

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: _____

Form #: RCF -02 Approved by: KS 7/11/2016

Date of Request: 18-DEC-2023
Created By: REISTAD_N On: 18-DEC-2023
Modified By: JASROTIA_P On: 18-DEC-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: 239-344-5718
FLDEP South District Office
2295 Victoria Ave. Suite 314
Fort Myers, FL 33901-3381
Attn: Nicole Reistad
Cooler Ship EMail: Nicole.Reistad@FloridaDEP.gov

Priority: 3
Event Status: R
Criminal Investigation: NO
Chemistry Request Reviewed By:
Biology Request Reviewed By: JASROTIA_P On: 18-DEC-2023
Sampling Kit Required: YES Ship on: 22-DEC-2023
Sampling Kit Shipped: YES On: 20-DEC-2023
Sampling Kit Packed By: PENDLETO_C
Preservatives Needed: NO
Date to Receive Samples: 04-JAN-2024
Logged In By: SASNETT_L On: 25-MAR-2024

Send Final Report To:

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

Comments: Group A: (Billy Creek) Entero

Bottle Group A (Water) With 5 Samples:

Bottle Type: P-250ML-WI-THI Number of Bottles: 5 Preserved With: ICE
SD-SND-ENQ Template: DEFAULT (Enterolert/QT) Enterococci by Enterolert/QT by Sanders in Fort Myers
ENTEROCOCCI-ENTEROLERT