# Log-in 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 | | | | Tracking # Damaged waybills only |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Present? | | *Intact? | | |
| | YES | $HNO_3$ | Formalin | | Yes | No | Yes | No | |
| | | | | | | | | | |
| | | | | | | | | | |
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* HNO3 and Formalin persevered samples do **NOT** have a temperature requirement. For all others, if the temperature of a cooler is above 6.0 $^{O}$C (or above 10.0 $^{O}$C for W-1-4-DIOX and microbiology), or if Evidence Seal is damaged. Identify the containers in the affected cooler(s) on back of this form. **DOH coolers can exceed 2.0 $^{O}$C above the standard temperature (6.0 or 10.0 $^{O}$C) without login confirmation from customer for samples requiring ice preservation. An NCR still is required.**

****Note:** If "No" is checked below, fill out the back of this form (Field ID, Test IDs, etc.) and generate an **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_____ **If yes, is it intact?** Yes_____ No_____

**Caps on tight? Yes _____ No_____ **Containers intact? Yes_____ No_____

**Sufficient Sample Volume: Yes _____ No_____

**CHLORINE CHECK REQUIRED? (Blue dot on container)** Yes_____No_____ Init:_____

**Chlorine detected? (One container checked per Field ID)** Yes_____No_____ Init:_____

**If "YES", list affected Field IDs and Test IDs below.**

| Field ID | List Test ID(s) where Chlorine was Detected, an NCR is required. |
|---|---|
| | |
| | |
| | |
| | |

**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: _____

**Coolers Unpacked/Checked by:** _____ **Date**:_____ **NCRs (Y/N)?** _____

**Event ID**:_____ **NCR #** _____

# Log-in Checklist

**Samples with Incorrect pH Preservation**

| Field ID | Bottle Test ID(s) | pH | Action Taken |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

**Samples in Coolers with Incorrect Preservation or Damaged Evidence Tape**

| Cooler ID | Field ID | Bottle Test ID(s) |
|---|---|---|
| | | |
| | | |
| | | |

**Bottles Not Intact**

| Field ID | Bottle Test ID(s) | Loose Cap | Damaged Cap | | Damaged Container | | Evidence Tape Not Intact |
|---|---|---|---|---|---|---|---|
| | | | CK | BR | CK | BR | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

**Samples with Insufficient Volume for Analyses**

| Field ID | Bottle Test ID(s) | Action Taken |
|---|---|---|
| | | |
| | | |
| | | |

| | |
|---|---|
| **Infrared Thermometer ID:** | |
| **pH Test Strips 0 – 6 Lot #** | |
| **pH Paper 0 – 13 Lot #** | |
| **pH Paper 0 – 13 Lot #** | |
| **Chlorine Test Strips Lot #** | |

**Additional Comments:**

**ENCORE SAMPLES**

**S-VOC-MS samples in Encores must be frozen within 48 hours of collection.**

Were Encore samples received? Yes_____ No_____

Date and time placed in freezer _____

Were all samples placed in freezer within 48 hours of collection? Yes_____If No_____

no, were samples shipped on dry ice? Yes_____No_____

**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: _____