

**United States Department of Agriculture  
Agricultural Marketing Service, Science & Technology  
Pesticide Data Program**

SOP No.: PDP-LABOP-13		Page 1 of 6
Title: Receipt, Custody, Preparation, Packaging, and Shipment of PDP Homogenates		
Revision: 02	Replaces: 07/01/03	Effective: 04/01/04

**1. Purpose:**

To establish procedures for shipping PDP sample homogenates to another laboratory for analysis.

**2. Scope:**

This standard operating procedure (SOP) shall be followed by all PDP laboratories responsible for sample homogenization and provision of an analytical portion to another laboratory for testing. This SOP shall be used in conjunction with SOPs PDP-LABOP-01, PDP-LABOP-02, and PDP-LABOP-03, which specify sample receipt, custody, and preparation procedures. This SOP shall be followed for the receipt, custody, preparation, storage, packaging, and shipment of homogenates to another laboratory for residue analysis.

**3. Outline of Procedure:**

- 5.1 Sample Receipt
- 5.2 Sample Custody
- 5.3 Sample Preparation
- 5.4 Sample Storage
- 5.5 Sample Packaging
- 5.6 Sample Shipment

**4. References:**

- PDP SOP PDP-LABOP-01, rev. 5, 01/01/00
  - PDP SOP-LABOP-02, rev. 3, 07/15/94
  - PDP SOP-LABOP-03, rev. 7, 01/01/00
  - USDA, APHIS NMRAL SOP CUST-17, original version, 08/05/93
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**5. Specific Procedures:**

This standard operating procedure (SOP) represents minimum PDP requirements and is presented as a general guideline. Each laboratory shall have written procedures that provide specific details concerning how the procedure has been implemented in that laboratory.

**5.1 Sample Receipt**

Samples are received, logged, and stored by the shipping laboratory in accordance with SOPs PDP-LABOP-01, PDP-LABOP-02, and applicable internal laboratory SOPs.

**5.2 Sample Custody**

The shipping laboratory shall ensure that chain of custody remains intact as required by SOP PDP-LABOP-02. The laboratory shall use the forms established in internal laboratory procedures.

**5.3 Sample Preparation**

- a. Samples shall be prepared in accordance with SOP PDP-LABOP-03. Extra care should be taken between samples to ensure that samples are not cross-contaminated.
- b. For each sample, place 3 replicate analytical portions (20 grams minimum) into appropriate sample cups. Label each cup lid *and* bottom with the internal laboratory identification number. This information shall be recorded in permanent non-smearing ink or waterproof, freezer-proof stickers.

**5.4 Sample Storage**

Sample cups shall be stored in a -40EC freezer, or lower, at least overnight, until shipment. Samples shall be shipped overnight so that they arrive at the receiving laboratory on a workday unless a weekend delivery has been agreed upon by the laboratory and PDP headquarters. The shipping laboratory shall notify the receiving laboratory of the shipment.

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5.5 Sample Packaging

On the day of shipment, samples and applicable paperwork are packaged into coolers with adequate blue ice and packing material to ensure that samples are received in satisfactory condition by the receiving laboratory. When shipping to a non-PDP laboratory, the PDP Sample Information Form (SIF) may not be sent with the sample as it contains proprietary program site information.

- a. Ensure that all samples are accounted for and any appropriate internal chain of custody form(s) has been completed. Documentation (e.g., logsheets/worksheets) shall cross-reference the internal laboratory identification number and PDP sample identification number. Sample identification logsheets/worksheets shall be placed in a 12" x 12" resealable plastic bag and placed with the samples (for PDP laboratories, the identification worksheet is the SIF; for non-PDP laboratories, the identification worksheet is an internal form containing the PDP sample identification number and the internal laboratory identification number).
- b. Pack samples tightly into shipping cooler and surround with an adequate amount of blue ice packs to ensure that samples are received in an acceptable condition. Adequate packing materials shall be used to ensure sample integrity.
- c. Place the resealable plastic bag containing the required documentation (see 5.5.a) in the cooler.

5.6 Sample Shipment

Package the cooler and ship by overnight courier according to established procedures to the specified receiving laboratory.

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Gail Parker

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3/23/04

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Revision 2

January 2004

Monitoring Programs Office

- Modified documentation requirements for shipping PDP homogenates in subsections 5.2 and 5.5
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