

## Fertilizer Sample Receipt and Log-In

### 1. Scope:

This document provides a standard procedure for fertilizer sample receipt and log-in.

### 2. Procedures:

- 2.1. Fertilizer samples are collected by the Fertilizing Materials Inspection Program (FMIP) staff and are delivered to the lab's receiving room either in person or by a delivery service.
- 2.2. Receiving room staff logs sample(s) onto the Incoming Package Sheet and notifies Regulatory Analysis (RA) staff.
- 2.3. RA staff collects samples from the receiving room and signs the Incoming Package Sheet.
- 2.4. RA staff checks the integrity of the sample, verifies the security seal is intact, and the security seal number matches the number on the sample sheet (sample sheets are submitted to the lab via ExtraView). The section supervisor or designee shall be notified of any sample that is damaged to where the integrity of the sample has been compromised, the security seal is not intact, or does not match the sample sheet. Samples delivered in person may not have a security seal.
- 2.5. Sample sheets are submitted through ExtraView. RA staff assign lab numbers to samples using the Sample Information spreadsheet. Lab numbers are consecutive 5-digit numbers that begin with the number 5 (eg., 5xxxx).
- 2.6. RA Staff fill in the lab number, date and initials of staff who received sample, sample weight or liquid amount, date prepared, and initials of staff who prepared the sample on the sheet then prints the sheet and saves a copy of the PDF file. This information is also entered into the ExtraView record.
- 2.7. Liquid samples that are submitted in the original manufacturer's container shall be inspected for the integrity of the manufacturer's seal if present. Examples of manufacturer's seals are shrink bands, induction seals, or tamper evident screw caps. One of the following shall be noted on the sample sheet:
  - "Seal Intact" – where there is a manufacturer's seal and its integrity is intact
  - "Seal Broken" – where there is a manufacturer's seal but its integrity is not intact
  - "No Seal" – where no manufacturer's seal was observed
- 2.8. Once the sample sheet is completed, the sample is prepared for analysis and the sample and sample sheet are placed in the proper storage areas.

**Approvals:**

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