

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)

2402872

Client Florida Dept. of Environmental Protection

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

Project Name: SMP

Address 2600 Blairstone Rd. Tallahassee, FL 32399

Bill to: Carina Tull

Project Location: Henderson Creek

Customer Type: FDEP - South ROC

P.O. # LAB # C2152B

Kit #:

Phone 239-344-5718

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

Requested Due Date:

Fax

H₂SO₄ = S, NaOH = SH, NH₄Cl = NH

Sampled By (PRINT) Nicole Reistad				Preservatives				Analysis Requested										Sample ID # (Lab Use Only)
Sampler Signature [Signature]				Sample														
Matrix	Sample Description	Date	Time	Type	H	N	S	E. coli (Quantitray)	Enterococci	Fecal Coliform								
Marine	GISD0112	02/21/24	0940	Grab			X			XX							1A/B	
										AB								
Bottle Lot #		Relinquished By/Affiliation		Date	Time	Accepted By/Affiliation		Date	Time									
Client	Samples are ambient water	Okay to Run As Is...	[Signature]		02/29/24	1305	TMA		3/29/24	1305								
Cont-		Client Initial:	FDEP-SOROC															
	RQ-2024-01-29-22	Samples On																
	7.2°C	Yes No																

Date of Request: 20-DEC-2023
Created By: REISTAD_N On: 20-DEC-2023
Modified By: JASROTIA_P On: 08-JAN-2024
Customer: SO-DIST
Project: SMP
Division: Division of Environmental Assessment and Restoration
District: South District
Event Description: 2024 SMP: SO CO OH NO

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: 08-JAN-2024
Sampling Kit Required: YES Ship on: 19-JAN-2024
Sampling Kit Shipped: YES On: 16-JAN-2024
Sampling Kit Packed By: PENDLETO_C
Preservatives Needed: NO
Date to Receive Samples: 31-JAN-2024
Logged In By: SASNETT_L On: 12-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; Emily.Atkinson@FloridaDEP.gov

Comments: Group A: Entero, Fecal x3

Bottle Group A (Water) With 3 Samples:

Bottle Type: P-250ML-WI-THI	Number of Bottles: 6	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		