

Pollution Control Services

Sample Log-In Checklist

835269

PCS Sample No(s) 835269

COC No. _____

Client/Company Name: Steve Gillam

Checklist Completed by: JAA

Sample Delivery to Lab Via:

Client Drop Off Commercial Carrier: Bus _____ UPS _____ Lone Star _____ FedEx _____ USPS _____
PCS Field Services: Collection/Pick Up _____ Other: _____

Sample Kit/Coolers

Sample Kit/Cooler? Yes No Sample Kit/Cooler: Intact? Yes No
Custody Seals on Sample Kit/Cooler: Not Present If Present, Intact _____ Broken _____
Sample Containers Intact; Unbroken and Not Leaking? Yes No
Custody Seals on Sample Bottles: Not Present If Present, Intact _____ Broken _____
COC Present with Shipment or Delivery or Completed at Drop Off? Yes No
Has COC sample date/time and other pertinent information been provided by client/sampler? Yes: No: _____
Has COC been properly Signed when Received/Relinquished? Yes No
Does COC agree with Sample Bottle Information, Bottle Types, Preservation, etc.? Yes No
All Samples Received before Hold Time Expiration? Yes No
Sufficient Sample Volumes for Analysis Requested? Yes No
Zero Headspace in VOA Vial? Yes _____ No _____

Sample Preservation:

* **Cooling: Not Required** or **Required** _____
If cooling required, record temperature of submitted samples Observed/Corrected 17.3 / 17.7 °C
Is Ice Present in Sample Kit/Cooler? Yes _____ No _____ Samples received same day as collected? Yes No _____
Lab Thermometer Make and Serial Number: ennoLogic HDHC000015629 Other: _____

Acid Preserved Sample - If present, is pH <2? Yes _____ No H₂SO₄ _____ HNO₃ _____ H₃PO₄ _____

Base Preserved Sample - If present, is pH >12? Yes _____ No NaOH _____

Other Preservation: _____ If Present, Meets Requirements? Yes _____ No _____

Sample Preservations Checked by: _____ Date _____ Time _____

pH paper used to check sample preservation (PCS log #): _____ (HEM pH checked at analysis).

Samples Preserved/Adjusted by Lab: Lab # _____ Parameters Preserved _____ Preservative Used _____

Adjusted by Tech/Analyst: _____ Date : _____ Time: _____

Client Notification/ Documentation for "No" Responses Above/ Discrepancies/ RevisionComments

Person Notified: _____ Contacted by: _____

Notified Date: _____ Time: _____

Method of Contact: At Drop Off: _____ Phone _____ Left Voice Mail _____ E-Mail _____ Fax _____

Unable to Contact _____ Authorized Laboratory to Proceed : _____ (Lab Director)
Regarding / Comments: _____

Actions taken to correct problems/discrepancies: _____

Receiving qualifier needed (requires client notification above) Temp. _____ Holding Time _____ Initials: _____

Receiving qualifier entered into LIMS at login Initial/Date: _____

Revision Comments: _____

