

# Test, Reference, and Control Substance Receipt and Shipment

Chapter 7: TEST, REFERENCE, AND CONTROL SUBSTANCES  
AHETF-7.A.O.

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## 1.0 PURPOSE AND SCOPE

- 1.1 This Standard Operating Procedure (SOP) presents the minimum requirements for the inspection, receipt and shipment of Agricultural Handlers Exposure Task Force (AHETF) test, reference and control substances by contracted performing laboratories.
- 1.2 This SOP is also intended as a guide for assessing the SOPs available at the contracted facilities, and shall be followed only when the contracted facility SOP is unacceptable. The SOP(s) followed will be documented in the study file.

## 2.0 TEST SUBSTANCE INSPECTION

- 2.1 The appropriate field and analytical facilities should have personnel who are responsible for all test, reference, and control substances used in exposure studies and analytical portions of all AHETF studies.
- 2.2 The appropriate personnel should inspect each test substance shipment received for, at least the following conditions:
  - a. Physical damage to the packaging.

- b. Loss of substance (*i.e.*, half-full or empty containers).
  - c. Possible contamination of the substances (*i.e.*, unusual color, particulates, physical change).
  - d. Proper use of special shipping procedures designed to preserve the Test Substance integrity; *i.e.*, substances shipped frozen should be frozen upon receipt.
- 2.3 Test substance documentation, submitted with the shipment, should be examined and must correspond with the test substances received. If labeling is unclear, inadequate, or nonexistent, the Study Director, the Technical Committee Manager, or designated personnel shall be notified. The shipping facility should be contacted for clarification. The test substance should be returned if it cannot be properly identified.

### **3.0 LOG-IN, TRANSFER, AND RETURN TEST SUBSTANCES**

- 3.1 Test substances should be checked in as they are received. Pertinent information including, but not limited to, receipt date, substance identification, amount received, carrier (if applicable), and shipment origination should be recorded in the contractor's receipt and inventory log, as appropriate.
- 3.2 The test substance information should be entered into the contractor's facility's receipt log or appropriate document, which should include the receipt date, test substance(s) name or ID, lot number, sender/manufacturer, and amount received. The test substances should be stored in the appropriate chemical storage area.
- 3.3 When a test substance is sent to the field test sites the following information, as a minimum, should be recorded by the sender on a shipping log: the date sent, test substance name/ID, lot/batch number, amount shipped and destination. All appropriate shipping receipts will be retained and kept in the appropriate study file.

- 3.4 Should any remaining test substances be returned from the field test site to the AHETF or contractor, an appropriate facility will be designated to receive the unused test substance. The field contractors will be notified of which facility, and the responsible person will receive the incoming substance(s). The amount of material will be estimated [if unable to determine accurately] and indicated as such. These procedures will be followed until all of the test substance(s) is (are) used, stored, or properly disposed of, per the facility's or appropriate SOPs.

#### 4.0 SHIPPING TEST SUBSTANCES

- 4.1 The AHETF representative, Study Director, principal investigator, or other designee will prepare the packages according to Department of Transportation (DOT) regulations, complete a packing list or chain of custody for chemical shipments, include an MSDS (if available), and ship them to the appropriate test sites.
- 4.2 The amount of substance to be shipped, the toxicity of the substance (oral LD<sub>50</sub>, inhalation, and dermal toxicity), whether it is flammable or corrosive, and the common or chemical family name will be determined before shipment.
- 4.3 Proper packing methods, materials, and outer labeling will be determined and utilized.
- 4.4 When the test substance has been packed and is ready for shipment, the package and required paperwork will be reviewed by a second designated party. If any items are missing or incorrect, the faults will be corrected.
- 4.5 An appropriate shipping company will carry the test substance according to appropriate DOT regulations. No test substance will be sent via U.S. mail. Flammable materials **should not** be sent via air.
- 4.6 The recipient must be notified that the chemical is *en route*.
- 4.7 Appropriate contractor SOPs shall be followed for all chemical shipments made by each facility, unless otherwise noted.