	CENTRAL LABORATORY		DOC: CB/SOP/TOL/13
	Standard Operating Procedure (SOP)		Issue No. : 01
	Procedure for Sampling, Preservation, Receipt in		Issue Date: 27.08.2018
	Laboratory and Holding Time for Organics Samples		Page No. : Page 1 of 4

## 1.0 PURPOSE

The purpose of this procedure is to ensure proper sampling, preservation and receipt of the samples in the laboratory to maintain integrity and identity of the samples till the issue of test report.

## 2.0 OBJECTIVES

The objectives of this procedure are:

- To ensure use of suitable sample container, collection of proper sample size, proper preservation and sample holding time.
- To ensure integrity and identity of the sample / samples.
- To ensure the issuing of test report on time.

## 3.0 RESPONSIBILITIES

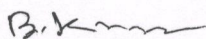
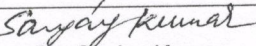
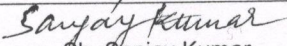
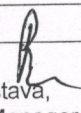
- Sample collection team / person shall be responsible for proper sampling, preservation, and transportation of samples to the Trace Organics Laboratory.
- Indenter shall be responsible for submission of samples along with Requisition Form to TOL. Further, Indenter shall also be responsible to collect acknowledgement slip from concern laboratory person.
- Concerned laboratory person as identified by Head, Trace Organics Laboratory shall be responsible for checking and receipt of samples. Receiver of samples shall inform to concerned official for storage and analysis of samples.
- Concerned laboratory person as identified by Head, Trace Organics Laboratory shall be responsible for dispatch of test report to Head, Indenting Division.

## 4.0 SCOPE


- This procedure is applicable to the water and wastewater sample, and Solid samples (e.g., soils, sediment, sludge, waste) for sampling, preservation, transportation and analysis of organic compounds.
- Samples for analysis of only those organic analytes, for which analytical facilities are available and methodologies have been developed shall be received in Trace Organics Laboratory.

## 5.0 SUMMARY OF METHOD

This procedure recommends sample size, sample container, preservation and specified time period for submission to the laboratory.

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## 6.0 PROCEDURE

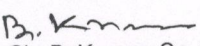
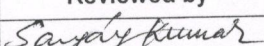
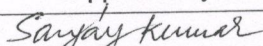
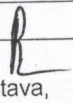
- 6.1 Protocol for sample size, sample containers, sample preservation, and sample holding times for semi-volatile and non-volatile organics shall be followed as per Annexure-I.
- 6.2 Samples shall be submitted in the Trace Organics Laboratory along with signed copy of duly filled Requisition Form with sample information.
- 6.3 On submission of sample / samples in the Trace Organics Laboratory, concerned laboratory person shall ensure that
- All the required information furnished in the sample requisition format is clear & completed.
  - Recommended sample size was collected in recommended sample container. If sample size and container was not as per recommendation, indenter shall be informed with written comment.
  - Any damage / leakage of sample container.
  - Sample containers were properly labelled.
  - Samples were properly preserved as per recommendations.
- 6.4 Samples shall be accepted after fulfilment of the above requirements and permission with remark (If any) by the Head, Trace Organics Laboratory.
- 6.5 Trace Organics Laboratory shall provide a reference number to each sample requisition as:

**TOL/OC\*-mmm/nn/YYYY**


Where:

<b>TOL</b>	Abbreviation for Trace Organics Laboratory
<b>OC*</b>	Three Letters Indicating group of parameters such as OCP or OPP
<b>mmm</b>	Indicates S. No. assigned to a single Requisition Form (for samples received with that Form) for a particular group of parameters
<b>nn</b>	No of samples received with that particular Requisition Form
<b>Year</b>	Year of sample receipt

- 6.6 An acknowledgement of sample receipt shall be issued to the intender mentioning sample registration number and date and time of sample receipt.
- 6.7 Concerned person responsible for sample receiving, shall record details of each sample in a specified register.
- 6.8 One copy of sample requisition shall be retained as record by concerned person responsible for sample receiving.
- 6.9 Before issuing test report, concerned analyst / supervisor shall ensure that information mentioned in requisition form has been entered correctly in test report.
- 6.10 As per internal quality control plan, sample remnants (with detected analyte) shall be retained for repeat testing for defined period under recommended environmental conditions.
- 6.11 The indenter may enquire about the status of sample analysis with allotted reference number.

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	<b>CENTRAL LABORATORY</b> <b>Standard Operating Procedure (SOP)</b> <b>Procedure for Sampling, Preservation, Receipt in</b> <b>Laboratory and Holding Time for Organics Samples</b>	DOC: CB/SOP/TOL/13
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6.12 Submission of sample requisition form shall not be required for samples collected / received in the Trace Organics Laboratory under Internal study project, trainees project and ILC / PT exercise. However, Trace Organics Laboratory shall record such samples with following information:

- S. No.
- Purpose of testing
- Date of Sample Collection / Preparation / Procurement
- Name of person responsible for sample submission
- Date of sample received in the Trace Organics Laboratory
- Source of the sample (ILC / PT / Project etc.)
- Parameters to be analysed
- Signature of the concerned person

6.13 The samples registered as per 6.12 shall be identified by S. No., Page No. of the register & date of registration as detailed below:

101/03/date

Where:

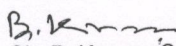
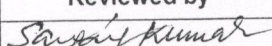
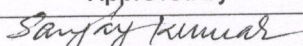

101	Serial No.
03	Page No.
date	Date of sample registered

## 7.0 RECORDS


- Concerned laboratory person as identified by Head, Trace Organics Laboratory shall be responsible for maintaining all records of samples received in the laboratory.
- Concerned laboratory person as identified by Head, Trace Organics Laboratory shall be responsible for maintaining records of all dispatched test reports.

## 8.0 REFERENCES

- United States Environmental Protection Agency (US EPA), Hazardous Waste Test Methods / SW-846. <https://www.epa.gov/hw-sw846>, <https://www.epa.gov/hw-sw846/sw-846-compendium>
- Chapter Four of the SW-846 Compendium: Organic Analytes, Rev. 5, 2014.

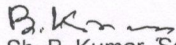
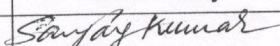
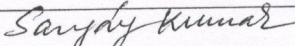

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Annexure-I

Sample Matrix	Semi-volatile and Non-volatile organics	
	Water samples	Solid samples (soil, sediment, sludge, waste)
Container	Amber glass bottle with PTFE-lined lid.	Wide-mouth amber glass container with PTFE-lined lid
Sample Size	<ul style="list-style-type: none"> <li>Ground Water / Drinking Water: 2x1 L</li> <li>Surface Water / Wastewater: 1 L</li> </ul>	100-200 g
Preservation	Cool to 0 - 6 °C. (add 3 mL of 10 % sodium thiosulfate solution in field to samples with residual chlorine)	Cool to 0 - 6 °C.
Holding Time	<ul style="list-style-type: none"> <li>Extraction: within 7 days.</li> <li>Analysis: within 40 days</li> </ul>	<ul style="list-style-type: none"> <li>Extraction: within 14 days.</li> <li>Analysis: within 40 days</li> </ul>

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