

**Standard Operating Procedures
Underground Storage Tanks Activities**

**DISTRICT OF COLUMBIA
DISTRICT DEPARTMENT OF THE ENVIRONMENT
SAMPLING PROTOCOL
FOR UNDERGROUND STORAGE TANKS**

I. SAMPLE LABELING – PRIOR TO SAMPLE COLLECTION

- A. Affix ID label to each sampling jar. Label must have:
 - 1). Site location & case number
 - 2) Date
 - 3) Sample ID (description)
 - 4) Sample number
 - 5) Analysis to be performed
 - 6) Sampler's initials

- B. Place clear tape over label.

II. SOIL

- A. Decontaminate auger (if necessary).
 - 1) Detergent wash
 - 2) Deionized (distilled) water rinse
 - 3) Wipe with methanol (or similar solvent)

- B. Collect soil sample with auger.
- C. Empty auger into decontaminated stainless steel mixing bowl.
- D. Thoroughly mix sample in bowl using clean gloves or decontaminated stainless steel spoon.
- E. Collect sample in jar.

III. SURFACE WATER

- A. Using gloves, dip jar below water surface to collect sample.

IV. GROUND WATER

- A. Decontaminate bailer
 - 1) Detergent wash (inside and out)
 - 2) Deionized (distilled) water rinse
 - 3) Methanol rinse, allow to dry

- B. Attach nylon line to bailer and tie off tail end.
- C. Lower bailer down well.
- D. Collect sample (if collecting sample for analysis, 3-well volumes must be bailed prior to collecting sample).

V. SAMPLE PACKAGING AND TRANSPORT

- A. After jar is sealed, wrap seal with electrician's tape.

- B. Place custody seals over cap of jar.
- C. Place sample jars in cooler with ice (or blue ice), being sure not to let glasses be bounced or shaken.
- D. Lock samples in a secure place if unattended during transport.

VI. RECORD KEEPING

- A. Sampling personnel must log in field activities in a bound log book. Field entries must include at a minimum:
 - 1) Date, time
 - 2) Site name
 - 3) All personnel on site
 - 4) Weather conditions
 - 5) Field activities (number, type, sample location)
 - 6) Data collected (HNU reading, etc.)
 - 7) Sketch of site
 - 8) Initial each page

NOTE: Mistakes must not be “scribbled” out! Put one line through the word (s) to be changed and initial by the correction.

- B. Chain-of-Custody sheet must be filled out entirely. Be sure to complete the “Relinquished by” section, and have the lab complete “Received by” section. Retain copy of Chain-of-Custody.

For Additional Information or Clarifications please contact:

District of Columbia Department of the Environment
Toxic Substances Division
Underground Storage Tank Branch
Attention: Branch Chief
1200 First Street, NE, Fifth Floor, Washington, DC 20002.
Tel: (202) 535-2600 Fax: (202) 535-1383
Website: www.green.dc.gov
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GOVERNMENT OF THE DISTRICT OF COLUMBIA
 District Department of the Environment
 Underground Storage Tank Program
 1200 First Street, NE, 5th Floor
 Washington, D.C. 20002



**LABORATORY SERVICE REQUEST
 CHAIN-OF-CUSTODY MANIFEST FORM**

PROJECT NUMBER: _____ PROJECT ADDRESS _____

PROJECT MANAGER: _____ PHONE # : 202-535-2525 FAX # : 202-535-1383

GRANT CHARGED: _____ AUTHORIZATION SIGNATURE: _____

SAMPLED BY: _____ ANALYSIS TURNAROUND TIME: _____

SAMPLE ID #	ANALYSIS METHOD	DATE/TIME SAMPLED	MATRIX	PRESERVATIVE	SERIAL #	COMMENTS

RELEASED BY: _____ DATE & TIME RECEIVED BY: _____ DATE & TIME

RELEASED BY: _____ DATE & TIME RELEASED IN LABORATORY BY: _____ DATE & TIME

METHOD OF SHIPMENT: PICK-UP PAGE _____ OF _____