjected to heat or sunlight.

2.2.2 The field crew fills out a three part check-in sheet (Figure A) using the sample tracking codes listed in section 2.1. The check-in sheet must be complete in order to properly track environmental samples.

2.2.3 The following is a description of each key component of the check-in sheet.

Check-in Sheet: Portion Filled out by Field Staff in ink:
Project ID: The study number.
Date Received: The date the sample was relinquished from the field crew to sample custodian.
Checked-in by: The initials of the person who fills out the check-in sheet.
Remarks: List any additional or necessary information regarding the samples listed on the check-in sheet.
Storage Location: List where the sample is being stored (Section 2.1.2).
Ice Chest No.: List ice chest number that sample was stored in. For GLP studies, the ice chest number along with the maximum ice chest temperature during transport must be marked on Hobo Temp® print-out as noted in SOP EQOT001.01. If temperature exceeded 6° C for refrigerated samples or 0° C for frozen samples, this must be documented in sample check-in sheet comments section and must be brought to the attention of the QAQC officer for the study.

EM Sample No.: The unique number assigned to a labeled sampling container for the study.
Sample Code: List sample code (see Section 2.1.1).
Date Sample Collected: Note the sample collection date.
Sample Matrix Type: Specify the type of sample collected (matrix) (Section 2.1.3).
Container Type: What the sample is stored in (Section 2.1.4).
Analysis Type: The type of analysis the sample is intended for (Section 2.1.6).
Analysis: List the type of chemical the sample is to be analyzed for (Section 2.1.7).
Comment: Space provided for additional information regarding individual samples (Section 2.1.8).

2.2.4 After the check-in sheet is completed, the white and yellow copy is used to enter the information into the Sample Tracking Database and then filed with the lab liaison. The pink copy is given to project leader with ice chest temperature read-out if applicable.

2.2.5 The sample custodian compares each field sample with its corresponding Chain-of-custody (COC), then the custodian signs and dates the COC showing that it has been received at the warehouse facility. The white and yellow copy, or original copy of the each COC is sent with its corresponding field sample to the laboratory with a check-out sheet (section 2.3). The Project Leader retains the pink COC copy or may make copies of the original COC. Any remaining samples held at the storage facility are stored under their required storage conditions with the white and yellow copy or original of their corresponding COC's.

2.1 Sample Check-out Procedures

2.1.1 A three part check-out sheet is filled out for any sample leaving the storage facility (Figure B). The check-out sheet is used to enter data in the Sample Tracking Database to properly track a samples' location.

2.1.2 The check-out sheet is similar to the check-in sheet but differs in three components.

Check-out Sheet:
Date Delivered: The date the sample is taken to the laboratory.

Checked-out by: The initials of the person filling out and transporting the sample to the laboratory (usually the sample custodian).
Laboratory Delivering to: Specify the destination code for the sample scheduled for analysis (Section 2.1.5).
Date/Logged in by: The date and person who enters information into the Sample Tracking Database from both the check-in and check-out sheets.

2.1.3 A pink copy of the check-out sheet is clipped to the white and yellow copies or original COCs and accompany the samples to the laboratory. The white and yellow copies of the check-out sheet are retained by the sample custodian and are used to enter information into the Sample Tracking Database.

2.1.4 For delivery to the lab, the samples are placed in ice chests and kept cooled at their required temperatures using blue ice, wet ice or dry ice.

2.2 Logging in Data

2.2.1 Data is logged in by entering data from the check-in and check-out sheets into a spreadsheet in Microsoft Excel. Once the spreadsheet is saved it is imported into the Sample Tracking Database in Microsoft Access with a macro. The employee entering the data initials the date and logged in by portion of the check-in and check-out sheets. The white copy of each sheet is given to the lab liaison to file.

2.3 Chemistry Results

After results are received from the laboratory, the laboratory sample number, extraction and analysis date for each sample are entered into the Sample Tracking Database using a Microsoft Access query for the study. This data can be used to determine approximate length of time between sampling and extraction of a sample, assist with retrieving lost data as well as other uses.

2.4 Sample Disposal

After each study is completed and with the approval of the Project Leader, all remaining samples stored in the storage facility may be disposed of by the sample custodian. A Sample Disposal Sheet is completed and includes information similar to the check-out sheet (Figure C). This sheet is used to enter the date of disposal for a sample in the Sample Tracking Database using the Microsoft Access query for the study. The lab liaison retains the original copy of the Sample Disposal Sheet

and a copy can be made for the sample custodian and Project Leader if necessary. The lab liaison can recycle the COCs with the Project Leaders' permission.

2.5 Computer Generated Backups

Backups of the Sample Tracking Database are conducted by copying the database to the shared drive at the headquarters office at minimum on a monthly basis. When large amounts of data are added to the database, it must be backed up more frequently. The shared drive is backed up weekly.

SAMPLE **CHECK-IN** SHEET *Environmental Monitoring Branch* Figure A

Study number (project ID):_____	Sample Tracking Staff Only:
Date received (at warehouse):_____	Logged In by: (data entry)_____
Checked-in by:_____	Data entry date:_____
Page ____ of _____	Storage location code:_____

Remarks:

Samples were stored in ice chest # _____ at check-in.

EM Sample #	Sample Code	Date Sample Collected	Sample Type	Container Type	Analysis Type	Analysis	Comments
							1
							2
							3
							4
							5
							6
							7
							8
							9
							10
							11
							12
							13
							14
							15
							16
							17
							18
							19
							20
							21
							22
							23
							24

2/05

White copy-Lab Liaison, Yellow –Sample Custodian, Pink-Project Leader

SAMPLE **CHECK-OUT** SHEET

Figure B

STATE OF CALIFORNIA
DEPARTMENT OF PESTICIDE REGULATION

Environmental Monitoring Branch
(916) 322-3082

Study number (project ID):_____	Logged out by (data entry):_____
Date delivered to lab:_____	Data entry date:_____
Checked-out by:_____	Storage location code:_____
Laboratory delivering To:_____	Page ____ of ____

Remarks:

EM Sample #	Sample Code	Date Sample Collected	Sample Type	Container Type	Analysis Type	Analysis	Comments
							1
							2
							3
							4
							5
							6
							7
							8
							9
							10
							11
							12
							13
							14
							15
							16
							17
							18
							19
							20
							21
							22

2/05

White copy-Lab Liaison. Yellow –Sample Custodian. Pink-Laboratory

SAMPLE **DISPOSAL** SHEET *Environmental Monitoring Branch* Figure C

Study number (project ID):_____	Sample Tracking Staff Only:
Date disposes:_____	Logged In by: (data entry)_____
Disposed by:_____	Data entry date:_____
Page ____ of _____	Storage location code:_____

Remarks:

EM Sample #	Sample Code	EM Sample #	Sample Code	EM Sample #	Sample Code	EM Sample #	Sample Code
							1
							2
							3
							4
							5
							6
							7
							8
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							24

Original copy-Lab Liaison, Copy –Others as needed

ATTACHMENT 2

California Department of Pesticide Regulation
Environmental Hazards Assessment Program
1020 N Street
Sacramento CA 95814

STANDARD OPERATING PROCEDURE

Transporting, Packaging and Shipping Samples from the Field to the Warehouse or Laboratory

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KEY WORDS

Ice chest, sample, ice, temperature

APPROVALS

APPROVED BY: Original Signed by: _____ DATE: 9/25/99
Kean S. Goh, Ph. D.
EHAP Management

APPROVED BY: _____ DATE: 9/7/99
Lisa Ross, Ph.D.
EHAP Senior Scientist

APPROVED BY: _____ DATE: 9/7/99
Carissa Ganapathy
EHAP Quality Assurance Officer

PREPARED BY: _____ DATE: 9/2/99
DeeAn Jones
Environmental Research Scientist

Environmental Monitoring Branch organization and personnel, such as management, senior scientist, quality assurance officer, project leader, etc., are defined and discussed in SOP ADMN002.

STANDARD OPERATING PROCEDURE
Transporting, Packaging and Shipping Samples from the Field to the Warehouse or Laboratory

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1.0 INTRODUCTION

1.1 Purpose

To ensure that samples are adequately packed in the field to avoid breakage and that samples are stored at the appropriate temperature for each media.

1.2 Scope

This document will provide specific instructions for packing and transporting samples after they have been collected. For instructions on how to package sampling materials prior to collection, see Standard Operating Procedure QAQC005.00.

2.0 MATERIALS

2.1 Ice chests
2.2 Wet ice or blue ice for cooling water or vegetation samples
2.3 Dry ice for cooling soil, air, or vegetation samples
2.4 Appropriate packing material for sample containers (ex: styrofoam 6-packs for quart jars and 1 L Amber bottles)
2.5 Hobo®Temp data logger or Min/Max Temperature recorder
2.6 Bubble plastic or other packaging material
2.7 Duct tape or packing tape
2.8 Permanent black marker
2.9 White label tape

3.0 PROCEDURES

3.1 SAMPLE TRANSPORT FROM THE FIELD TO THE WAREHOUSE OR LABORATORY

Before leaving the warehouse (sometime prior to sample collection), an ice chest should be filled with the appropriate ice (wet, dry, blue). This is to ensure that the samples are chilled immediately after collection. If the study is conducted under Good Laboratory Practices, a Hobo®Temp data logger or Min/Max Temperature recorder should be placed in each ice chest. Instructions for operating a Hobo®Temp data logger are found in Standard Operating Procedure EQOT001.01.

3.1.1 Place samples in styrofoam holders or other containers in ice chests immediately after sampling in the field or removal from storage refrigerators or freezers at an Environmental Hazards Assessment Program warehouse facility.

3.1.2 Surround the samples with sufficient ice to chill to the appropriate temperature. For **water samples** and **vegetation to be analyzed for internal and/or dislodgeable residue**, use wet ice or blue ice to chill the samples to 4°C. For **air**, **soil**, and **vegetation to be analyzed for total residue** use dry ice to chill the samples to -10°C to -70°C. It is preferable to maintain total pesticide residue samples at -70°C. If dry ice is not available, use any form of refrigeration in the following order of desirability: 1) freezer, 2) refrigerator, 3) blue ice, 4) wet ice (Sava, 1994). If the study is conducted under Good Laboratory Practices, the time and date the samples were placed in the ice chest should be recorded in the field notebook.

3.1.3 Check the samples often, making sure there is enough ice to maintain the required temperature. Add more ice when necessary, and drain off water as wet ice melts.

3.2 ADDITIONAL SHIPPING PROCEDURES

3.2.1 Pack samples securely by either adding packing material or wrapping containers in bubble plastic in order to prevent breakage.

3.2.2 Chain of custody (COC) records must accompany samples at all times and should be filled out according to Standard Operating Procedure ADMN006. Secure COCs in plastic bags and tape to the inside of the ice chest lid.

3.2.3 Using duct or packing tape, wrap the ice chest twice to seal the opening. This will alert the sample custodians to whether or not the ice chest has been tampered with.

3.2.4 If the ice chest is not already labeled, use the permanent marker and label tape to address the package to the appropriate destination. Note: Certain shipping companies may require a specific label to be used. Also, check with the airline or shipping company for any restrictions, including type of ice to be used.

3.3 RECEIVING

Samples that have been shipped to the West Sacramento warehouse, will be received by a sample custodian. This custodian will follow Standard Operating Procedure QAQC003.01 for check-in and check-out methods. Additionally, the custodian will notify the EHAP QA officer and project leader of any samples broken during transport and record the condition on the corresponding COC.

4.0 REFERENCES

Sava, R. 1994. Guide to Sampling Air, Water, Soil, and Vegetation for Chemical Analysis. Department of Pesticide Regulation - EHAP report EH 94-04. Sacramento, California.