

# 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 <sub>3</sub>                       | 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: \_\_\_\_\_

**SAMPLE TRANSMITTAL FORM**  
Document Reference # 05.1.0

Laboratory: UWF Wetlands Research Laboratory

Sampler's initials : LN

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Date/Time: 2/7/2022 1 0938

Date/Time: 2/7/2022 1 0938

CST

[illegible]

Surface water, no chlorine expected

Contact name Mike King

Contact organization FDEP

Sampler's name: Lauren McNally/Nathan Mulkey

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

<sup>3</sup> Recorded using IRT-2

Date of Request: 02-FEB-2022  
Created By: KING\_M On: 02-FEB-2022  
Modified By: JASROTIA\_P On: 03-FEB-2022  
Customer: NW-DIST  
Project: SMP  
Division: Division of Environmental Assessment and Restoration  
District: Northwest District  
Event Description: Milton South Run Cont Mont Pickup

**Send Coolers To:**

Phone: 850-595-0605  
160 Government Center  
Suite 208  
Pensacola, FL 32502-5794  
Attn: Michael King  
Cooler Ship EMail: michael.king@dep.state.fl.us

Priority: 3  
Event Status: R  
Criminal Investigation: NO  
Chemistry Request Reviewed By:  
Biology Request Reviewed By: JASROTIA\_P On: 03-FEB-2022  
Sampling Kit Required: NO Ship on:  
Sampling Kit Shipped:  
Sampling Kit Packed By:  
Preservatives Needed: NO  
Date to Receive Samples: 07-FEB-2022  
Logged In By: SPRAGUE\_K On: 18-FEB-2022

**Send Final Report To:**

160 Government Center  
Suite 208  
Pensacola, FL 32502-5794  
Attn: Myranda Butler  
Report Notification EMail:  
Michael.King@floridadep.gov; Myranda.k.butler@floridadep.gov;  
Mary.C.Rice@floridadep.gov

Comments: Group A: (WBID 537) Contract Lab Bacteria

**Bottle Group A (Water) With 1 Samples:**

Bottle Type: TEST HAS NO      Number of Bottles: 1      Preserved With: ICE  
NW-UWF-ENQ      Template: DEFAULT      (Enterolert/QT) Enterococci by Enterolert/QT by UWF in Pensacola  
Enterococci-Quanti-Tray