

**CLEAN HARBORS LABORATORY
LOS ANGELES
STANDARD OPERATING PROCEDURE-SAMPLE RECEIVING**

1.0 SCOPE AND APPLICATION

1.1 This method describes a procedure for sample receiving and control. Samples are taken and are received at the laboratory for initial analysis, quality control and when information on a waste stream is insufficient to make proper determinations on waste management.

2.0 SUMMARY OF METHOD

2.1 A chemist or lab technician, when functioning as sample custodian, is responsible for samples received at Clean Harbors Los Angeles Laboratory. Upon receipt, the samples are checked to ensure sample integrity and verified for consistency of information with the Chain of Custody. Any inconsistency shall be resolved with operation's sampling personnel or the client and corrective action should be initiated. Samples are assigned unique laboratory identification before sample preparation and analysis. When samples are transferred to other destination, chain of custody protocols are followed.

3.0 SAFETY

3.1 Use all personal protective equipment (PPE) while performing laboratory procedures to protect employee safety and prevent cross contamination of constituents to other areas of the lab or equipment. Applicable Material Safety Data Sheets (MSDS) shall be read before performing this procedure.

3.2 Used PPE is properly managed and disposed in accordance with all applicable regulations

4.0 PROCEDURE

4.1 When receiving samples, the following are checked and/or inspected:

- 4.1.1** Condition of samples and corresponding labels.
- 4.1.2** Chain of Custody are properly filled out and signed.
- 4.1.3** Information on the samples' labels consistent with the Chain of Custody.
- 4.1.4** Turn Around Time request.

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- 4.2** If there is any discrepancy, it should be resolved with the Operations' sampling personnel or the client and corrective action should be initiated.
- 4.3** The receiving personnel must sign and date the Chain of Custody on the "Received By:" portion.
- 4.4** Samples received are recorded in the logbook and assigned unique laboratory Identifications and written down on the Chain of Custody.
- 4.5** Generate the Lab ID labels and affix to the sample containers which should be matched to the corresponding client's ID.
- 4.6** The facility stormwater samples shall be immediately analyzed or subcontracted to another certified laboratory and shall be preserved as needed for each test. The corresponding Chain of Custody shall be filled in completely and accurately.
- 4.7** When shipping out samples, packing materials should be used when samples are packed in a cooler to prevent bottle breakage. Samples shall be properly preserved and chilled during shipment between 2-6°C by placing enough ice into the cooler along with the samples. Samples and ice should be packed inside the sealed plastic bag or liner to avoid spillage of melted ice while in transit. Samples are shipped in accordance with all applicable regulatory requirements

5.0 SAMPLE STORAGE AND DISPOSAL

- 5.1** Samples are stored in a designated area of the lab. The area and samples for PCB samples are marked in accordance (761.40(a)(1) and 761.40(a)(10) and will be maintained, in plastic bins, in the storage refrigerator or staging area in the laboratory prior to sample preparation and analysis. Storage refrigerators are maintained at 4°C+/- 2°C. Temperature of the refrigerator is monitored daily and recorded in a log sheet posted on the refrigerator. Samples must be stored away from the standards and other potentially contaminating sources.
- 5.2** Analyzed oil samples will be kept in the satellite storage area for 60 days or for longer duration upon client's request or other purpose (e.g. until conclusion of a court case or enforcement action where further testing of the sample may be necessary). The satellite storage for analyzed oil samples should have a temperature between 70°F and 90°F to prevent damage to the sample container due to freezing and pressure buildup. Analyzed stormwater samples will be stored in the refrigerator and disposed after 30 days.
- 5.3** In accordance with 40 CFR 761.65(i)(4), when the concentration of a PCB sample has been determined, and its use is terminated, the sample will be properly disposed. Samples will be manifested to a disposer or commercial storer, as required under §761.208, retain a copy of each manifest, as required under

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§761.209, and follow up on exception reporting, as required under §761.215 (a)
and (b)

6.0 PROVENANCE

12.1 This SOP is written for Cleanharbors Los Angeles, LLC laboratory use only.

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Signature _____ Date _____

Approved By : Edgar Militar, Laboratory Manager

Signature _____ Date _____