

# Instructions for MPCA Chain of Custody (COC) for biosolids PFAS analysis

\* This code will automatically load in the COC. Edit the autoloading code/information if it does not reflect the sample you are recording in the COC.

| Project/Client info              |                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Facility code*                   | Include MNPCA_NPDES.* This is specifically for NPDES reporting.                                                                                                                                                                                                                                                                                                                                                            |
| Project name                     | Use the dropdown menu to select your facility.                                                                                                                                                                                                                                                                                                                                                                             |
| Cropping year or EQ Distribution | Use the dropdown menu to select which cropping year the sample(s) is for, or if the sample(s) is for Exceptional Quality (EQ) distribution.                                                                                                                                                                                                                                                                                |
| Project task code*               | Automatically populates when the cropping year is selected.*                                                                                                                                                                                                                                                                                                                                                               |
| Report to                        | Include the name of the individual(s) to receive the PDF lab report and Lab_MN EDD.                                                                                                                                                                                                                                                                                                                                        |
| Report and EQUIS EDD to email    | Include email address(es) of the individual(s) at your organization to receive the PDF lab report and Lab_MN EDD.<br>Note: The Permittee is required to submit the PDF lab report and the Lab_MN EDD to the MPCA via <a href="mailto:wq.submittals.mpca@state.mn.us">wq.submittals.mpca@state.mn.us</a> following the instructions on the <a href="#">Water quality submittals form</a> .                                  |
| Laboratory                       |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Lab name & address               | Include the lab's name and address.                                                                                                                                                                                                                                                                                                                                                                                        |
| EPA lab ID                       | Include the lab's EPA lab ID                                                                                                                                                                                                                                                                                                                                                                                               |
| Sample details                   |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| MN location identifier*          | Automatically populates when facility is selected under the Project name. Do not edit this populated field.*                                                                                                                                                                                                                                                                                                               |
| Sample name                      | Automatically populates with location description when facility is chosen under project name.<br>Delete any location and associated MN location identifier's that will not be sampled.<br>If more than one row is needed for any kind of quality control sampling (see sample types below), type the name of that sample into the Sample Name column and add the information about that sample to the rest of the columns. |

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| <b>Sample type</b><br>QC-FB = Field blank<br>QC-FR = Field replicate<br>QC-TB = Trip blank<br>QC-EB = Equipment blank<br>Sample = Biosolids PFAS sample* | Use the dropdown menu to select the sample type. For a biosolids PFAS sample, select "Sample".*<br>Where a field blank, field replicate, trip blank, or equipment blank is required or desired choose the appropriate sample type. <b>QC Samples do not need a MN Location Identifier.</b>                                                                                                       |
| <b>Start date and time</b>                                                                                                                               | For a composite sample include the start date and time. For a grab sample include the collection date and time.                                                                                                                                                                                                                                                                                  |
| <b>Sample method</b><br>CG-T = Composite of grab samples, time paced<br>CO = Composite sample<br>G = Grab sample<br>Other = Other                        | Use the dropdown menu to select how the sample was collected.<br>Sampling note: <ul style="list-style-type: none"> <li>Liquid biosolids samples should be collected using a "Composite of grab samples, time paced" (CG-T).</li> <li>Solid/cake biosolids samples should be collected using "Composite Sample" (CO).</li> <li>QC samples should be collected using "Grab sample" (G).</li> </ul> |
| <b>End date and time</b>                                                                                                                                 | For a composite sample, include the end date and time.<br>For a grab sample, leave the end date and time fields blank.                                                                                                                                                                                                                                                                           |
| <b>Lab matrix</b><br>SD = Soil/Solid*                                                                                                                    | Use the dropdown menu to select the lab matrix. Biosolids samples should be analyzed using the Soil/Solid matrix only.                                                                                                                                                                                                                                                                           |
| <b>Field matrix</b><br>QC-BLANK = Artificial blank water<br>Sludge = Biosolids*                                                                          | Use the dropdown menu to select the field matrix associated with the sample type. Biosolids samples will use the Sludge option.<br>Where a field blank, field replicate, trip blank, or equipment blank is selected, choose QC-BLANK = Artificial blank water.                                                                                                                                   |
| <b>Number (#) of containers</b>                                                                                                                          | Include the total number of containers/bottles used for the analysis requested.                                                                                                                                                                                                                                                                                                                  |
| <b>Sampler comments</b>                                                                                                                                  | Include any comments about the sample. Use this box to indicate if samples are typically less than 5% solids to ensure labs can take steps to achieve a reportable limit of 20 ppb or less for PFOA and PFOS.                                                                                                                                                                                    |
| <b>Analysis requested</b>                                                                                                                                | Include parameters requested for analysis along with a method where required. Biosolids Strategy currently requires analysis of 40 PFAS compounds per method 1633A.<br>Preservation: Does not apply to biosolids analyses. Samples must be sent to the lab on ice, do not use blue ice packs.<br>Field filtered: Does not apply to biosolids analyses.                                           |
| <b>Sampler's name, phone, signature, and organization</b>                                                                                                | Include information about who collected the sample.                                                                                                                                                                                                                                                                                                                                              |
| <b>Billing organization, account, and address</b>                                                                                                        | Include information for billing.                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Courier name and tracking #</b>                                                                                                                       | If courier is used to transport and deliver samples to the lab, include information for courier used along with the tracking number.                                                                                                                                                                                                                                                             |
| <b>Relinquished by and accepted by</b>                                                                                                                   | Include signatures with dates and times for those transferring custody of the sample including the sample collector.                                                                                                                                                                                                                                                                             |