If you are using a printed copy of this procedure, and not the on-screen version, then you MUST make sure the dates at the bottom of the printed copy and the on-screen version match.
The on-screen version of the Collider-Accelerator Department Procedure is the Official Version.
Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.

ATTACHMENT

8.20.e Control of Samples and Containers

C-A-OPM Procedures in which this Attachment is used.		
8.20		

Hand Processed Changes

HPC No.	Date	Page Nos.	Initials
_____	_____	_____	_____
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Approved: _____***Signature on File***_____ _____
Collider-Accelerator Department Chairman Date

J. Scott

8.20.e Control of Samples and Containers

1. Obtain Sample

   1.1 Samples are routinely drawn from drums and containers to determine if contents are radioactive or non-radioactive, and to perform TCLP or metals testing for classification of waste as hazardous or industrial waste.

   1.2 All samples are now shipped to an outside laboratory for analysis. Each lab has different volume and container requirements for each analysis required.

   > **Note:**
   > Use a glass sample tube for all solid wastes (resin, dirt, speedy dry) to ensure a representative sample. Contact Environmental Coordinator for tubes.

   1.3 Contact Environmental Coordinator(ext. 7520), to ensure you obtain the required containers for your sampling needs, and fill out information on container label.

   1.4 During a spill, process knowledge of system will be used to handle spill. If a sample is required off-hours, draw 1L into plastic open top bottles from spill or system and label containers as follows:

      1.4.1 Bldg. No.
      1.4.2 Material Description
      1.4.3 Date

2. For all samples, Environmental Coordinator, or designee, will fill out chain of custody forms and arrange shipping to outside lab.

   2.1 All radioactive or suspected radioactive samples require either shipment from the I&SM Group, or approval to ship them as non-radioactive. I&SM needs to know isotope concentrations possible in samples. Process knowledge is used to give this.

   2.2 Non-radioactive or approved I&SM Radioactive samples can be brought to Environmental sampling group for shipment.

   2.3 Ensure in description section on COC you write exactly what was placed on sample container, then return to container sampled and write COC number and COC unit identifier number on barrel.

3. Store labeled drums or containers in Hazardous Waste Storage Area (HWSA), or palleted drum storage area, until sample results are returned.

4. If materials are non-radioactive:

4.1 Fill out non-radioactive waste form. Also fill out pink Process Knowledge Form (PKF), even if container is not from a listed radiation area.

4.2 Properly tag containers as Hazardous (red tag) or Industrial (green tag).

4.3 Have Facility Support (FS) survey container for activation and contamination and complete Process Knowledge Form ensuring contents are non-radioactive.

4.4 Attach Sample Results, COC Form, Non-Radioactive Waste Control Form (NRWCF), and Process Knowledge Certification Form, together and deliver to Environmental Coordinator (Ext. 7520, pager 631-453-5901), for review, and forward to Waste Management Division.

4.4.1 If more than one sample was analyzed on COC, highlight sample for this waste and results on COC.

4.4.2 Original NRWCF and PKF, and a copy of COC and Material Safety Data Sheet (MSDS), if required, are mailed to Waste Management for review. A copy of all documents are maintained in Hazardous Waste Binder in Environmental Coordinators Office, original COC goes into Analysis Binder.

4.4.3 Move container to 90-Day Hazardous Waste Trailer, or make special arrangements with Waste Management to pick up waste.

5. If material is radioactive.

5.1 Fill out Radioactive Waste Form (RWCF), including Mixed Waste Information, if required.

5.2 Label drums or containers with a Radioactive or Mixed Waste Label.

5.3 Forward paperwork to Environmental Coordinator. Using sample results, Environmental Coordinator will fill in the isotope concentrations on RWCF for total volume of containers.

5.4 Environmental Coordinator, or designee, shall arrange for FS survey of containers, and ensure RWCF survey results, and container tag are filled out by FS.

5.5 Store containers in Bldg. 960 waste yard, or suitable radioactive material area for waste management pick up.

5.6 Send original RWCF and copy of COC to Waste Management.

5.7 A copy of RWCF and COC are maintained in Radioactive Waste Binder in Environmental Coordinators office. Original COC goes into Analysis Binder.