

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: _____



CHAIN OF CUSTODY RECORD

Project #
(Lab Use Only)

2308 542

Client Florida Dept. of Environmental Protection

Address 2600 Blairstone Rd. Tallahassee, FL 32399

Phone 239-344-5718

Fax

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

Bill to: Carina Tull

P.O. # LAB #C0136A C2152B

Preservative: HCL = H, HNO₃ = N, Na₂S₂O₃ = ST

H₂SO₄ = S, NaOH = SH, NH₄Cl = NH

Project Name: SMP

Project Location: Centrost Mont

Customer Type: FDEP - South ROC

Kit #:

Requested Due Date:

Sampled By (PRINT) Samantha Guelinas						Preservatives						Analysis Requested										Sample ID # (Lab Use Only)	
Sampler Signature						Sample						E. coli (Quantitray)	Enterococci	Fecal Coliform									
Matrix	Sample Description			Date	Time	Type	H	N	S														
M	G3SD0076 (RQ-2023-07-24-07)			8/17/23	955	Grab																1A	
M	G3SD0216			8/17/23	1030	Grab																2A	
M	G3SD0240			8/17/23	1100	Grab																3A	
Bottle Lot #	Client Bottles			Relinquished By/Affiliation						Date	Time	Accepted By/Affiliation						Date	Time				
	Samples are ambient water			Okay to Run As Is...						8/17/23 1211						8/17/23 1211							
	RQ-2023-07-24-07			Client Initial: SG																			
	RQ-2023-08-14-49			Samples On Ice																			
				Yes No																			

Date of Request: 01-JUN-2023
Created By: BARRINGT_J On: 01-JUN-2023
Modified By: JASROTIA_P On: 06-JUL-2023
Customer: SO-DIST
Project: SMP
Division: Division of Environmental Assessment and Restoration
District: South District
Event Description: 2023 SMP: Continuous Deployment

Send Coolers To:

Phone: 239-344-5720
FLDEP South District Office
2295 Victoria Ave. Suite 314
Fort Myers, FL 33901-3381
Attn: John Barrington
Cooler Ship EMail: john.barrington@floridadep.gov

Priority: 3
Event Status: S
Criminal Investigation: NO
Chemistry Request Reviewed By:
Biology Request Reviewed By: JASROTIA_P On: 06-JUL-2023
Sampling Kit Required: YES Ship on: 17-JUL-2023
Sampling Kit Shipped: YES On: 17-JUL-2023
Sampling Kit Packed By: LEBRUN_T
Preservatives Needed: NO
Date to Receive Samples: 24-JUL-2023
Logged In By:

Send Final Report To:

FLDEP South District Office
2295 Victoria Ave. Suite 314
Fort Myers, FL 33901-3381
Attn: John Barrington
Report Notification EMail:
Nicole.Reistad@FloridaDEP.gov; John.Barrington@FloridaDEP.gov; Monica.Jaeger@FloridaDEP.gov

Comments: Group A: (Yucca) Entero, Fecal
Group B: (Cemetery) Entero

Bottle Group A (Water) With 1 Samples:

Bottle Type: P-250ML-WI-THI Number of Bottles: 2 Preserved With: ICE
SD-SND-ENQ Template: DEFAULT (Enterolert/QT) Enterococci by Enterolert/QT by Sanders in Fort Myers
ENTEROCOCCI-ENTEROLERT
SD-SND-FC Template: DEFAULT (SM 9222 D) Fecal coliforms by MF by Sanders in Fort Myers
Fecal Coliforms-Membrane Filter

Bottle Group B (Water) With 1 Samples:

Bottle Type: P-250ML-WI-THI Number of Bottles: 1 Preserved With: ICE
SD-SND-ENQ Template: DEFAULT (Enterolert/QT) Enterococci by Enterolert/QT by Sanders in Fort Myers
ENTEROCOCCI-ENTEROLERT