

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	HNO ₃	Formalin		Yes	No	Yes	No	

* 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: _____



CHAIN OF CUSTODY RECORD

Project #
(Lab Use Only)

1911203

Client Florida Dept. of Environmental Protection

Address 2600 Blairstone Rd. Tallahassee, FL 32399

Phone 850-245-8085

Fax

Report To: DEP-OverflowMicro@dep.state.fl.us

Bill to: Carina Tull

P.O. # LAB #039

Preservative: HCL = H, HNO₃ = N, Na₂S₂O₃ = STH₂SO₄ = S, NaOH = SH, NH₄Cl = NH

Project Name:

Office Cords

Project Location:

Highlands

Customer Type:

Florida DEP - South ROC

Kit #:

RQ-2019-11-04-04

Requested Due Date:

Sampled By (PRINT)

Sampler Signature

Preservatives

Sample

Main

Sample Description

Date

Time

Type

H

N

S

E. coli

Enter

Fecal

Sample
ID #
(Lab Use
Only)

F

G4SD0173

11/6/19

0954

Grab

✓

✓

✓

✓

✓

✓

1A

F

G4SD0174

11/6/19

1010

Grab

✓

✓

✓

✓

✓

✓

2A

F

G4SD0175

11/6/19

1026

Grab

✓

✓

✓

✓

✓

✓

3A

Bottle Lot #

Client
Cont.

Samples are ambient water

Okay to Run
As Is

Client Initial:

Samples On

Ice

Yes No

Relinquished By/Affiliation

Date

Time

Accepted By/Affiliation

Date

Time

Chase Long Dep

11/6/19

1255

TWA

11/6/19

1255

RQ-2019-11-04-04

SCL

14.9

1050 Endeavor Ct, Nokomis, FL 34275-3623 (941) 488-8103 fax(941) 484-6774

10090 Bavaria Rd., Fort Myers, FL 33913 (239) 590-0337 fax (239) 590-0536

Form #: RCF -02 Approved by: KS 7/11/2016

Date of Request: 21-MAY-2019
 Created By: SNOREK_G On: 21-MAY-2019
 Modified By: JASROTIA_P On: 14-OCT-2019
 Customer: SO-DIST
 Project: SMP
 Division:
 District: South District
 Sampling Event: OKEE Canals

Send Coolers To:

Phone: 239-332-6975 SC 748-6975
 FLDEP South District Office
 2295 Victoria Ave. Suite 364
 Fort Myers, FL 33901-3381
 Attn: Gary Snorek

Program Module Number:
 Priority: 3
 Event Status: R
 Criminal Investigation: NO
 Chemistry Request Reviewed By: WATTS_J On: 14-OCT-2019
 Biology Request Reviewed By: JASROTIA_P On: 14-OCT-2019
 Sampling Kit Required: YES Ship on: 25-OCT-2019
 Sampling Kit Shipped: YES On: 21-OCT-2019
 Sampling Kit Packed By: SHAIK_A
 Preservatives Needed: NO
 Date to Receive Samples: 04-NOV-2019
 Received By: MIRABITO_A On: 22-JAN-2020

Send Final Report To:

FLDEP South District Office
 2295 Victoria Ave. Suite 364
 Fort Myers, FL 33901-3381
 Attn: Gary Snorek

Report Type: Final Only
 FTP Data: NO
 QC Report: YES
 Date Log: NO
 Authorization Log: NO

Comments:

Bottle Group A (Water) With 3 Samples:

Bottle Type: P-1L	Number of Bottles: 3	Preserved With: ICE
ALKALINITY	Template: DEFAULT	(SM 2320 B-2011) Alkalinity in aqueous matrices as mg CaCO ₃ /L
Total Alkalinity		
TURBIDITY	Template: DEFAULT	(EPA 180.1 Rev. 2.0) Turbidity in aqueous matrices
Turbidity		
W-CL-IC	Template: DEFAULT	(EPA 300.0 Rev. 2.1) Chloride in aqueous matrices
Chloride		
W-COLOR	Template: DEFAULT	(SM 2120 B-2011) True Color measured at 450 nm (not valid for NPDES monitoring)
Color (true)		
W-F	Template: DEFAULT	(SM 4500 F-C-2011) Fluoride in aqueous matrices, without distillation (not valid for NPDES monitoring)
Fluoride		
W-SO4-IC	Template: DEFAULT	(EPA 300.0 Rev. 2.1) Sulfate in aqueous matrices
Sulfate		
W-TDS	Template: DEFAULT	(SM 2540 C-2011) Total Dissolved Solids in aqueous matrices
TDS		
W-TSS	Template: DEFAULT	(SM 2540 D-2011) Total Suspended Solids in aqueous matrices using a maximum of 250 mL of sample
TSS		
Bottle Type: BP-1L	Number of Bottles: 3	Preserved With: ICE
CHLSUITE-W	Template: DEFAULT	(SM 10200 H (mod.)) Phytoplankton chlorophyll-a corrected, uncorrected, and phaeophytin by spectrophotometry
Chlorophyll-a, Corrected		
Chlorophyll-a, Uncorrected		
Phaeophytin-a		
Bottle Type: P-500ML	Number of Bottles: 3	Preserved With: ICE And H ₂ SO ₄
W-NH ₃	Template: DEFAULT	(EPA 350.1 Rev. 2.0) Ammonia in aqueous matrices as mg N/L
Ammonia-N		
W-NO ₂ NO ₃	Template: DEFAULT	(EPA 353.2 Rev. 2.0) Nitrite/Nitrate in aqueous matrices as mg N/L
NO ₂ NO ₃ -N		

Bottle Group A (Water) With 3 Samples:

Bottle Type: P-500ML	Number of Bottles: 3	Preserved With: ICE And H2SO4
W-S-A-TP	Template: DEFAULT	(EPA 365.1 Rev. 2.0) Total Phosphorus in aqueous matrices as mg P/L
Total-P		
W-TKN	Template: DEFAULT	(EPA 351.2 Rev. 2.0) Total Kjeldahl Nitrogen in aqueous matrices
Kjeldahl Nitrogen		
W-TOC	Template: DEFAULT	(SM 5310 B-2011) Nonpurgeable Organic Carbon in aqueous matrices
Organic Carbon		
Bottle Type: P-125ML	Number of Bottles: 3	Preserved With: FILTER-ICE
W-PO4-F	Template: DEFAULT	(EPA 365.1 Rev. 2.0) Ortho-phosphate, dissolved, in filtered, aqueous matrices as mg P/L
O-Phosphate-P		