



STANDARD CONSTRUCTION OPERATING PROCEDURE

**NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION**
Division of Infrastructure
Bureau of Construction

**SUBJECT: NEW WATER MAIN SAMPLE CARD
WITH CHAIN OF CUSTODY SECTION**

SCOP..... : 08 -009W

CATEGORY..: CONSTRUCTION
Subcategory : WATER MAIN

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Sample Cards
Laboratory

Supersedes..... : N/A

Supplements..... : N/A

Sheet..... : 1 of 1

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APPROVED: _____ **ORIGINAL SIGNED BY**
Chief Construction Engineer - William Svilar, P.E.

Effective immediately, the new water main sample cards (attached) must be used to deliver water main samples to the NYCDEP Laboratory for testing. Along with this sample card there is an accompanying detailed instructions on how to properly deliver water main samples to the NYCDEP Laboratory. It is imperative that the water main samples be collected properly and that the samples be submitted with completed forms, including completion of the chain of custody section of the form. Failure to follow the instructions set forth on the attached documents by NYCDEP, may lead to the rejection of all submitted water main samples.

Attachments: Delivery Instructions, Labeled "Chain of Custody" Form - 088-Rev 0,
Blank - Form 088-Rev 0



Delivery of New Main Samples to the DWQO Distribution Laboratory

1. SCOPE:

1.A. This procedure document describes the protocol for delivery of new main samples to the Distribution Water Quality Operations (DWQO) Laboratory by Department of Design and Construction (DDC) staff, and how the acceptability of the samples is determined. This document supersedes the instructions in the "Delivery of New Main Samples to the DWQO Distribution Laboratory" memo dated June 6, 2008.

1.B. All sample collection instructions provided by DDC must be followed, in addition to the collection instructions stated in this procedure document.

2. PURPOSE

2.A. The DWQO Laboratory is a regulated Laboratory and as such it must meet very specific sample collection and sample delivery requirements. These requirements are stated in the National Environmental Laboratory Accreditation Conference (NELAC) standard.

2.B. This procedure document describes the procedures that must be met for the NELAC standard to be complied with. The main requirements are: 1) The samples must be collected in bottles provided by DWQO that have not been tampered with, 2) the samples must be delivered in the process of cooling, and 3) the samples must be accompanied by a complete and accurate chain of custody record.

3. PROCEDURES

3.A. For each set of new main samples, at least 4 sample bottles (consisting of at least 2 subsets) must be delivered by DDC to the DWQO Distribution Laboratory:

3.A.I From the feed main: One subset of 2 bottles (one 125 mL plastic BACT bottle and one 500 mL plastic chemistry bottle) and one sample card (Form 088).

3.A.II From the new main: One subset of 2 bottles (one 125 mL BACT and one 500 mL plastic chemistry) and one sample card (Form 088).

The two samples (feed and new main) can not be collected from the same sampling location/tap, either feed or new main. Collect the samples from the feed main first.

Do not tamper with the bottles. Open the bottles just prior to sample collection. Note that the 125 mL plastic BACT bottle contains a liquid to preserve the sample. **Do**



NOT pour it out or rinse it out. Fill the 125 mL BACT bottle to the 100 mL mark.

3.B. All new main samples must be delivered to the DWQO Distribution Laboratory Receiving Room located on the 6th floor low rise as follows:

3.B.I On the day of sample collection (within 24 hours of the collection time).

3.B.II Before 2:00 P.M. Monday through Friday. **SAMPLES ARE NOT ACCEPTED THE DAY BEFORE A PUBLIC HOLIDAY.**

3.B.III In a covered cooler containing at least one cold ice pack or ice.

3.B.IV In 125* and 500 milliliter (mL) plastic bottles provided by the DWQO laboratory, properly labeled with the following information written legibly in indelible ink:

3.B.IV.a sample description (feed or new main)

3.B.IV.b sample (set) number **

3.B.IV.c sampling location

3.B.IV.d sample date

* The 125 milliliter thios bottle(s) must not be past the expiration date stated on the bottle.

** For same day delivery of multiple new main samples from the same feed / location, please distinguish the samples and sample cards (e.g. enter a set # on the bottle label and in the "sample no." box on the card).

All information provided on the bottle labels must match that on the corresponding sample card

3.B.V Accompanied by properly filled out NEW MAIN SAMPLE COLLECTION CARDS / Form 088s for each sample set (one for the feed sample and one for the new main sample) with the following information written legibly in indelible ink:

3.B.V.a sample number **

3.B.V.b contract number

3.B.V.c sample location

3.B.V.d sample description (feed or new main)

3.B.V.e date collected

3.B.V.f time collected (include A.M. or P.M.)



- 3.B.V.g borough
- 3.B.V.h collector's full name
- 3.B.V.i collector's signature
- 3.B.V.j collector's telephone number
- 3.B.V.k date main installed
- 3.B.V.l category/type of main
- 3.B.V.m comments, if any

3.B.VI The sample card will also serve as the chain of custody record between the sample collector(s) and the laboratory. The "Relinquished by", "Received by", and "Date/Time" fields of the sample card are to be filled out **each** time the samples are handed off (transferred).

3.B.VI.a If more transfers occurred than there are provided lines on Form 088, provide the "Relinquished by", "Received by", and "Date/Time" information for each additional transfer, either on the back of the card or on another card. If doing so, add a reference to this additional record in the "comments" section of the chain of custody section of the card.

3.B.VII **Samples are not to be left unattended in the Receiving Room.** If the Receiving Room is unattended at the time of sample delivery, please contact a Media Room staff person in room 633.

Samples not meeting any one of the above requirements may be invalidated by DWQO.

NEW MAIN SAMPLE COLLECTION CARD

NEW YORK CITY DEPARTMENT OF ENVIRONMENTAL PROTECTION BUREAU OF WATER SUPPLY DRINKING WATER QUALITY OPERATIONS 96-05 HORACE HARDING EXPRESSWAY CORONA, N.Y. 11368			SAMPLE COLLECTOR'S INFORMATION		
			Sample No.		CONTRACT #:
Field Analytical Results: Res. Chlorine, mg/L Water temperature, °F pH, units			Sample Location (Address, etc.)		BOROUGH <input type="checkbox"/> BRONX <input type="checkbox"/> BROOKLYN <input type="checkbox"/> MANHATTAN <input type="checkbox"/> QUEENS <input type="checkbox"/> STATEN ISLAND
			<input type="checkbox"/> Hydrant <input type="checkbox"/> Tap Other (explain):		
Date main installed:			Collector's Name: (print)		
Date main installed:			Collector's signature:		
Category to be used for reporting purposes (check all that apply): <input type="checkbox"/> Distribution Main <input type="checkbox"/> Private Main <input type="checkbox"/> Wet Lay <input type="checkbox"/> Trunk Main <input type="checkbox"/> Dry Lay			Collector's phone # / Comments:		

NOTICE: USE BLACK FORM 088-Rev 0 FOR DELIVERY OF WATER SAMPLES

CHAIN OF CUSTODY		
Relinquished By: NAME OF COLLECTOR *	Received By: NAME OF DDC STAFF *	Date/Time: 8/25/08 11 A.M.
Relinquished By: (Sample deliverer) NAME OF DELIVERER	Received By: (Lab staff) NAME OF RECEIVING STAFF	Date/Time: 8/25/08 1:30 P.M.
Comments: By:		

Form 088 - Rev 0 - Approval date: 11/06/2008

* - THESE BOXES IN THE FIRST ROW ARE TO BE FILLED IN WHEN A COLLECTOR TRANSFERS THE SAMPLE TO ANOTHER COLLECTOR/STAFF FOR DELIVERY TO THE DWQO DISTRIBUTION LAB.

NEW MAIN SAMPLE COLLECTION CARD

NEW YORK CITY DEPARTMENT OF ENVIRONMENTAL PROTECTION BUREAU OF WATER SUPPLY DRINKING WATER QUALITY OPERATIONS 96-05 HORACE HARDING EXPRESSWAY CORONA, N.Y. 11368	SAMPLE COLLECTOR'S INFORMATION		
	Sample No.	CONTRACT #:	
	Sample Location (Address, etc.)	DESCRIPTION <input type="checkbox"/> Feed <input type="checkbox"/> New Main	
	Field Analytical Results: Res. Chlorine, mg/L Water temperature, °F pH, units	<input type="checkbox"/> Hydrant <input type="checkbox"/> Tap Other (explain): Date Collected: Time:	
Date main installed:	Collector's Name: (print)		
Category to be used for reporting purposes (check all that apply): <input type="checkbox"/> Distribution Main <input type="checkbox"/> Private Main <input type="checkbox"/> Wet Lay <input type="checkbox"/> Trunk Main <input type="checkbox"/> Dry Lay	Collector's signature:		
		Collector's phone # / Comments:	

CHAIN OF CUSTODY		
Relinquished By:	Received By:	Date/Time:
Relinquished By: (Sample deliverer)	Received By: (Lab staff)	Date/Time:
Comments:		
By/Date:		

Form 088 - Rev 0 - Approval date: 11/05/2008