

## INTERNATIONAL SERVICES

### Project Highlights:

- Initial Coordination with Project Managers
- Sample Collection
- Sample Management
- Shipping of Samples to U.S. laboratory
- Coordination with Laboratory
- Review of Raw Data and QA/QC parameters
- Data Validation
- Electronic transmittal of Results
- Data Interpretation
- Regular Monitoring of Project Progress
- Regular Communication with Client
- Electronic and Hard-Copy Laboratory Report

## COLLECTION OF SAMPLES IN THE CARIBBEAN AND LATIN AMERICA

International Analytical Group, Inc. (IAG) has an on-going working relationship with a major oil company for projects in the Caribbean and Latin America. The projects involve varying degrees of involvement from IAG but typically include: preliminary meetings with the senior manager of the oil company's international division and project managers, sample management, data review and validation, electronic transmittal of laboratory results, data interpretation and regular communication with the client.

Before each individual project, IAG meets with the oil company's senior personnel to discuss the project requirements, degree of IAG involvement, format of the laboratory report, and forms of delivery of results to minimize stand-by time of personnel at the

work site.

IAG has worked with this client in the Cayman Islands, U.S. Virgin Islands, Bahamas, Surinam, Guatemala, Nicaragua, Costa Rica, and Panama. In some cases, IAG has collected samples and has also provided pick-up of samples at the job sites. IAG personnel take custody of the samples at the work site, review chain of custody (COC) documents, and pack the samples for overnight shipment to a laboratory in the United States. In addition, IAG representatives prepare all the necessary documents to prevent delay of the samples in the country of origin and/or U.S. Customs. IAG personnel in Florida track



the samples and ensure their timely delivery to the laboratory. Once the samples arrive in the laboratory, IAG personnel review the COC documents to ensure the samples are correctly logged in and analyzed promptly.

## DATA REVIEW, VALIDATION AND TRANSMITTAL OF LABORATORY RESULTS

IAG's project manager visits the laboratory regularly to discuss the progress of the project with the laboratory manager. If any potential or actual problems are detected, IAG meets with the laboratory's QA/QC director and/or the laboratory's LIMS director. IAG personnel reviews the raw data for the project and all pertinent QA/QC parameters (daily blank, calibration check,

spike and spike duplicate, calibration curve, and surrogate recovery).

The laboratory transmits the analytical results to the IAG project manager via e-mail. IAG reviews the results for accuracy and format. Once its review is complete, IAG authorizes the laboratory to transmit the laboratory results to the Client's Project Manager via electronic mail. If

necessary, hard copy results are shipped via overnight courier to the project manager at the job site.

IAG and the Client's representatives have regular discussions on the progress of the individual projects and to discuss client needs and potential for improvement. IAG provided field-training materials for the oil company's personnel.