# 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 | | | | Waybill Tracking # |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Present? | | *Intact? | | |
| | YES | $HNO_3$ | Formalin | | Yes | No | Yes | No | |
| | | | | | | | | | |
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**COOLER CHECK**

***All samples received on ice unless otherwise noted. HNO3 and Formalin preserved samples do NOT have a temperature requirement.**

- If the temperature of a cooler exceeds 6.0 oC (above 10.0 oC 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 during 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 no, 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# _____**