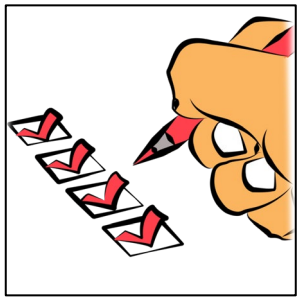
# Status & Trend Networks Preservation, Custody, and Shipment

Rachael Dragon

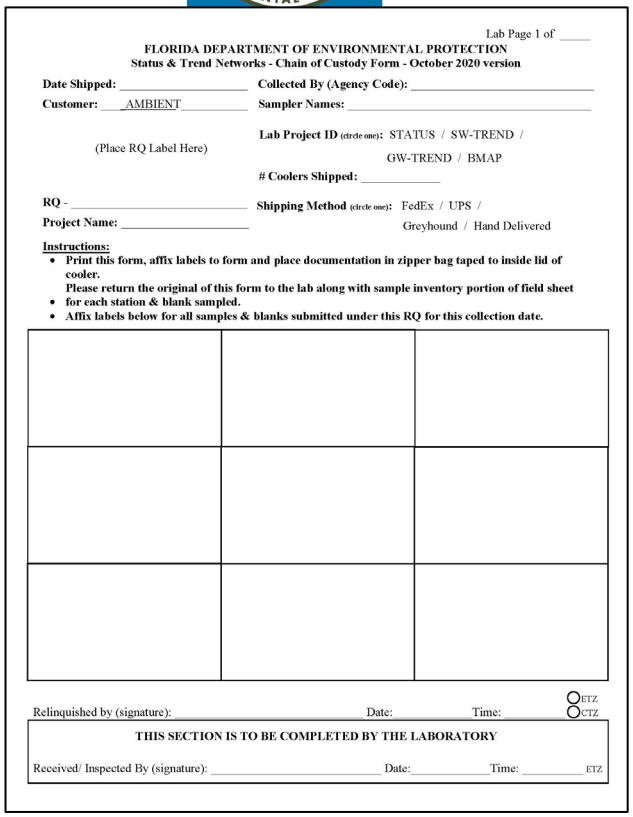
March 2024

# TOPICS

- SAMPLE PRESERVATION
- DOCUMENTATION
- SAMPLE SHIPMENT



# CUSTODY SHEET PACKETS



Lab Page 1 of _____

**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION**
**Status & Trend Networks - Chain of Custody Form - October 2020 version**

**Date Shipped:** _____ **Collected By (Agency Code):** _____

**Customer:** ___AMBIENT_____ **Sampler Names:** _____

(Place RQ Label Here)

**Lab Project ID** (circle one): STATUS / SW-TREND / GW-TREND / BMAP

**# Coolers Shipped:** _____

**RQ -** _____ **Shipping Method** (circle one): FedEx / UPS / Greyhound / Hand Delivered

**Project Name:** _____

**Instructions:**

- **Print this form, affix labels to form and place documentation in zipper bag taped to inside lid of cooler.**
  **Please return the original of this form to the lab along with sample inventory portion of field sheet**
- **for each station & blank sampled.**
- **Affix labels below for all samples & blanks submitted under this RQ for this collection date.**

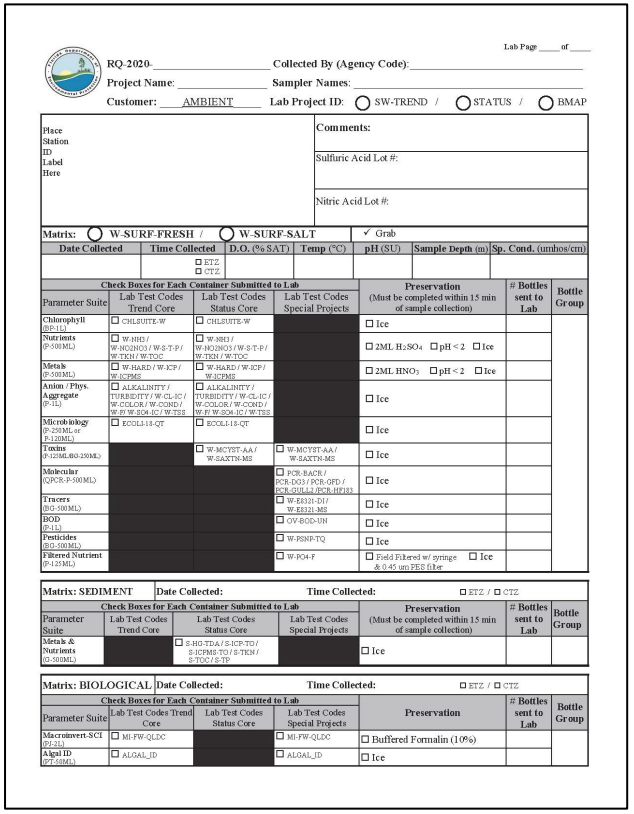
| | | |
|---|---|---|
| | | |
| | | |
| | | |

Relinquished by (signature): _____ Date: _____ Time: _____ ○ETZ ○CTZ

**THIS SECTION IS TO BE COMPLETED BY THE LABORATORY**

Received/ Inspected By (signature): _____ Date: _____ Time: _____ ETZ

**Cover Page**



Lab Page ____ of ____

RQ-2020-_____ Collected By (Agency Code): _____

Project Name: _____ Sampler Names: _____

Customer: ___AMBIENT___ Lab Project ID: ○ SW-TREND / ○ STATUS / ○ BMAP

Place Station ID Label Here

Comments:

Sulfuric Acid Lot #:

Nitric Acid Lot #:

Matrix: ○ W-SURF-FRESH / ○ W-SURF-SALT ✓ Grab

| Date Collected | Time Collected | D.O. (% SAT) | Temp (°C) | pH (SU) | Sample Depth (m) | Sp. Cond. (umhos/cm) |
|---|---|---|---|---|---|---|
| | ☐ ETZ ☐ CTZ | | | | | |

| Parameter Suite | Lab Test Codes Trend Core | Lab Test Codes Status Core | Lab Test Codes Special Projects | Preservation (Must be completed within 15 min of sample collection) | # Bottles sent to Lab | Bottle Group |
|---|---|---|---|---|---|---|
| Chlorophyll (BP-1L) | ☐ CHLSUITE-W | ☐ CHLSUITE-W | | ☐ Ice | | |
| Nutrients (P-500ML) | ☐ W-NH3 / W-NO2NO3 / W-S-T-P / W-TKN / W-TOC | ☐ W-NH3 / W-NO2NO3 / W-S-T-P / W-TKN / W-TOC | | ☐ 2ML $H_2SO_4$ ☐ pH < 2 ☐ Ice | | |
| Metals (P-500ML) | ☐ W-HARD / W-ICP / W-ICPMS | ☐ W-HARD / W-ICP / W-ICPMS | | ☐ 2ML $HNO_3$ ☐ pH < 2 ☐ Ice | | |
| Anion / Phys. Aggregate (P-1L) | ☐ ALKALINITY / TURBIDITY / W-CL-IC / W-COLOR / W-COND / W-F/ W-SO4-IC / W-TDS | ☐ ALKALINITY / TURBIDITY / W-CL-IC / W-COLOR / W-COND / W-F/ W-SO4-IC / W-TDS | | ☐ Ice | | |
| Microbiology (P-250ML or P-120ML) | ☐ ECOLI-18-QT | ☐ ECOLI-18-QT | | ☐ Ice | | |
| Toxins (P-120ML/BIO-250ML) | | ☐ W-MCYST-AA / W-SAXTN-MS | ☐ W-MCYST-AA / W-SAXTN-MS | ☐ Ice | | |
| Molecular (QPCR-P-500ML) | | | ☐ PCR-BACR / PCR-DG3 / PCR-GFD / PCR-GULL2 /PCR-HF183 | ☐ Ice | | |
| Tracers (BG-500ML) | | | ☐ W-E8321-DI / W-E8321-MS | ☐ Ice | | |
| BOD (P-1L) | | | ☐ OV-BOD-UH | ☐ Ice | | |
| Pesticides (BG-500ML) | | | ☐ W-PSNP-TQ | ☐ Ice | | |
| Filtered Nutrient (P-125ML) | | | ☐ W-PO4-F | ☐ Field Filtered w/ syringe & 0.45 um PES filter ☐ Ice | | |

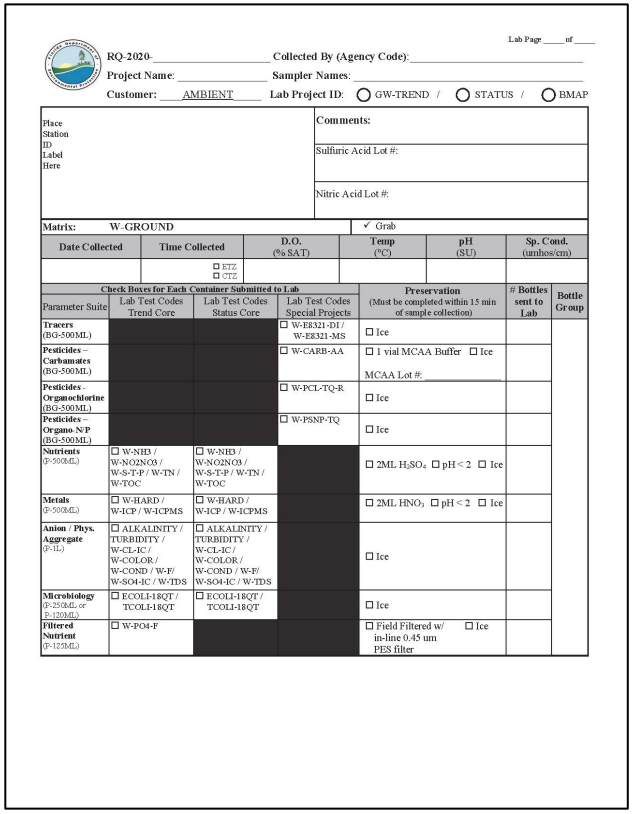
Matrix: SEDIMENT Date Collected: Time Collected: ☐ ETZ / ☐ CTZ

| Parameter Suite | Lab Test Codes Trend Core | Lab Test Codes Status Core | Lab Test Codes Special Projects | Preservation (Must be completed within 15 min of sample collection) | # Bottles sent to Lab | Bottle Group |
|---|---|---|---|---|---|---|
| Metals & Nutrients (SD-500ML) | | ☐ S-HG-TDA / S-ICP-TO / S-ICPMS-TO / S-TKN / S-TOC / S-TP | | ☐ Ice | | |

Matrix: BIOLOGICAL Date Collected: Time Collected: ☐ ETZ / ☐ CTZ

| Parameter Suite | Lab Test Codes Trend Core | Lab Test Codes Status Core | Lab Test Codes Special Projects | Preservation | # Bottles sent to Lab | Bottle Group |
|---|---|---|---|---|---|---|
| Macroinvert-SCI (BP-1L) | ☐ MI-FW-QLDC | | ☐ MI-FW-QLDC | ☐ Buffered Formalin (10%) | | |
| Algal ID (PT-500ML) | ☐ ALGAL_ID | | ☐ ALGAL_ID | ☐ Ice | | |

**Surface Water Details**



Lab Page ____ of ____

RQ-2020-_____ Collected By (Agency Code): _____

Project Name: _____ Sampler Names: _____

Customer: ___AMBIENT___ Lab Project ID: ○ GW-TREND / ○ STATUS / ○ BMAP

Place Station ID Label Here

Comments:

Sulfuric Acid Lot #:

Nitric Acid Lot #:

Matrix: W-GROUND ✓ Grab

| Date Collected | Time Collected | D.O. (% SAT) | Temp (°C) | pH (SU) | Sp. Cond. (umhos/cm) |
|---|---|---|---|---|---|
| | ☐ ETZ ☐ CTZ | | | | |

| Parameter Suite | Lab Test Codes Trend Core | Lab Test Codes Status Core | Lab Test Codes Special Projects | Preservation (Must be completed within 15 min of sample collection) | # Bottles sent to Lab | Bottle Group |
|---|---|---|---|---|---|---|
| Tracers (BG-500ML) | | | ☐ W-E8321-DI / W-E8321-MS | ☐ Ice | | |
| Pesticides – Carbamates (BG-500ML) | | | ☐ W-CARB-AA | ☐ 1 vial MCAA Buffer ☐ Ice MCAA Lot #: | | |
| Pesticides - Organochlorine (BG-500ML) | | | ☐ W-PCL-TQ-R | ☐ Ice | | |
| Pesticides – Organo-N/P (BG-500ML) | | | ☐ W-PSNP-TQ | ☐ Ice | | |
| Nutrients (P-500ML) | ☐ W-NH3 / W-NO2NO3 / W-S-T-P / W-TN / W-TOC | ☐ W-NH3 / W-NO2NO3 / W-S-T-P / W-TN / W-TOC | | ☐ 2ML $H_2SO_4$ ☐ pH < 2 ☐ Ice | | |
| Metals (P-500ML) | ☐ W-HARD / W-ICP / W-ICPMS | ☐ W-HARD / W-ICP / W-ICPMS | | ☐ 2ML $HNO_3$ ☐ pH < 2 ☐ Ice | | |
| Anion / Phys. Aggregate (P-1L) | ☐ ALKALINITY / TURBIDITY / W-CL-IC / W-COLOR / W-COND / W-F/ W-SO4-IC / W-TDS | ☐ ALKALINITY / TURBIDITY / W-CL-IC / W-COLOR / W-COND / W-F/ W-SO4-IC / W-TDS | | ☐ Ice | | |
| Microbiology (P-250ML or P-120ML) | ☐ ECOLI-18QT / TCOLI-18QT | ☐ ECOLI-18QT / TCOLI-18QT | | ☐ Ice | | |
| Filtered Nutrient (P-125ML) | ☐ W-PO4-F | | | ☐ Field Filtered w/ in-line 0.45 um PES filter ☐ Ice | | |

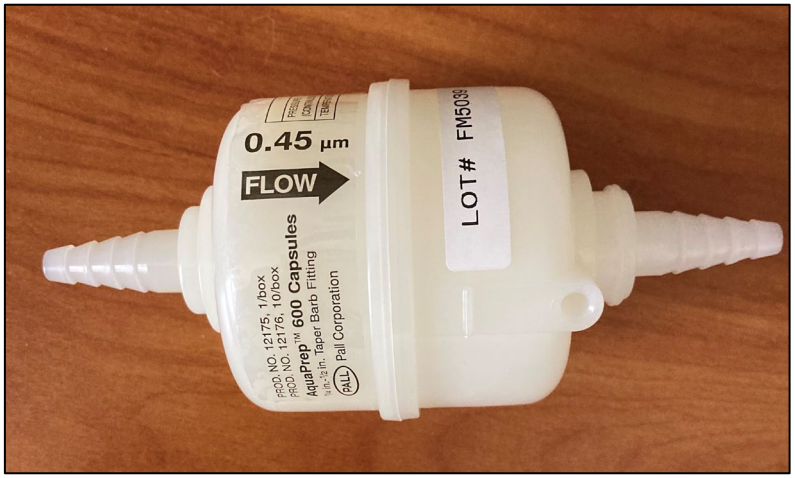
**Groundwater Details**

**Download current versions from Watershed Monitoring Information Center:**
http://publicfiles.dep.state.fl.us/dear/watershed%20monitoring/Info%20Center/

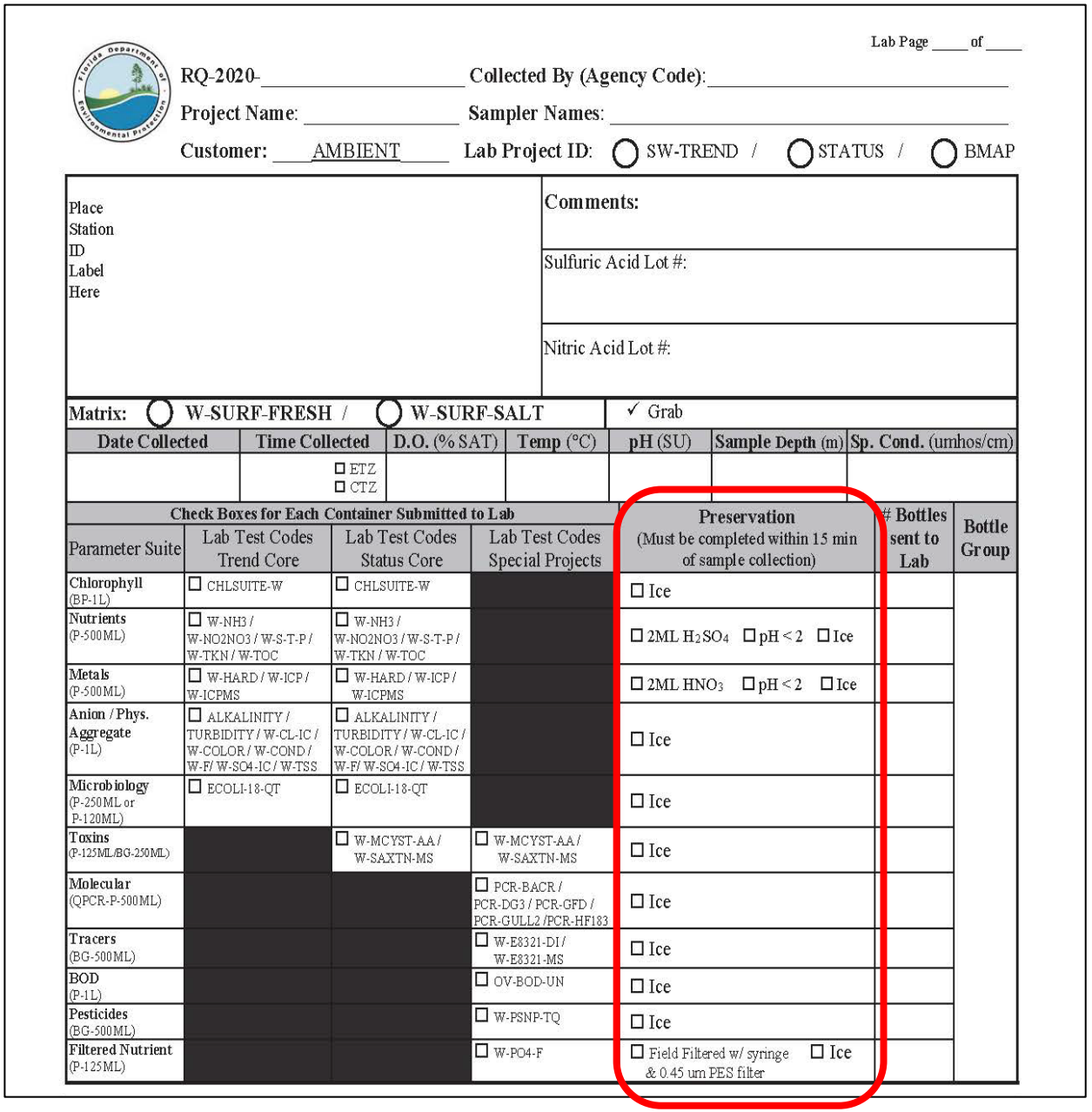
# PRESERVATION

## Sampling Manual Section 11






# Surface Water Preservation Details



Lab Page ____ of ____

RQ-2020-_____ Collected By (Agency Code):_____

Project Name: _____ Sampler Names: _____

Customer: ___AMBIENT___ Lab Project ID: ◯ SW-TREND / ◯ STATUS / ◯ BMAP

| Place Station ID Label Here | Comments: |
|---|---|
| | Sulfuric Acid Lot #: |
| | Nitric Acid Lot #: |

Matrix: ◯ W-SURF-FRESH / ◯ W-SURF-SALT ✓ Grab

| Date Collected | Time Collected | D.O. (% SAT) | Temp (°C) | pH (SU) | Sample Depth (m) | Sp. Cond. (umhos/cm) |
|---|---|---|---|---|---|---|
| | ☐ ETZ ☐ CTZ | | | | | |

Check Boxes for Each Container Submitted to Lab

| Parameter Suite | Lab Test Codes Trend Core | Lab Test Codes Status Core | Lab Test Codes Special Projects | Preservation (Must be completed within 15 min of sample collection) | # Bottles sent to Lab | Bottle Group |
|---|---|---|---|---|---|---|
| Chlorophyll (BP-1L) | ☐ CHLSUITE-W | ☐ CHLSUITE-W | | ☐ Ice | | |
| Nutrients (P-500ML) | ☐ W-NH3 / W-NO2NO3 / W-S-T-P / W-TKN / W-TOC | ☐ W-NH3 / W-NO2NO3 / W-S-T-P / W-TKN / W-TOC | | ☐ 2ML $H_2SO_4$ ☐ pH < 2 ☐ Ice | | |
| Metals (P-500ML) | ☐ W-HARD / W-ICP / W-ICPMS | ☐ W-HARD / W-ICP / W-ICPMS | | ☐ 2ML $HNO_3$ ☐ pH < 2 ☐ Ice | | |
| Anion / Phys. Aggregate (P-1L) | ☐ ALKALINITY / TURBIDITY / W-CL-IC / W-COLOR / W-COND / W-F/ W-SO4-IC / W-TSS | ☐ ALKALINITY / TURBIDITY / W-CL-IC / W-COLOR / W-COND / W-F/ W-SO4-IC / W-TSS | | ☐ Ice | | |
| Microbiology (P-250ML or P-120ML) | ☐ ECOLI-18-QT | ☐ ECOLI-18-QT | | ☐ Ice | | |
| Toxins (P-125ML/BG-250ML) | | ☐ W-MCYST-AA / W-SAXTN-MS | ☐ W-MCYST-AA / W-SAXTN-MS | ☐ Ice | | |
| Molecular (QPCR-P-500ML) | | | ☐ PCR-BACR / PCR-DG3 / PCR-GFD / PCR-GULL2 /PCR-HF183 | ☐ Ice | | |
| Tracers (BG-500ML) | | | ☐ W-E8321-DI / W-E8321-MS | ☐ Ice | | |
| BOD (P-1L) | | | ☐ OV-BOD-UN | ☐ Ice | | |
| Pesticides (BG-500ML) | | | ☐ W-PSNP-TQ | ☐ Ice | | |
| Filtered Nutrient (P-125ML) | | | ☐ W-PO4-F | ☐ Field Filtered w/ syringe & 0.45 um PES filter ☐ Ice | | |

# Groundwater Preservation Details

| Station ID Label Here | Sulfuric Acid Lot #: |
|---|---|
| | Nitric Acid Lot #: |

| Matrix: W-GROUND | ✓ Grab |
|---|---|

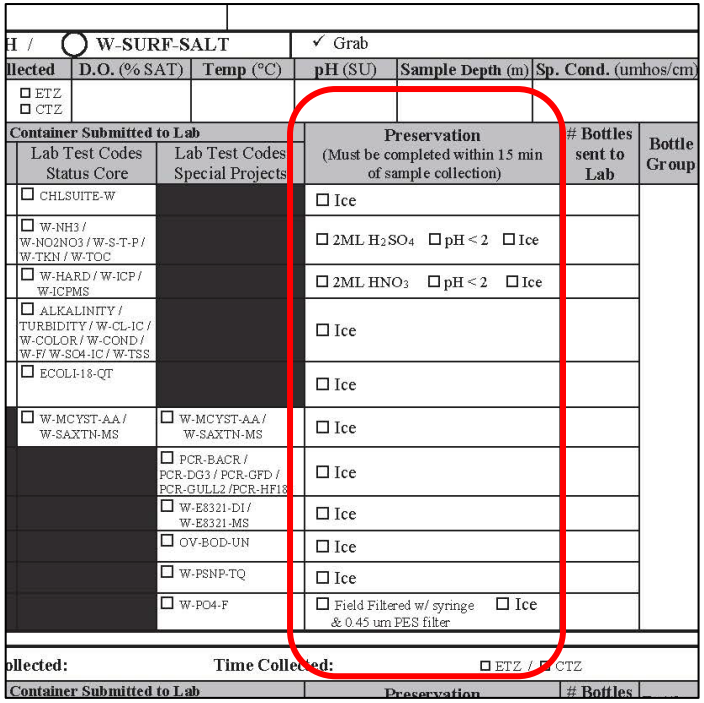
| Date Collected | Time Collected | D.O. (% SAT) | Temp (°C) | pH (SU) | Sp. Cond. (umhos/cm) |
|---|---|---|---|---|---|
| | ☐ ETZ ☐ CTZ | | | | |

| Check Boxes for Each Container Submitted to Lab | | | | | | |
|---|---|---|---|---|---|---|
| Parameter Suite | Lab Test Codes Trend Core | Lab Test Codes Status Core | Lab Test Codes Special Projects | Preservation (Must be completed within 15 min of sample collection) | # Bottles sent to Lab | Bottle Group |
| **Tracers** (BG-500ML) | | | ☐ W-E8321-DI / W-E8321-MS | ☐ Ice | | |
| **Pesticides – Carbamates** (BG-500ML) | | | ☐ W-CARB-AA | ☐ 1 vial MCAA Buffer ☐ Ice MCAA Lot #: _____ | | |
| **Pesticides - Organochlorine** (BG-500ML) | | | ☐ W-PCL-TQ-R | ☐ Ice | | |
| **Pesticides – Organo-N/P** (BG-500ML) | | | ☐ W-PSNP-TQ | ☐ Ice | | |
| **Nutrients** (P-500ML) | ☐ W-NH3 / W-NO2NO3 / W-S-T-P / W-TN / W-TOC | ☐ W-NH3 / W-NO2NO3 / W-S-T-P / W-TN / W-TOC | | ☐ 2ML $H_2SO_4$ ☐ pH < 2 ☐ Ice | | |
| **Metals** (P-500ML) | ☐ W-HARD / W-ICP / W-ICPMS | ☐ W-HARD / W-ICP / W-ICPMS | | ☐ 2ML $HNO_3$ ☐ pH < 2 ☐ Ice | | |
| **Anion / Phys. Aggregate** (P-1L) | ☐ ALKALINITY / TURBIDITY / W-CL-IC / W-COLOR / W-COND / W-F/ W-SO4-IC / W-TDS | ☐ ALKALINITY / TURBIDITY / W-CL-IC / W-COLOR / W-COND / W-F/ W-SO4-IC / W-TDS | | ☐ Ice | | |
| **Microbiology** (P-250ML or P-120ML) | ☐ ECOLI-18QT / TCOLI-18QT | ☐ ECOLI-18QT / TCOLI-18QT | | ☐ Ice | | |
| **Filtered Nutrient** (P-125ML) | ☐ W-PO4-F | | | ☐ Field Filtered w/ in-line 0.45 um PES filter ☐ Ice | | |

# PRESERVATION BASICS

Boxes indicate required preservation for each bottle.

- Check box for each procedure performed.
- Add comment for any procedures not performed.



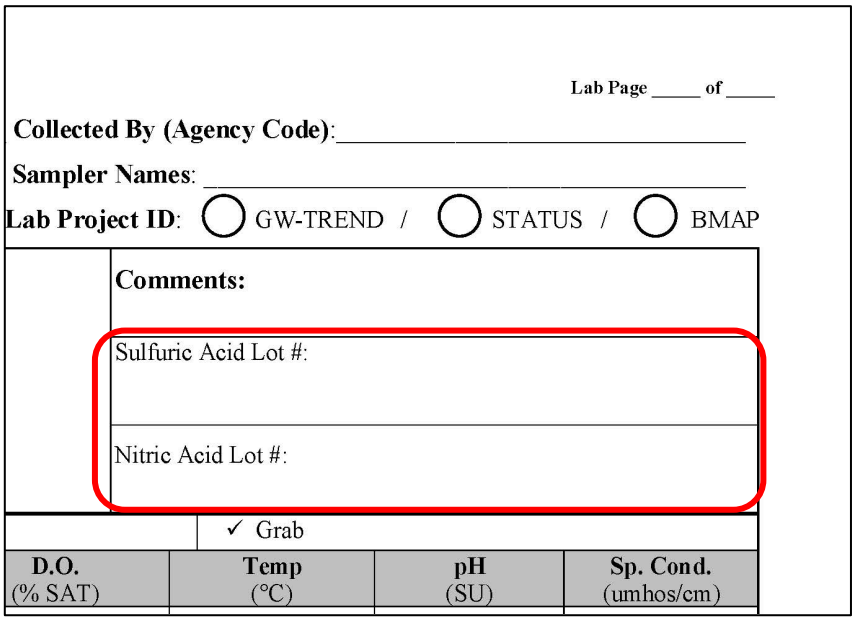
H / ◯ W-SURF-SALT ✓ Grab

| llected | D.O. (% SAT) | Temp (°C) | pH (SU) | Sample Depth (m) | Sp. Cond. (umhos/cm) |
|---|---|---|---|---|---|
| ☐ ETZ ☐ CTZ | | | | | |

| Container Submitted to Lab | | Preservation (Must be completed within 15 min of sample collection) | # Bottles sent to Lab | Bottle Group |
|---|---|---|---|---|
| Lab Test Codes Status Core | Lab Test Codes Special Projects | | | |
| ☐ CHLSUITE-W | | ☐ Ice | | |
| ☐ W-NH3 / W-NO2NO3 / W-S-T-P / W-TKN / W-TOC | | ☐ 2ML $H_2SO_4$ ☐ pH < 2 ☐ Ice | | |
| ☐ W-HARD / W-ICP / W-ICPMS | | ☐ 2ML $HNO_3$ ☐ pH < 2 ☐ Ice | | |
| ☐ ALKALINITY / TURBIDITY / W-CL-IC / W-COLOR / W-COND / W-F/ W-SO4-IC / W-TSS | | ☐ Ice | | |
| ☐ ECOLI-18-QT | | ☐ Ice | | |
| ☐ W-MCYST-AA / W-SAXTN-MS | ☐ W-MCYST-AA / W-SAXTN-MS | ☐ Ice | | |
| | ☐ PCR-BACR / PCR-DG3 / PCR-GFD / PCR-GULL2 /PCR-HF18 | ☐ Ice | | |
| | ☐ W-E8321-DI / W-E8321-MS | ☐ Ice | | |
| | ☐ OV-BOD-UN | ☐ Ice | | |
| | ☐ W-PSNP-TQ | ☐ Ice | | |
| | ☐ W-PO4-F | ☐ Field Filtered w/ syringe & 0.45 um PES filter ☐ Ice | | |

ollected: Time Collected: ☐ ETZ / ☐ CTZ

Container Submitted to Lab | Preservation | # Bottles



Lab Page _____ of _____

**Collected By (Agency Code):** _____

**Sampler Names:** _____

**Lab Project ID:** ◯ GW-TREND / ◯ STATUS / ◯ BMAP

**Comments:**

Sulfuric Acid Lot #:

Nitric Acid Lot #:

✓ Grab

| D.O. (% SAT) | Temp (°C) | pH (SU) | Sp. Cond. (umhos/cm) |
|---|---|---|---|

Document lot numbers from the acid vials used to preserve samples.

# PRESERVATION BASICS

**If preservation performed differs from required steps listed on details page, DESCRIBE DIFFERENCES IN COMMENTS.**

Lab Page _____ of _____

**RQ-2020-**_____ **Collected By (Agency Code):**_____

**Project Name:** _____ **Sampler Names:** _____

**Customer:** ____AMBIENT_____ **Lab Project ID:** ◯ GW-TREND / ◯ STATUS / ◯ BMAP

| Place Station ID Label Here | **Comments:** |
|---|---|
| | Sulfuric Acid Lot #: |
| | Nitric Acid Lot #: |

**Matrix:** **W-GROUND** ✓ Grab

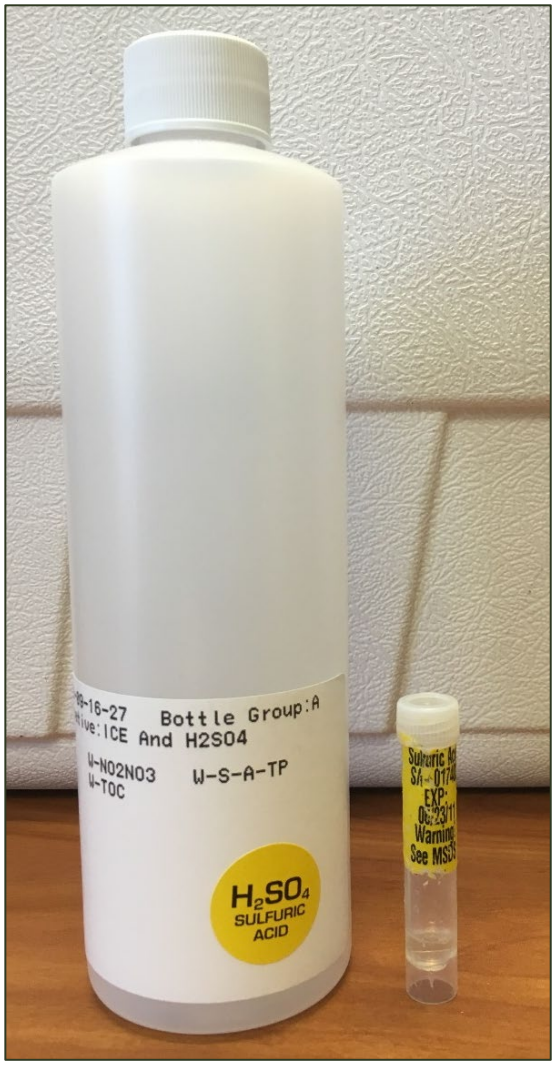
| Date Collected | Time Collected | D.O. (% SAT) | Temp (°C) | pH (SU) | Sp. Cond. (umhos/cm) |
|---|---|---|---|---|---|
| | ◯ETZ ◯CTZ | | | | |

# PRESERVATION BASICS

- Complete all preservation within **15 minutes** of sample collection.
- Check bottle labels & sample details page for preservation instructions
- Wear CLEAN, powder–free, disposable gloves.
- Wear protective eyewear and work in a well-ventilated area when working with acid or formalin.

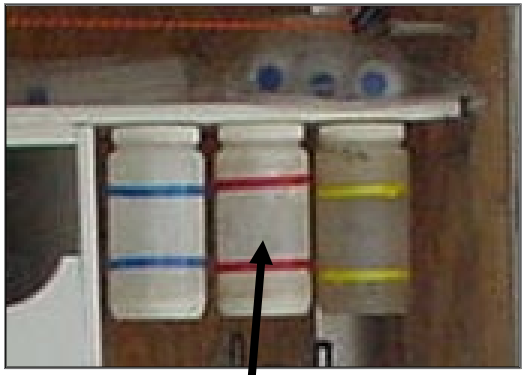
# PRESERVING WITH ACID

- Use “tag-team” approach to ensure correct preservation
- Check label of acid vial against sample bottle before preserving sample
- Use **sulfuric acid** with nutrients and test pH – **FIRST**
- Then use **nitric acid** with metals and test pH



# PRESERVING WITH ACID


- Use narrow range pH paper (0-3)
- Pour acidified sample onto pH strip over a small disposable cup or watch glass
- Check pH < 2
- If pH ≥ 2, use another ½ vial of acid; check again; document
- Dispose of acids properly



**Small acid waste containers; empty frequently; follow chemical safety plan for your building when disposing**

# PRESERVING WITH ACID

## (If premeasured vials are unavailable)

- Lab will provide plastic containers of pre-mixed 1:1 acid solutions and disposable pipettes
- Always use a clean, disposable pipette to add acid to sample or blank
- Use a new pipette for each sample or blank
- 2 mL sulfuric per 500 mL bottle for nutrients.
- 2 mL nitric per 500 mL bottle for metals.
- Don’t allow pipette to come into contact with bottle lip or sample
- Cap, mix and check preservation as previously described. If more acid needed to reach pH < 2 then document.
- Dispose of used pipettes in acid disposal container

# FIELD FILTRATION PRESERVATION

If filtration is required (e.g. orthophosphate), it must be done

- In the field
- Before thermal preservation

# THERMAL PRESERVATION

- Place samples together in large zip-top bag
- Place bag in wet ice ≤ 6°C

  Ice must be loose and surround the bag of samples for proper cooling.
- Include temperature verification bottle
- Samples > 6°C  will be qualified or discarded

# PRESERVATION SPECIFICS

## Bottles for Tracers, Pesticides & Algal Toxins:

(250 mL & 500 mL amber glass bottles)

- Place in bubble-wrap bag

  **CAUTION** - always support container from bottom; bags are not strong

- Place in cooler **in ice** within 15 minutes

# PRESERVATION SPECIFICS

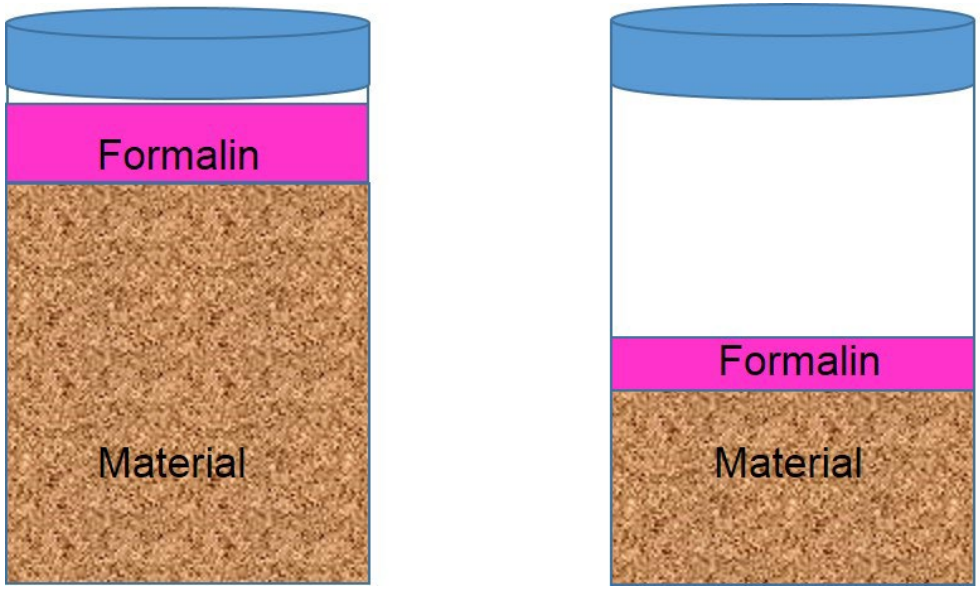
## Sediments:

- Seal lid/container with tape (electrical tape recommended)
- Place in bubble-wrap bag (**CAUTION**—always support container from bottom; bags are not strong)
- Place in cooler **in ice** within 15 minutes

# PRESERVATION SPECIFICS

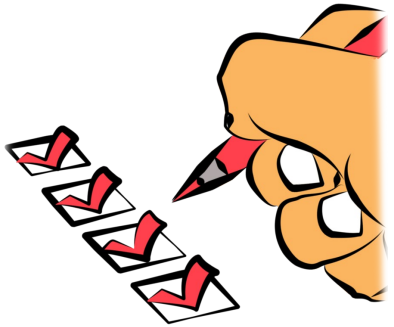
## Stream Condition Index (SCI):

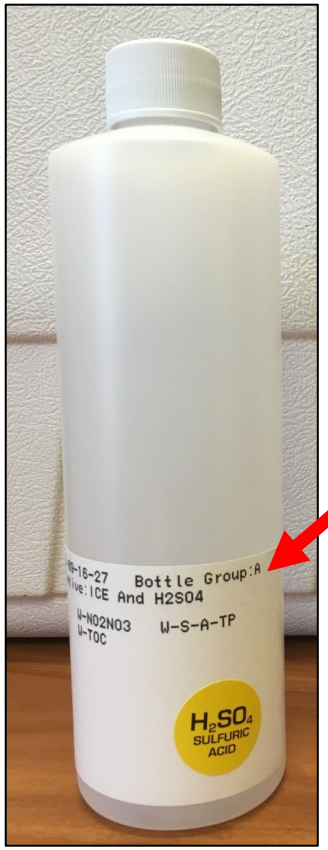
- Drain excess water from jug before preserving
- Add recycled 10% buffered Formalin to sufficiently cover material
- Seal lid/container with tape (*optional*)
- Place back in the large zip-top bag in which they arrived
- Always transport buffered formalin & preserved SCI samples in upright position in a cooler



# Documenting Preservation

- Survey123 guides user through completing sample details page for each sample and / or blank.
- When a particular analyte is marked as collected, the application requires preservation information to be selected or a comment to be entered before allowing you to proceed.






- **Bottle Group**
  - Summary In RQ paperwork from kit
  - On sample bottles
- **Parameters Collected**
  - Core lists for Status or Trend

FL DEP Status and Trend Networks - Surface Water

**Water Sample Inventory & Preservation Details**

Bottle group for water samples? *

A B C D

E F G H

**Trend Network - Core Parameters**

Chlorophyll container filled? (BP-1L) *

Lab test: CHLSUITE-W

YES NO

Nutrients container filled and preserved? (P-500ML) *

Lab tests: W-NH3 / W-NO2NO3 / W-S-T-P / W-TKN / W-TOC

Yes - container filled, preserved w/ 2 mL (or one vial) sulfuric acid, pH < 2.

Yes - container filled, different preservation (described below)

No

Metals container filled and preserved? (P-500ML) *

Lab tests: W-HARD / W-ICP / W-ICPMS

Yes - container filled, preserved w/ 2 mL (or one vial) nitric acid, pH < 2.

Yes - container filled, different preservation (described below)

No

Anion / Phys. Aggregate container filled? (P-1L) *

Lab tests: ALKALINITY / TURBIDITY / W-CL-IC / W-COLOR / W-COND / W-F / W-SO4-IC / W-TSS

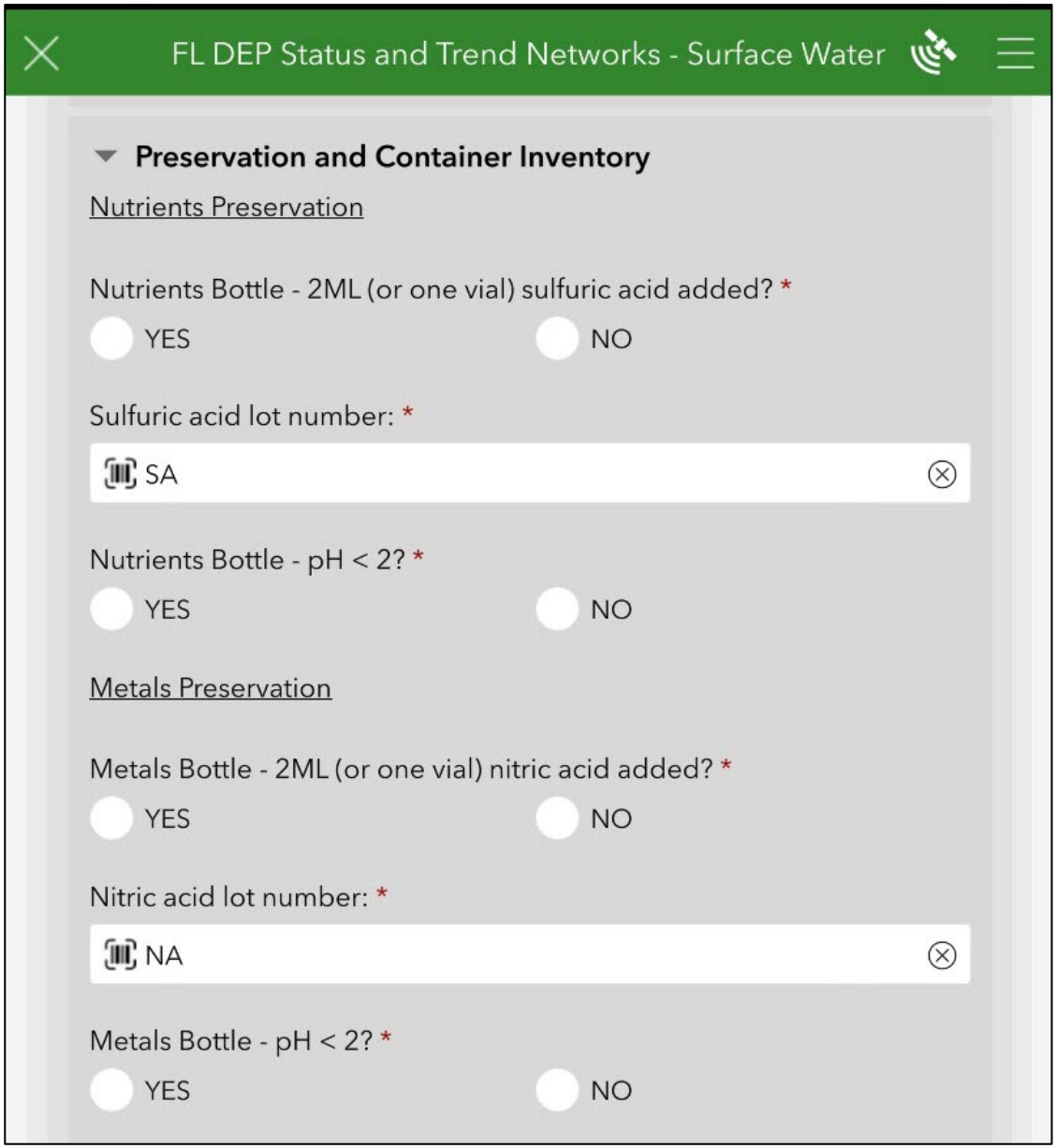
YES NO

Microbiology container(s) filled? (P-250mL or P-125ML) *

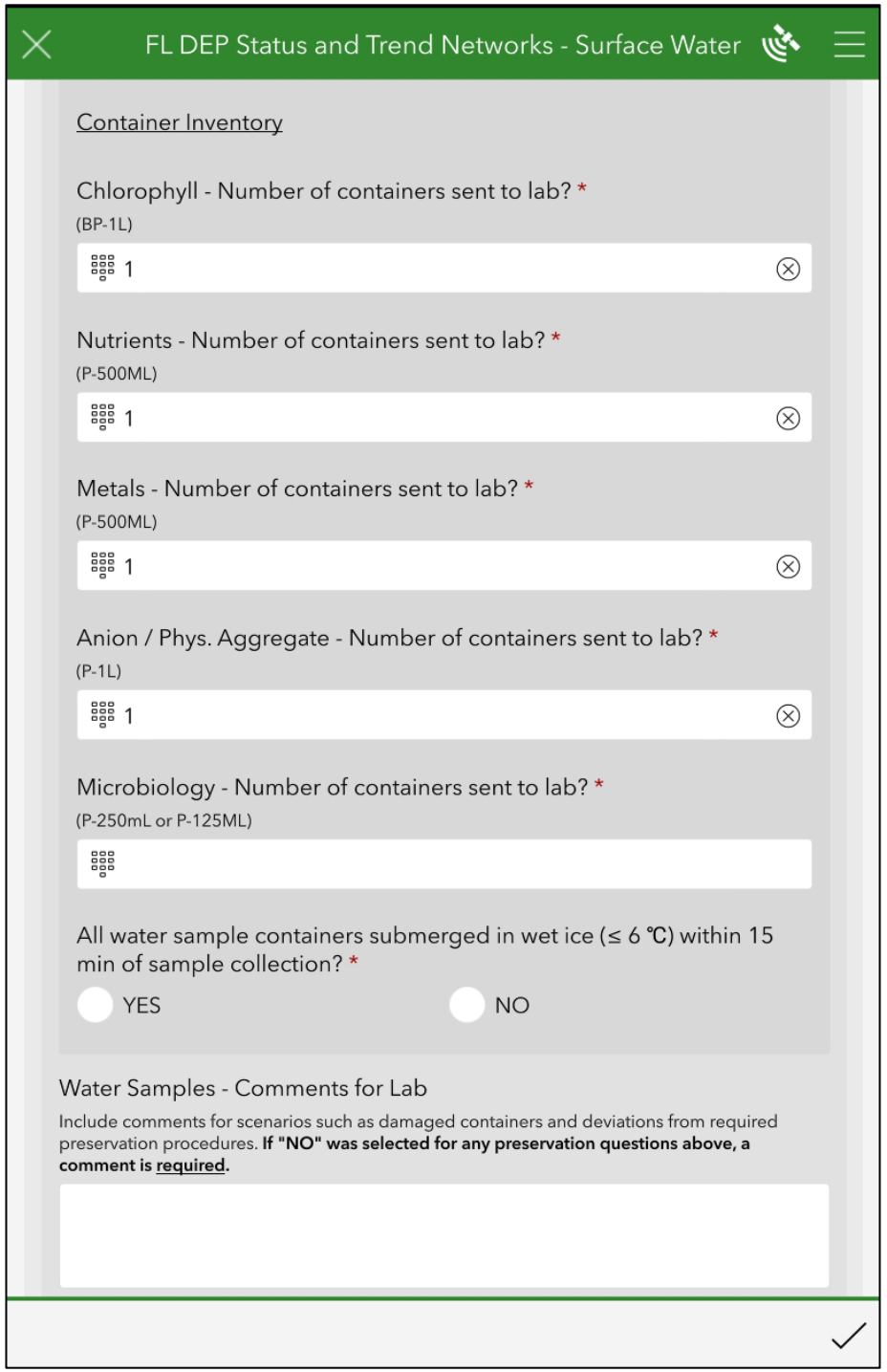
Lab test: ECOLI-18-QT

YES NO

- Preservation must be recorded for each analyte collected
- ‘No’ answers require a comment.



- Number of bottles submitted to lab for each parameter group
- Populates sample details page (used by Lab Receiving during sample login)



# CUSTODY AND SHIPMENT

## Sampling Manual Section 13

# CUSTODY SHEET PACKETS

- Submit separate custody sheet packet for each RQ.
- 1 cover page per packet
  - List all samples & blanks (digital barcodes or barcode labels).
  - Signature required in “relinquished by” section.
- 1 details page for each sample submitted
- 1 details page for each blank submitted

# CUSTODY SHEET PACKETS

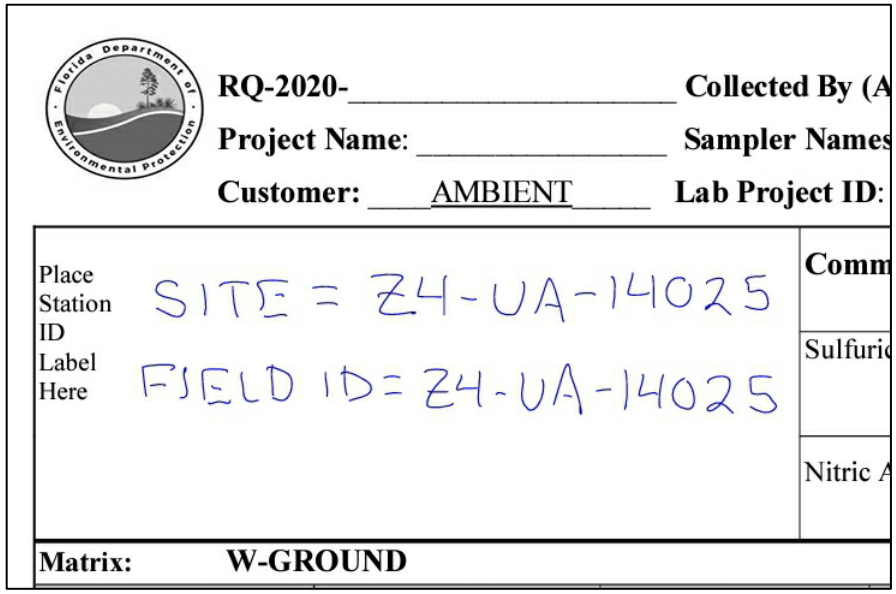
- Document every sample submitted.
- Details page differs for GW & SW.
- Make sure all containers from a site are submitted with matching RQs.
- Fill out completely & use digital barcodes or Station ID & RQ Labels

# CUSTODY SHEET PACKETS

If you have no choice but to hand-write the information

Please write as clearly as possible!

STATUS – Site Location & Field ID = Random Sample Location (e.g. Z4-UA-14025)


RQ-2020-_____ Collected By (A

Project Name: _____ Sampler Names

Customer: ____AMBIENT_____ Lab Project ID:

Place Station ID Label Here

SITE = Z4-UA-14025

FIELD ID= Z4-UA-14025

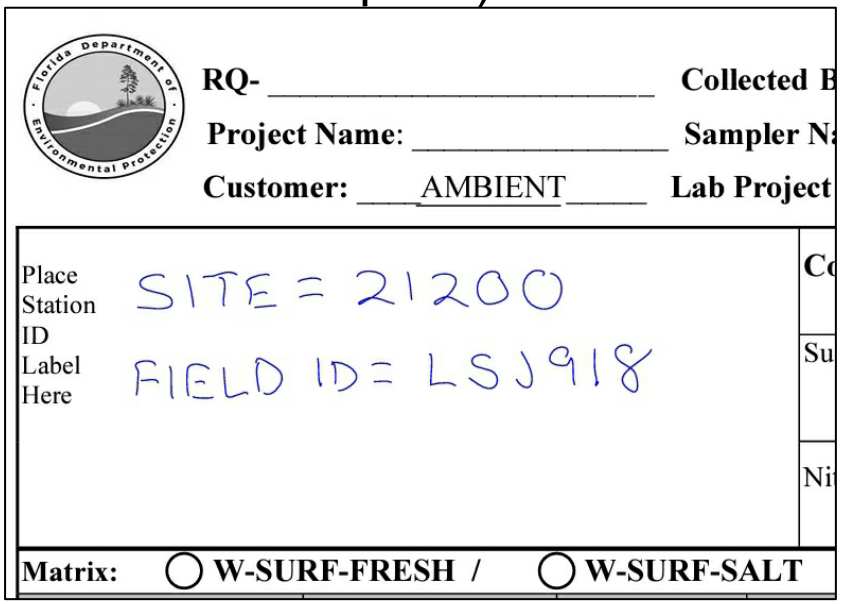
Comm

Sulfuric

Nitric A

Matrix: W-GROUND

TREND – Site Location = WIN Monitoring Location ID (If you don't know it, write the station name or description)


RQ- _____ Collected B

Project Name: _____ Sampler Na

Customer: ____AMBIENT_____ Lab Project

Place Station ID Label Here

SITE = 21200

FIELD ID= LSJ918

Co

Su

Ni

Matrix: ◯ W-SURF-FRESH / ◯ W-SURF-SALT

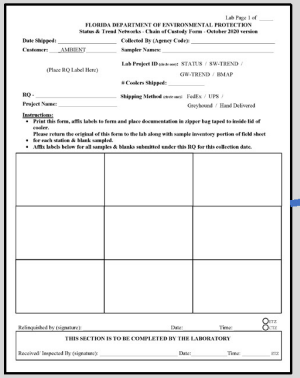
# CUSTODY SHEET PACKETS

- Analytes listed on details page tell the lab what you're submitting
- Different analyte lists on SW and GW details pages
- If anything is different / missing, COMMENT!

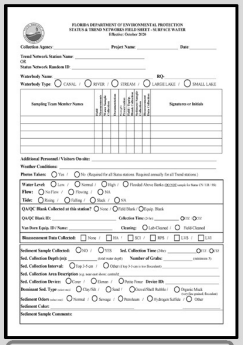
# CUSTODY SHEET PACKETS

- Copies of custody sheet packets needed for:
  - Lab
  - Tallahassee WMS
  - Sampling Agency
- Digital custody sheet packets
  - Email to lab.receiving@floridadep.gov
  - Or print and place in in zip-top bag, taped to inside lid of cooler.
- Paper custody sheet packets w/ physical labels
  - place in in zip-top bag, taped to inside lid of cooler.
  - DO NOT scan and email to lab.
- Lab preference: If shipping multiple coolers at once, label outside of coolers: “Cooler 1 of 2”, etc.

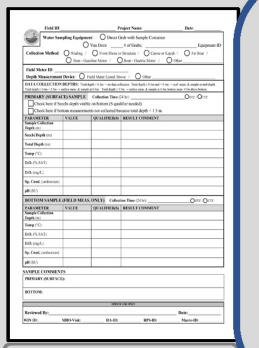
Custody Sheet Cover Page



Field Sheet - Station 1



Page 1



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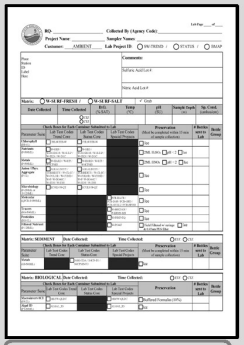

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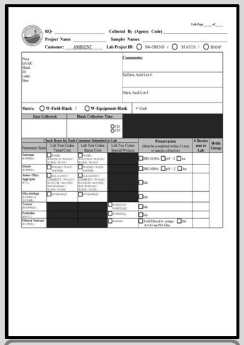
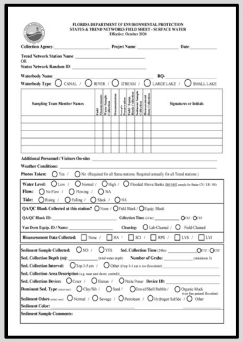
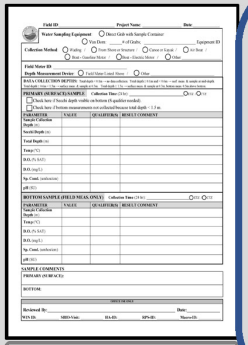


Page 4

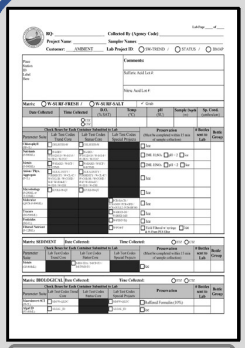
Field Sheet - Station 2



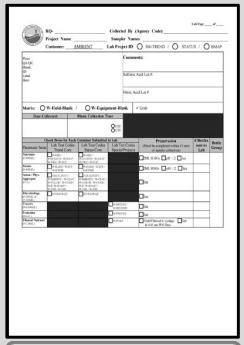
Page 1



Page 2

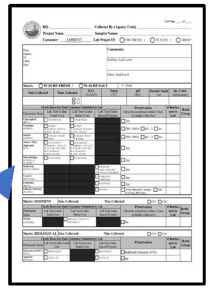


Page 3

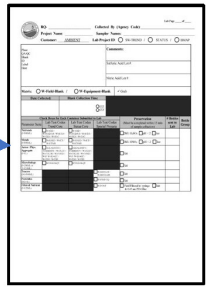


Page 4

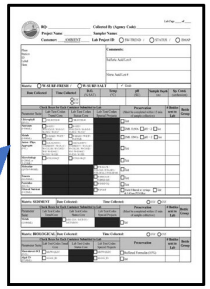
Custody Sheet Page 1



Custody Sheet Page 2



Custody Sheet Page 3



Custody Sheet Page 4

Custody Sheet Page 5

# SHIPMENT

## Sampling Manual Section 13

- Ensure spigot is plugged and cooler is not cracked.
- Pack samples properly:
  - Line cooler w/ large plastic bag.
  - Surround sample bags w/ wet ice.
  - Tie / tape outer bag closed.
  - Bag custody sheet & tape to inside of lid. (If applicable)
  - Tape cooler closed.
  - Remove the existing shipping tag and attach the return tag.
- Observe lab holidays and weekends!
- Make every attempt to use FedEx Priority Overnight Shipping

# SHIPMENT

**Locating STAFFED FedEx Shipping Centers for Cooler Drop-Off**

**Other options:**

- **Call 1.800.GOFEDEX (1.800.463.3339)**
- **Visit www.FedEx.com and select "schedule pickup"**

# What if things don't go as planned?

- Shipping delay or lost in shipment
  - Document and report all shipping problems to QA Officer ASAP. (Please include waybill / tracking numbers)
- Cracked or leaking containers
- Sample lost during analysis

# RESAMPLING PROTOCOL

- Resampling requirements will be decided by QA Officer & Managers.
- Time and logistics will determine if resampling will be attempted.
- If many analytes are lost resampling is advisable.
- SCI will not be resampled (as long as the original samples were properly collected and preserved).

# RESAMPLING PROTOCOL

- Retain original field sheets & Trimble files.
- Status – For surface water, rename site location from original sampling event with a “B” designation (e.g. “Z1-SL-17001B”) in the Trimble file. No need to rename for wells since the sample is collected from the same location.
- Trend – No need to rename the site location since the sample is collected from the same location.
- Complete new Survey123 response for Status or Trend re-sampling. Create new Trimble data file for Status re-sampling.
- Collect all water quality data again, including GPS points & field parameter measurements.
- Send documentation for **both events** (original & resample) to WMS Project Manager.


QUESTIONS?