

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: _____

Client Information: FDEP

Address: 13051 N. Telecom Parkway

Tampa FL 33604

Phone # 815-470-5878

Report to: benjamin.paswater@dep.state.fl.us

DEP-Overflomicro@dep.state.fl.us

Project Name: RQ-2023-09-04-59

Laboratory Submission #

23090293

Sample Name	Sample Type ¹ / Sample Matrix	Collection		Container			Preservative ⁴	Parameters for Analysis	Laboratory Sample #
		Date	Time	Qty	Capacity	Type ³			
G25W0055	SW	9/7/23	1105	1	250mL	P	Plain (on Ice)	E-Coli •	1
G25W0111	SW		1240	1	250mL	P	Plain (on Ice)	Enterob •	2
G25W0163	SW		1220	1	250mL	P	Plain (on Ice)	Enterob •	3
G35W0109	SW		1315	1	250mL	P	Plain (on Ice)	Enterob •	4
	SW				250mL	P	Plain (on Ice)		
	SW				250mL	P	Plain (on Ice)		
	SW				250mL	P	Plain (on Ice)		

1. "Sample type" is used to indicate whether the sample was a *rain* (R) or *drizzle* (D).
2. "Sample date" is used to indicate whether the sample is being collected to determine water (DSW), groundwater (GV), surface water (SSW), soil, sediment (SDMNT), or sludge (SLDNG).
3. "Container type" is used to indicate whether the container is *poly* (P) or *glass* (G).
4. "Sample mass" must be *refrigerated or stored in ice* after collection. The *temperature during storage should be less than or equal to 6°C (42.8°F)*.
5. Other preservation or handling procedures that were added to the sample container.

Instructions:

1. Each bottle has a field identifying sample ID, premeasured preservative contained in the bottle, sample type, client ID, and parameters for analysis.

2. The following information should be added to each bottle after collection with permanent black ink: date and time of collection, sample's name or initials, and any field number or ID.

3. The client is responsible for documentation of the sampling event. Please note special sampling events on the sample canister form.

Laboratory Sample Acceptability: 0.9°C
Temperature: 0.9°C

For return to a supplier, use only when returning items to the supplier's custody from the store's possession. Use only when returning items to the store's custody from the store's possession.						
1	Collected / Relinquished By: <i>[Signature]</i>	Date <i>9/7/03</i>	Time <i>1350</i>	Received By: <i>[Signature]</i> <i>Nathan Haseil</i>	Date <i>9-7-03</i>	Time <i>1350</i>
2	Relinquished By:	Date	Time	Received By:	Date	Time

Date of Request: 17-AUG-2023
Created By: PASWATER_B On: 17-AUG-2023
Modified By: JASROTIA_P On: 18-AUG-2023
Customer: SW-DIST
Project: SMP
Division: Division of Environmental Assessment and Restoration
District: Southwest District
Event Description: Run 19

Send Coolers To:

Phone: 813-632-7600
FL Dept. of Environmental Protection
13051 N. Telecom Parkway
Temple Terrace, FL 33637-0926
Attn: Ben Paswater
Cooler Ship EMail: benjamin.paswater@dep.state.fl.us

Priority: 3
Event Status: S
Criminal Investigation: NO
Chemistry Request Reviewed By:
Biology Request Reviewed By: JASROTIA_P On: 18-AUG-2023
Sampling Kit Required: YES Ship on: 28-AUG-2023
Sampling Kit Shipped: YES On: 28-AUG-2023
Sampling Kit Packed By: SHAIK_A
Preservatives Needed: NO
Date to Receive Samples: 04-SEP-2023
Logged In By:

Send Final Report To:

FL Dept. of Environmental Protection
13051 N. Telecom Parkway
Temple Terrace, FL 33637-0926
Attn: Ben Paswater
Report Notification EMail:
benjamin.paswater@dep.state.fl.us;;sarah.meyer@dep.state.fl.us;
Devin.Mathias@Floridadep.gov

Comments:

Bacteria to Benchmark only

Bottle Group A (Water) With 1 Samples:

Bottle Type: P-250ML-WI-THI Number of Bottles: 1 Preserved With: ICE
SW-BEA-ECQ Template: DEFAULT (SM 9223 B Quanti-Tray) E. coli by Colilert/QT by BEA in Palmetto
Escherichia Coli-Quanti-Tray

Bottle Group B (Water) With 3 Samples:

Bottle Type: P-250ML-WI-THI Number of Bottles: 3 Preserved With: ICE
SW-BEA-ENQ Template: DEFAULT (Enterolert/QT) Enterococci by Enterolert/QT by BEA in Palmetto
Enterococci-Quanti-Tray