

**Navy Environmental Health Center**  
**Industrial Hygiene Bulk/Wipe Sample Survey Form - NEHC Form**  
**5100/16 Explanations and Definitions**  
**(Version 4/03)**

Industrial Hygiene Bulk/Wipe Sample Survey Form - NEHC Form 5100/16 - This form is used to record information collected while performing bulk and/or wipe sampling. Analytical information is provided by the laboratory. As many as four samples with up to five stressors may be listed on each form for the same shop.

Form fields marked in this Explanations and Definitions as “Required” are fields that are thought to be important information. Some of the “Required” fields have conditions listed. If those conditions are not applicable, those fields are either not applicable or optional. Form fields marked in this Explanations and Definitions as “Optional” are fields that provide useful but extra information or are only used by some industrial hygiene groups. On the actual survey form, the “Optional” fields are shaded.

<b>FIELD NAME</b>	<b>DEFINITION</b>
Laboratory <b>(Required)</b>	The name and address of the laboratory to which the sample is sent or enter “in-house” if analysis is performed in-house.
IH Group <b>(Required)</b>	The complete name (including any particular section) and address of the command requesting the sample analysis.
IH POC <b>(Required)</b>	The industrial hygienist to contact in case there are questions concerning the sample.
IH Comm/DSN Phone <b>(Required)</b>	The complete commercial and DSN phone numbers of the IH POC.
IH Fax <b>(Optional)</b>	The fax number of the IH POC.
Sample Date <b>(Required)</b>	The date the sample is collected.
IH UIC <b>(Required)</b>	The Unit Identification Code (UIC) of the command providing industrial hygiene support to the sampled command.

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FIELD NAME	DEFINITION
Activity <b>(Required)</b>	The name of the sampled command receiving industrial hygiene support.
UIC <b>(Required)</b>	The UIC of the sampled command receiving industrial hygiene support.
Field Office <b>(Optional)</b>	A city or other descriptive identifier of the location of the activity being sampled. This is useful in situations where the command has multiple field locations, and the activity name, UIC and building/location do not provide sufficient detail to discern between different field offices of the command. This field is optional and is currently used by only a few IH field activities.
Bldg./Hull # <b>(Required)</b>	The building number of the shore command or the hull number of the ship where the individual being sampled works or where the sample is being collected.
Shop Location <b>(Required)</b>	The room number or ship compartment number of the shop where the individual being sampled works or where the sample is collected.
Shop Code/Name <b>(Required)</b>	The number and/or name of the shop where the individual being sampled works or where the sample is being collected
Sample Site Activity <b>(Optional)</b>	The activity of the site where bulk or wipe samples are collected, if this site is different from the command requesting the sampling or receiving the industrial hygiene support. These fields are optional and are currently used by only a few IH field activities.
Sample Site UIC <b>(Optional)</b>	The UIC of the site where bulk or wipe samples are collected, if this site is different from the command requesting the sampling or receiving the industrial hygiene support. These fields are optional and are currently used by only a few IH field activities.
Sample Site Field Office <b>(Optional)</b>	The field office of the site where bulk or wipe samples are collected, if this site is different from the command requesting the sampling or receiving the industrial hygiene support. These fields are optional and are currently used by only a few IH field activities.
Sample Site Bldg./Hull # <b>(Optional)</b>	The Hull # of the ship where bulk or wipe samples are collected, if this site is different from the command requesting the sampling or receiving the industrial hygiene support. These fields are optional and are currently used by only a few IH field activities.

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FIELD NAME	DEFINITION
Sample Site Shop Location (Optional)	The shop location of the site where bulk or wipe samples are collected, if this site is different from the command requesting the sampling or receiving the industrial hygiene support. These fields are optional and are currently used by only a few IH field activities.
Sample Site Shop Code/Name (Optional)	The shop code/name of the site where bulk or wipe samples are collected, if this site is different from the command requesting the sampling or receiving the industrial hygiene support. These fields are optional and are currently used by only a few IH field activities.
Field # (Optional)	The number used to identify the sample in the field.
Bulk or Wipe (Required)	Record whether this is a bulk or wipe sample. Circle “Bulk” or “Wipe”.
Area Wiped (Required for wipe samples)	The amount of area wiped for the wipe sample
Wipe Media (Required for wipe samples)	The type of media used to collect the wipe sample.
Wipe Media Lot # (Required for wipe samples)	The manufacturer's lot number for the wipe sampling media.
Related Air Samples (Optional)	The sample number of any air samples performed in conjunction with the bulk or wipe sample. These samples should have the same sample date, worksite and stressor
SEG Population ID (Optional)	Similar Exposure Group (SEG) Population Identification: A number or name of a similarly exposed group as that of the individual being sampled or for the sampled operation. A SEG is defined by the industrial hygienist. This field is optional and is currently used by only a few IH field activities.
Worksite (Optional) (Computer applications such as IHIMS might require this field for some sample types)	A description of the location inside the room or ship compartment where the sample is actually collected.
Boundary (Optional) (Computer applications such as IHIMS might require this field for some sample types)	Record whether the sample is collected inside or outside any boundaries or whether there is no boundary present. Circle “In” for inside the boundary, “Out” for outside the boundary or “No” for no boundary present.
Specific Site of Sample (Required)	A description of the specific location at the worksite where the sample is collected. (For example: floor, desk, window frame, etc...)

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FIELD NAME	DEFINITION
Source of Sample <b>(Required)</b>	A description of the source of sampled material. (For example: If a bulk sample of paint chips was collected from a garage floor, the garage floor would be the specific site of sample, but the ceiling above with peeling paint would be the actual source of sample.)
Sample Material Description <b>(Required)</b>	A description of the collected sample material. (For example: gray powder, blue paint chips, etc...)
OPCODE <b>(Required)</b>	The operation code, which most closely matches the operation being sampled. The list of operation codes can be found in the Industrial Hygiene Field Operations Manual, Appendix 3-A.
Operation <b>(Required)</b>	The operation name from the operation code list, which most closely matches the operation being sampled. The list of operations can be found in the Industrial Hygiene Field Operations Manual, Appendix 3-A.
Task <b>(Required)</b>	A short descriptive identifier that further defines the sampled operation, providing more detail.
Related Shop SOP <b>(Optional)</b>	A number or name of any standards of practice (SOP) used during the sampled operation. This field is optional and is currently used by only a few IH field activities.
Sample # <b>(Required)</b>	The unique number used by the IH group to identify and track the sample.
Laboratory # (Not Required for IH) – Filled in by laboratory	The unique number used by the laboratory to identify and track the sample. This information is provided by the laboratory.
CAS #/Stressor <b>(Required)</b>	<p>The Chemical Abstracts Service (CAS) registry number of the stressor being sampled. A list of stressors with CAS numbers and exposure standards is in the Industrial Hygiene Field Operations Manual Appendix A Table Z-1-A and Table Z-2, the Industrial Hygiene Field Operations Manual Appendix B Table 1.</p> <p>The stressor is the chemical, physical or biological contaminant being sampled. Lists of chemical stressors with exposure standards is in the Industrial Hygiene Field Operations Manual, Appendix A, Table Z-1-A and Table Z-2 and the Industrial Hygiene Field Operations Manual Appendix B Table 1.</p>
Analytical Method (Not Required for IH) – Filled in by laboratory	The method used by the laboratory to analyze a sample for a particular stressor. More than one method can be used per sample. This information is provided by the laboratory.

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FIELD NAME	DEFINITION
LOD (Not Required for IH) – Filled in by laboratory	The limit of detection of the analytical method used by the laboratory to analyze a particular stressor. This information is provided by the laboratory.
Result (Not Required for IH) – Filled in by laboratory	The analytical result of a sample for a particular stressor. This information is provided by the laboratory.
Received By (Not Required for IH) – Filled in by laboratory	The printed name and signature of the person receiving the sample at the laboratory. This information is provided by the laboratory.
Date Received (Not Required for IH) – Filled in by laboratory	The date the laboratory received the sample. This information is provided by the laboratory.
Analyzed By (Not Required for IH) – Filled in by laboratory	The printed name(s) and signature(s) of the analyst(s) performing the laboratory analysis(es). This information is provided by the laboratory.
Date Analyzed (Not Required for IH) – Filled in by laboratory	The date(s) the laboratory analyzed the sample. This information is provided by the laboratory.
Analyses Reviewed By (Not Required for IH) – Filled in by laboratory	The printed name and signature of the analysts' reviewing supervisor. This information is provided by the laboratory.
Date Reported (Not Required for IH) – Filled in by laboratory	The date(s) the laboratory reported the results of a sample to the command requesting the sample analysis. This information is provided by the laboratory.
Lab Comments (Not Required for IH) – Filled in by laboratory	Explanatory comments by the analyst(s) about the sample or analysis. This information is provided by the laboratory.
Calculations (Optional)	Any calculations associated with sample collection, equipment calibration, sample results or time weighted averages.
Comments (Optional)	Explanatory comments by the sampler about the sample.
Sampler <b>(Required)</b>	The printed name and signature of the industrial hygienist, industrial hygiene technician or workplace monitor performing the sampling.
Date Completed <b>(Required)</b>	The date the form is signed by the industrial hygiene technician, workplace monitor or industrial hygienist performing the sampling.
Reviewing IH <b>(Required)</b>	The printed name and signature of the industrial hygienist reviewing the sample form.
Date Reviewed <b>(Required)</b>	The date the form is signed by the industrial hygienist reviewing the sample form.

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<b>FIELD NAME</b>	<b>DEFINITION</b>
Data Entered By (Optional)	The printed name and signature of the person entering the sampling form information into the sample database. This only applies if the IH group utilizes a sample database.
Date Entered (Optional)	The date the sampling form information is entered into the sample database. This only applies if the IH group utilizes a sample database.
Sent to Lab By (Required)	The printed name and signature of the person sending the sample to the laboratory.
Date Sent (Required)	The date the command requesting the sample analysis sent the sample to the laboratory.