SOP: 5.2 Rev. 1

EFFECTIVE DATE: August 14, 2024

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APPROVED BY: see cover page

TITLE: **Handling, preparation, and packaging of samples**

PURPOSE: Provide guidelines to ensure that samples from supervised magnitude of residue field trials are handled, prepared, transported, and packaged in accordance with good laboratory practices and protocol.

SCOPE: This procedure applies to all test substance applications from supervised field trials of the Minor Uses Foundation Pesticide Magnitude of Residue Studies.

PROCEDURES:

1. Identify each sample and label, in dark indelible ink, with the following information: Name of the test substance, study number, trial number, treatment number, sample ID, and name and cellphone number of the Field Research Director.
2. Once samples are harvested in the field, if subsampling is needed (e.g., cut the fruit to reduce weight), do it in a clean field laboratory/room or in the analytical laboratory in proximity to the storage freezers. Consult the protocol or contact the Study Director to ensure subsampling is permissible. Separation of peel and flesh and/or other preparations for certain studies may be required to produce the final sample; like subsampling, these preparations must also be performed in a clean field laboratory/room or in the analytical laboratory in proximity to the storage freezers. Avoid heat and direct sunlight as soon as possible to minimize degradation of the test substance.
3. Use different containers to store or transport each sample from each treatment (i.e., one container for untreated control samples and another for treated samples). When transporting samples from the field to the lab or clean room, place the samples in a cooler with blue ice and an appropriate temperature recording device. Record transport temperature and all procedures in the field data notebook.

4. The elapsed time and temperatures from sampling to freezing of the sample must be recorded in the field data notebook and must be within the specifications of the protocol.
5. Once samples are properly labeled and frozen, store under conditions outlined in the protocol.
6. If samples are shipped to an analytical laboratory, follow the shipping instructions listed in the protocol or contact the Study Director for instructions. Include the appropriate ice for shipment (blue ice or dry ice, depending on delivery requirements). Confirm with the Study Director before dispatch. Obtain insulated containers, if necessary, of sufficient size and quantity to hold the residue samples and, if necessary, dry ice in a 1:2 to 1:5 weight ratio (sample: dry ice) to commodity. Pack the samples and dry ice in the containers just before shipment. The containers should have sufficient bursting strength to withstand normal handling of shipping and storage.
7. Notify the laboratory personnel when samples are scheduled to be shipped and when they can expect delivery to ensure the lab is prepared to receive the samples. Provide full details.
8. Record all actions performed in the field data notebook.

Approved by:



October 5, 2026

Anna Gore, Executive Director
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Date