

Login 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				Waybill Tracking #
					Present?		*Intact?		
	YES	HNO ₃	Formalin		Yes	No	Yes	No	

COOLER CHECK

***All samples received on ice unless otherwise noted. HNO3 and Formalin preserved samples do NOT have a temperature requirement.**

- If the temperature of a cooler exceeds 6.0 oC (above 10.0 oC for W-1-4-DIOX and microbiology) or received without ice, identify affected samples in an NCR. **NCR#** _____
- DOH coolers can exceed 2.0 °C above the standard temperature (6.0 or 10.0 °C for W-1-4-DIOX) without login confirmation from customer for samples requiring ice preservation; identify affected samples in an NCR. **NCR#** _____
- If cooler or samples are received with a damaged Evidence Seal; identify the affected samples in an NCR. **NCR#** _____
- If coolers or samples are received late; identify the affected samples in an NCR. **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 _____ NA _____ Evidence Tape intact? Yes _____ No _____

If Criminal, photographs taken? Yes _____ No _____ Containers intact? Yes _____ No _____

Caps on tight? Yes _____ No _____

Sufficient Sample Volume: Yes _____ No _____

If **NO** is checked above, generate an NCR listing affected sample IDs in its appropriate category. **NCR#** _____

CHLORINE CHECK REQUIRED? (Blue dot on container)

Yes _____ No _____ Init: _____

Chlorine detected? (One container checked per Field ID)

Yes _____ No _____ Init: _____

If chlorine is detected, generate an NCR listing affected sample IDs . **NCR#** _____

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: _____

If samples were not preserved correctly, generate an NCR listing affected sample IDs . **NCR#** _____

Coolers Unpacked/Checked by: _____

Date: _____ Event contains NCRs (Y/N)? _____

Event ID: _____

Login Checklist

Login Preservation Equipment

Lot # & Exp: Date

Additional Comments:

Infrared Thermometer ID:	
pH Test Strips 0 – 6	
pH Paper 0 – 3	
pH Paper 0 – 13	
Chlorine Test Strips	

ENCORE SAMPLES

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

Were Encore samples received? Yes _____ Init: _____

Date and time placed in freezer _____

Were all samples placed in freezer within 48 hours of collection? Yes _____ No _____

If no, were samples shipped on dry ice? Yes _____ No _____

If S-VOC-MS samples were not preserved correctly, generate an NCR listing affected sample IDs . NCR# _____

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: _____

Document Reference # 05.1.0

Project: FDEP

Laboratory: Wetlands Research Laboratory

Sampler's initials : **NW/MB**

Method of transport: on ice by hand

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Samples delivered by: MAF/3 of FDEP

Date/Time: 10/10/2023, 11:30

Sample received by: Ann, Basso of WRL

Date/Time: 10/10/2023 / 11:30

Instructions: Fill in all fields except "Lab ID" on sample transport form completely. Each sample container must use a separate line. Place this form in a waterproof bag and place it with the samples for transport. If a field log or other chain of custody is attached, that information may be referenced on this form and the log or COC attached.

[illegible]

Comments: Sample Container lot# 21347

PO # C1E884

Surface water, no chlorine expected

RQ -2023-10-02-74

Contact organization FDEP

Contact name: Mike Brumfield

Phone: 850-595-8300 8505950557

Address 160 Governmental Center, suite 308, Pensacola, FL 32502

Sampler's name: Nicole Weaver & Mike Brumfield

¹Matrix examples: SW = surface water, PW = pore water, GW = ground water, FW = Freshwater, MW = Marine Water, BW = Brackish Water, S = soil/sediment, Other X =

²Type codes: G = grab, C = composite, X =

³ Recorded using IRT-2

Date of Request: 28-SEP-2023
Created By: SLADE_C On: 28-SEP-2023
Modified By: JASROTIA_P On: 28-SEP-2023
Customer: NW-DIST
Project: SMP
Division: Division of Environmental Assessment and Restoration
District: Northwest District
Event Description: Public Complaint

Send Coolers To:

Phone: 850-595-0567
160 W Government Street
Suite 208
Pensacola, FL 32502-5794
Attn: Stopher Slade
Cooler Ship EMail: christopher.slade@dep.state.fl.us

Priority: 3
Event Status: A
Criminal Investigation: NO
Chemistry Request Reviewed By:
Biology Request Reviewed By: JASROTIA_P On: 28-SEP-2023
Sampling Kit Required: NO Ship on:
Sampling Kit Shipped:
Sampling Kit Packed By:
Preservatives Needed: NO
Date to Receive Samples: 02-OCT-2023
Logged In By:

Send Final Report To:

160 W Government Street
Suite 208
Pensacola, FL 32502-5794
Attn: Myranda Butler
Report Notification EMail:
christopher.slade@floridadep.gov;Myranda.k.butler@floridadep.gov;

Comments: Group A: (Complaint) Contract Lab Bacteria

Packing notes;

FedEx return packing slips

Bottle Group A (Water) With 2 Samples:

Bottle Type: TEST HAS NO Number of Bottles: 2 Preserved With: ICE
NW-UWF-ENQ Template: DEFAULT (Enterolert/QT) Enterococci by Enterolert/QT by UWF in Pensacola
Enterococci-Quanti-Tray