

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

Project/Client info	
Facility code	Include MNPCA_NPDES. This is specifically for NPDES reporting.
Project name	Use the dropdown menu to select your facility.
Project task code	Include PRJ08494. This is specifically for Biosolids PFAS monitoring.
Report to	Include the name of the individual to receive the PDF lab report and Lab_MN EDD.
Report and EQUIS EDD to email	<p>Include email address of the individual at your organization to receive the PDF lab report and Lab_MN EDD.</p> <p>Note: The Permittee is required to submit the PDF lab report and the Lab_MN EDD to MPCA Biosolids Program via municipal.wastewater.pfas.mPCA@state.mn.us</p>
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.
Field name	<p>Automatically populates with location description when facility is chosen under project name.</p> <p>Delete any location and associated MN location identifier's that will not be sampled.</p> <p>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 Field Name column and add the information about that sample to the rest of the columns.</p>
Sample type QC-FB = Field blank QC-FR = Field replicate QC-TB = Trip blank QC-EB = Equipment blank Sample = Biosolids PFAS sample	<p>Use the dropdown menu to select the sample type. For a biosolids PFAS sample, select "Sample".</p> <p>Where a field blank, field replicate, trip blank, or equipment blank is required or desired choose the appropriate sample type. These samples do not need a MN Location Identifier.</p>
Start date and time	For a composite sample include the start date and time. For a grab sample include the collection date and time.

Sample method G = Grab sample CG-T = Composite of grab samples, time paced Other = Other	Use the dropdown menu to select how the sample was collected. Sampling note: Biosolids samples should be collected using a grab or composite grab sample only.
End date and time	For a composite sample, include the end date and time. For a grab sample, leave the end date and time fields blank.
Lab matrix SD = Soil/Solid	Use the dropdown menu to select the lab matrix. Biosolids samples should be analyzed using the Soil/Solid matrix only.
Field matrix QC-BLANK = Artificial blank water Sludge = Biosolids	Use the dropdown menu to select the field matrix associated with the sample type. Biosolids samples will use the Sludge option. Where a field blank, field replicate, trip blank, or equipment blank is selected, choose QC-BLANK = Artificial blank water.
Number of containers	Include the total number of containers/bottles used for the analysis requested.
Sampler comments	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.
Analysis requested	Include parameters requested for analysis along with a method where required. Biosolids Strategy currently requires analysis of 40 PFAS compounds per method 1633A. Preservation: Does not apply to biosolids analyses. Samples must be sent to the lab on ice, do not use blue ice packs. Field filtered: Does not apply to biosolids analyses.
Sampler's name, phone, signature, and organization	Include information about who collected the sample.
Billing organization, account, and address	Include information for billing.
Courier name and tracking #	If courier is used to transport and deliver samples to the lab, include information for courier used along with the tracking number.
Relinquished by and accepted by	Include signatures with dates and times for those transferring custody of the sample including the sample collector.