Sample Arrival/Log-in Procedures

1. SCOPE AND APPLICATION

1.1 This procedure details the handling of samples that are received for analysis in the Invertebrate Taxonomy Subsection.

2. SUMMARY OF METHOD

2.1 Samples for Invertebrate Taxonomic identification are logged in by the Receiving staff. Samples are either picked up from the Receiving by Biology staff or placed in the B227 walk-in refrigerator by Receiving staff.

2.2 Submittal forms and related paperwork are printed from the Receiving's electronic folder by Invertebrate Taxonomy staff and placed in a sample folder. All information logged in is checked against the submittal paperwork and sample containers for accuracy. Any errors are reported to the Receiving staff to be corrected.

2.3 Biology staff logs these samples into the Invertebrate Taxonomy's logbook in order to track laboratory activities such as preservation check, sample prep, analysis, and data verification.

2.4 Sample preservation is checked and samples are preserved if they were not received preserved. Samples are placed on a shelf to await prep and analysis.

2.5 Biology staff enters these samples into the Invertebrate Taxonomy's Workload Tracker spreadsheet.

3. APPARATUS AND EQUIPMENT

3.1 Disposable pipette
3.2 U.S. #30 mesh sieve
3.3 Safety equipment (see section 9.1)

4. REAGENTS AND CHEMICALS

4.1 EM Quant® Formaldehyde Test kit
4.2 Formalin (10%)
4.3 Ethanol (80%) - prepared following Standard Operating Procedure (SOP) IZ-09

5. SAMPLE COLLECTION, PRESERVATION, AND HANDLING

5.1 Samples are collected, preserved, and delivered to the lab according to SOP FS 7000 – *General Biological Community Sampling*, SCI 1000 – *Stream Condition Index Methods*, or BRN 1000 – *Biological Reconnaissance Field Methods*.

5.2 For all samples, a submittal form **must** have the signature and date of the person who received the samples.

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5.3 Receiving staff log samples into the Laboratory Information Management System (LIMS) and affix a LIMS sticker to each sample. Biology staff should check the backlog in LIMS periodically throughout the day for new samples. Transport sample bottles using a cart.

5.3.1 If samples are picked up from Receiving after log-in, samples must be checked out using an employee ID card; this transfers sample custody to Biology. If someone does not pick up the samples from Receiving, the samples are assigned to Biology's custody and placed in the B227 walk-in refrigerator.

5.3.2 Receiving staff will notify Biology staff about any samples that are labeled as needing preservation (for example, NW District Ambient) before they log the samples into LIMS. Biology staff will go to Receiving, pick up the samples, preserve them immediately (see step 5.6 below) and return the samples to Receiving.

5.4 For all new samples, print the corresponding submittal forms and related paperwork that Receiving scanned and saved in Receiving's electronic folder, \\fldep1\DEAR\Labs\Lab3\Receiving. Double check that the proper Test ID was assigned to each sample, as well as the Field ID, replicate number (if appropriate), and date collected. If Receiving has already affixed a LIMS sticker to the sample container, check that the information is correct and the proper sticker was affixed to the appropriate sample. Correct any errors with Receiving **immediately**.

5.4.1 This is the time to make sure that all information has been logged in properly, both by Receiving and by Invertebrate Taxonomy. This information is very difficult (sometimes impossible) to recover once the samples have been processed.

5.4.2 Separate any samples that may be unusual (lacking information, etc.) and notify the appropriate supervisor.

5.5 Using the Laboratory/Receiving/Print Preparation Labels utility in LIMS, print out a logbook label for each sample and place it in numerical order in the appropriate location in the Bioassessment Sample Log-In logbook. This sticker lists: the LIMS Sample#, the Project, Site ID, Field ID, type of sample (test), sample date, and customer.

5.6 Put on the proper safety equipment. Check that each sample container has been preserved using a formaldehyde test kit (with the exception of Hester Dendy samples, MI-FW-QNAC, which are preserved in 80% ethanol in the lab). If any liquid is removed from the sample container for testing and tests positive for formalin, pour the waste formalin into the proper disposal container. Record where the sample was preserved and the Lot # of the formalin test kit, then initial and date your entry next to the appropriate sample sticker in the Bioassessment Sample Log-In logbook on Form IZ-LOG-(version #).

If the sample is not preserved, follow this procedure:

Using a #30 mesh sieve, pour the water out of the sample through the sieve. Put whatever contents that fell into the sieve back into the sample container. Pour enough 10% formalin into the jug to cover the material inside. Label the container using a piece of tape on the lid with your initials and the date the sample was preserved. If the sample has not yet been logged in by Receiving and assigned a LIMS number, take the sample back to Receiving.

5.6.1 Formalin disposal containers are located under the sinks in the main laboratory (B205).

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5.7 If a sample is represented by more than one container, tape these containers together. Once taped together, check that the containers belong to the same sample. Place each sample in the proper storage area to await sample preparation.

5.8 Create a file folder for the submittal forms and related paperwork and place in the file cabinet in the lab. Enter the sample in the Invert Workload Tracker spreadsheet, \\fldep1\DEAR\Labs\Lab5\Biology\InvertGroup\InvertWorkload

6. SAMPLE PREPARATION PROCEDURE

6.1 Samples are prepared for analysis per one of the following Standard Operating Procedures (SOPs): IZ-02, IZ-03, IZ-04, or IZ-39.

7. SAMPLE ANALYSIS PROCEDURE

7.1 Samples are analyzed per SOP IZ-06.

8. QUALITY CONTROL AND DOCUMENTATION

8.1 Bioassessment Sample Log-In logbook. Use a pen with black ink for all logbook and bench sheet entries.

8.2 Department of Environmental Protection (DEP) Laboratory Information Management System (LIMS)

8.3 Invert Workload Tracker spreadsheet

8.4 To correct raw data entries, place a single line through the incorrect entry, write the corrected entry near the error, and initial and date the correction. If the correction requires an explanation, write a comment and reference the error.

8.5 If a problem occurs during sample processing, submit a nonconformance report (NCR) describing the problem and the corrective action. To create a NCR, open LIMS and go to Laboratory/Administrative/Non-Conformance Report. For a decision tree regarding issuance of NCR's, refer to SOP LB-002.

8.6 Quality Control (QC) of Sorting is performed per SOP IZ-40.

8.7 QC of Taxonomic Identification is performed per SOP IZ-13.

8.8 Refer to the Laboratory Quality Manual.

9. SAFETY/HAZARDOUS WASTE MANAGEMENT

9.1 Lab coat, latex or vinyl gloves, and eye protection are required when working with formalin.

9.2 Avoid breathing formalin fumes or exposing co-workers to them. Use proper safety equipment, a lab hood or chemical ventilation system, and keep face away from open containers of this chemical. Work in a well ventilated area.

9.3 Handling of waste formalin is performed per SOP IZ-10 and SOP IZ-38.

9.3.1 Formalin disposal containers are located under the sinks in the main laboratory (B205).

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9.4 Refer to the Material Safety Data Sheet (MSDS) for information about reagents and chemicals in this SOP.

9.5 Refer to the Laboratory Health and Safety Plan.

10. POLLUTION PREVENTION AND WASTE MANAGEMENT

10.1 Use caution when handling formalin. Should a spill occur, immediately notify the Biology Safety Officer, Laboratory Safety Officer, your supervisor, and the Biology Program Administrator. Proper clean-up and reporting procedures must be followed.

10.2 Refer to the Laboratory Health and Safety Plan.

11. REFERENCES

11.1 DEP Laboratory Quality Manual, http://www.dep.state.fl.us/labs/library/progplan.htm

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

11.3 Form IZ-LOG-(version #), *Macroinvertebrate Sample Logbook*

11.4 SOP FS-7000, *General Biological Community Sampling*

11.5 SOP SCI-1000, *Stream Condition Index Methods*

11.6 SOP BRN-1000, *Biological Reconnaissance Field Methods*

11.7 SOP IZ-02, *Stream Condition Index (SCI) Sample Preparation*

11.8 SOP IZ-03, *Invertebrate Hester-Dendy Sample Preparation*

11.9 SOP IZ-04, *Invertebrate Core/Grab/Dredge Sample Preparation*

11.10 SOP IZ-06, *Invertebrate Enumeration and Taxonomic Analysis*

11.11 SOP IZ-09, *Preparation of 80% Ethanol*

11.12 SOP IZ-10, *Preparation and Proper Disposal of Buffered Formalin*

11.13 SOP IZ-13, *Invertebrate Taxonomic Identification Quality Control*

11.14 SOP IZ-39, *Macroinvertebrate Subsampling Sample Preparation*

11.15 SOP IZ-40, *Invertebrate Sorting Quality Control (QC)*

11.16 SOP LB-002, *Non-conformance Reporting System*

Appendix of Changes

12/01/2009 Reformatted the layout following SOP LB-001.

11/15/2010 Updated web links to Workload Tracker spreadsheet.

11/10/2011 Updated name for the Laboratory Safety Manual.

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11/04/2013	Clarified sample pick-up from Receiving. Removed formalin respirator requirement. Updated sorting QC and formalin SOP #s .
10/27/2014	Formatted for 508 compliance
11/05/2015	Updated links and SOP references. Included reference to form IZ-LOG.
12/28/2016	Standardized SOP names

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