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				Tracking # Damaged waybills only
					Present?		*Intact?		
	YES	HNO_3	Formalin		Yes	No	Yes	No	

*All samples received on ice unless otherwise noted. 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), received without ice, or if Evidence Seal is damaged; identify the containers in the affected cooler(s) on back of this form. HNO3 and Formalin preserved samples do **NOT** have a temperature requirement. **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.**

**Chain of Custody/ Field Sheet(s) Included? Yes_____ No_____

Micro-Biology Overflow Chain of Custody/ Field Sheet(s) Included? Yes_____ No_____

****Note:** If "No" is checked below, fill out the back of this form (Field ID, Test IDs, etc.) and generate an **NCR**.

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 TestID(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 #** _____

Login 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 – 3 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: _____