

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

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Title: Sampling Procedures on Site		
Revision: 4	Replaces: 06/01/00	Effective: 07/01/02

1. Purpose:

To standardize the sampling procedures for all States participating in the USDA/AMS Pesticide Data Program (PDP).

2. Scope:

This Standard Operating Procedure (SOP) shall be followed by the sample collectors during the sample collection process as required by PDP.

3. Outline of Procedure:

- 5.1 Assignment of Sample Collectors
- 5.2 Amount of Sample Collected
- 5.3 Sampling Procedures for Commodities
 - Fresh
 - Processed
- 5.4 Purchasing Samples

4. References:

- June 18-19, 2002, Sampling Managers Meeting, Manassas, Virginia
- Semi-Annual Program Plan, June-December 2002
- October 30-November 1, 2002, Federal-State Meeting, Seattle, Washington
- April 18-19, 2000 Sampling Managers Meeting, Alexandria, Virginia
- SAMP PROC-5, ACollection, Packaging, and Shipping of Delicate Fresh Fruits and Vegetables@ February 3, 2000
- January 21, 2000, memo; ASample Sizes@
- October 26-28, 1999, Federal/State meeting, Alexandria, VA

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5. Specific Procedures:

5.1 Assignment of Sample Collectors

- a. Each State shall designate individuals to serve as their sample collectors and maintain a list of such personnel (refer to SAMP PROC-1).
- b. Sample collectors shall have the necessary training and information provided to them prior to collecting any samples(Refer to SAMP ADMIN-2).
- c. States shall designate the number of commodity samples, with corresponding dates and sites, to be collected by each sample collector per month.
- d. If a sample(s) will not be collected due to personal emergency, plant closure, weather conditions, etc., the sample collector shall report it to the State Sampling Manager for reassignment to a different collector, alternate site, or sampling date.
- e. If a collector does not sample a product on the scheduled day, the collector shall contact the State Sampling Manager. The State Sampling Manager shall notify the laboratory that the sample will not be collected on the scheduled day. For example, a commodity may not be available on the scheduled day, but available the following day.

5.2 Amount of Sample Collected

- a. The amount per sample, as designated by USDA/AMS Sampling Manager, shall be collected for each commodity type.
- b. For fresh produce, dry goods, and grain products, if the size or weight of the available sample is at least twice the required amount designated by the PDP Shipping Assignment Chart, sample collectors may open the container or package and remove the required amount. If packages are opened, the

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collector should take the necessary precautions not to contaminate the sample.”

- c. For processed products (i.e., canned, frozen, concentrates, or ready-to-serve), sample collectors should attempt to collect products as close to the amount designated by the PDP Shipping Assignment Chart. Sample collectors cannot open any processed product and remove product to obtain the appropriate size or weight.
- d. States may be required to collect larger amounts per sample for Quality Assurance programs, or to split samples within the collection State. Collectors shall receive specific instructions from the State Sampling Manager regarding these exceptions.
- e. Although a minimum amount of samples is designated, collectors should be as careful as possible not to ship an excessive amount above that minimum. Samples that weigh less or are smaller in size than PDP requirements are not acceptable. The USDA/AMS Sampling Manager will provide additional requirements in writing concerning sample weights on a commodity by commodity basis.
- f. If a sample will be analyzed by more than one laboratory location, it may be necessary for the collector to pick-up duplicate amounts of the sample for shipment to each appropriate laboratory (Refer to PDP "Sample Shipping Assignment Charts" for instructions on sample duplication and shipping destination). This chart is updated periodically as needed to reflect program changes, and provided to the State Sampling Manager for distribution to the sample collectors. The Sample Shipping Assignment Chart indicates the sample amounts required by USDA/AMS Technical Director--not those required by the State. If a State has specific needs that differ from those shown on the chart, they may choose to create a smaller, individualized chart for their particular State.

5.3 Sampling Procedures for Commodities

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Fresh Commodities

Fresh commodities refer to raw, whole produce (i.e., whole carrots, heads of lettuce, stalks of celery, etc.). This does NOT include "prepared" produce, such as salad mixtures, sliced carrots or chopped celery. Items that are merely washed, brushed, or bagged are acceptable (i.e. leaf spinach, apples). Additionally, delicate commodities refer to fresh produce (i.e., strawberries, cherries, etc.) that are highly susceptible to bruising, crushing and/or deterioration during the sampling, packaging, and shipping process.

- a. Procedures for the Collection of Fresh Commodity Samples at Individual Vendors:
 1. Individual vendors include sampling sites such as chain store distribution centers, warehouses, brokers, and terminal markets where each vendor is assigned an individual site code.
 2. Collectors must choose the pallet/group to be sampled by utilizing an appropriate means of random selection. The random selection process used by the sample collectors must be acceptable to both the NASS statistician and the State Sampling Manager. For example, a collector may use the random selection card, computer generated selection, or other means as deemed appropriate by NASS and the State Sampling Manager to randomly select the pallet/group.
 3. Once the pallet/group has been chosen, containers with origin identification may be sampled. It is permissible to collect the entire sample from one container or from a variety of containers from the same lot number.
 4. Collectors shall be careful to select individual fruits or vegetables that are in good condition without any noticeable bruises, fungus, or other exterior damage. Additional information regarding sampling of

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various fresh fruits and vegetables will be provided in writing to State Sampling Managers from the USDA/AMS Sampling Manager.

5. For the collection of delicate commodities, refer to SAMP PROC-5, Collection, Packaging and Shipping of Delicate Fresh Fruits and Vegetables.
- b. Procedures for the Collection of Fresh Commodity Samples at Clustered Vendors:
1. Clustered vendors are all vendors located within a terminal market that have been assigned one site code.
 2. Upon arrival at a site, which has clustered vendors, the sample collector should randomly select one vendor from which to sample. The vendor should be selected completely at random, with no subjective judgment by the sample collector.
 3. The vendor chosen is referred to as the primary site.
 4. If the commodity is not available at the selected primary site, the collector shall randomly select an alternate vendor. If the commodity is not available at the alternate site, it is permissible to select another alternate vendor. If it is necessary to collect the following day, the laboratory should be notified.
 5. For each primary(or alternate) site with the commodity, the sample collector shall go through the same process of randomly selecting a pallet and container as described in Section 5.2.a. above.
 6. For the collection of delicate commodities, refer to SAMP PROC-5, Collection, Packaging and Shipping of Delicate Fresh Fruits and Vegetables.

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Processed Commodities

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- a. Sampling procedures for processed commodities (canned, frozen, concentrates) will be the same as those for fresh commodities in section 5.3 wherever possible. (Refer to SAMP PROC-1; Section 5.6). If deviations from these SOP procedures are required, they shall be stated in writing and approved by the USDA/AMS Sampling Manager.
 - b. Additional information regarding sampling criteria for processed products will be provided in writing to State Sampling Managers from the USDA/AMS Sampling Manager.
 - c. Collectors shall be careful to select products that are free from any noticeable dents, leakage or other noticeable exterior damage.
 - d. Processed commodities shall consist of only the commodity. For example, no creamed corn, vegetable mixes, Italian style tomatoes, juice blends or cocktail juices, etc. is acceptable.
 - e. In some instances, frozen or canned commodities may be substituted for fresh commodities. However, any substitutions will be provided in writing by the USDA/AMS Sampling Manager.
 - f. At times, the collection of concentrated commodities will be alternated with ready to serve products or acceptable in a frozen or liquid form based on the ratio of consumption. Additional information regarding sampling criteria for concentrated commodities will be provided in writing to the State Sampling Managers from the USDA/AMS Sampling Manager unless otherwise stated in the Sample Shipping Assignment Chart.
- 5.4 Purchasing Samples
- a. The sample collector shall make payment to the appropriate site/vendor(s) as necessary.

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- b. Exact method of payment (e.g., cash or State voucher) is determined by the individual States.
- c. A receipt must be provided by the vendor and retained by the State for all sample payments for a two year period. After two years, State Sampling Managers shall contact the MPO for further instructions concerning the disposition or transfer of records.
- d. The sample collector may purchase either the required sample amount or the entire case of product as required by the vendor.
- e. If an entire case is purchased, records must be kept by the States as to the disposal of the unused product.
- f. Payment for samples should approximate the local retail price, but an additional amount may be added, as appropriate, for the vendor's time and trouble.
- g. Specific procedures/requirements regarding the purchase of PDP samples shall be explained as part of the State's internal SOP for sampling.

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Revision 4

July 2002

- Spelling and grammatical changes.
- Updated signature page position titles and office name and address
- Updated References
- Updated Effective date.
- Added paragraphs 5.2(b) and (c) regarding sample size or weight.
- Inserted “packaging” in the last sentence under 5.3 Fresh Commodities.
- Removed paragraph 4 and 5 under section 5.3(a) and (b) respectively regarding payment of commodities. Redundant
- Inserted “canned” section 5.3 Processed Commodities paragraph (e).
- Inserted “At times” section 5.3 Processed Commodities paragraph (f).
- Inserted “...or may be acceptable in a frozen or liquid form...” section 5.3 Processed Commodities paragraph (f).
- Added last sentence under section 5.3 Processed Commodities paragraph (f).
- Removed paragraph (g). Inserted into paragraph (f).