

Appendix C Part 1: Help Sheet for Requesting Analytical Support during Water Emergency Response (ASR ↔ PRL)

Purpose: This sheet is designed to help discussions between the Analytical Services Requester (ASR) and the Primary Responding Laboratory (PRL). Potential PRLs should use this help sheet to ensure that all critical information is exchanged.

COMMUNICATION INFORMATION

Date of initial call: 10/13/2010

Time of initial call: 8:00 AM

Who is in charge of the incident (Analytical Services Requester (ASR) or Incident Commander(IC))? Gavin Goldie

ASR/IC name: Gavin Goldie

ASR/IC phone number: 703-555-2778

ASR/IC cell number: 703-555-4567

ASR/IC fax number: 703-555-5086

ASR/IC email address: Ggoldie@incidentcommand.com

Other contacts (utilities, labs, public health, law enforcement, etc.): Gregory Bumer, Chief of Police, 703-555-7853, Darryl Mostest, Water Utility Supervisor, 703-555-8951, John Roberts, Public Health Supervisor, 703-555-7865

EPA/Public Information Officer (PIO) contact: Joan Smith, 703-555-1342

SITE CHARACTERIZATION INFORMATION

Ensure that this information is documented with the sample paperwork shipped to the laboratory:

Nature of threat: Gasoline spill caused by traffic accident

How was the threat determined (who, what, when): First responders arrived on the scene of the traffic accident, and reported that an oil tanker had crashed and is now spilling its gasoline contents into the local river, the main source of the city's drinking water.

Threat investigation status, circle one: a) possible b) credible **c) confirmed** d) other - list here:

Incident information:

Has distribution system been shut down? **a) yes** b) no c) don't know

Is this incident law enforcement sensitive? a) yes **b) no** c) don't know

Who has been contacted? Darryl Mostest, Water Utility Supervisor, Gregory Bumer, Chief of Police

Any known exposure risks: **a) contact b) inhalation c) ingestion** d) other - specify:

Results of field safety screening (if applicable, see Field Screening Results Table):

Any known illnesses or injuries related to the incident: Reported incidents of nausea and uncontrollable vomiting. Traffic injuries from the accident were minor scrapes and bruises.

Clinical data/results: Preliminary field results confirm gasoline poisoning of these patients. The Hanby Water Test Kit was used in the field.

Additional information required for sample acceptance:

GENERAL INFORMATION FOR LAB SERVICE REQUESTERS

The table below should be filled out to document the sample analyses requested. If samples have not already been collected, the completed table can be provided to the samplers to provide guidance on sample volumes, preservation, sample containers, etc.

Requested Analyses

Method	# Samples	Sample Volume	Container	Preservation	Storage and Shipping Conditions	Standard or Rapid Analysis	QC Level
EPA 8015C	10	40 – 160 mL (One to four VOA vials)	40-mL VOA glass screw-cap vials with PTFE septa	Cool to 4°C and adjust to pH < 2 with H ₂ SO ₄ , HCl, or solid NaHSO ₄ . Store samples in capped vials, with no headspace in an area free of solvent fumes. Add sodium thiosulfate to remove residual chlorine from treated wastewater samples.	<u>Packaging:</u> Wipe outside of each bottle clean using a damp, then dry cloth. Seal the bottle with non-reactive tape or film. Wrap glass bottles with bubble wrap. <u>Label:</u> Standard carrier AND Gasoline identification set, 2.3, Poison gas, NA9035 shipping label.	Standard (Determinative)	See SW-846
EPA 8260						Screening	See SW-846
EPA 5032						Sample Prep	See SW-846
EPA 5030C							See SW-846

Sample disposal instructions: [Incineration](#)

Other special conditions or instructions: [N/A](#)

Relevant background levels from matrix: [20 ppb](#)

Drinking water treatment chemicals:

Prioritization of specific samples: [N/A](#)

CHAIN OF CUSTODY REQUIREMENTS

Will routine chain of custody be sufficient or is the event law enforcement sensitive? [Routine COC will be sufficient](#)

If law enforcement sensitive, will internal laboratory chain of custody be required? [N/A](#)

Other special conditions or instructions: [N/A](#)

SAMPLE SHIPMENTS

Transport method (courier, overnight shipping): [priority overnight shipping](#)

Tracking number(s): [107458932](#)

When will the samples arrive at the lab? [Thursday, October 14, 2010](#)

Other special conditions or instructions: [N/A](#)

DATA REPORTING AND RECORDS RETENTION

Laboratories will follow their existing procedures regarding the following in the absence of alternative guidance or specific instructions:

Data turnaround for preliminary results (if needed):

Data turnaround time for final results: [24 hours](#)

Data format: [Microsoft Excel](#)

Method of data transmission: [Email](#)

Contact to report results to: [Darryl Mostest, Water Utility Supervisor, 703-555-8951](#)

How will the laboratory be reimbursed? [Purchase order](#)

Will routine sample and record retention be adequate? [Yes](#)

How to respond to Freedom of Information Act (FOIA), state information access laws, or law enforcement requests?

[Forward all requests to PIO](#)

Other special considerations: [N/A](#)

ADDITIONAL INFORMATION OR COMMENTS
