

Log-in Checklist

RQ- _____

Login Station ID: _____

Shipping Method: FedEx | UPS | HD | Greyhound

Date/Time of Receipt: _____

Cooler Temperature*	Samples Frozen	* All Samples in Cooler Preserved with		Number of Sample Containers in Cooler	Evidence Tape				Tracking # Damaged waybills only
					Present?		*Intact?		
					Yes	No	Yes	No	
		HNO ₃	Formalin						

* HNO3 and Formalin persevered samples do **NOT** have a temperature requirement. For all others, if the temperature of a cooler is above 6.0 °C (or above 10.0 °C for W-1-4-DIOX and microbiology), or if Evidence Seal is damaged. Identify the containers in the affected cooler(s) on back of this form. **DOH coolers can exceed 2.0 °C above standard temperature without customer notification/confirmation.**

****Note:** If “No” is checked below, fill out the back of this form (Field ID, Test IDs, etc.) and generate an **NCR**.

**Chain of Custody/ Field Sheet(s) Included? Yes _____ No _____

Micro-Biology Overflow Chain of Custody/ Field Sheet(s) Included? Yes _____ No _____

CONTAINER CHECK

****Evidence Tape on Bottles?** Yes _____ No _____ **If yes, is it intact?** Yes _____ No _____

****Caps on tight?** Yes _____ No _____ ****Containers intact?** Yes _____ No _____

****Sufficient Sample Volume:** Yes _____ No _____

CHLORINE CHECK REQUIRED? (Blue dot on container) Yes _____ No _____ Init: _____

Check the Box marked “Yes” or “No” for the Presence of Chlorine. If Cl detected, an NCR is required.					
Analysis	Yes	No	Analysis	Yes	No
W-1,4 DIOX			W-PC-AA-SF		
W-E8321-DI, -MS, -21			W-NP-AA-SF		
W-BNA (-625, -R)			W-PDQUAT		
W-CARB-AA (-CAB-AA-R)			W-PCL-SQ-R		
W-U2060-MS			W-TR-TQ		
W-PCB-R			W-CT-CI-R		
W-PAH (-R)			W-PSNP-TQ		
W-PFAS-MS					

PRESERVATION CHECK (EXCLUDING SAMPLES SENT TO OVERFLOW LABS, “OV-“)

****Acid Preserved Samples:** pH ≤ 2.0? Yes _____ No _____ NA _____ Init: _____

****W-1-4-DIOX (Green dot on container) preserved to pH < 4.0?** Yes _____ No _____ NA _____ Init: _____

Coolers Unpacked/Checked by: _____ **Date:** _____ **NCRs (Y/N)?** _____

Event ID: _____ **NCR #** _____

Log-in Checklist

Samples with Incorrect pH Preservation or presence of Chlorine

Field ID	Bottle Test ID(s)	pH / Cl	Action Taken

Samples in Coolers with Incorrect Preservation or Damaged Evidence Tape

Cooler ID	Field ID	Bottle Test ID(s)

Bottles Not Intact

Field ID	Bottle Test ID(s)	Loose Cap	Damaged Cap		Damaged Container		Evidence Tape Not Intact
			CK	BR	CK	BR	

Samples with Insufficient Volume for Analyses

Field ID	Bottle Test ID(s)	Action Taken

Additional Comments:

Infrared Thermometer ID:	
pH Paper 0.0 – 3.0 Lot #	
pH Paper 0 – 13 Lot #	
Chlorine Test Strips Lot #	

ENCORE SAMPLES

S-VOC-MS samples in Encores must be frozen within 48 hours of collection.

Were Encore samples received? Yes_____ No_____

Date and time placed in freezer _____

Were all samples placed in freezer within 48 hours of collection? Yes_____ If No_____

no, were samples shipped on dry ice? Yes_____ No_____

FOR CLEAN LAB USE ONLY – Total Mercury Preservation Check(W-HG-AF;W-HG-AF-F):

Samples preserved within 48 hours? Yes_____ No_____

Date and time samples preserved: _____

University of West Florida

Date of Request: 01-DEC-2020
Created By: BUNCH_CA On: 01-DEC-2020
Modified By: JASROTIA_P On: 01-DEC-2020
Customer: NW-DIST
Project: BMAP
Division: Division of Environmental Assessment and Restoration
District: Northwest District
Event Description: Bayou Chico BMAP

Send Coolers To:

Phone: 850-595-8300
160 Government Center
Suite 308
Pensacola, FL 32502-5794
Attn: Cheryl Bunch
Cooler Ship EMail: cheryl.bunch@dep.state.fl.us

Priority: 3
Event Status: R
Criminal Investigation: NO
Chemistry Request Reviewed By:
Biology Request Reviewed By: JASROTIA_P On: 01-DEC-2020
Sampling Kit Required: NO Ship on:
Sampling Kit Shipped:
Sampling Kit Packed By:
Preservatives Needed: NO
Date to Receive Samples: 07-DEC-2020
Logged In By: RISK_T On: 14-DEC-2020

Send Final Report To:

160 Government Center
Suite 308
Pensacola, FL 32502-5794
Attn: Cheryl Bunch
Report Notification EMail:
cheryl.bunch@dep.state.fl.us;alicia.hogue@dep.state.fl.us;anita.
nash@dep.state.fl.us

Comments: Micro Only-UWF Lab

Bottle Group A (Water) With 3 Samples:

Bottle Type: TEST HAS NO Number of Bottles: 3 Preserved With: ICE
NW-UWF-ENQ Template: DEFAULT (Enterolert/QT) Enterococci by Enterolert/QT by UWF in Pensacola
Enterococci-Quanti-Tray

Bottle Group B (Water) With 3 Samples:

Bottle Type: TEST HAS NO Number of Bottles: 3 Preserved With: ICE
NW-UWF-ECQ Template: DEFAULT (SM 9223 B Quanti-Tray) E. coli by Colilert-18/QT by UWF in Pensacola
Escherichia Coli-Quanti-Tray