Sample Custody, Log Book Labels, and Prep Worksheet Manager for Algal Growth Potential (AGP) Samples

1. SCOPE AND APPLICATION

1.1. This SOP details the procedure for tracking sample custody in the toxicity laboratory for AGP samples. The method includes sample check-in, sample check out, using the Prep Worksheet Manager program, and discarding samples

2. SUMMARY OF THE METHOD

2.1. AGP samples are picked up from Receiving. Samples are checked out and then checked in using the LIMS system. Labels are printed and placed in the sample logbook. A sample preparation worksheet is completed in LIMS. The sample is processed. After results are certified, the sample is discarded in the LIMS system.

3. EQUIPMENT AND SUPPLIES

3.1. Laboratory Information Management System (LIMS)-enabled computer with scanner attachment

3.1.1. Located in the corner of the Culture Lab (B246). For security reasons, custody functions are accessible only from designated computers.

3.2. Small SATO label printer

3.3. Labels for SATO label printer, 19x44mm size

3.4. Employee ID badges

3.4.1. In order to check samples in and out, an analyst's name and ID number must first be added to the custodian list in LIMS by the Laboratory Support staff.

4. CHECKING OUT SAMPLES

4.1. Take a laboratory cart to the Receiving Room (C201) to retrieve samples.

4.1.1. Samples near the 72-hr holding time should be picked up by an analyst as soon as possible. Samples should be processed whether they have been logged-in to LIMS or not. Late arriving samples may be placed in the walk-in cooler by Receiving Room staff.

4.2. Samples that have been logged-in by Receiving Room staff need to be checked out using LIMS. Sign the chain-of-custody form when picking up samples that have not been logged-in to the LIMS system.

4.2.1. Proper custody procedure calls for analysts to checkout and check back in the samples they will be using. If Receiving Room staff have scanned the sample(s) and the analyst's ID badge, the sample is now checked out in the analyst's name. If the analyst does not check samples out in LIMS in the Receiving Room, **samples can be checked out in the lab** by following the

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check in procedure outlined in this SOP. Select the [Check Out] button instead of [Check In].

5. PRINTING LOGBOOK LABELS

Note: Printing labels from LIMS for the *AGP Sample Log-in Record* saves time and helps prevents errors when transcribing sample information. **If samples have not been logged-in to LIMS** by receiving staff, LIMS numbers are not available to print labels. Information taken from each sample bottle should be entered in the LIMS # column in the Log-in Record until such time that labels can be printed. This information must be unique to each sample (such as Field ID) because it will be used later to match LIMS numbers to each entry in the book.

5.1. For samples that have been logged-in by Receiving, sign into LIMS on the computer in the corner of the Culture Lab (B246). Go to **Laboratory/Receiving/Print Preparation Labels.** Deselect any label icons that are selected by default.

5.1.1. This is also available from an icon on Prep Worksheet Manager.

5.2. Go to **Options** and select **AGP LogBook Label**. Go to **File/Load** and select **Samples checked out by operator**. In the window that appears, select the analyst who checked out the samples and click [OK].

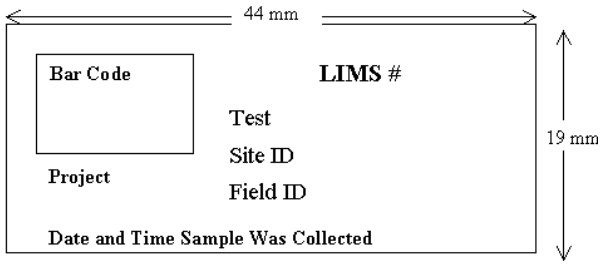
5.2.1. Sample numbers can also be input using the scanner gun. Scan all sample barcodes and verify that all sample numbers are on screen. If you are having trouble with the scanner, all info may be keyed in. This can be done in any stage of the custody process.

5.2.2. If an analyst's name does not appear on the list, no samples are checked out in LIMS under his/her name.

5.3. Verify that the sample numbers now listed on the **Print Prep Labels** screen correspond to the samples needing labels. Make sure the SATO printer is turned on. Click on printer icon or go to **File/Print**.

5.4. Verify that the SATO printer is selected and click [OK] to print labels.

5.5. Click the door icon or **File/Exit**.



Information on Log Book Label: (not drawn to scale)

5.6. Labels should be affixed in ascending numeric order (based on LIMS #) in the LIMS # column of the *AGP Sample Log-in Record*.

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6. CHECKING IN SAMPLES

Note: Samples must be checked out in the analyst's name before checking in to LIMS.

6.1. In LIMS, go to **Laboratory/Receiving/Custody**. Click the second icon [**Check In]**.

6.2. Enter LIMS numbers by scanning each newly printed logbook label or by scanning the barcode on each sample. If you are having trouble with the scanner, all info may be keyed in.

6.3. Click [OK].

6.4. Scan the ID badge of the analyst who checked out the samples. Rescan this ID for verification.

6.5. Click the door icon or **File/Exit**.

7. CREATING AND COMPLETEING A PREP WORKSHEET

Note: The two main functions of Prep Worksheet Manager are to assign sample preparation to an analyst, and to enter into LIMS the date and time of preparation by an analyst. AGP samples appear in Prep Worksheet Manager once they have been logged in by Receiving Room staff.

7.1. To create a new prep worksheet, go to **Laboratory/Technical/Prep Worksheet Manager.** Click the blank page icon or **Worksheet/Create**.

7.1.1. Prep worksheets may be created prior to or following sample preparation, although creating them first allows a double check of expiration time (see step 7.3 below).

7.2. In the left hand box, under **Preparation ID**, select **TA-08_01/08_04**.

7.2.1. If TA-08_01/08_04 is not available, then prep worksheets have been created or completed for all AGP samples. This ID refers to AGP SOP's TA-08.01 through 08.04.

7.3. Carefully evaluate the "Prep Expires" date for each sample. If any of the samples are close to the 72 hour limit, these samples should be processed **immediately** (per SOP TA-08.01). If a sample has already expired, make a note of this and confer with a supervisor for further instructions.

7.4. If it is determined that two different tests are to be run on one sample (i.e. AA-AGP and AA-AGP-SA), contact a supervisor to add the second test in LIMS. When that has been done, the second test will appear on the Create Prep Worksheet, under the same sample number. A prep date and time should be entered for each test.

7.4.1. Note: An AGP test and a LN test will appear for each AGP/LN sample. The two tests should be in Prep Worksheet Manager because both are performed on the same sample.

7.5. In the **Samples/Tests** box, highlight the samples to be prepared.

7.5.1. To highlight more than one sample, hold the [Shift] key for adjacent sample numbers or the [Ctrl] key for individual sample numbers.

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7.6. In the **Assign To** box, select the name of the analyst who will be preparing the sample.

7.7. Click the green check mark icon to create the new worksheet or go to **Create/Create Now**.

7.8. Click the door icon or **File/Exit.**

7.9. Prepare samples per SOP TA-08.01

7.10. To complete a prep worksheet, open **Laboratory/Technical/Prep Worksheet Manager.** Click the fourth icon from the left or **Worksheet/Complete**.

7.11. Find the prep worksheet by selecting the analyst's name and locating the correct sample number(s) in the **Samples/Tests** box.

7.12. In the **Samples/Tests** box, highlight the sample(s) for which a single preparation date is to be set.

7.12.1. For a group of samples prepared within their hold times and within an hour of each other, the preparation time of the last sample prepared may be substituted for all samples. In this case, select the entire group of samples. Make a note of this in the *AGP Sample Log-in Record.*

7.12.2. If a single preparation date and time does not apply to all samples in the prep worksheet, highlight and set only the samples for a single time. The remaining samples will revert back to the Create Prep Worksheet screen as if they were new samples.

7.13. In the **Completed by** box, select the name of the analyst who prepared the sample.

7.14. In the **Prep Date** box click the Set button. In the **Edit Date** window that appears, enter the date and time when preparation was complete for the sample(s). Verify the date and time as entered. Click [**OK]**.

7.14.1. The prep date and time should have been entered in the *AGP Sample Log-in Record* after preparation per SOP TA-08.01. In the case that it is not entered, refer to the sample container, which should be labeled with the filtration end time.

7.15. Click the green check mark icon to create the selected preparations or go to **Create/Complete Now**

7.15.1. A text box will appear if the sample preparation has exceeded the 72-hour hold time. Make a note of this and confer with a supervisor for further instructions.

7.16. Repeat steps 7.11 through 7.15 for any remaining samples.

7.17. Click the door icon or **File/Exit**.

8. DISCARDING SAMPLES

8.1. Sign in to LIMS. Go to Laboratory/Receiving/ Custody.

8.2. Go to Reports/Discard List.

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8.3. Under Location, select Biology. Under Analysis Group, select Bio-AGP/LimNut. Click [OK].

8.4. The samples that appear on the discard list can be discarded. Print the list or the part of the list that is needed.

8.4.1. Samples are added to the discard list one month from the date the results are authorized.

8.5. Use a laboratory cart to remove all listed samples from the walk-in refrigerator. Push the laboratory cart back to the computer station.

8.6. If desired, place the samples in order by LIMS number. Verify that the samples on the cart are on the discard list.

8.7. In LIMS, go back to **Laboratory/Receiving/ Custody.** Click the garbage can icon or **Custody/Discard.**

8.8. Enter each LIMS number by scanning the barcode on each sample. A warning window will appear when a sample designated as hazardous is scanned. Note the warning for special disposal methods. See a supervisor for hazardous sample disposal.

8.8.1. If you are having trouble with the scanner, all info may be keyed in.

8.8.2. Example of warning: "Sample 788511 is hazardous: Metals- Sample exceeds allowable sewer discharge limits."

8.9. When all samples have been scanned, click [OK].

8.10. Scan the ID badge of the analyst who is disposing samples. Rescan this ID for verification.

8.11. A window will open stating "Custody Verified"**.** Click [**OK].**

8.12. Click the door icon or **File/Exit.**

8.13. Discard samples to sanitary sewer by pouring them into the trough drain on the Culture Lab floor or into a lab sink.

8.14. Remove any labels on the sample bottles and rinse out the bottles using tap water in the Culture Lab sink and place them on a cart to be washed.

8.15. After they are rinsed, throw away any sample bottles that are not reusable (e.g., stained, cracked, brittle, etc.).

9. DATA ARCHIVAL

9.1. FDEP Laboratory Information Management System (LIMS)

9.2. *AGP Sample Log-in Record*

10. QUALITY CONTROL

10.1. Refer to the FDEP Laboratory Quality Manual for corrective action and handling out-of-control data.

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10.2. If a problem occurs during sample processing, a nonconformance report (NCR) describing the problem and the corrective action is created in LIMS.

10.3. Use a black, waterproof pen for all bench sheets and logbooks.

10.4. To correct raw data entries, place a single line through the incorrect or illegible entry. Write the corrected entry near the error, date and initial the correction. Do not overwrite entries.

10.4.1. The corrected entry is written as near its appropriate space as possible or else in the comment box on the appropriate bench sheet.

10.4.2. If the correction requires an explanation, write a comment and reference the error. Initial and date the explanation.

10.4.3. Use sequential alphabetical annotation to identify errors and corresponding comments (use A for first error and use A for corresponding explanatory comment; use B for second error, etc.).

11. SAFETY/HAZARDOUS WASTE MANAGEMENT

11.1. Proper personal protection, including lab hood or ventilation system, lab coat, gloves and safety glasses, is required when working with chemicals and unprocessed samples.

11.2. Refer to the FDEP Laboratory Manual for sample disposal.

11.3. Refer to the FDEP Laboratory Health and Safety Plan.

11.4. Read MSDS information for reagent handling and disposal.

12. REFERENCES

12.1. FDEP Laboratory Quality Manual, http://www.dep.state.fl.us/labs/library/lab_sops.htm

12.2. FDEP Laboratory Health and Safety Plan, https://www.fldepnet.org/content/dear/bureau-laboratories-safety-documents

12.3. DEP SOP TA-08.01, *Initial Algal Assay Sample Handling*

13. APPENDIX OF CHANGES:

06/12/2008	Added Scope and Application, Summary of the Method, References and Appendix of Changes, Deleted bioassay from the document.
06/04/2009	Deleted is from Method Summary. Deleted has and inserted have in the comment for Step 2 of Checking out Samples.
04/30/2010	Updated reference to Biology Quality Manual.
05/12/2010	Added comment to **Discarding Samples** section describing current discard procedure.
03/24/2011	Changed Biology Quality Manual to Bureau Quality Manual.

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03/14/2012	Updated reference to Bureau Quality Manual.
01/17/2014	Reformatted SOP.
01/28/2015	Formatted for 508 compliance.
01/12/2016	Updated links. Updated names of and moved the FDEP Laboratory Quality Manual and Laboratory Health and Safety Plan links to the reference section. In the reference section, listed SOP identifier before the SOP title. Italicized SOP titles.
03/14/2016	Accepted formatting changes. Minor edits.

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