

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: _____

Benchmark EnviroAnalytical, Inc
1711 12th Street East
Palmetto, FL 34221
941-723-9986
941-723-6061 Fax

Client Information: FDEP

Address: 13051 N. Telecom Parkway

Tampa FL 33604

Phone # 815-470-5878

PO# **C1EFCB**

Report to: benjamin.paswater@dep.state.fl.us
DEP-Overflomicro@dep.state.fl.us

Invoice to: FDEP Micro Overflow

Project Name: RQ-2023- 10-09-01

Laboratory Submission # 23100 937

Sample Name	Sample Type ¹ / Sample Matrix ²	Collection		Container		Preservative ⁴	Parameters for Analysis	Laboratory Sample #
		Date	Time	Qty	Capacity			
G3SW0055	SW	10/9/23	1150	1	250mL	P	E. Coli	1
G2SW0163	SW	1	1255	1	250mL	P	Enter	2
G2SW0111	SW	1	1310	1	250mL	P		3
G3SW0109	SW	1	1335	1	250mL	P		4
	SW				250mL	P		
	SW				250mL	P		
	SW				250mL	P		

¹ "Sample Type" is used to indicate whether the sample was a grab (G) or whether it was a composite (C).

² "Sample Matrix" is used to indicate whether the sample is being discharged to drinking water (DW), groundwater (GW), surface water (SW), fresh surface water (FSW), saline surface water (SSW), soil, sediment (SEDANT), or sludge (SLDG).

³ "Container Type" is used to indicate whether the container is plastic (P) or glass (G).

⁴ "Preservative" is used to indicate the preservative used. If no preservative was used, the container must be labeled "No Preservative". If any preservatives that were added to the sample container.

⁵ "Date and Time of Collection" is used to indicate the date and time of collection. If the date and time of collection are not known, the date and time of analysis should be used.

⁶ "Date and Time of Analysis" is used to indicate the date and time of analysis. If the date and time of analysis are not known, the date and time of collection should be used.

⁷ "Date and Time of Relinquishment" is used to indicate the date and time of relinquishment. If the date and time of relinquishment are not known, the date and time of collection should be used.

⁸ "Date and Time of Relinquishment" is used to indicate the date and time of relinquishment. If the date and time of relinquishment are not known, the date and time of collection should be used.

⁹ "Date and Time of Relinquishment" is used to indicate the date and time of relinquishment. If the date and time of relinquishment are not known, the date and time of collection should be used.

¹⁰ "Date and Time of Relinquishment" is used to indicate the date and time of relinquishment. If the date and time of relinquishment are not known, the date and time of collection should be used.

Laboratory Sample Acceptability:

Temperature: 1.5°C

1	Collected / Relinquished By:	Date	Time	Received By:	Date	Time
1		10/9/23	1425		10-9-23	1425
2	Relinquished By:	Date	Time	Received By:	Date	Time

Date of Request: 21-SEP-2023
Created By: PASWATER_B On: 21-SEP-2023
Modified By: JASROTIA_P On: 21-SEP-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: 21-SEP-2023
Sampling Kit Required: YES Ship on: 02-OCT-2023
Sampling Kit Shipped: YES On: 28-SEP-2023
Sampling Kit Packed By: SHAIK_A
Preservatives Needed: NO
Date to Receive Samples: 09-OCT-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