Perform Daily Sample Runs

Tank Farm Plant Operating Procedure

Sampling

USQ # GCX-2

<table>
<thead>
<tr>
<th>Rev-Mod</th>
<th>Release Date</th>
<th>Justification</th>
<th>Summary of Changes</th>
</tr>
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<tbody>
<tr>
<td>C-2</td>
<td>08/09/2016</td>
<td>Inconsequential change</td>
<td>Modified Record Section to address Sampling Operations Manager retaining records.</td>
</tr>
<tr>
<td>C-1</td>
<td>06/30/2016</td>
<td>Inconsequential change</td>
<td>Updated Records sections.</td>
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<tr>
<td>C-0</td>
<td>08/31/2015</td>
<td>Periodic review.</td>
<td>Added acronym for Bill of Lading. Rephrased step 5.3.5.2 from Wait for BoL’s to Obtain BoL’s.</td>
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<tr>
<td>B-1</td>
<td>06/18/2014</td>
<td>Facility Closure</td>
<td>Removing WSCF from procedure</td>
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<tr>
<td>B-0</td>
<td>10/15/2013</td>
<td>Periodic Review</td>
<td>Incorporated changes identified during the Periodic Review Process.</td>
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1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure establishes packaging, transporting and shipping requirements for samples from 222-S.

1.2 Scope

1.2.1 This procedure applies to shipping and transporting non-radioactive or non-hazardous samples from 222-S.

1.2.2 Radioactive samples may not be transported within the scope of this procedure.

1.2.3 Hazardous material samples may not be transported within the scope of this procedure.

2.0 INFORMATION

None

3.0 PRECAUTIONS AND LIMITATIONS

None
4.0 PREREQUISITES

4.1 Special Tools, Equipment and Supplies

The following supplies may be needed to perform this procedure:

- Shipping containers (e.g., plastic coolers/ice chests, boxes)
- Miscellaneous shipping labels (e.g., to, from, gross weight, proper shipping name, orientation arrows, packed on wet ice, special marking labels, etc.)
- Plastic bags, tape, bubble wrap, packing peanuts, or other cushioning material
- Tamper Proof Tape
- “Wet” ice
- Blue ice or equivalent
- Method to secure packages
- Government vehicle appropriate for highway transportation
- Scale for weighing package or container.

4.2 Performance Documents

The following documents may be needed to perform this procedure:

- Chain of Custody/Sample Analysis Request (COC/SAR)
- Parts and Tools Return (PTR) Form (A-6004-881)
- Form BD-6001-335, Air Bill.

4.3 Field Preparation

NOTE - Personnel using this procedure must have completed the Daily Sample Runs Training Checklist or be under the direct supervision of an Operator who has completed the Checklist.

- Vehicle operators must have a current state driver’s license.
- All environmental and waste samples transported by WRPS personnel shall be in government furnished vehicles.

4.3.1 ENSURE Transport Vehicle has equipment necessary to transport samples.
5.0 PROCEDURE

5.1 Pick Up Samples

5.1.1 CONFIRM sample numbers on COC match samples in containers.

5.1.2 PLACE samples in plastic bag.

5.1.3 SECURE samples for transport to Packaging Facility.

5.1.4 TRANSPORT samples to Packaging Facility.
5.2 Package Samples for Offsite Shipping

5.2.1 SEGREGATE samples by destination.

NOTE - Steps 5.2.2 through 5.2.12 may be performed in any logical order.

5.2.2 PREPARE fiberboard box.

5.2.3 IF cooling is necessary, LINE shipping container with two plastic bags.

5.2.4 IF required for cooling, PLACE blue ice in container.

5.2.5 PACK samples into shipping containers with enough cushioning material (e.g., foam peanuts) to prevent movement.

5.2.6 COVER all exposed glass, or other fragile container surfaces, with bubble wrap.

NOTE - Plastic bag(s) of liquid should always be sealed with a “J-Seal” to prevent exposing the samples to moisture.

5.2.7 IF liquid sample, SEAL with double bag and J-Seal.

5.2.8 COMPLETE Parts and Tools Return (PTR) form.

5.2.9 IF shipping off-site, OBTAIN Bill of Lading (BoL) from MSA Shipping AND COMPLETE COC/SAR, including any applicable shipping information (e.g., Bill of Lading, PTR number).

5.2.10 COMPLETE “Relinquished by” Block on COC/SAR AND IF shipping off site, STAMP / WRITE “Received by” Fed EX AND DO NOT DOCUMENT date or time.

5.2.11 MAKE copies of documentation for responsible parties AND DELIVER to FWS by end of shift.
5.2 Package Samples for Offsite Shipping (Cont.)

5.2.12 **PLACE** original COC/SAR in plastic bag **AND**
PLACE in shipping container.

5.2.13 **CLOSE AND TAPE** shipping container lid.

5.2.14 **PLACE** Security Seals on container.

5.2.15 **DATE AND INITIAL** the Security Seals.

5.2.16 **IF** using a container other than fiberboard, **ENSURE** scale is adjusted to zero
**AND**
WEIGH shipping container.

5.2.17 **PLACE** the following stickers on top of shipping container:
- Completed “To” and “From” labels
- “Packed on Blue Ice” (if used for cooling samples)
- “Gross Weight”
- “Fragile - Handle with Care”
- "This End Up"
- "Up" Orientation arrow on front and back
- Tamper Proof Seals.
5.3 Package Samples for Delivery to Local Laboratory

5.3.1 SEGREGATE samples by destination.

NOTE - Steps 5.3.2 through 5.3.5 may be performed in any logical order.

5.3.2 IF required for cooling, PLACE blue ice in container.

5.3.3 PACK samples into transport containers with enough cushioning material (e.g., foam peanuts) to prevent movement.

5.3.4 COVER all exposed glass, or other fragile container surfaces, with bubble wrap.

5.3.5 COMPLETE Parts and Tools Return (PTR) form.

5.3.5.1 SEND PTR to MSA Shipping.

5.3.5.2 OBTAIN BoL #s.

5.3.6 MAKE copies of documentation for responsible parties AND DELIVER to FWS by end of shift.
5.4 Deliver Samples

5.4.1 IF transporting samples for offsite shipping, **PERFORM** the following:

**NOTE** - Shipping delays are minimized when samples are delivered to the 1100 Area shipping facility by 14:00 hours.

5.4.1.1 **TRANSPORT** shipping container to MSA Shipping in 1100 Area.

5.4.1.2 **PICK UP** Air Bill from shipping personnel.

5.4.1.3 **ATTACH** Air Bill to shipping container.

5.4.1.4 IF shipping more than one container, **ENSURE** the proper Air Bill is attached to the corresponding container.

5.4.2 IF transporting samples to designated local laboratory, **PERFORM** the following:

5.4.2.1 **TRANSPORT** shipping container to designated laboratory.

5.4.2.2 **COMPLETE** the “Relinquished by” and “Received by” blocks on the COC/SAR.
5.5 Records

5.5.1 **PERFORM** the following for records identified within this procedure.

5.5.1.1 **RECORD** the number of times the record was generated in applicable column

**OR**

**PLACE** a check mark (✓) in the N/A column.

<table>
<thead>
<tr>
<th>Records Submittal Checklist</th>
<th>Number of times completed</th>
<th>N/A (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Forms and Documentation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chain of Custody/Sample Analysis Request (COC/SAR)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parts and Tools Return (PTR) Form (A-6001-535)</td>
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<td></td>
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<tr>
<td>Air Bill, BD-6001-335</td>
<td></td>
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<tr>
<td>Shipping Documentation.</td>
<td></td>
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</tr>
</tbody>
</table>

**SEND** the completed records to the Sampling Operation Manager for records retention.

__________________________ / ______________________ / ______________________
Signature                  Print (First and Last)        Date

The record custodian identified in the Company Level Records Inventory and Disposition Schedule (RIDS) is responsible for record retention in accordance with TFC-BSM-IRM_DC-C-02.