

Effective Date : February 1, 2003

APPROVAL <u>David Johnson</u>	DATE <u>01-22-03</u>
APPROVAL <u>Wally Stauder</u>	DATE <u>01-28-03</u>
Last Revision Date: N/A	Previous Version Number: N/A

1.0 PURPOSE AND SCOPE

- 1.1 This Standard Operating Procedure (SOP) describes how test substances will be identified and tracked for the Agricultural Handlers Exposure Task Force (AHETF) during scheduled studies.

2.0 PROCEDURE

- 2.1 All test substances will be shipped and handled according to SOP AHETF-7.A.
- 2.2 Each test substance will be identified according to SOP AHETF-7.B.
- 2.3 A chain of custody (COC) form will accompany each shipment of a test substance after receipt from the supplier. Either the appropriate AHETF representative or Study Director will initialize a COC form upon receipt of any compound.
- 2.4 Attachment 7-D-1 is an example of an acceptable chain of custody form.

- 2.5 The form contains information on three phases for each test substance: initial shipment to field site(s), usage information on study, and disposal/return information upon trial completion. Each section must be addressed appropriately, and in a timely manner.
- 2.6 A new form must be used for additional shipments of the test substance(s) for each study, or for the transfer of the test substance(s) to another test site, or for the use on another AHETF study.
- 2.7 Copies of partially completed and fully completed forms should be sent to the Study Monitor upon completion of each stage of the study. The original form will be maintained in the raw data by the Study Director.
- 2.8 The completed form(s) will be placed in the study file for archiving upon completion of the study.

Example Test Substance Chain of Custody Form

Agricultural Handlers Exposure Task Force Chain of Custody			
AHETF Study No.:	Contents:	Priority:	Page:
Ship To:		Ship From:	
Shipper/Carrier:	Airbill No.:	Date Shipped/Initials:	
Comments:			
Shipped:	Description of Materials Sent:	Received:	
Date Received:		Received By/Company:	
Condition Received:			