

Revised Sample Analysis Report / Investigative Samples: Analysis Results “Time Frames”

Date established February 16, 2006

Enclosure to Enforcement Letter Enforcement Letter ENF 06-01

Summary of Changes Three key changes have been made with this revision of the Sample Analysis Report (PR-ENF-030, REV. 1/06):

- 1) Sample Prioritization
 - 2) Return of original Sample Analysis Report to “requester”
 - 3) Addition of “Structural Related” check box
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New Sample Prioritization The information in the table below provides a summary overview. Read the form itself for complete descriptions, and other pertinent information.

Sample Priority	Priority Description	Analysis Goal
1	Immediate preventative or remedial action can be taken to treat exposed persons or animals, or to protect people from exposure	Screens / 24 hrs Specific / >24 hrs
2	Human effects episodes identified as an EPA “priority investigation”	30 days
3	All other evidentiary samples	90 days* *Priority 1 & 2 samples may impact analysis goal completion date

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**Investigative
Samples
Project
Coordinator**

The Department of Pesticide Regulation (DPR) has assigned a liaison to work with the California Department of Food and Agriculture – Centers for Analytical Chemistry, (CDFA-CAC) on behalf of DPR and the County Agricultural Commissioners.

DPR has designated the Enforcement Branch “Supervisor of Field Operations” to serve in that liaison position as the Investigative Samples Project Coordinator.

**Determining
Order of
Analysis**

Investigative samples will be analyzed based upon 2 criteria:

- 1) The sample priority number checked on the Sample Analysis Report
- 2) The date/time received within a given sample priority class (i.e. “first in – first out”), as recorded on the Sample Analysis Report by CDFA-CAC staff

The Investigative Samples Project Coordinator may direct CDFA-CAC staff to change the order of any analysis as circumstances dictate.

**Transmission of
Original
Sample Results**

CDFA will continue to phone/fax Sample Analysis Report results to the requester and to the appropriate DPR Regional Office upon completion of an analysis, for all three sample priority levels.

CDFA will now mail the original Sample Analysis Report to the main office of the County Agricultural Commissioner, referenced on the back of the Sample Analysis Report as the “requester” for use as evidence.

**Investigative
Samples Status
Inquiries**

Inquiries about the status of any investigative sample analysis should be directed to your Enforcement Branch Liaison or the DPR Regional Office Supervisor.

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Structural Related check box

A check box for “structural related” has been added to the Sample Analysis Report for tracking purposes.

This box is to be checked only for **structural pest control** related samples. Do **not** check this box for samples (such as swab samples) taken of structures due to drift, off-site movement, from agricultural applications, etc.

Other revisions to the Sample Analysis Report

In addition to the revisions on the Sample Analysis Report to the Sample Prioritization descriptions section, other revisions include:

- 1) Section headings now in **bold type**
 - 2) Section C: “Sample Information” modified; structural related check- box added
 - 3) Section D: “Laboratory Instructions” simplified
 - 4) Section E: “Specific Analysis Requested” modified
 - 5) Section H: “Primary Container Description” renamed
 - 6) Section I: “Transportation Information” modified; phone numbers updated
 - 8) Section J: “Custody Record” renamed
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Use of revised Sample Analysis Report

Upon receipt of your revised Sample Analysis Report pad **discard all** earlier versions of this form.

Failure to use this updated version (PR-ENF-030, REV. 1/06) could result in delay of your investigative samples being analyzed.

Obtaining additional Sample Analysis Report pads

Order additional pads (25 forms/pad) through established form requisition procedures (ENF 2005-020).

Should you print your own forms, print or copy the pages back-to-back (single two-sided sheet) to maintain the chain-of-custody record with the sample information.

Questions

Contact your Enforcement Branch Liaison if you have any questions.
