Login Checklist

RQ-_____ **Login Station ID**: _____

Shipping Method: FedEx | UPS | HD |Greyhound Date/Time of Receipt: _____

*Cooler Temperature (°C)	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. HNO_3 and Formalin preserved samples do NOT have a temperature requirement.**

- If the temperature of a cooler exceeds 6.0 °C (above 10.0 °C 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) available at time of login? 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# _____

FILTER CHECK? (*Samples filtered in field*) Yes_____No_____NA_____Init:_____

If samples are not field-filtered, 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
Infrared Thermometer ID:	
pH Test Strips 0 – 6	
pH Paper 0 – 3	
pH Paper 0 – 13	
Chlorine Test Strips	

Additional Comments:

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 not, 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# _____