

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program**

SOP No: PDP SAMP PROC-02		Page 1 of 14
Title: Sampling Procedures on Site		
Revision: 7	Replaces: 4/18/07	Effective: 4/29/09

1. Purpose:

To standardize the sampling procedures for all States participating in the USDA/AMS Pesticide Data Program (PDP).

2. Scope:

This Standard Operating Procedure (SOP) shall be followed by the sample collectors during the sample collection process as required by PDP.

3. Outline of Procedure:

- 5.1 Training and Evaluation of Sample Collectors
 - 5.2 Assignment of Sample Collectors
 - 5.3 Sample Designation and Amount
 - 5.4 Sampling Procedures for Commodities
 - 5.4.1 Fresh
 - 5.4.2 Processed
 - 5.5 Purchasing Samples
- Attachment 1 – Template for SF-135 Form
- Attachment 2 – Example of SF-135 Form for Federal Records Center Supporting Data Packages for PDP
- Attachment 3 – Federal Records Center Addresses for SF-135 Form

4. References:

- Sample Advisory Committee Meeting, December 2-4 2008
- Sampling Managers' Conference Call, March 19, 2007
- PDP/MDP Technical Meeting, Richmond, VA, March 27-31, 2006
- Sampling Managers' Conference Call, March 13, 2006
- PDP/MDP Federal/State Meeting, Denver, CO, September 27-29, 2005

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- Sampling Managers' Conference Call, November 18, 2004
- Sampling Managers Meeting, Manassas, Virginia, June 18-19, 2002
- Semi-Annual Program Plan, June-December 2002
- Federal-State Meeting, Seattle, Washington, October 30-November 1, 2002
- Sampling Managers Meeting, Alexandria, Virginia, April 18-19, 2000
- SAMP PROC-05, "Collection, Packaging, and Shipping of Delicate Fresh Fruits and Vegetables," February 3, 2000
- Memo; "Sample Sizes," January 21, 2000
- Federal/State Meeting, Alexandria, VA, October 26-28, 1999

5. Specific Procedures:

5.1 Training and Evaluation of Sample Collectors

5.1.1 PDP-based training and evaluations serve as tools from which to teach and judge the sample collector's level of knowledge and skills for PDP sampling operations.

5.1.2 Training

5.1.2.1 Training shall be conducted at least once a year to ensure that sample collectors have an acceptable level and working knowledge of PDP SOPs, the Monitoring Programs Office (MPO) Remote Data Entry system, and current program updates. Although it is preferable that collectors meet personally with their State Sampling Manager for their training needs, it is acceptable for Sampling Managers to deliver training via electronic means.

5.1.2.2 At least once a year, sample collectors shall be provided with a list of objectives and responsibilities that are set by their respective State Sampling Manager.

5.1.2.3 Sample collectors shall be expected to view a sampling procedure training presentation offered by MPO or their State Sampling Manager at least once a year.

5.1.2.4 Sample collectors shall be updated on PDP program changes at the time State Sampling Managers are notified of such changes by MPO.

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5.1.2.5 Sample collectors shall be provided with reference documents listed in Section 5.4.1.1.1

5.1.2.6 New sample collectors shall become familiar with PDP SOPs, view applicable training presentations, and spend ample time in the field collecting, packaging, and shipping PDP commodities with their respective State Sampling Manager, or designee, prior to initiating their own collections.

5.1.2.7 Sample collectors shall be provided and become familiar with all collection, packaging, and shipping supplies that are approved for use by their State Sampling Manager, or designee.

5.1.2.8 State Sampling Managers shall keep on file a record of the training each sample collector receives and shall have such records available for viewing by MPO when requested. (Refer to SAMP ADMIN-02).

5.1.3 Evaluation

5.1.3.1 Sample collector evaluations shall be conducted once a year or more frequently as necessary.

5.1.3.2 As part of the sample collector's routine evaluation, the State Sampling Manager, or designee, shall accompany the collector into the field to observe his/her sample collection techniques and knowledge of PDP SOPs.

5.1.3.3 Evaluations shall include a review of electronic sample information forms (e-SIFs) with the collector to ensure sample information is being obtained and recorded in an acceptable manner.

5.1.3.4 Collection problems shall be corrected as they occur and shall include collector re-training as necessary.

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5.1.3.5 Sampling Managers shall keep a record on file of the evaluations each sample collector receives and shall have such records available for viewing by MPO when requested. (Refer to SAMP ADMIN-02.)

5.2 Assignment of Sample Collectors

5.2.1 Each State shall designate individuals to serve as their sample collectors and maintain a list of such personnel (refer to PDP SAMP PROC-01, Section 5.3). Changes to this list shall be provided to the MPO Sampling Manager, or designee, as they occur.

5.2.2 States shall designate the number of commodity samples, with corresponding dates and sites, to be collected by each sample collector per month.

5.2.3 If a sample(s) will not be collected due to personal emergency, plant closure, weather conditions, etc., the sample collector shall report it to the State Sampling Manager for reassignment to a different collector, alternate site, or sampling date.

5.2.4 If it is found that a sample collector cannot sample a product on the scheduled day, he/she shall immediately notify the State Sampling Manager of such scheduled change. The State Sampling Manager (or designee) shall in turn notify MPO and contact the receiving laboratory to arrange for a resampling date.

5.2.5 It is permissible to collect a sample on the month following the scheduled sample collection date **only** under one of the following circumstances: (1) carrier delays result in the sample(s) not arriving in acceptable condition on their scheduled date near the end of a month and it is not possible to resample before the month's end, (2) the sample(s) has arrived at the laboratory in unacceptable condition and it is not possible to resample before the month's end, (3) general unavailability of commodity, or (4) special circumstances arise where consultation is made between the State and MPO and it is determined that resampling the following month is deemed necessary. In any of these instances, MPO *and* the receiving laboratory must be notified for approval to "make up" the lost sample(s) on a specified day the following month. Frequent make-ups are strongly discouraged. Over time, these actions may introduce undesirable bias in the PDP results. Make-up sampling may not occur at the end of a calendar year because the results would represent sampling efforts from two different years.

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5.3 Sample Designation and Amount

5.3.1 MPO provides “Fact Sheets” and “Quick Reference Guides” that include collection information for each commodity. Fact Sheets contain statements regarding the size, variety, list of acceptable and unacceptable products for collection, ethylene sensitivity, and special packing/shipping instructions. Fact Sheets are not comprehensive, but serve as a reference to be used in conjunction with PDP SOPs. Quick Reference Guides summarize commodity types that are unacceptable to collect (for all commodities) and also provide details on specially requested e-SIF information.

5.3.2 Samples collected by State sample collectors from a specific collection site will be termed a “site-sample.”

5.3.3 The amount per sample, as designated by MPO, shall be collected for each commodity. Information regarding the amount of each sample collected will be provided in the Shipping Assignment Chart by the MPO Sampling Manager, or designee, prior to the beginning of each new quarter [refer to PDP SAMP PROC-01, Section 5.7]. The targeted sample amount will also be noted on each commodity’s Fact Sheet.

5.3.4 Although a targeted sample amount is designated on each quarterly Shipping Assignment Chart and current Fact Sheet, sample collectors should be careful to collect as close to the targeted weight as possible. The use of a simple scale is encouraged. Acceptable collection weights shall be within $\pm 20\%$ of the specified weight. Samples that weigh less or are smaller in size than the lowest end of these ranges are not acceptable; in these cases, the sample collector may be asked to re-sample the commodity. The MPO Sampling Manager will provide, via commodity Fact Sheets, additional requirements concerning sample weights on a commodity-by-commodity basis. To avoid collecting unnecessary additional units for processed commodities, refer to commodity Fact Sheets for more detailed allowable weight ranges.

5.3.5 For dry goods, grain products, and selected fresh produce as authorized by MPO, if the size or weight of the available sample is at least twice the required amount designated by the PDP Shipping Assignment Chart or Fact Sheet, the sample collector may open the container or package

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and remove the required amount. Once containers are opened, the collector shall take necessary precautions not to contaminate the sample.

5.3.6 States may be required to collect larger amounts per sample for Quality Assurance programs, or to split samples within the collection State. Sample collectors shall receive specific instructions from the State Sampling Manager regarding these exceptions.

5.3.7 If a sample will be analyzed by more than one laboratory location, it may be necessary for the collector to pick-up duplicate amounts of the sample for shipment to each appropriate laboratory. When applicable, references will be made in PDP Shipping Assignment Charts for instructions on sample duplication and shipping destination.

5.4 Sampling Procedures for Commodities

5.4.1 Fresh Commodities

Fresh commodities refer to raw, whole produce (i.e., whole carrots, heads of lettuce, celery stalks, etc.). Not included are "prepared" produce, such as salad mixtures, sliced carrots or chopped celery, unless otherwise stated in writing by MPO. Items that are merely washed, brushed, or bagged are acceptable (i.e. leaf spinach, apples). The term, "delicate commodities," refers to fresh produce (i.e., strawberries, cherries, etc.) that are highly susceptible to bruising, crushing and/or deterioration during the sampling, packaging, and shipping process.

5.4.1.1 Procedures for the Collection of Fresh Commodity Samples at Collection Sites

5.4.1.1.1 Sample collectors are responsible for carrying the necessary reference documents with them when sampling:

- Fact Sheets
- Quick Reference Guides
- Access to SOPs
- Blank paper SIF forms
- Site List
- Current Shipping Assignment Chart
- Current collection schedule

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- Phone numbers of all active sampling sites

5.4.1.1.2 Samples shall be collected at sites that include chain store distribution centers, warehouses, and terminal markets where each vendor is assigned an individual site code. Refer to PDP SAMP PROC-01, Section 5.1.4 for exceptions.

5.4.1.1.3 When selecting a pallet/group to be sampled at a vendor site, the sample collector shall use an appropriate means of random selection that is outlined in the State's internal Sampling SOPs. These SOPs shall be kept on file by the State Sampling Manager. The random selection process used by the sample collectors must be acceptable to both the National Agricultural Statistical Service (NASS) statistician and the State Sampling Manager.

5.4.1.1.4 Personnel at collection sites may randomly select a box or crate of product and have it available for the sample collector to pick-up. The sample collector shall request that the product remain in a refrigerated area of the collection site until sample pick-up if that commodity would normally require refrigeration. Collection site personnel may not collect the site-samples from a box/crate.

5.4.1.1.5 Once a pallet/group has been randomly chosen, it is permissible to collect the entire sample from one box/crate or from a variety of boxes/crates, provided that all boxes/crates are from *the same lot number*. However, it is preferred, because of cost considerations, that an entire site sample be selected from the same box/crate, if possible. Sample collectors should make every attempt to locate and record origin and grower/packer/distributor information.

5.4.1.1.6 Sample collectors shall be careful to select individual fruit or vegetables that are in good condition without any noticeable bruises, decay, or other visible defects. Additional information regarding sampling of various fresh fruit and vegetables is provided on commodity Fact Sheets.

5.4.1.1.7 For the collection of delicate commodities, refer to PDP SAMP PROC-05, Collection, Packaging and Shipping of Delicate Fresh Fruit and Vegetables.

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5.4.1.1.8 Sample collectors shall take note if any expirations dates are recorded on the commodity that is being sampled. It is highly preferred to sample a product that is not beyond its expiration date. However, if it becomes necessary to sample a product beyond its expiration date, the collector shall ensure that it is in good physical condition. He/she shall also note in the Comments Field of the SIF that it was beyond its expiration date. A “Best Used By” date is not the same as an expiration date and only describes possible quality changes over time. Sample collectors may collect samples after a “Best Used By” date if the quality of the product has not been compromised.

5.4.1.1.9 Whenever possible, samples should be collected and bagged in the warehouse facility to avoid exposure to inclement weather, high or sub-freezing temperatures, and external contamination possibilities. If necessary, however, an entire case or carton of product may be taken to a more convenient location before removing the sample portion, provided that sufficient precautions are taken to ensure the sample remains in optimum condition and is not contaminated by external factors. Perishable products must be stored at refrigerated temperatures if the transfer/transit time exceeds 30 minutes before packaging for shipment is initiated.

5.4.1.1.10 Additional information regarding the sampling of specific fresh fruit and vegetables will be provided, as necessary, in writing to State Sampling Managers by the MPO Sampling Manager.

5.4.1.2 Special Sampling Techniques for the Collection of PDP Samples

5.4.1.2.1 When collecting and packaging more than one commodity at the same site (or even on the same day), the sample collector shall incorporate a means of preventing cross-contamination between samples. This process may be accomplished by a number of methods such as utilizing disposable gloves, sterile hand wipes, or the washing of hands with soap and water between commodity types. If gloves are used (preferred method), they must be worn throughout the process of collecting the entire sample, properly discarded afterwards, and replaced by fresh gloves prior to collecting the next sample.

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5.4.1.2.2 All supplies used for the collection and storage of samples must be free of any contaminants that may affect the analytical results.

5.4.1.2.3 Samples shall be placed in a plastic bag. Paper bags may be used only with certain commodities with written permission from the MPO Sampling Manager (paper bags may contain compounds that will affect analytical results).

5.4.1.2.4 The bag containing the samples shall be sealed in a manner that any attempt to tamper with the contents would easily be noticed. A detailed description of the tamper-proofing method used shall be included as part of the State's internal SOPs for sampling. These SOPs must be kept on file by the State Sampling Manager. If the sample is hand delivered to the laboratory, tamperproofing methods are optional, provided chain of custody is maintained. *The tamperproofing mechanism shall be dated and initialed by the sample collector.*

5.4.1.2.5 Each sample bag shall be labeled with information that uniquely identifies the commodity sample. The following information must be included on each sample label: 2-digit State of collection, 6-digit date (yy/mm/dd), 4-digit site code number, 2-digit commodity code, 3-digit receiving laboratory code, a "P" for proxy site in the Source ID box if a proxy site is sampled, and the sample collector's name.

5.4.1.2.6 All information may be pre-entered on the label except for the site number, date, and whether an alternate and/or proxy site was sampled. *All information for a particular sample shall be unequivocally identified before leaving the site.*

5.4.1.2.7 The sample identification number is a 17-digit number that uniquely identifies each sample. The identification number must include: 2-digit State of collection, 6-digit date (yy/mm/dd), 4-digit site code number, 2-digit commodity code, and 3-digit receiving laboratory code. An example sample identification number is: CO-050819-0046-OG-WA1 (Colorado collected on August 19, 2005 at site 0046 a sample of fresh oranges that will be analyzed at the Olympia, Washington laboratory).

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5.4.1.2.8 If only the exact sample amount(s) will be taken from the sampling site, the correct portion may be placed in the official sample container (bag) and sealed by the sample collector prior to exiting the facility. The entire case of product may, in agreement with the warehouse management, be taken to a more convenient location within the facility before removing the sample portion (e.g., area of the warehouse maintained at normal room temperature).

5.4.1.2.9 If the entire case of product will be taken from the sampling site, it is permissible for the sample collector to exit the facility prior to removing the sample portion (e.g., taking the case of product to the collector's vehicle).

5.4.1.2.10 Delicate fresh fruit and vegetables should be collected in accordance with SAMP PROC-05.

5.4.2 Processed Commodities

5.4.2.1 Sampling procedures for processed commodities (canned, frozen, concentrates) will be the same as those for fresh commodities wherever possible. If deviations from these SOPs are required, they shall be approved in writing by the MPO Sampling Manager.

5.4.2.2 Sample collectors should attempt to collect products as close to the amount designated by the PDP Shipping Assignment Chart and Fact Sheet as possible. Sample collectors may not open frozen or canned products to obtain the appropriate size or weight unless previously approved in writing by MPO. Refer to PDP SAMP PROC-02, Section 5.3.5 and commodity Fact Sheets for partial sampling of dried goods and grain products.

5.4.2.3 Additional information regarding sampling criteria for processed products will be provided on the commodity Fact Sheets or otherwise in writing by the MPO Sampling Manager.

5.4.2.4 Collectors shall be careful to select products that are free from any noticeable dents, leakage, or other noticeable exterior damage.

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5.4.2.5 Processed commodities shall consist of only the commodity to be sampled. For example, creamed corn, vegetable mixes, Italian style tomatoes, juice blends or cocktail juices, etc. are not acceptable.

5.4.2.6 In some instances, frozen or canned commodities may be substituted for fresh commodities. However, any substitution information will be provided on commodity Fact Sheets or otherwise in writing by the MPO Sampling Manager.

5.4.2.7 Occasionally, the collection of concentrated commodities will be alternated with ready-to-serve products, or a frozen commodity will be alternated with a liquid form based on the ratio of U.S. consumption or national sales. Additional information regarding sampling criteria for concentrated commodities will be provided in writing to the State Sampling Managers by the MPO Sampling Manager unless otherwise stated in the Shipping Assignment Chart and commodity Fact Sheet.

5.5 Purchasing Samples

5.5.1 The sample collector shall make payment to the appropriate site/vendor(s) as necessary.

5.5.2 Exact method of payment (e.g., cash or State voucher) is determined by the individual States.

5.5.3 A receipt must be provided by the vendor and retained by the State for all sample payments for a two year period. After two years, State Sampling Managers may transfer these receipts to a Federal Records Center (FRC) by completing form SF-135 for Supporting Data Packages (refer to template in Attachment 1, example in Attachment 2, and FRC addresses in Attachment 3 in this SOP) and follow directions in PDP DATA-08. MPO should be contacted for any questions concerning the disposition or transfer of records or if a State wishes to transfer records within a timeframe shorter than two years.

5.5.4 The sample collector may purchase either the required sample amount or the entire case of product as required by the vendor.

5.5.5 If an entire case is purchased, records must be kept and retained for two years by the States as to the disposal (donated, left with vendor, discarded, etc.) of the unused product. After two years,

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State Sampling Managers may transfer these records to an FRC by completing form SF-135 for Supporting Data Packages (refer to template in Attachment 1, example in Attachment 2, and FRC addresses in Attachment 3 in this SOP) and follow directions in PDP DATA-08. MPO should be contacted for any questions concerning the disposition or transfer of records or if a State wishes to transfer records within a timeframe shorter than two years.

5.5.6 Payment for samples should approximate the local retail price, but an additional amount may be added, as appropriate, for the vendor's time and trouble.

5.5.7 Specific procedures/requirements regarding the purchase of PDP samples shall be explained as part of the State's internal SOPs for sampling.

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Revision 7

March 2009

- Added Attachments 1-3.
- Added new reference in Section 4.
- Added new section (5.1) on training and evaluation of sample collectors.
- Added explanation and uses of Fact Sheets and Quick Reference Guides (Section 5.2).
- Changed acceptable weight ranges from weights to percents.
- Added list of references that sample collectors should carry with them when collecting samples.
- Removed old Section 5.3 (b) on Clustered vendors. All vendors are now assigned a specific site code.
- Clarified labeling information in Section 5.3.
- Added information on the transfer of records in Section 5.4.
- Enhanced clarifications by word changes in many sections.
- Made formatting changes.

Revision 6

April 2007

- Updated References
- Updated Effective date.
- Added new paragraph in Section 5.3 (a) (7) on product expiration dates
- Added wording in Section 5.3 (c) (5): "... (refer to paragraph number 6 below)."

1 TO

(Complete the address for the records center serving your area as shown in 36 CFR 1228.150.)

Federal Records Center

5 FROM

(Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address.)

2	AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL (signature and title)	DATE
3	AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No)	
4	RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (Signature and Title)	DATE

6

RECORDS DATA

Fold Line

ACCESSION NUMBER			VOLUME (cu. ft.)	AGENCY BOX NUMBER S	SERIES DESCRIPTION (with inclusive dates of records)	RESTRIC- TION	DISPOSAL AUTHORITY (schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBE R							LOCATION	SHELF PLAN	CONT.T YPE	AUTO. DISP.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)

RECORDS TRANSMITTAL AND RECEIPT Complete and send original and one copy of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.								PAGE 1	OF PAGES			
1 TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150.)								5 FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address.)				
Federal Records Center (Type your Fed. Rec. Ctr. Name/Address, see Attach. 3 list)								USDA-AMS-S&T Monitoring Programs Office 8609 Sudley Road, Suite 206 Manassas, VA 20100				
2	AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL (signature and title)				DATE						
		Chris Pappas (or current liaison)				Current Date						
3	AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No)										
		(Type Sampling Manager's name or point of contact)										
4	RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (Signature and Title)				DATE						
6 RECORDS DATA <i>Fold Line</i>												
ACCESSION NUMBER			VOLUME (cu. ft.)	AGENCY BOX NUMBER S	SERIES DESCRIPTION (with inclusive dates of records)	RESTRIC- TION	DISPOSAL AUTHORITY (schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION	SHELF PLAN	CONT. TYPE	AUTO. DISP.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
			8		United States Department of Agriculture Agricultural Marketing Service S&T, Monitoring Programs Office PESTICIDE DATA PROGRAM SUPPORTING DOCUMENTATION (Name of State Agency)	R						
				1	Food Donation Receipts, 1/2005-12/2007							
				2-3	Vendor Payment Receipts, 1/2005-12/2007							
				4-8	Hand-Written data for Sample Information Forms, 1/2005-12/2007							
NSN 7540-00-634-4093 10-14135-107 Standard Form 135 (Rev. 7-85) Facs Prescribed by NARA 36 CFR 1228.152												

**USDA/AMS Pesticide Data Program
Designated Federal Records Centers**

State Agency	Region	Send to:	
		Name	Address
California Department of Pesticide Regulation California Department of Food and Agriculture	Pacific Region	Federal Records Center	1000 Commodore Drive San Bruno, CA 94066-2350
Colorado Department of Agriculture	Rocky Mountain Region	Federal Records Center	Bldg. 48, Denver Federal Center West 6 th Avenue and Kipling Street Denver, CO 80225-0307
Florida Department of Agriculture and Consumer Services	Southeast Region	Federal Records Center	4712 Southpark Blvd. Ellenwood, GA 30294
Maryland Department of Agriculture	Washington National Records Center	Federal Records Center	4205 Suitland Road Suitland, MD 20746-8001
Michigan Department of Agriculture	Great Lakes Region	Federal Records Center	7358 South Pulaski Road Chicago, IL 60629-5898
Minnesota Department of Agriculture	Great Lakes Region	Federal Records Center	7358 South Pulaski Road Chicago, IL 60629-5898
Montana Department of Agriculture	Rocky Mountain Region	Federal Records Center	Bldg. 48, Denver Federal Center West 6 th Avenue and Kipling Street Denver, CO 80225-0307
New York Department of Agriculture and Markets	Northeast Region	Federal Records Center	National Archives-Central Plains Region 200 Space Center Drive Lee's Summit, MO 64064-1182
Ohio Department of Agriculture	Great Lakes Region	Federal Records Center	Federal Records Center – Dayton 3150 Springboro Road Dayton, OH 45439-1883
Texas Department of Agriculture	Southwest Region	Federal Records Center	1400 John Burgess Drive Fort Worth, TX 76140
Washington State Department of Agriculture	Pacific Alaska Region	Federal Records Center	6125 Sand Point Way NE Seattle, WA 98115-7999
Wisconsin State Department of Agriculture	Great Lakes Region	Federal Records Center	7358 South Pulaski Road Chicago, IL 60629-5898