

Pollution Control Services Sample Log-In Checklist

PCS Sample No(s) 861408^{5A4} COC No. 861408

Client/Company Name: Hwy 90 Ranch WSC Checklist Completed by: JAH 5A4

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 19, 18 °C 5A4
Is Ice Present in Sample Kit/Cooler? ☐ Yes ☒ No ☐ Samples received same day as collected? ☒ Yes ☐ No ☐
Lab Thermometer Make and Serial Number: ennoLogic HDGD00000888 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 ☐ Log # ☐

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

Client Notification/ Documentation for "No" Responses Above/ Discrepancies/ Revision Comments

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: ☐