



**Division of Occupational Safety and Health
POLICY AND PROCEDURES MANUAL**

P & P C-1H

**LABORATORY SAMPLE ANALYSIS
REQUEST AND SAMPLE SEAL**

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LABORATORY SAMPLE ANALYSIS REQUEST AND SAMPLE SEAL

P&P C-IH

Issue Date: 2/1/87

Revised: 8/1/94,
4/10/15

POLICY: It is the policy of the Division of Occupational Safety and Health to ensure the integrity of all samples taken by compliance personnel in the field when submitted to the laboratory for analysis by preserving an unbroken chain of custody between compliance personnel who collect the sample in the field and the laboratory which analyzes the sample.

PROCEDURES:

A. DISTRICT RESPONSIBILITIES

1. Compliance personnel are responsible for correctly completing and reviewing for accuracy the Cal/OSHA Form 1H before transmitting any samples obtained in the field to the laboratory.
2. If compliance personnel check Item 7 for Urgent Lab Services, compliance personnel shall obtain the approval of the District Manager or Senior Industrial Hygienist prior to sending the Form 1H along with the sample(s) to the laboratory.
3. Compliance personnel shall ensure that prior to mailing the sample(s) they are appropriately sealed with Samples Seals (1HS).
4. Office Support Staff or compliance personnel shall mail the sealed sample to the laboratory for analysis together with the Form 1H. Those samples that are hazardous materials pursuant to Department of Transportation 49 CFR regulations shall be packaged and mailed only by staff current in hazardous materials shipping training.
5. Office Support Staff shall file a copy of the Form 1H in the employer's case file.

B. Cal/OSHA FORM 1H COMPLETION

1. Name

Enter your name

2. Date

Enter the date that the sample(s) was/were submitted to the laboratory.

3. Region and District

Indicate the number of the Region and District.

4. Enter a telephone, FAX number and email where you can be reached.

5. Enter your Office Address

6. Inspection Identification

Enter your ID Number, Optional Report Number and Fiscal Year.

7. Urgent Lab Service Request

Check if laboratory service is urgent and have the District Manager or Senior Industrial Hygienist initial the Urgent Lab Service Request in the space provided.

8. Sample Information

Enter a field sample number corresponding to the number entered on the 1HS (Sample Seal), the date the sample was collected, the type of sample, the volume, any relevant field information and the analysis requested.

*Status of Sample Seals to be filled in by the laboratory receiving the sample(s).

9. Comments

Enter any information about the samples which would be helpful to the laboratory in processing your sample request.

10. Custody Record

The custody record is to be filled in by every individual who releases or receives the sample(s) including the date and time.

Date Released by District or Field Enforcement Office – To be filled in by compliance personnel.

Date Received by Lab - To be filled in by the laboratory.

NOTE: The Receiving Laboratory shall sign all pages of the submitted Form 1H(s)

11. Number of Pages (Page # of) – Fill in the Page Number and the total number of pages

Attachments:

A -- Cal/OSHA 1H - [Fillable pdf version](#)  ; [MSWord Version](#) 

B -- [Cal/OSHA 1HS](#) 