

QUICK-REFERENCE GUIDE

Check out our website 'Documents' link for all your oil spill handling and transmittal needs!

1. Chain-of-Custody Record
2. Letter of Request for Analysis
3. Sample Information Jar Labels
4. Declaration of Dangerous Goods form
5. MISLE tips

*Always use stuff from our website, not stuff you find in a drawer.

1.Chain-of-Custody Record tips:

NOTE: Custody begins when the sampler collects the sample. The sampler initiates the chain of custody process which must be reflected on the JAR LABEL and CHAIN-of-CUSTODY RECORD.

Definitions/Terms:

A. Custody: Physical possession or control. A sample is under custody if it is in possession or under control so as to prevent tampering or alteration of its characteristics.

B. Sample Chain-of-Custody: A process whereby a sample is maintained under physical possession or control during its entire life cycle, that is, from collection to disposal.

C. Sample Chain-of-Custody Record: Documentation providing evidence that physical possession or control was maintained during sample chain-of-custody.

D. Unit Chain-of-Custody Standard Operating Procedure: Each organization should have a chain-of-custody procedure document. This document should spell out in detail the specific procedures utilized at the unit to achieve sample chain-of-custody. It should contain copies of all the forms used in the chain-of-custody process and detailed instructions for their use. It should be kept current and revisions tracked.

F. Custody Assignment: A single field sampling person should be assigned responsibility for custody of samples. An alternate custodian should also be assigned to cover the prime custodian's absence. As few people as possible should handle samples. The assigned field sampler should be personally responsible for the care and custody of the samples collected until they are properly transferred. While samples are in their custody,

field personnel should be able to testify that no one was able to tamper with the samples without their knowledge.

*Reference: ASTM D 4840-99 (Reapproved 2004) Standard Guide for Sample Chain-of Custody Procedures [Copyright by ASTM Int'l (all rights reserved)]

IMPORTANT NOTES ABOUT COC'S:

*EXTREMELY IMPORTANT FOR MAINTAINING CASE INTEGRITY!!! APPARENT GAPS IN CUSTODY MAY RESULT IN DISMISSAL OF CG MSL RESULTS AS EVIDENCE WHICH MAY NEGATIVELY AFFECT THE ABILITY TO RECOVER CLEAN-UP COSTS.

*SEND ORIGINAL CHAIN-of-CUSTODY RECORDS ONLY!!!

*SIGNATURES ARE VITAL!!!

*DATE/TIME ENTRIES ARE VITAL!!! CLEARLY AND ACCURATELY REFLECT THE ACTUAL 'PATH OF POSSESSION' OF THE SAMPLES!!! (Including internal unit transfers, unit storage, and packing/shipping to CG MSL for analysis)
(Tip: Record/document/jot down everything as it happens)

*ENSURE ALL INFORMATION (SAMPLE NUMBERS, 'SPILL'/'SOURCE'/'BACKGROUND' DESIGNATIONS, AND DESCRIPTIONS) MATCHES UP WITH WHAT'S ON THE JAR LABEL!!!

2. Letter of Request for Analysis tips:

A. MUST BE SIGNED!

B. Don't be afraid to use line 8 to give us more *specific* instructions!

*Example: If you have an OWS case in which everything is a 'Source', you can tell us *specifically* to "Compare sample 1, 2, and 3 to sample 4, 5, and 6".

3. SAMPLE INFORMATION JAR LABELS:

Formatted for label dimensions 1.3" X 4" (Avery Style 5162)

*FYI, here's what we use:

MACO-Laser & Ink Jet Labels
White mailing labels
1 1/3" x 4"
1400 labels/100 sheets/Self-adhesive

*Our new format better captures vital information and enables you to number the samples simply '1, 2, 3, etc.' instead of using the long string

MISLE ECN's. (There's a 'Sample Number' line and a MISLE ECN line.) This is good because long strings of numbers and letters can get confusing with cases involving lots of samples/samplers.

4. Declaration of Dangerous Goods tips:

(Website link has a filled out 'example' and a live link to the actual FedEx form)

- A. Read the Disclaimer
- B. Follow the step-by-step instructions
- C. Provide 3 signed copies to carrier
- D. Read the part about what you are actually signing for:

"I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable International and National Governmental Regulations. I declare that all of the applicable air transport requirements have been met."

*Sidenote: FedEx can and will deny shipment of wacky packaging jobs and, more commonly, incorrectly filled out DoDG's.

*More Sidenotes:

a. The shipping regs get confusing because FedEx follows international regulations (not just the CFR stuff we're used to). The 'Disclaimer' on the FedEx DoDG link cites the training requirements of 49 CFR 172.700-172.704. Check out 172.704(a)(2)(ii).

b. 8 jars maximum per box. This is based on the fact that we use 4 oz. jars and 8 of them come out to just under 1 Liter which allows us to ship 'Limited Quantity' under Packing Instruction Y305 which keeps us from having to use special 'UN-Spec' boxes. And the box must weigh less than 66 lbs.

OF 4 OUNCE JARS x .12 = "X" LITERS (ie: EIGHT 4 oz. jars = .96L)

c. We suggest the 'Nature and Quantity of Dangerous Goods' entry (see DoDG form) to capture the 'worst case scenario' of what kind of stuff you may have actually collected.

5. MISLE tips:

See the MISLE homepage 'Help' link for specific instructions off the 'Contents' list. Relevant topics include, in no particular order:

- A. Incident Investigation Activity
- B. Batch Evidence Status Custodian Editor
- C. Batch Oil Sample Evidence Coast Guard Data

- D. Batch Oil Sample Evidence MSL Oil Sample Data
- E. Edit Single Oil Sample Evidence
- F. View Oil Sample Evidence

Or just follow the steps below instead:

Sidenote: We can only post our results/report into one type of MISLE activity which is the 'Incident Investigation' type. Once opened, please enter the sample data under the Oil Spill Sample 'Evidence' tab. Then 'ship' them to us. Here's how:

1. Open an Incident Investigation activity
 - *If CGIS involved (like for OWS bypass incidents), then it is likely an 'Incident Investigation' activity will not be opened. Sample data can be entered into the 'Enforcement' activity but the samples cannot be 'shipped' to CG MSL (at least not yet as far as I know). In this case, we send the results/report to the POC listed on the Letter of Request. (So it's not in MISLE for all to see).
2. Click on the 'Evidence' tab
3. Click on the 'Oil Sample Evidence' tab
4. Click 'Add Oil Sample'
5. Enter data:

You may need to check out those MISLE 'Help' contents for this one. Here's some tips though:

*Evidence Control Number (ECN): This number is specific to your activity to track each piece of evidence.

Basic format:

MISLE Activity Number-sequential oil spill sample number (#1, #2, #3, etc.)-sample collector initials

Example: 1234567-1-ABC, 1234567-2-DEF, 1234567-3-GHI

*Date Entries: BEWARE THE DEFAULT DATES!!! (Date blocks have the *current* date in them so you may have to change it to the *actual* date samples were collected/stored/shipped)

*FPN's: Input FPN in the 'Oil Sample Data' folder. *Important because it links the activity to the NPFC and so we may someday 'hold' the samples for them even though your unit has lost interest.

****Now you should be ready to 'ship' the sample to us****

6. Get back into the 'Oil Sample Evidence' tab

7. Check the relevant boxes (to execute tracking function in 'batches' instead of one at a time)
8. Click 'Oil Sample Tracking'
9. 'Receive' the sample on behalf of your unit
(Fill out screen and save)
10. 'Store' the samples (if you stored them) on behalf of your unit
(Fill out screen and save)
11. 'Ship' the sample to 'CG MSL' (from drop down menu) like this:

Date: (actual date shipped/*Check the default date!)

Status: (Shipped)

Evidence Location: ('From' unit)

Custodian: (from orig. unit)

Unit: ('CG MSL')

Carrier: (FedEx)

Carrier Tracking #: (XXXX XXXX XXXX)

12. SAVE Batch Edits

That's it! Your screen should turn gray which indicates the 'transfer' of custody to us. As always, just call if you need assistance. BTW, these are not official instructions. I kind of just made this part up;)

*Endnote: CALL US UP IF YOU HAVE ANY QUESTIONS *and/or* GIVE US A HEADS UP THAT YOU ARE SENDING US STUFF!!!!

We don't like surprises. A FedEx tracking number would be very nice, thank you.