# Sample Receipt and Entry into the DEP Laboratory Information Management System (LIMS)

## 1. SCOPE AND INTRODUCTION

The DEP Laboratory Scientific Services Support staff (SSS) are responsible for receiving water, soil, waste, and tissue samples shipped to the lab by field personnel across the state. SSS check and document the condition of the samples upon receipt at the laboratory, and then the samples are entered into the Laboratory Information Management System database (LIMS) using the chain of custody submittal forms provided by field personnel. The samples are then stored at the required temperature in the location designated for the specified analyses. DEP Laboratory analysts have access to the storage areas and obtain the samples for analysis as outlined in DEP SOP LB-023, Custody and Storage of Samples.

## 2. EQUIPMENT

Storage locations for samples are shown in Table 1

Table 1: Designated Storage Locations for Samples

| Equipment Name or Description | Room # | Equipment ID |
|---|---|---|
| Walk-In Refrigerator 10 – VOCs, Overflow, Organics, QC | C201 | |
| Walk-In Refrigerator 4 - Nutrients | C301 | |
| Walk-In Refrigerator 5 - Organics | C301 | |
| Sliding Door Refrigerator 1 - Nutrients | C301 | 145623 |
| Sliding Door Refrigerator 6 – Short holds, Reservations | C301 | |
| Refrigerator 8 - Soils | C301 | 103587 |
| Refrigerator 10 – VOCs, Organics | C201 | |
| Walk-In Refrigerator - Biology | B227 | |
| Walk-In Freezer - Tissue samples | B227 | |
| Sliding Door refrigerator - Temporary | C201 | 147029 |
| Refrigerator 9 -Flammables | C301 | 129507 |
| Open Shelves - Metals | C301 | |
| Refrigerator 7 - Nutrients | C301 | 138512 |

## 3. SAMPLE RECEIVING

### 3.1. Sample Intake

Samples are delivered to via Fed-Ex, UPS, Greyhound, or hand-delivery to the Laboratory Receiving Room located on the loading dock in room C201. Record information regarding


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the sample shipment on the Log-In Checklist (LIC) form, DEP SOP LB-020, as described below. Use one LIC form for each sampling event each day.

See Section 3.9 for handling samples that are collected and analyzed under "clean technique" conditions. These samples are partially inspected by the Receiving staff but not unpacked.

**All** coolers should be opened, and sample submittal forms assessed at time of delivery. Opening all coolers prior to unpacking will give Receiving staff the opportunity to find any samples that may be expiring due to a delay in shipment or delivery and require expedited processing and handling.

***High Priority Samples***

Lab Supervisors should notify Receiving staff ahead of time when Priority 1, 0, or other high priority samples are scheduled. Upon receipt of high priority samples, Receiving staff will target them for log-in first, and notify appropriate supervisors via email that the samples have arrived.

If Receiving staff have not been notified but determine that high priority samples have arrived, contact the appropriate supervisors via email and log these samples in first.

3.2. Assess Sample Shipment and Chain of Custody

Using a Log-In Checklist form enter the RQ number, shipping method, date/time of receipt, cooler description (color), and whether the cooler(s) is sealed with evidence tape.

***For Criminal Case Samples:***

- Photograph the cooler before opening.
- Check the cooler temperature if the samples are preserved on ice.
- Review the chain of custody for information on the samples before pulling the samples out of the cooler.
- Use the proper handling procedures appropriate for the types of samples received. Check with supervisor for any special instructions.
- Wear nitrile gloves when unpacking coolers and handling samples.
- Photograph the samples after unpacking.
- Place the samples in cans when appropriate (wastes and highly contaminated soil or waters).

Record the shipping receipt tracking number(s) on the LIC form.

Document cooler temperature. Each cooler should contain a temperature control bottle. Use the calibrated temperature gun to determine temperature of the bottle and record the temperature on the LIC form. If there is no temperature control bottle in the cooler use a plastic sample container. The temperature guns do not work well on glass so do not measure the temperature of glass containers. If there is no temperature control bottle or plastic container, place the thermocouple probe supplied with the temperature gun in the ice water in the cooler.

**Note:** There should be a sufficient quantity of ice or ice-water mixture in the cooler to surround or immerse the samples in the cooler. For overnight (or longer) shipments,


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if ice is present in the cooler, it is assumed that the sample bottles in contact with ice-water have reached thermal equilibrium with the ice-water surrounding.

If the temperature is between 5 and 7 degrees C then use the thermocouple probe supplied with the temperature gun to measure the temperature of the temperature control bottle; the temperature guns do not have enough significant figures to determine the temperature when it is borderline. Do NOT place the thermocouple probe in a sample container since it can contaminate the sample.
**Note:** If samples are delivered to the lab on the same day they were collected (within a 4hr window), they may not have been in the cooler sufficiently long to reach thermal equilibrium with the ice. In such cases, sample integrity is assumed to be intact because of the short time interval between collection and delivery and there is no need to flag the sample with an NCR for (thermal) sample preservation.

Purchase new certified traceable temperature guns annually or re-calibrated existing temperature guns with a NIST traceable thermometer. **Note:** All thermometers must be calibrated at two points, $0^{oC}$ and $25^{oC}$. This is to ensure that we cover the full temperature range of samples received.

Locate Chain of Custody paperwork for the samples, which is often taped to the inside of the cooler lid, and mark that the paperwork was or was not included on the LIC form. Review the paperwork to determine if there are additional coolers with the shipment.

Sign and document the date/time of sample receipt on the field paperwork (field sheets and chain of custody forms) and the LIC form. The date/time and initials must be the same for all paperwork associated with the sample shipment.

3.3. Unpack and Check Sample Containers

Required Supplies:

- pH paper, (0 – 3.0 range, 3.0-5.5 range, 0 – 14 range and 9-12 range)
  - Chose the pH paper that best represents the samples desired pH range.
- Glass capillary tubes
- Chlorine test strips
- Gloves

Unpack samples and place them on a cart. ***Caution***: Always wear gloves when handling samples and be careful when reaching into the coolers. Glass containers sometimes break during shipment. Count the number of containers in each cooler and document the number on the LIC form.

Compare the number of containers received with the number of containers listed on the chain of custody forms. Verify that the RQ on the paperwork matches the RQs on the sample containers. Field personnel will often send multiple RQs within one cooler, although this practice is discouraged. Document any discrepancies on the associated field paperwork and initial and date the comments.

***Photograph any samples received for criminal cases and save them in the folder titled Criminal Sample Photos in the Receiving folder.*** Select the appropriate year and save the photos in a new folder entitled the event name e.g. (OER-201?-01-01-01).


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Document whether the sample containers are sealed with evidence tape and if the seals are intact.

Document any non-conformance (NCR) (e.g. loose caps, cracked or spilled containers etc.) on the LIC and record the LIMS generated NCR number.

3.4. Assess the sample volume
Verify that the sample volume is sufficient for the requested analyses.

- Check container size to be sure it is correct.
- If the sample container is less than ¾ full, check with the analytical supervisor to determine if there is sufficient volume to run the analysis.
- If the volume is insufficient, contact the customer to prioritize analyses.
- Document any issues with sample volume in a NCR and record the LIMS generated NCR number on the LIC.

3.5. Check Chlorine as required.

- For containers with blue stickers on the label, check for the presence of chlorine. Place a small amount of sample on a chlorine test strip. The paper should appear wet but not change color. Document any color change (chlorine detected) on the LIC form and create an NCR and record the LIMS generated NCR number on the LIC. Chlorine checks are not required on overflow samples ("OV-"). **Note:** If a sample is received with multiple containers, only one container needs to be checked for that set. Make sure that containers cap is clearly marked as the test reference.

3.6. Check Preservation

Check the pH of acid preserved samples using glass capillary tubes and appropriate range pH paper. Use a new capillary tube for each container to prevent cross contamination of the samples. Only remove one cap at a time to prevent contamination from caps from being accidentally switched. The pH checks are not required on overflow samples ("OV-").

Check pH for the following types of samples:

» Samples preserved with $H_2SO_4$ (yellow sticker) to pH < 2.

» Samples preserved with $HNO_3$ (red sticker) to pH < 2.

» Samples for 1,4-Dioxane analysis (green sticker, pH < 4

- Do NOT add any preservative if the pH is above 4.

Not all containers will have the color-coded sticker. Check the labels for descriptions of preservatives.

If samples are not preserved correctly:

- Review the lab submittal form to see if field personnel provided comments or changes to preservation or containers.
- Check the pH of all containers (ice preserved and acid preserved). The field personnel may have switched the preserved and unpreserved bottles.
- Document all discrepancies on the LIC form and generate an NCR. When documenting non-conformance, identify containers using both the Field ID(s) and the tests.


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- Unless otherwise specified, add the correct preservative to the affected water samples(s) in the hood. Check the pH. For metals samples document the date/time of preservation in an NCR and mark the sample container cap(s) with an "X" and write date/time of preservation on the LIMS label.

3.7 Initial and date "Cooler Unpacked by" and enter "y" or "n" to indicate if there were any non-conformances associated with the coolers/samples.

3.8 Sample Log-In Preparation

Place the paperwork, LIC form in a folder with the samples on a cart. Place copies of submittal forms for biological samples in yellow folders and notify appropriate supervisors about short holds as required. Analysts must sign and date the original chain of custody forms and document how many containers they are taking if they pick up any samples prior to log-in.

Most samples may be left on a cart until they are logged in with the following exceptions:

- Tissue samples - store in the Biology freezer as soon as they are unpacked.
- VOC EnCore samples – store in the Biology freezer as soon as they are unpacked and document the time that they are placed in the freezer on page 2 of the LIC form.
- BOD and Microbiology samples – store in the refrigerator in C201 as soon as they are unpacked.
- W-VOC samples - store in refrigerator in C201 or leave them in coolers until log-in if cooler is adequate temperature (see section 3.2).

3.9 Clean Lab Samples

Certain samples are collected using special "clean" techniques and are processed and analyzed in the laboratory's Clean Lab. These samples are collected in 500mL glass bottles and will be the only samples in a shipment. In order to prevent contamination, the samples are accepted in the laboratory receiving room but not unpacked by Receiving staff. Mercury group staff will unpack them in the Clean Lab (reference SOP HG-001 for unpacking/preservation procedure).

3.9.1 When Clean Lab samples are identified, record the cooler temperature on a LIC form, remove the paperwork from the cooler, and sign for the receipt of the samples. Make a copy of the paperwork for the mercury group staff, and place with the cooler(s).

3.9.2 Notify the mercury group that Clean Lab samples are received. A staff person from the Clean Lab will sign for custody of the samples on the field paperwork and take the partially completed LIC form along with a copy of the signed field sheets. Once the mercury staff unpack the coolers and complete the LIC form, it is then returned to the Receiving staff.

3.9.3 Use the original paperwork to log the samples into the LIMS. After login is complete the sample labels are picked up by the mercury group staff or placed in an appropriate inbox.

4. SAMPLE LOG-IN


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Once the sample shipment, containers, and paperwork have been assessed, the samples are ready to log into the LIMS database. Samples are logged into "events", which are divided by analysis group into "jobs". One event may have several jobs, e.g., metals, nutrients and pesticide jobs. An RQ is required to create a new event.

An RQ with status "S" or "A" has never been used for log-in. Log in samples associated with this RQ as a new event. If the status of the RQ is "R", check if an event was logged in earlier in the day using that RQ.

4.1 Create a New Events

4.2.1. Locate the RQ on the submittal form. In LIMS, select *General→Scheduler→Display Print RQ,* enter the RQ, and print the request. Use the printed request to determine which samples to log in for each bottle suite. Check the "comments" section on the request for any additional login instructions. Add the printed request form to the green event folder.

Samples that arrive the same day and have the same RQ belong in the same event. If samples for one RQ are received at different times of the day, then add jobs to the event. **Do not add samples to the existing jobs.** Samples received earlier in the day have a different receipt time than samples that arrive later. To add to an existing event choose *Add Job(s) to event*, then select the event ID and click OK.

Select *Laboratory→Receiving→Sample Login.* On the menu bar, select *Log-in→Create New Event.* Select the RQ and click OK. Verify that the Browse Description is correct for the event you are about to enter.

4.2.2 Enter the date and time samples were received and delivery mode as documented on the LIC form. Enter the number of sites for the sampling event, which includes the total number of sites for each suite. Example: If there are 5 sites listed on the submittal form and 2 of the sites indicate 2 suites, there are 7 total sites to enter for login. Different suites are used if the matrix varies (e.g. – water samples and biological samples collected at same site), and also for QC samples.

4.2.3 Enter the number of coolers received for the sampling event. Do not change the Customer Project, PMAS and custody information unless requested. Click OK to move to the next screen. If any of the information is incomplete, the OK button will not activate.

Enter the information from the submittal form for each site.

Log-in procedures for several customers are described in greater detail in the following appendices:
SFWMD – Attachment 1
AMBIENT – Attachment 2
WTRSHD-MGT – Attachment 2
District/ROCs - Attachment 2
DWASTEWELL / DWRMWELL – Attachments 3, 4 and 5

In the procedures listed below, an asterisk (*) denotes fields that must be populated to complete login.


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4.2 Enter Site Information

*4.2.1 Collected By: This entry will automatically populate the "Field Report Prepared By" field. Edit names as needed for each site

*4.2.2 Analysis Suite: click the Analysis Suite button, then click the dropdown menu for "Suite" in the lower left corner. Select the appropriate suite. The scheduled test(s) will be listed in the left-hand column. Tests can be added or removed in the suite edit section or a whole new suite can be created. ***Caution:*** Do not add multi-component tests to suites unless you know which components the customer requests. A default list of components is automatically selected when adding a multi-component test. This list may not be what the customer originally requested. Use the edit bottle button if needed to verify containers used for different tests.

*4.2.3 Location: once a location is entered it appears in the drop-down box for use on additional sites as needed.

*4.2.4 Composite or grab sample type: if the sample is grab then enter one date and time. If the sampler has entered two dates and times for a grab sample, use the end date/time for log-in. If the sample is a composite, then enter the start date/time and the end date/time.

If the collection time indicates central standard time (CST), add one hour to the collection time and enter into LIMS (e.g. 10:00 a.m. CST would be entered into LIMS as 11:00 a.m.). If collection date or time is not written on the submittal form, use the date/time from the sample container and make a note in the Lab Comments. Record the collection date and time on the submittal form and include a comment in the comments section of the field sheet. Be sure to highlight and initial every place on the field sheet where new information is recorded. If the customer must be contacted via email or phone call, generate an NCR to document the communication. For email communications, add a copy of the email to the scanned event file. For phone communications, generate a follow up email briefly stating what was decided and add a copy of the email to the scanned event file.

*4.2.5 Field ID: once an ID is entered it appears in the drop-down box for editing on additional Field IDs if necessary. **DO NOT EDIT FIELD IDS AFTER LOGIN IS COMPLETED WITHOUT FIRST CHECKING WITH THE SUPERVISOR.**

4.2.6 Total residual chlorine: enter value if recorded on submittal form.

4.2.7 Dissolved oxygen: enter value if recorded on submittal form. (% Sat. preferred over mg/L)

4.2.8 STORET station #: enter value if recorded on submittal form.

4.2.9 Sample temperature $^{o}$C (measured in field): enter value if recorded on submittal form. If temperature is recorded as Fahrenheit ($^{o}$F), enter the temperature in $^{o}$F, right click on the $^{o}$F value and select "Convert from F to C".

4.2.10 pH (measured in field): enter value if recorded on submittal form.

4.2.11 Sample depth: enter value if recorded on submittal form. Select units: m (meters),


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or f (feet). If the depth is measured in inches, divide by 12 before enter as feet.

4.2.12 Salinity/Specific Conductance: enter the value for specific conductance in umhos/cm. If Salinity is recorded on the field sheet rather than SC, enter the value in PPTh and change the unit from SC to Salinity in the log-in screen. If both SC and Salinity are recorded on the field sheet, enter the value for SC.

4.2.13 NPDES#: enter value if recorded on submittal form.

*4.2.14 Matrix: Select a matrix from the drop-down list. If no matrix is specified for water samples, select matrix based on the conductivity or salinity. If SC is 5,000 umhos/cm or more select W-SURF-SLT. If SC is less than 5,000 umhos/cm, select W-SURF-FRH. If salinity is 3.0 or more select W-SURF-SLT. If salinity is less than 3.0, select W-SURF-FRH. If no conductivity or matrix is provided select WATER as the matrix. If the sample is identified as a blank but the type of blank is not specified, select W-FLD-BLK.

4.2.15 Latitude and longitude: It is not necessary to enter values recorded on submittal form into LIMS. If desired, this data can be viewed by accessing the scanned event file.

4.2.16 Laboratory Comment: use this space to describe any log-in issue that may affect analysis.

4.2.17 Leave the Priority and Save Duration fields as displayed unless otherwise directed.

4.2.18 Click the pointing icon to move to the next site and repeat steps described above for each site. If the suites vary at the different sites, select the correct suite for that entry. If more than 1 suite is used for a site, enter a new site for each suite.

Once all sites are entered, click “OK” at the top right corner of the screen.

4.3. Select Storage Location

Refer to the Custodian’s email regarding storage locations for that day. Select rows of samples that will be stored in the same location and click the drop-down menu under “Lab Location.” Select the location from the drop-down menu as indicated by the Custodian and click the box to the right of the drop-down to populate the Lab Location field. Select preservative as needed. If the preservation is already displayed it does not have to be re-selected.

Use this screen to eliminate samples if needed (e.g. too many sites created). To eliminate samples, click the check box beside the sample ID (the check will disappear).

Click “OK”. Select the correct printer and Click OK to print sample and job labels.

4.4 Bottle Information

Highlight the sample ID(s) that have the same bottle batch ID number. Either scan or type bottle batch number (found on each container) and click “Add.” Repeat the process for each container until all container bottle batch IDs are entered. If the containers do not have a batch number, enter “No Label”. If the label is illegible enter “Illegible.” Be sure to


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scan each container for that sample ID. Click “OK” and proceed to the next set of analyses. Repeat sections 4.3 and 4.4 for all samples and analyses. Click “Close” on the final screen to upload the new event to LIMS.

If the samples cannot be logged into the LIMS by the end of the day then place them on a cart in the walk-in refrigerator in C201 (REF-10) until they can be logged in. DO NOT leave samples in the short-hold fridge located in C201.

4.5 Labeling Sample Bottles and Preparing Documentation

4.5.1 Place the printed sample labels on the correct bottles. Match the analyses IDs and Field IDs on the label with those on the sample containers. For samples that have more than one bottle for a specific analyses and Field ID, print additional labels and document on each label: Bottle 1 of 2 etc.

Move samples to their designated storage locations.

**Samples with short hold chemistry and chlorophyll analyses**: place containers on the designated Short Hold cart in room C201 immediately after login. Most samples are retrieved by the analysts shortly after they are logged in. For those remaining on the cart at the end of the day, place them in the following locations

**Short hold chemistry samples**: Refrigerator 6 rather than the location designated in the LIMS. The samples will be placed in their designated location after the short hold analyses have been completed.

**Chlorophyll Samples**: Biology walk-in refrigerator.

**Samples with BOD or microbiology analyses:** Store in the short-hold refrigerator in room C201. If samples have not been picked up by the end of the day, move them in the biology walk-in refrigerator.

***For criminal case samples, the floor supervisor must review the sample labeling prior to moving them to storage.***

4.5.2 Create non-conformance reports as needed and document the LIMS generated non-conformance report number on the designated area of the LIC form. Place the form back in the event folder

4.5.3 Scan copies of all the field sheets, COC forms, LIC form and request form (one copy for each job ID) and save the scans to the Receiving folder. The original paperwork (LIC form, field sheets, COC forms, shipping receipt copies) is stapled together and placed in the finished event bin for reviewing and archiving. The digitally scanned copy is now considered the official copy, any future modification to the paperwork will be done to the digital copy only.

4.5.4 All paperwork (LIC, submittal forms, RQ, Fed Ex bill) should be scanned ASAP after log-in. All scanned packets will either be retrieved or delivered to the selected login authorization agent.

This agent will add the following data to DWASTEWELL and DWRMWELL events into the LIMS Assessment Workspace:


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- County
- Well City
- Well Treatment
- Well Type

4.6 Adding jobs or samples to existing events.

4.6.1 Add job(s) to events if the following applies:

- There is no existing job for the analysis group or matrix to be logged in.
- The received date or time is different from the existing jobs.
- The tests to be added span multiple jobs.

4.6.2 Add sample(s) to job if the received date or time and analysis or group matrix is the same for an existing job.

4.6.3 Place additional paperwork, if applicable, in the folder and add it to the scanned file.

4.7 Login Authorization

After event login is complete, the event is reviewed and authorized in the LIMS Log In Authorization module. Select the Check mark from the sample Login Menu and select the event to authorize. Compare information entered into the LIMS with the submittal form(s) (e.g., Field IDs, site name, date collected, conductivity etc.), and make any corrections as needed. Once all entries have been reviewed, click **OK** to authorize.


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## Attachment 1

## Login Instructions for SFWMD - Pesticide Projects and Mercury Projects

SFWMD Submittal Form Example:

| Field/Sample Number | Project ID | Date/Time Coll. | Station | FQC |
|---|---|---|---|---|
| *P29234-1* | *FieldQC* | *3/23/98 9:05* | *LABQC* | *TS* |
| *P29234-2* | *STA6* | *3/23/98 9:10* | *G600* | |
| *P29234-3* | *STA6* | *3/23/98 9:15* | *G601* | |
| *P29234-4* | *STA6* | *3/23/98 9:20* | *G602* | |
| *P29234-5* | *STA6* | *3/23/98 9:25* | *G603* | |

| Location: | Field ID |
|---|---|
| LABQC | P29234-1 |
| G600 | P29234-2 |
| G601 | P29234-3 |
| G602 | P29234-4 |
| G603 | P29234-5 |

Under **Site Location** in LIMS, enter the Station Code from the SFWMD submittal form.
Under **Field ID** in LIMS, enter the P number from the SFWMD submittal form.


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## Attachment 2

### Login Instructions for Events with the AMBIENT and WTRSHD-MGT Springs Customer ID

The Ambient program uses bar code labels on their field sheets. The bar code labels contain the information for the LIMS Location and Field IDs. Sometimes the information in the barcode is identical to the text beneath the barcode.

Example 1:

IIIIIIIIIIIIIIIIII
LL-600

Example 2:

IIIIIIIIIIIIIIIIII
LL-602
Silver Springs

For the Site Location: Scan in the barcode.
For the Field ID: Enter the information directly below the barcode. If there are 2 lines of information below the barcode, only enter the one directly below the barcode.

If there is no barcode, enter the information in the upper row of the submittal form for Location and enter the information below for Field ID.

Login of Examples 1 and 2:

Example 1: Site Location: 2344328907
Field ID: LL600

Example 2: Site Location: 2222569345
Field ID: LL602

### Login Instructions for DEP District Bar Coded Field Sheets

IIIIIIIIIIIIIIIIII
SD-021407-1 (the barcode is the SD#)
Canal @ River Front

SARABY001

For Site Location: Use the text to the left of the barcode
For Field ID: Scan the top barcode
For Storet Station Number: scan the bottom barcode


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## Attachment 3

## Sample Login Protocol for DEP-DOH Potable Water Monitoring Project

The samples are collected by County Health Departments (CHDs). They will be using a field form customized for their program and a Chain of Custody Cover page. The field form is designed for one sample per form, the Chain of Custody Cover page designed for all samples submitted with the RQ.

**Sample Submittal Form:**

Location:

- Use Sample/System Name followed by a ";" then the Street Address for samples
  - (ex. John Doe; 123 NE SR 26)
- Use ";"TRIP BLANK for Trip Blanks
  - (ex. :TRIP BLANK)

Field ID:

- For samples enter the DOH well ID followed by a ";" and the sample type
  - (ex. AAA1234;PRE-FILTER)
- For Trip Blanks enter in a ";" followed by the batch ID and prep date located on the preparation sticker.
  - (ex. ;00073496-TB 25-FEB-2019

Select Matrix:

- Use "W-GROUND" as matrix for samples
- Use "W-TRIP" as matrix for Trip Blanks

**Chain of Custody Cover page:**

Upon receipt of samples, Receiving staff must fill this section on the "COC"

| THIS SECTION IS TO BE COMPLETED BY THE LABORATORY | |
|---|---|
| Rec'd /Inspected By: _____ | Rec'd/Inspected Date: _____ |
| Sample Receipt Temperature (Degrees Centigrade): _____ | |


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## Attachment 4

## Sample Login Protocol for DEP-DOH Potable Water Monitoring Project

LB-034-1.10

**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION**
**SAMPLE SUBMITTAL FORM FOR THE POTABLE WATER MONITORING PROGRAM**

DEP REQUEST ID: RQ-_____-_____-_____-_____-_____ PROJECT: _____

COLLECTOR (PRINT): _____ (SIGNATURE): _____

PHONE: _____ County Health Department: _____

SAMPLE INFORMATION — Circle time zone: Eastern / Central

DATE COLLECTED: (MM/DD/YY): _____ TIME COLLECTED (HH:MM) _____

PURGE DURATION (MINUTES) _____ SAMPLE LOCATION: _____

COMMENTS: _____

| Preservative Sticker 1 | Preservative Sticker 2 | Preservative Sticker 3 | Preservative Sticker 4 |
|---|---|---|---|
| | | | |

SAMPLE TYPE **(CHECK ONLY ONE)**:

- [ ] FIRST SAMPLE
- [ ] RESAMPLE
- [ ] POST FILTER (PRIVATE)
- [ ] PRE-FILTER (DEP)
- [ ] MID-FILTER (DEP)
- [ ] POST FILTER (DEP)

TREATMENT CLASSIFICATION **(CHECK ONLY ONE)**:

- [ ] CHLORINATED
- [ ] WATER SOFTENER
- [ ] AERATED
- [ ] RAW (PRE-TANK)
- [ ] RAW (POST-TANK)
- [ ] ACTIVATED CARBON
- [ ] GREEN SAND FILTER
- [ ] REVERSE OSMOSIS
- [ ] ION EXCHANGE
- [ ] OTHER _____

DRINKING WATER SOURCE/WELL TYPE **(CHECK ONLY ONE)**:

- [ ] 40 – COMMUNITY WS (>150,000 GALLONS/DAY)
- [ ] 41 – NON-COMMUNITY WS
- [ ] 42 – LIMITED USE PUBLIC WS (64E-8)
- [ ] 43 – PRIVATE WELL
- [ ] 45 – NON-TRANSIENT/NON-COMMUNITY WS
- [ ] 46 – COMMUNITY WS (<150,000 GALLONS/DAY)
- [ ] 47 – MULTI-FAMILY WELL (3-4 LIVING UNITS)
- [ ] 70 – NON-WELL (2ND DISCHARGE/OTHER SOURCE)

WELL SITE INFORMATION

SAMPLE/SYSTEM NAME: _____

STREET: _____

COUNTY: _____ FACILITY #: _____

FLORIDA UNIQUE WELL ID PLACE TAG HERE

IF NO TAG AVAILABLE WRITE NUMBER BELOW

_____

CONTACT INFORMATION [ ] same as above [ ] OWNER [ ] RESIDENT

NAME (LAST): _____ (FIRST): _____ [ ] BOTH [ ] OTHER _____

STREET: _____ CITY: _____

ST: ____ ZIP: _____ PHONE: _____ EMAIL: _____


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## Attachment 5

## Sample Login Protocol for DEP-DOH Potable Water Monitoring Project

FLORIDA DEPARTMENT OF HEALTH
CHAIN OF CUSTODY FOR THE WELL SURVEILLANCE PROGRAM

Request ID:

County ID:

Requestor's Name:

PLEASE RETURN THE ORIGINAL OF THIS FORM WITH SAMPLE SUBMITTAL FORMS AND THE COOLER PACKING WORKSHEET TO THE LAB.

COLLECTOR(S) (PRINT):

COLLECTOR(S) (SIGN):

| FLUWID or TRIP BLANK | SAMPLE TYPE | ADDITIONAL INFORMATION | DATE MM/DD/YY | TIME HH:MM | INITIALS |
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RELINQUISHED BY (SIGNATURE): DATE/TIME: ☐EST ☐CST

SHIPPING METHOD: ☐ Fedl TRACKING #:

☐DROP OFF

THIS SECTION IS TO BE COMPLETED BY THE LABORATORY

Rec'd /Inspected By: Rec'd/Inspected Date:

Sample Receipt Temperature (Degrees Centigrade):


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