

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: _____

SAMPLE TRANSMITTAL FORM
Document Reference # 05.1.0

Laboratory: UWF Wetlands Research Laboratory

Sampler's initials :

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Date/Time: 05/10/23 1151

Date/Time: 05/10/23 1115i

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]

PO # C01214

Surface water, no chlorine expected

RQ -2023-05-08-49

Contact name **Stopher Slade**

Phone: 850-595-8300

Sampler's name: _____

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

³ Recorded using IRT-2

Date of Request: 18-APR-2023
 Created By: SLADE_C On: 18-APR-2023
 Modified By: JASROTIA_P On: 19-APR-2023
 Customer: NW-DIST
 Project: SMP
 Division: Division of Environmental Assessment and Restoration
 District: Northwest District
 Event Description: Milton North Run

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@floridadep.gov

Priority: 3
 Event Status: R
 Criminal Investigation: NO
 Chemistry Request Reviewed By: AYRES_J On: 19-APR-2023
 Biology Request Reviewed By: JASROTIA_P On: 19-APR-2023
 Sampling Kit Required: YES Ship on: 28-APR-2023
 Sampling Kit Shipped: YES On: 27-APR-2023
 Sampling Kit Packed By: SHAIK_A
 Preservatives Needed: NO
 Date to Receive Samples: 08-MAY-2023
 Logged In By: PENDLETO_C On: 11-MAY-2023

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: (WBID 420, 236) Metals, Contract Lab Bacteria
 Group B: (WBID 176, 24) Contract Lab Bacteria
 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-ECQ	Template: DEFAULT	(SM 9223 B Quanti-Tray) E. coli by Colilert-18/QT by UWF in Pensacola
Escherichia Coli-Quanti-Tray		
Bottle Type: P-500ML	Number of Bottles: 2	Preserved With: HNO3
W-HARD	Template: DEFAULT	(SM 2340 B-2011) Hardness by calculation, in aqueous matrices, reported as mg/L CaCO3
Hardness		
W-ICP	Template: SMP-FRESH	(EPA 200.7 Rev. 4.4) Total Recoverable Metals analysis using ICP emission spectroscopy for aqueous samples supporting Clean Water Act Projects
Calcium		
Iron		
Magnesium		
Potassium		
Sodium		
Strontium		
Tin		
Titanium		
Vanadium		
Zinc		
W-ICPMS	Template: DEFAULT	(EPA 200.8 Rev. 5.4) Total Recoverable Metals analysis using ICP-MS for aqueous samples supporting Clean Water Act Projects
Aluminum		
Antimony		
Arsenic		
Barium		
Beryllium		

Bottle Group A (Water) With 2 Samples:

Bottle Type: P-500ML	Number of Bottles: 2	Preserved With: HNO3
W-ICPMS	Template: DEFAULT	(EPA 200.8 Rev. 5.4) Total Recoverable Metals analysis using ICP-MS for aqueous samples supporting Clean Water Act Projects
Boron		
Cadmium		
Chromium		
Cobalt		
Copper		
Lead		
Manganese		
Molybdenum		
Nickel		
Selenium		
Silver		
Thallium		

Bottle Group B (Water) With 2 Samples:

Bottle Type: TEST HAS NO	Number of Bottles: 2	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		