

The following procedural manual excerpt describes sample collection for the Maine Board of Pesticides Control (BPC). Use the excerpt to answer questions 1-3.

STANDARD OPERATING PROCEDURE  
FOR COLLECTION OF SURFACE WATER GRAB SAMPLES

SW Grab Samples Rev. Date: Jan. 2005  
Prepared by: Jennifer White, July 2002

Maine Board of Pesticides Control surface water sampling sites should usually be chosen as a worst-case scenario and must:

- be a water of the State
  - be located near a pesticide use site
1. Once a section of stream (or river, lake, etc.) is selected for sampling, put on a fresh pair of latex or nitrile gloves and, if the water body is big enough wade/ reach out as far into the river or stream as practicable to obtain a representative sample (or use a sampling pole that extends out beyond the shore). Sample upstream to avoid sediment that may have been disturbed by your movement and to avoid potential cross-contamination. Sites where water is isolated from the main body of the river or stream and not flowing at the same rate as the main body of water should be avoided.
  2. At each sample site, uncap a one-liter amber glass bottle certified as pre-cleaned for collection of pesticide samples with Teflon-lined caps. If the suspect contaminant is known and is soluble, sweep through the water column to provide a well-mixed sample. If the suspect contaminant is insoluble, collect the sample from the upper layer of water by skimming along the surface. Try to avoid sediment and disproportionate amounts of surface scum as much as possible when collecting the samples. Fill the samples jars completely with no air space in jar after cap is put on.
  3. Label each bottle with:
    - a unique identification number
    - date & time collected
    - sample location
    - analysis to be conducted
  4. Also write the sample ID on the bottle cap. Place in iced coolers for preservation.
  5. For sample IDs, the BPC uses the following format: YYMMDDXXX##, where YY = last two digits of year; MM = two digit month identifier; DD = two digit day identifier; XXX = collectors initials; ## = the sample number for that day. For example, if John A. Doe collected seven samples on July 22, 1999 from seven different sites, or if he sampled the same site at seven different times, the first sample would be numbered 990722JAD01, the second = 990722JAD02, etc., and the seventh = 990722JAD07.

Question 1: Which of the following is NOT a valid sample ID according to the BPC?

- A. 080407SKL03
- B. 121212JGT09
- C. 200623JWC10
- D. 182208MAC7

Question 2: Which of the following would be a characteristic of a sample that was collected in accordance with this standard operating procedure?

- A. The sample was collected in a sterile test tube and then placed in an iced cooler.
- B. The sample was labeled explaining that it is for analysis of a suspected soluble contaminant.
- C. The sample was collected at the shoreline by skimming along the water's surface.
- D. The sample was filled with a small amount of air at the top to allow for better mixing.

Question 3: Which of the following would be an appropriate set of sample bottles from a site?

- |    |  |   |
|----|--|---|
| A. | 220326SKL01<br>2022-03-26 11:27 AM<br>AABPCS112<br>suspected XXX contaminant | 220326SKL01<br>2022-03-26 11:45 AM<br>AABPCS112<br>suspected XXY contaminant          |
| B. | 220326SKL01<br>2022-03-26 11:27 AM<br>AABPCS112<br>suspected XXX contaminant | 220326SKL02<br>2022-03-26 11:45 AM<br>AABPCS112<br>suspected XXY contaminant          |
| C. | 220326SKL01<br>2022-03-26<br>AABPCS112<br>suspected XXX contaminant          | 220326SKL02<br>2022-03-26 11:45 AM<br>AABPCS113<br>suspected XXY contaminant          |
| D. | 220326SKL01<br>2022-03-26 11:27 AM<br>AABPCS112<br>suspected XXX contaminant | 220326SKL02<br>2022-03-26 11:45 AM<br>AABPCS112<br>water was cloudy at time of sample |

The following procedural manual excerpt describes the hiring process for a fictional agency. Use the excerpt to answer questions 4-5.

**HIRING PROCEDURE: FOLLOW ALL STEPS IN NUMERICAL ORDER.**

1. Conduct screening of the candidates by reviewing their resumes and calling each candidate.
2. After a successful call screening, invite the candidate for a walk-in interview.
3. After a successful walk-in-interview, two evaluation rounds will be conducted: Technical Round & Human Resources Round.
4. Ask the selected candidate(s) for their legal documents (ID Proofs, etc.) & academic certificates and confirm receipt.
5. Send them an offer letter specifying the salary, perks, joining date, and other allowances.

Question 4: What is the next step in the process if a candidate cannot be reached by telephone?

- A. Add the candidate to a follow-up list to try calling again later.
- B. Leave a message for the candidate to call you back.
- C. Email the candidate asking for them to call you back.
- D. There is not enough information to answer this question.

Question 5: When must a candidate provide their academic certificates?

- A. They must submit them with their resume.
- B. They must bring the certificates with them for the walk-in interview.
- C. They must provide them after they are selected.
- D. There is not enough information to answer this question.