
Sampling - Standard Operating Procedures

Please provide a detailed response to the items below. If more space is needed additional pages may be added.

Laboratory Name:

Primary Contact Name, Email, and Phone Number:

1. Provide a description of the procedure(s) used for obtaining representative samples for all matrices.

2. Specify the following:

a. Equipment and supplies used during sampling, such as a calibrated scale, gloves, collection bags, etc.

b. Sampling tools used for each matrix type, including changing disposable gloves between the sampling of each batch and the sterilization or sanitation methods to prevent cross-contamination.

c. Any preventative measures used to ensure the sampling area is free of contaminants.

d. The procedure for weighing samples during collection with a calibrated balance, including calibration steps.

e. Storage and preservation of samples collected, including how the samples will be contained to prevent contamination and tampering.

f. The procedure for assigning each representative sample a unique sample identifier.

g. The procedure for recording the conditions during sampling and transportation on the chain of custody form, including any problems, issues, or observations.

h. How the sampling procedure follows chain of custody protocols.

Signature of supervisory or management laboratory employee: Date:

Applicant Signature	Date Signed
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