

U.S. ENVIRONMENTAL PROTECTION AGENCY  
Contract Laboratory Program

CO- Pat Tan 3NW62  
Requestor - Bruce Beach

Novak J.F. Test/Dynan

SAMPLE MANAGEMENT OFFICE

MEMORANDUM

Rec'd (INTER-HQ) 2

116592

1991

DATE: May 15, 1991  
TO: Colleen Walling  
Region III Primary RSCC  
FROM: Diane Cutler  
Regional Advocate  
SUBJECT: Incorrect Sample Numbers

This memo regarding the impact of incorrect sample numbers for RAS cases is being supplied as you requested through Kevin Connell on 5/13/91.

Enseco/East (EEAST) was scheduled to receive the organic samples of Case Number 16415 from Dynamac. Upon receipt, the lab reported that the sample numbers were transcribed with a hyphen between the alpha and numeric designations. The lab was correctly informed by SMO to disregard the hyphen and proceed by reporting the numbers as they appeared on the pre-printed bottle labels.

Transcription errors on the RAS paperwork (i.e. adding hyphens, zeros or spaces) can cause problems with timely processing at the Sample Management Office (SMO). If anything other than a five digit organic code or a six digit inorganic code is used by the lab, Contract Compliance Screening (CCS) is not able to load the diskette which causes screening delays and impacts the payment process.

Concise transcription of the pre-printed labels onto the accompanying RAS paperwork is imperative to the smooth and timely processing of EPA's Routine Analytical Service contracts.

cc: Mary Mills, SMO  
Sean Kolb, SMO  
Carol Shaeffer, SMO  
Kevin Connell, SMO