


Guidance for Requesting Analytical Support
from the OPP Analytical Chemistry Branch Laboratory (ACB)

The Office of Pesticide Programs (OPP) is providing laboratory assistance in analyzing dicamba and its major metabolites for those states/regions that have been affected and do not have laboratory capability and/or capacity. Below is general guidance for requesting such analysis:

1. All requests must be made either from the EPA regional contacts or from the Office of Enforcement and Compliance Assurance (OECA), Office of Civil Enforcement.
2. Requests can be made via e-mail or by phone and should be directed to the OPP/BEAD Division Director (DD), with a cc to the OPP/BEAD Associate DD (ADD) and the OPP/BEAD/ACB Branch Chief (BC), if made by e-mail. The following link provides names for OPP/BEAD contacts <http://intranet.epa.gov/pesticides/divisionswork/bead/main.html>
3. Requests should include, at a minimum, the sample matrixes (soil, foliage, ...), the number of samples, the expected dates for preliminary and final results, the format for the final report, and the point of contact for additional technical information.
4. Within five business days, the ACB will respond to the request to arrange for samples shipment. Samples can be shipped overnight, on ice (dry ice preferred) or hand-delivered to:
OPP/BEAD/ACB/Branch Chief
Environmental Science Center (ESC)
701 Mapes Road
Fort Meade, Maryland 20755-5350
5. For each sample shipment/delivery, documents containing sample information such as sample identification, date of sample collection, and other unique sample description must be included. Sample Chain-of-Custody (COC) is also required. Please refer to **Appendix I** for an example of COC. A statement of sample disposition action (sample returned after end of project, or disposed by the lab) is also useful. Otherwise, the laboratory will dispose of all samples 60 days after the final report is submitted to the requestor.
6. All samples must be sealed with the EPA official sample seal (EPA Form 7500-2, **APPENDIX II**). Samples must be in their own clear polyethylene bags, which must also have EPA official sample seals. The information that is written on the sample seal/label must match the information on the COC. Each document must be legibly written with indelible (waterproof) ink. No erasures or white outs are allowed. Any writing errors made on a document must be corrected by a single line through the error, initialed, dated, and rewritten.
7. A minimum of 50 grams of each sample is needed, but do not send more than 200 grams.
8. The ACB BC should be notified as soon as possible when **(1)** samples have been shipped, **(2)** a scheduled shipment has been changed/canceled, or **(3)** there are changes in the number or types of samples. Notification should be via e-mail or by a phone call. Please note that the ESC is closed on the weekends, and cannot receive samples then.

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APPENDIX II: EPA Official Sample Seal

 UNITED STATES ENVIRONMENTAL PROTECTION AGENCY OFFICIAL SAMPLE SEAL	SAMPLE NO.		DATE
	SIGNATURE		
	PRINT NAME AND TITLE <i>(Inspector, Analyst or Technician)</i>		
	SEAL BROKEN BY		DATE

EPA FORM
7500-3(R17-15)