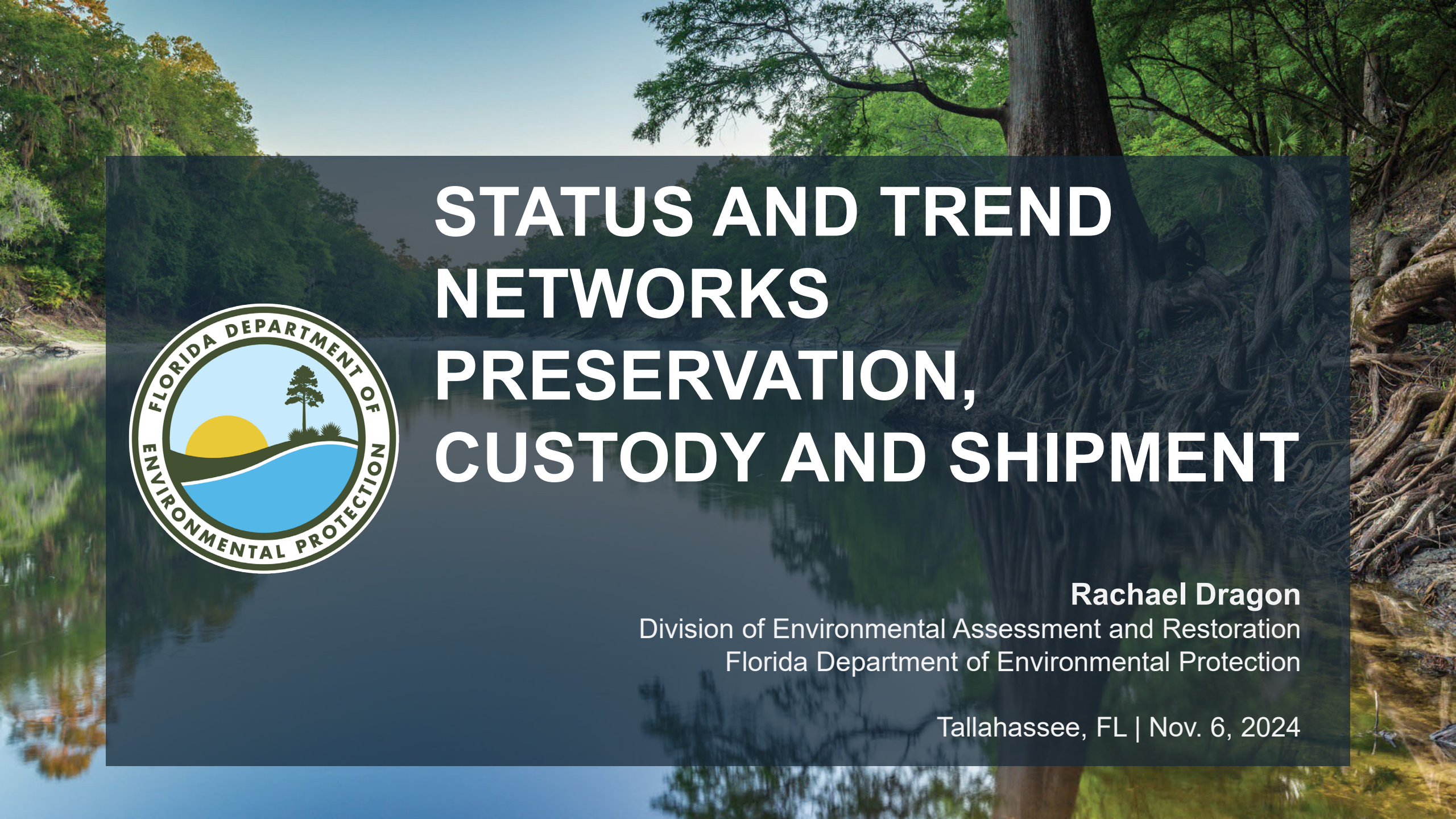


# STATUS AND TREND NETWORKS PRESERVATION, CUSTODY AND SHIPMENT

**Rachael Dragon**
Division of Environmental Assessment and Restoration
Florida Department of Environmental Protection

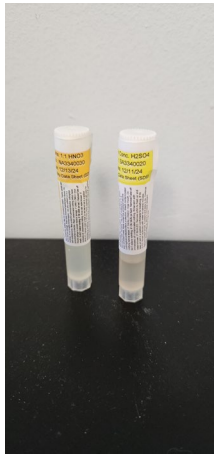
Tallahassee, FL | Nov. 6, 2024

# FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

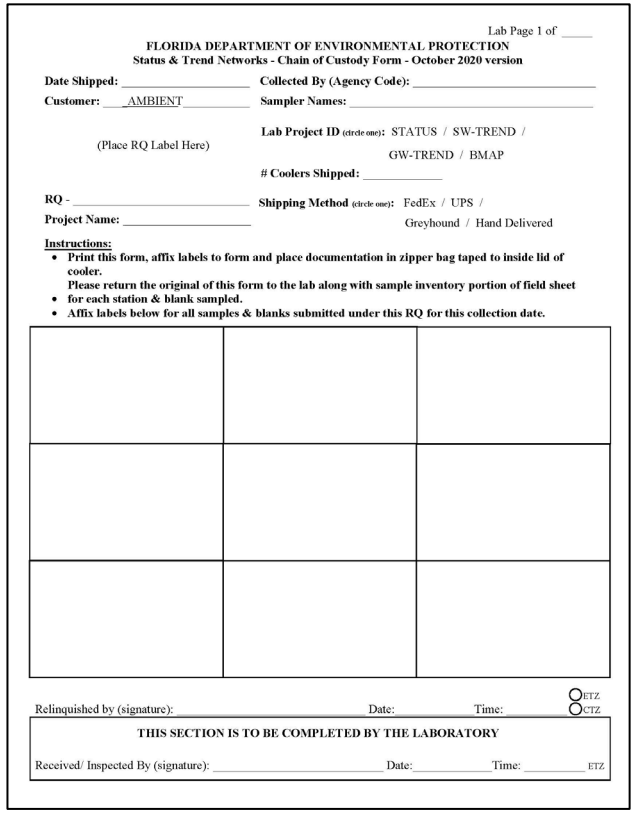
Weeki Wachee Springs State Park – Source: Cheyenne Alderson

## Topics

- Sample Preservation.
- Documentation.
- Sample Shipment.



# CUSTODY SHEET PACKETS



Lab Page 1 of ____

**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION**
**Status & Trend Networks - Chain of Custody Form - October 2020 version**

**Date Shipped:** _____ **Collected By (Agency Code):** _____
**Customer:** ___AMBIENT___ **Sampler Names:** _____

(Place RQ Label Here)

**Lab Project ID** (circle one): STATUS / SW-TREND / GW-TREND / BMAP
**# Coolers Shipped:** _____

**RQ -** _____ **Shipping Method** (circle one): FedEx / UPS / Greyhound / Hand Delivered
**Project Name:** _____

**Instructions:**
- **Print this form, affix labels to form and place documentation in zipper bag taped to inside lid of cooler.**
  **Please return the original of this form to the lab along with sample inventory portion of field sheet**
- **for each station & blank sampled.**
- **Affix labels below for all samples & blanks submitted under this RQ for this collection date.**

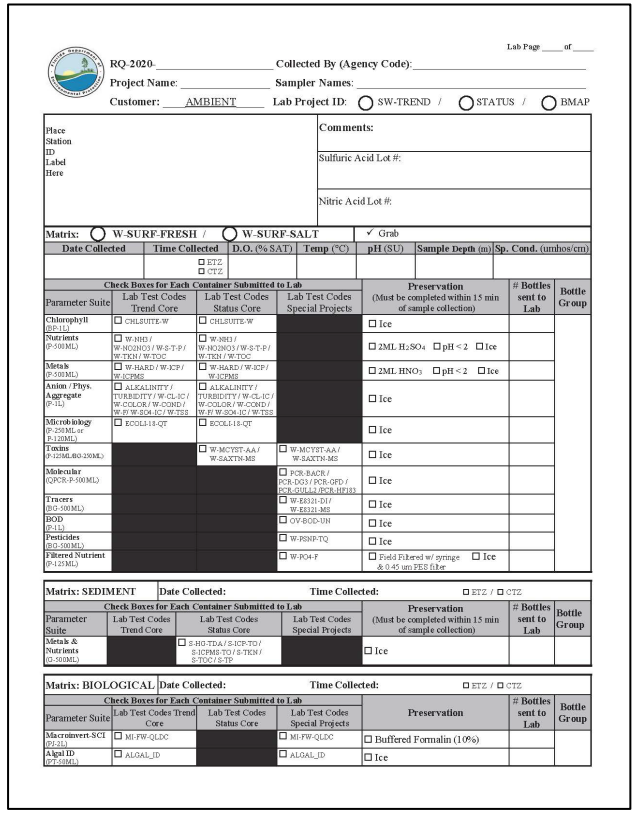
| | | |
|---|---|---|
| | | |
| | | |
| | | |

Relinquished by (signature): _____ Date: _____ Time: _____ ETZ / CTZ

**THIS SECTION IS TO BE COMPLETED BY THE LABORATORY**

Received/ Inspected By (signature): _____ Date: _____ Time: _____ ETZ

**Cover Page**



Lab Page ____ of ____

RQ-2020-_____ Collected By (Agency Code): _____
Project Name: _____ Sampler Names: _____
Customer: ___AMBIENT___ Lab Project ID: ◯ SW-TREND / ◯ STATUS / ◯ BMAP

Place Station ID Label Here

Comments:
Sulfuric Acid Lot #:
Nitric Acid Lot #:

Matrix: ◯ W-SURF-FRESH / ◯ W-SURF-SALT ✓ Grab

| Date Collected | Time Collected | D.O. (% SAT) | Temp (°C) | pH (SU) | Sample Depth (m) | Sp. Cond. (umhos/cm) |
|---|---|---|---|---|---|---|
| | ☐ ETZ ☐ CTZ | | | | | |

| Check Boxes for Each Container Submitted to Lab | | | | | | |
|---|---|---|---|---|---|---|
| Parameter Suite | Lab Test Codes Trend Core | Lab Test Codes Status Core | Lab Test Codes Special Projects | Preservation (Must be completed within 15 min of sample collection) | # Bottles sent to Lab | Bottle Group |
| Chlorophyll (BP-1L) | ☐ CHLSUITE-W | ☐ CHLSUITE-W | | ☐ Ice | | |
| Nutrients (P-500ML) | ☐ W-NH3 / W-NO2NO3 / W-S-T-P / W-TKN / W-TOC | ☐ W-NH3 / W-NO2NO3 / W-S-T-P / W-TKN / W-TOC | | ☐ 2ML $H_2SO_4$ ☐ pH < 2 ☐ Ice | | |
| Metals (P-500ML) | ☐ W-HARD / W-ICP / W-ICPMS | ☐ W-HARD / W-ICP / W-ICPMS | | ☐ 2ML $HNO_3$ ☐ pH < 2 ☐ Ice | | |
| Anion / Phys. Aggregate (P-1L) | ☐ ALKALINITY / TURBIDITY / W-CL-IC / W-COLOR / W-COND / W-F/ W-SO4-IC / W-TSS | ☐ ALKALINITY / TURBIDITY / W-CL-IC / W-COLOR / W-COND / W-F/ W-SO4-IC / W-TSS | | ☐ Ice | | |
| Microbiology (P-250ML or P-120ML) | ☐ ECOLI-18-QT | ☐ ECOLI-18-QT | | ☐ Ice | | |
| Toxins (P-125ML/BG-250ML) | | ☐ W-MCYST-AA / W-SAXTN-MS | ☐ W-MCYST-AA / W-SAXTN-MS | ☐ Ice | | |
| Molecular (QPCR-P-500ML) | | | ☐ PCR-BACR / PCR-DG3 / PCR-GFD / PCR-GULL2 /PCR-HF183 | ☐ Ice | | |
| Tracers (BG-500ML) | | | ☐ W-E8321-DI / W-E8321-MS | ☐ Ice | | |
| BOD (P-1L) | | | ☐ OV-BOD-UN | ☐ Ice | | |
| Pesticides (BG-500ML) | | | ☐ W-PSNP-TQ | ☐ Ice | | |
| Filtered Nutrient (P-125ML) | | | ☐ W-PO4-F | ☐ Field Filtered w/ syringe ☐ Ice & 0.45 um PES filter | | |

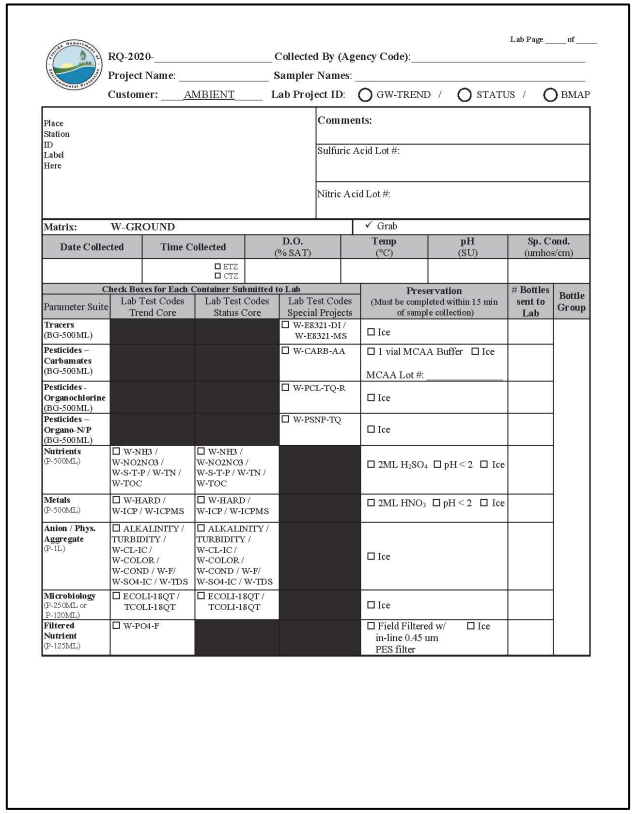
Matrix: SEDIMENT Date Collected: Time Collected: ☐ ETZ / ☐ CTZ

| Check Boxes for Each Container Submitted to Lab | | | | | | |
|---|---|---|---|---|---|---|
| Parameter Suite | Lab Test Codes Trend Core | Lab Test Codes Status Core | Lab Test Codes Special Projects | Preservation (Must be completed within 15 min of sample collection) | # Bottles sent to Lab | Bottle Group |
| Metals & Nutrients (G-500ML) | | ☐ S-HG-TDA / S-ICP-TO / S-ICPMS-TO / S-TKN / S-TOC / S-TP | | ☐ Ice | | |

Matrix: BIOLOGICAL Date Collected: Time Collected: ☐ ETZ / ☐ CTZ

| Check Boxes for Each Container Submitted to Lab | | | | | | |
|---|---|---|---|---|---|---|
| Parameter Suite | Lab Test Codes Trend Core | Lab Test Codes Status Core | Lab Test Codes Special Projects | Preservation | # Bottles sent to Lab | Bottle Group |
| Macroinvert-SCI (SF-2L) | ☐ MI-FW-QLDC | | ☐ MI-FW-QLDC | ☐ Buffered Formalin (10%) | | |
| Algal ID (PT-500ML) | ☐ ALGAL_ID | | ☐ ALGAL_ID | ☐ Ice | | |

**Surface Water Details**



Lab Page ____ of ____

RQ-2020-_____ Collected By (Agency Code): _____
Project Name: _____ Sampler Names: _____
Customer: ___AMBIENT___ Lab Project ID: ◯ GW-TREND / ◯ STATUS / ◯ BMAP

Place Station ID Label Here

Comments:
Sulfuric Acid Lot #:
Nitric Acid Lot #:

Matrix: W-GROUND ✓ Grab

| Date Collected | Time Collected | D.O. (% SAT) | Temp (°C) | pH (SU) | Sp. Cond. (umhos/cm) |
|---|---|---|---|---|---|
| | ☐ ETZ ☐ CTZ | | | | |

| Check Boxes for Each Container Submitted to Lab | | | | | | |
|---|---|---|---|---|---|---|
| Parameter Suite | Lab Test Codes Trend Core | Lab Test Codes Status Core | Lab Test Codes Special Projects | Preservation (Must be completed within 15 min of sample collection) | # Bottles sent to Lab | Bottle Group |
| Tracers (BG-500ML) | | | ☐ W-E8321-DI / W-E8321-MS | ☐ Ice | | |
| Pesticides – Carbamates (BG-500ML) | | | ☐ W-CARB-AA | ☐ 1 vial MCAA Buffer ☐ Ice MCAA Lot #: _____ | | |
| Pesticides – Organochlorine (BG-500ML) | | | ☐ W-PCL-TQ-R | ☐ Ice | | |
| Pesticides – Organo-N/P (BG-500ML) | | | ☐ W-PSNP-TQ | ☐ Ice | | |
| Nutrients (P-500ML) | ☐ W-NH3 / W-NO2NO3 / W-S-T-P / W-TN / W-TOC | ☐ W-NH3 / W-NO2NO3 / W-S-T-P / W-TN / W-TOC | | ☐ 2ML $H_2SO_4$ ☐ pH < 2 ☐ Ice | | |
| Metals (P-500ML) | ☐ W-HARD / W-ICP / W-ICPMS | ☐ W-HARD / W-ICP / W-ICPMS | | ☐ 2ML $HNO_3$ ☐ pH < 2 ☐ Ice | | |
| Anion / Phys. Aggregate (P-1L) | ☐ ALKALINITY / TURBIDITY / W-CL-IC / W-COLOR / W-COND / W-F/ W-SO4-IC / W-TDS | ☐ ALKALINITY / TURBIDITY / W-CL-IC / W-COLOR / W-COND / W-F/ W-SO4-IC / W-TDS | | ☐ Ice | | |
| Microbiology (P-250ML or P-120ML) | ☐ ECOLI-18QT / TCOLI-18QT | ☐ ECOLI-18QT / TCOLI-18QT | | ☐ Ice | | |
| Filtered Nutrient (P-125ML) | ☐ W-PO4-F | | | ☐ Field Filtered w/ in-line 0.45 um PES filter ☐ Ice | | |

**Groundwater Details**

**Download current versions from Watershed Monitoring Information Center:**
http://publicfiles.dep.state.fl.us/dear/watershed%20monitoring/Info%20Center/

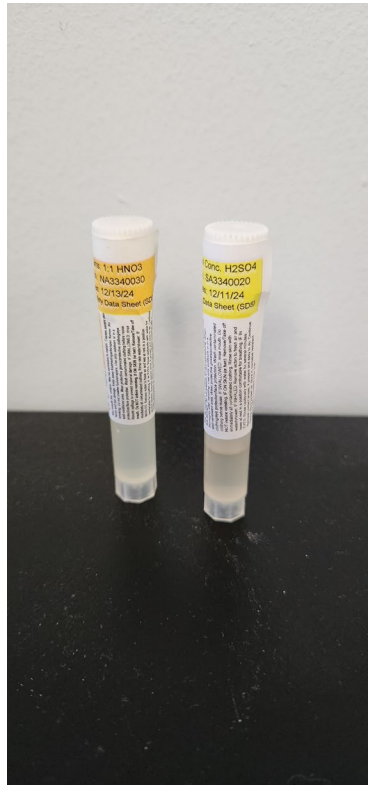
# PRESERVATION

## SAMPLING MANUAL SECTION 11

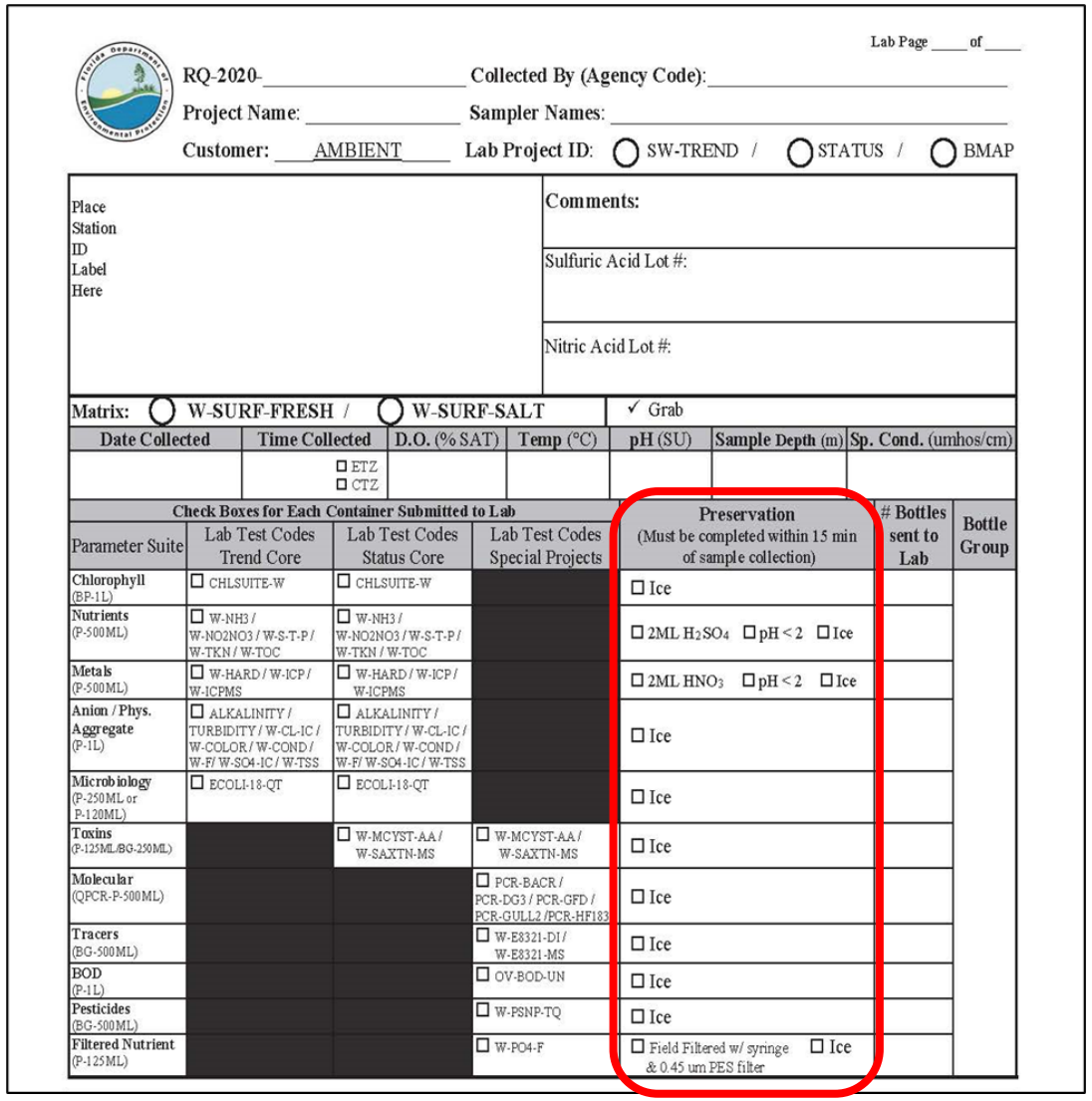
Source: pexels.com



Source: pexels.com

# SURFACE WATER PRESERVATION DETAILS



Lab Page ____ of ____

RQ-2020-_____ Collected By (Agency Code):_____

Project Name: _____ Sampler Names: _____

Customer: ___AMBIENT___ Lab Project ID: ◯ SW-TREND / ◯ STATUS / ◯ BMAP

| Place Station ID Label Here | Comments: |
|---|---|
| | Sulfuric Acid Lot #: |
| | Nitric Acid Lot #: |

Matrix: ◯ W-SURF-FRESH / ◯ W-SURF-SALT ✓ Grab

| Date Collected | Time Collected | D.O. (% SAT) | Temp (°C) | pH (SU) | Sample Depth (m) | Sp. Cond. (umhos/cm) |
|---|---|---|---|---|---|---|
| | ☐ ETZ ☐ CTZ | | | | | |

Check Boxes for Each Container Submitted to Lab

| Parameter Suite | Lab Test Codes Trend Core | Lab Test Codes Status Core | Lab Test Codes Special Projects | Preservation (Must be completed within 15 min of sample collection) | # Bottles sent to Lab | Bottle Group |
|---|---|---|---|---|---|---|
| Chlorophyll (BP-1L) | ☐ CHLSUITE-W | ☐ CHLSUITE-W | | ☐ Ice | | |
| Nutrients (P-500ML) | ☐ W-NH3 / W-NO2NO3 / W-S-T-P / W-TKN / W-TOC | ☐ W-NH3 / W-NO2NO3 / W-S-T-P / W-TKN / W-TOC | | ☐ 2ML $H_2SO_4$ ☐ pH < 2 ☐ Ice | | |
| Metals (P-500ML) | ☐ W-HARD / W-ICP / W-ICPMS | ☐ W-HARD / W-ICP / W-ICPMS | | ☐ 2ML $HNO_3$ ☐ pH < 2 ☐ Ice | | |
| Anion / Phys. Aggregate (P-1L) | ☐ ALKALINITY / TURBIDITY / W-CL-IC / W-COLOR / W-COND / W-F/ W-SO4-IC / W-TSS | ☐ ALKALINITY / TURBIDITY / W-CL-IC / W-COLOR / W-COND / W-F/ W-SO4-IC / W-TSS | | ☐ Ice | | |
| Microbiology (P-250ML or P-120ML) | ☐ ECOLI-18-QT | ☐ ECOLI-18-QT | | ☐ Ice | | |
| Toxins (P-125ML/BG-250ML) | | ☐ W-MCYST-AA / W-SAXTN-MS | ☐ W-MCYST-AA / W-SAXTN-MS | ☐ Ice | | |
| Molecular (QPCR-P-500ML) | | | ☐ PCR-BACR / PCR-DG3 / PCR-GFD / PCR-GULL2 /PCR-HF183 | ☐ Ice | | |
| Tracers (BG-500ML) | | | ☐ W-E8321-DI / W-E8321-MS | ☐ Ice | | |
| BOD (P-1L) | | | ☐ OV-BOD-UN | ☐ Ice | | |
| Pesticides (BG-500ML) | | | ☐ W-PSNP-TQ | ☐ Ice | | |
| Filtered Nutrient (P-125ML) | | | ☐ W-PO4-F | ☐ Field Filtered w/ syringe & 0.45 um PES filter ☐ Ice | | |

# GROUNDWATER PRESERVATION DETAILS

| Station ID Label Here | Sulfuric Acid Lot #: |
|---|---|
| | Nitric Acid Lot #: |

**Matrix:** W-GROUND ✓ Grab

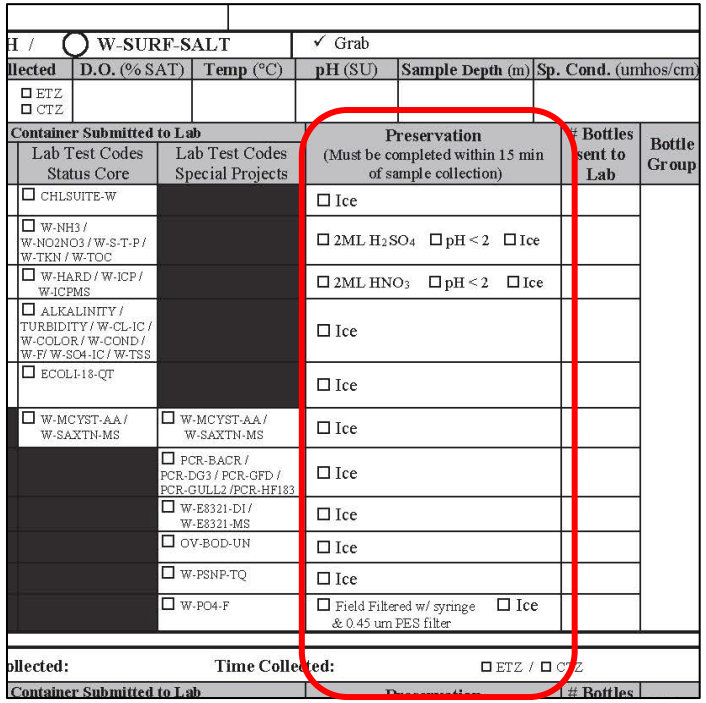
| Date Collected | Time Collected | D.O. (% SAT) | Temp (°C) | pH (SU) | Sp. Cond. (umhos/cm) |
|---|---|---|---|---|---|
| | ☐ ETZ ☐ CTZ | | | | |

| Check Boxes for Each Container Submitted to Lab | | | | Preservation (Must be completed within 15 min of sample collection) | # Bottles sent to Lab | Bottle Group |
|---|---|---|---|---|---|---|
| Parameter Suite | Lab Test Codes Trend Core | Lab Test Codes Status Core | Lab Test Codes Special Projects | | | |
| **Tracers** (BG-500ML) | | | ☐ W-E8321-DI / W-E8321-MS | ☐ Ice | | |
| **Pesticides – Carbamates** (BG-500ML) | | | ☐ W-CARB-AA | ☐ 1 vial MCAA Buffer ☐ Ice<br>MCAA Lot #: _____ | | |
| **Pesticides - Organochlorine** (BG-500ML) | | | ☐ W-PCL-TQ-R | ☐ Ice | | |
| **Pesticides – Organo-N/P** (BG-500ML) | | | ☐ W-PSNP-TQ | ☐ Ice | | |
| **Nutrients** (P-500ML) | ☐ W-NH3 / W-NO2NO3 / W-S-T-P / W-TN / W-TOC | ☐ W-NH3 / W-NO2NO3 / W-S-T-P / W-TN / W-TOC | | ☐ 2ML $H_2SO_4$ ☐ pH < 2 ☐ Ice | | |
| **Metals** (P-500ML) | ☐ W-HARD / W-ICP / W-ICPMS | ☐ W-HARD / W-ICP / W-ICPMS | | ☐ 2ML $HNO_3$ ☐ pH < 2 ☐ Ice | | |
| **Anion / Phys. Aggregate** (P-1L) | ☐ ALKALINITY / TURBIDITY / W-CL-IC / W-COLOR / W-COND / W-F/ W-SO4-IC / W-TDS | ☐ ALKALINITY / TURBIDITY / W-CL-IC / W-COLOR / W-COND / W-F/ W-SO4-IC / W-TDS | | ☐ Ice | | |
| **Microbiology** (P-250ML or P-120ML) | ☐ ECOLI-18QT / TCOLI-18QT | ☐ ECOLI-18QT / TCOLI-18QT | | ☐ Ice | | |
| **Filtered Nutrient** (P-125ML) | ☐ W-PO4-F | | | ☐ Field Filtered w/ in-line 0.45 um PES filter ☐ Ice | | |

# PRESERVATION BASICS

Boxes indicate required preservation for each bottle.

- Check box for each procedure performed.
- Add comment for any procedures not performed.



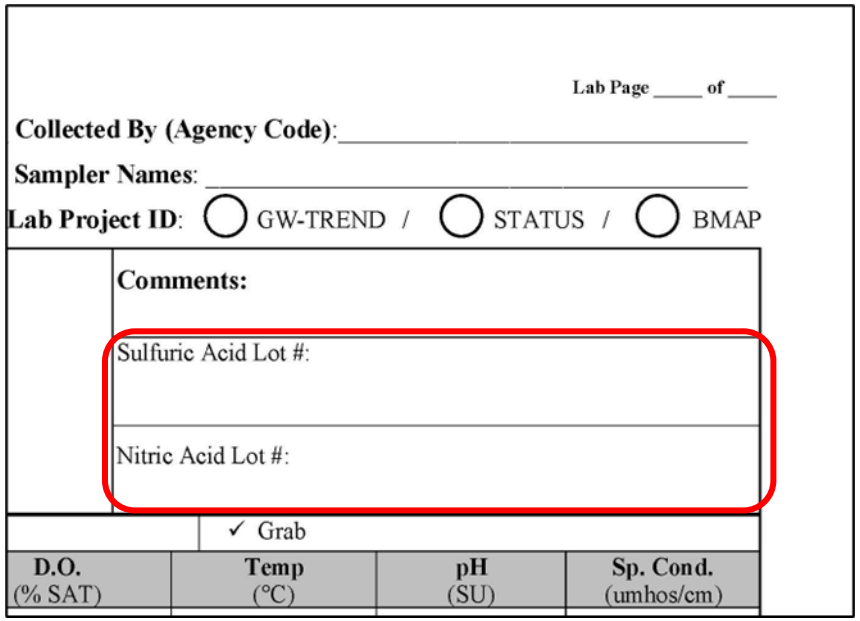
H / ◯ W-SURF-SALT ✓ Grab

| llected | D.O. (% SAT) | Temp (°C) | pH (SU) | Sample Depth (m) | Sp. Cond. (umhos/cm) |
|---|---|---|---|---|---|
| ☐ ETZ ☐ CTZ | | | | | |

| Container Submitted to Lab | | Preservation (Must be completed within 15 min of sample collection) | # Bottles sent to Lab | Bottle Group |
|---|---|---|---|---|
| Lab Test Codes Status Core | Lab Test Codes Special Projects | | | |
| ☐ CHLSUITE-W | | ☐ Ice | | |
| ☐ W-NH3 / W-NO2NO3 / W-S-T-P / W-TKN / W-TOC | | ☐ 2ML $H_2SO_4$ ☐ pH < 2 ☐ Ice | | |
| ☐ W-HARD / W-ICP / W-ICPMS | | ☐ 2ML $HNO_3$ ☐ pH < 2 ☐ Ice | | |
| ☐ ALKALINITY / TURBIDITY / W-CL-IC / W-COLOR / W-COND / W-F/ W-SO4-IC / W-TSS | | ☐ Ice | | |
| ☐ ECOLI-18-QT | | ☐ Ice | | |
| ☐ W-MCYST-AA / W-SAXTN-MS | ☐ W-MCYST-AA / W-SAXTN-MS | ☐ Ice | | |
| | ☐ PCR-BACR / PCR-DG3 / PCR-GFD / PCR-GULL2 /PCR-HF183 | ☐ Ice | | |
| | ☐ W-E8321-DI / W-E8321-MS | ☐ Ice | | |
| | ☐ OV-BOD-UN | ☐ Ice | | |
| | ☐ W-PSNP-TQ | ☐ Ice | | |
| | ☐ W-PO4-F | ☐ Field Filtered w/ syringe & 0.45 um PES filter ☐ Ice | | |

ollected: Time Collected: ☐ ETZ / ☐ CTZ

Container Submitted to Lab | Preservation | # Bottles



Lab Page _____ of _____

Collected By (Agency Code):_____

Sampler Names: _____

Lab Project ID: ◯ GW-TREND / ◯ STATUS / ◯ BMAP

Comments:

Sulfuric Acid Lot #:

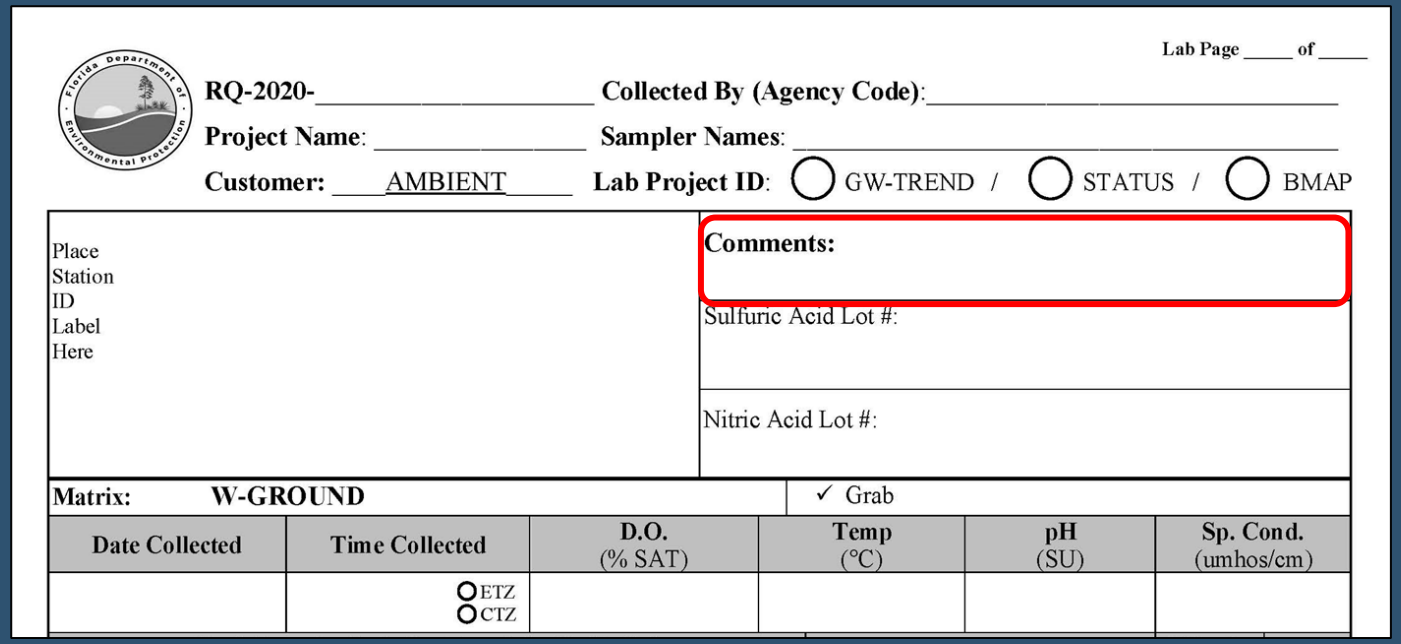
Nitric Acid Lot #:

✓ Grab

| D.O. (% SAT) | Temp (°C) | pH (SU) | Sp. Cond. (umhos/cm) |
|---|---|---|---|

Document lot numbers from the acid vials used to preserve samples.

# PRESERVATION BASICS



Lab Page _____ of _____

RQ-2020-_____ Collected By (Agency Code):_____

Project Name: _____ Sampler Names: _____

Customer: ____AMBIENT_____ Lab Project ID: ◯ GW-TREND / ◯ STATUS / ◯ BMAP

Place Station ID Label Here

Comments:

Sulfuric Acid Lot #:

Nitric Acid Lot #:

Matrix: W-GROUND ✓ Grab

| Date Collected | Time Collected | D.O. (% SAT) | Temp (°C) | pH (SU) | Sp. Cond. (umhos/cm) |
|---|---|---|---|---|---|
| | ◯ETZ ◯CTZ | | | | |

Describe differences in comments if preservation performed differs from required steps listed on details page.

# PRESERVATION BASICS

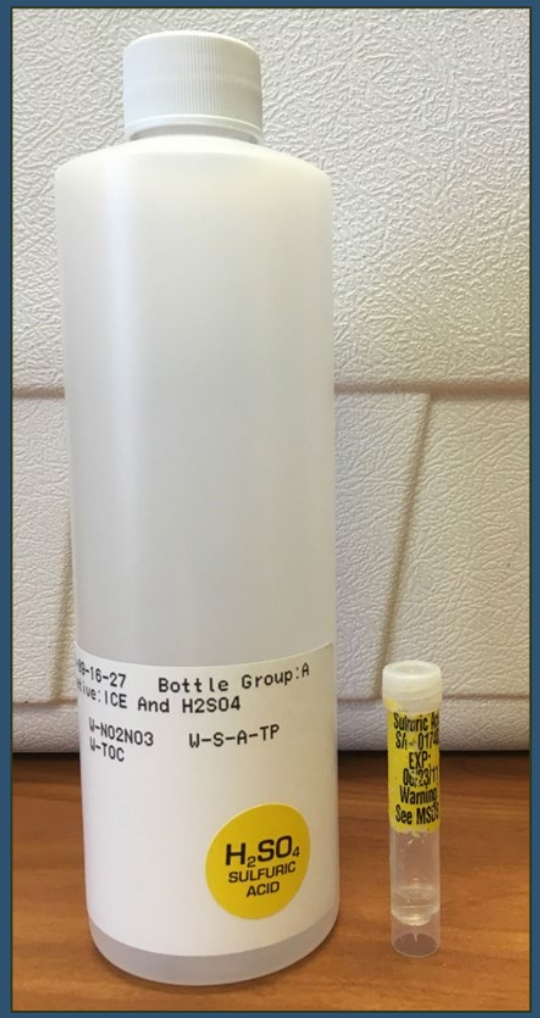
- Complete all preservation within 15 minutes of sample collection.
- Check bottle labels and sample details page for preservation instructions.
- Wear clean, powder-free, disposable gloves.
- Wear protective eyewear and work in a well-ventilated area when working with acid or formalin.

SJRWMD employee preserving samples.

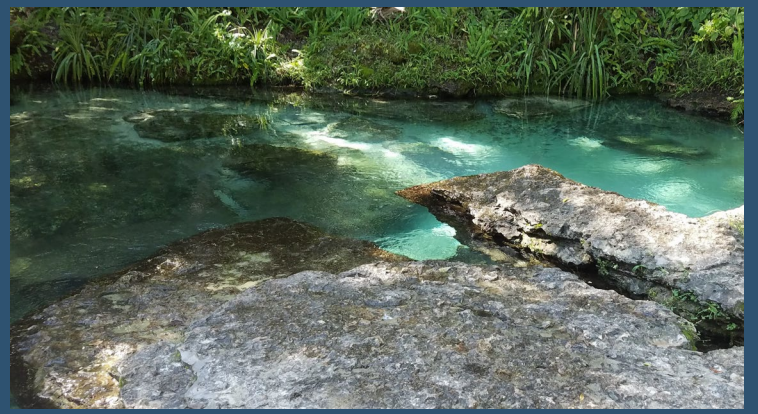
# PRESERVATION BASICS

## PRESERVATION WITH ACID

- Use “tag-team” approach to ensure correct preservation.
- Check label of acid vial against sample bottle before preserving sample.
- Use **sulfuric acid** with nutrients and test pH – first.
- Then use **nitric acid** with metals and test pH.




Wakulla Springs State Park



Rock Springs/Kelly Park

# PRESERVATION BASICS

## PRESERVING WITH ACID

- Use narrow range pH paper (0-3).
- Pour acidified sample onto pH strip over a small disposable cup or watch glass.
- Check pH < 2.
- If pH ≥ 2, use another ½ vial of acid; check again; document.
- Dispose of acids properly.


Small acid waste containers - empty frequently and follow chemical safety plan for your building when disposing.

# PRESERVATION BASICS

## PRESERVING WITH ACID

### If pre-measured vials are unavailable:

- Lab will provide plastic containers of pre-mixed 1:1 acid solutions and disposable pipettes.
- Always use a clean, disposable pipette to add acid to sample or blank.
- Use a new pipette for each sample or blank.
- 2 mL sulfuric per 500 mL bottle for nutrients.
- 2 mL nitric per 500 mL bottle for metals.
- Do not allow pipette to come into contact with bottle lip or sample.
- Cap, mix and check preservation as previously described. If more acid needed to reach pH < 2 then document.
- Dispose of used pipettes in acid disposal container.

# PRESERVATION BASICS
## FIELD FILTRATION PRESERVATION

**If filtration is required (e.g., orthophosphate), it must be done:**

- In the field.
- Before thermal preservation.

# PRESERVATION BASICS
## THERMAL PRESERVATION

- Place samples together in large zip-top bag.
- Place bag in wet ice ≤ 6°C.
    - Ice must be loose and surround the bag of samples for proper cooling.
- Include temperature verification bottle.
- Samples > 6°C  will be qualified or discarded.

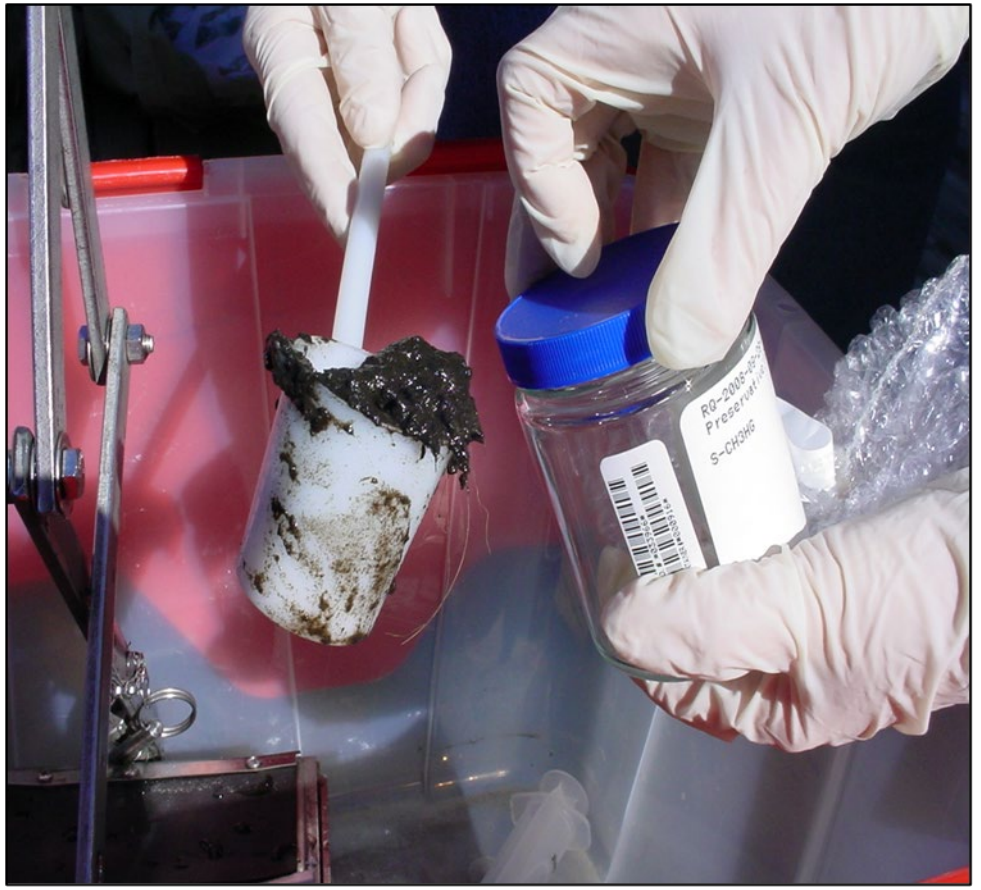
# PRESERVATION BASICS
## GLASS BOTTLES

**Bottles for Tracers, Pesticides and Algal Toxins:**
(250 mL and 500 mL amber glass bottles)

- Place in bubble-wrap bag
  **CAUTION** - Always support container from bottom; bags are not strong.
- Place in cooler **in ice** within 15 minutes.

# PRESERVATION BASICS
## SEDIMENTS

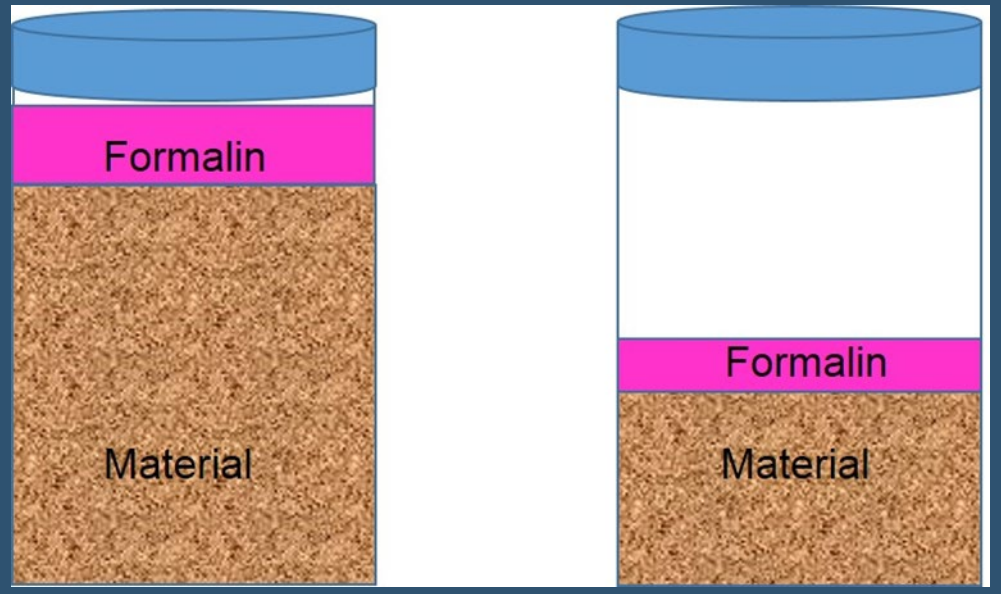
- Seal lid/container with tape (electrical tape recommended).
- Place in bubble-wrap bag (**CAUTION** — Always support container from bottom; bags are not strong).
- Place in cooler **in ice** within 15 minutes.



# PRESERVATION BASICS

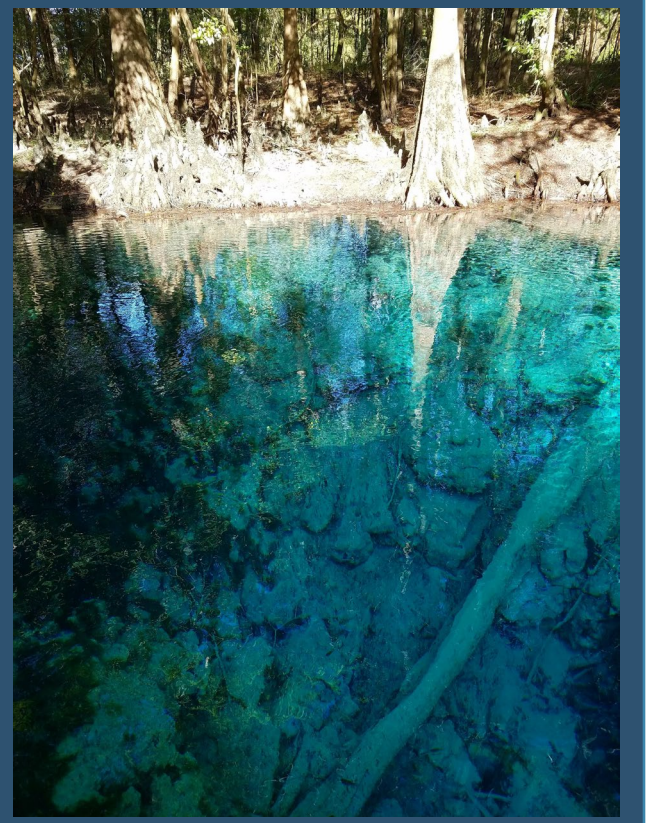
## STREAM CONDITION INDEX (SCI)

- Drain excess water from jug before preserving.
- Add recycled 10% buffered Formalin to sufficiently cover material.
- Seal lid/container with tape (optional).
- Place back in the large zip-top bag in which they arrived.
- Always transport buffered formalin and preserved samples in upright position.



# DOCUMENTATION
## PRESERVATION AND INVENTORY

- Survey123 guides user through completing sample details page for each sample and/or blank.
- When a particular analyte is marked as collected, the application requires preservation information to be selected or a comment to be entered before allowing you to proceed.



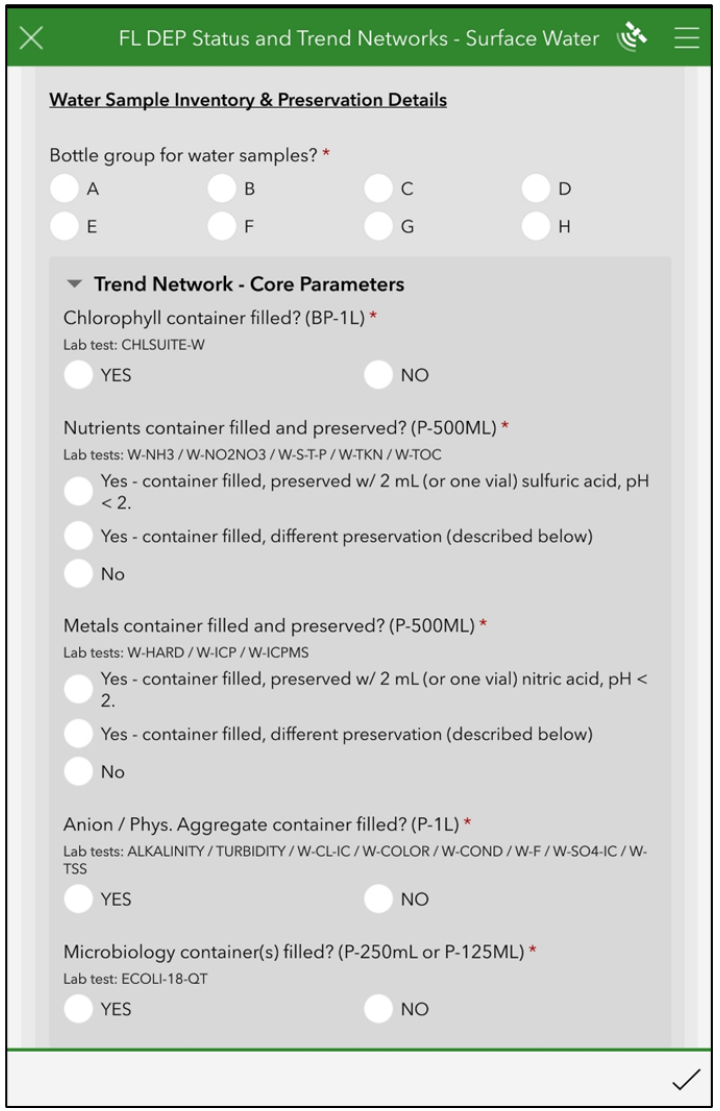
# DOCUMENTATION
## PRESERVATION AND INVENTORY

### Bottle Group

- Summary In RQ paperwork from kit.
- On sample bottles.

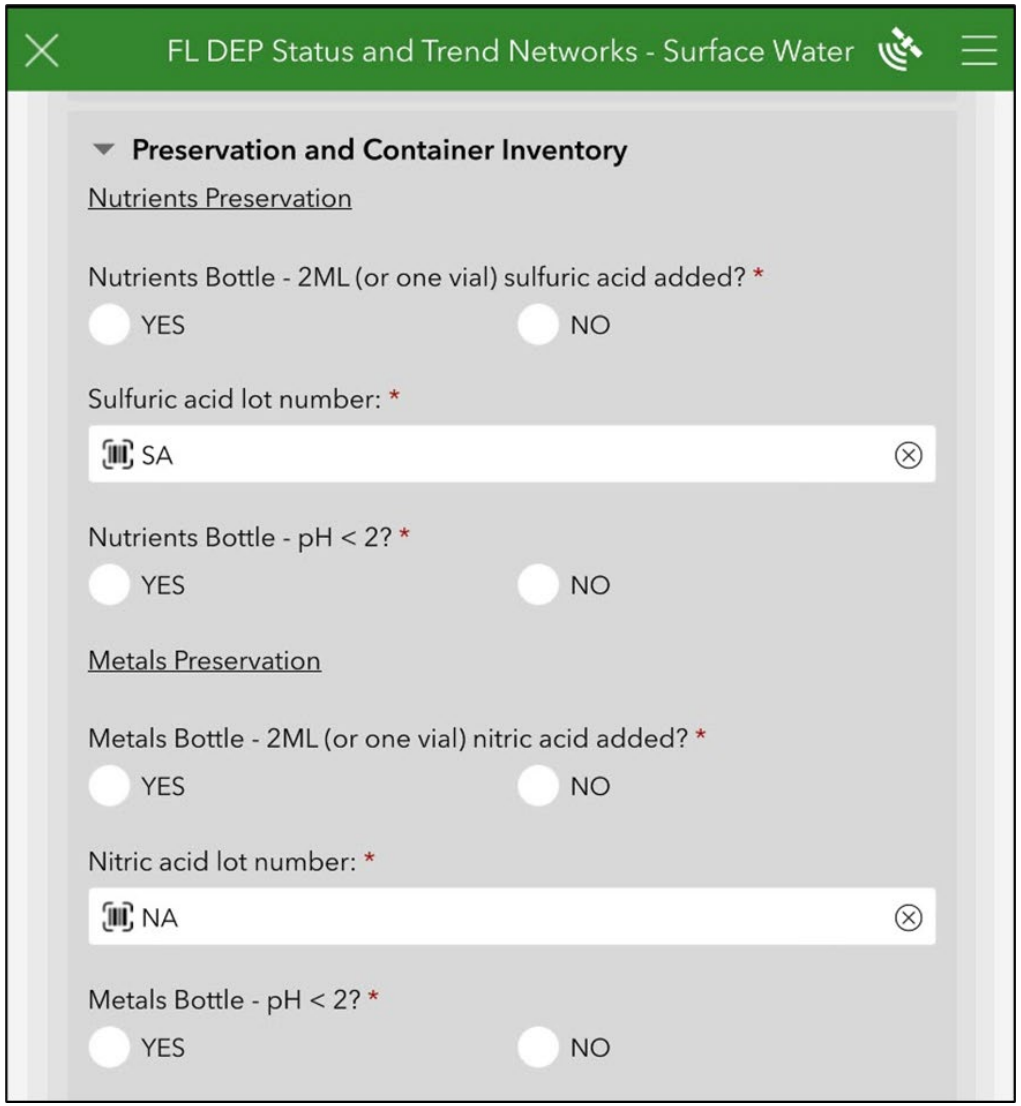
### Parameters Collected

- Core lists for Status or Trend.

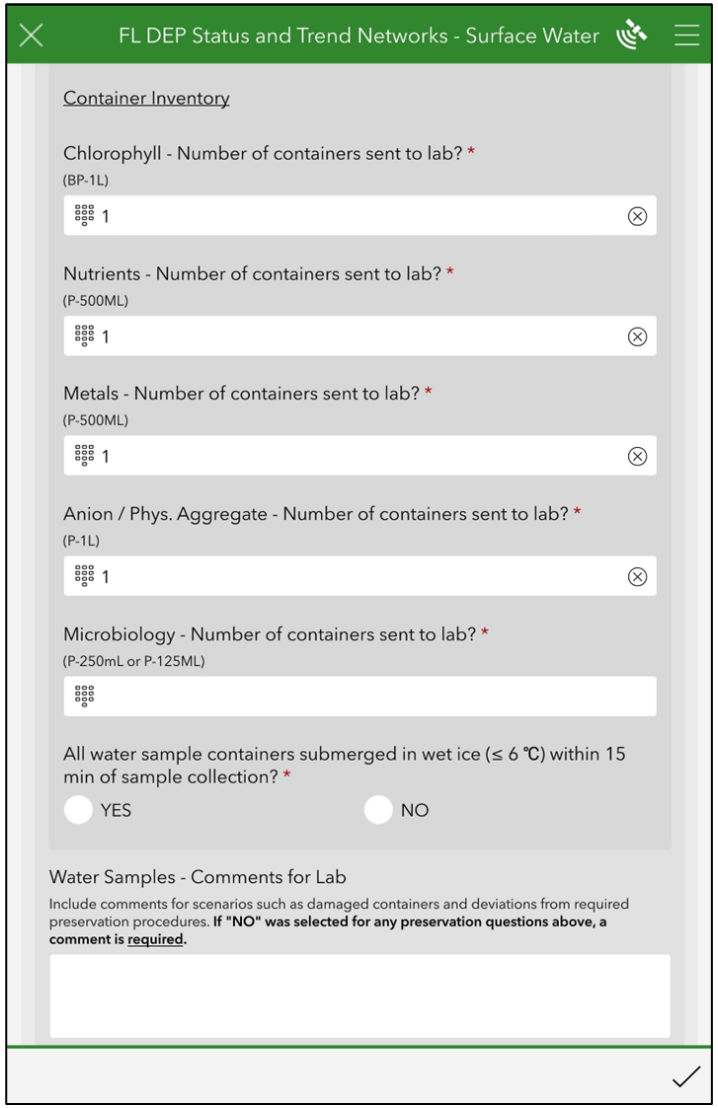
# DOCUMENTATION
## PRESERVATION AND INVENTORY

- Preservation must be recorded for each analyte collected
- ‘No’ answers require a comment.



# DOCUMENTATION
## PRESERVATION AND INVENTORY

- Number of bottles submitted to lab for each parameter group.
- Populates sample details page (used by laboratory receiving during sample login).



# CUSTODY AND SHIPMENT

## SAMPLING MANUAL SECTION 13

# CUSTODY SHEET PACKETS

- Submit a separate custody sheet packet for each RQ.
- One cover page per packet.
  - List all samples and blanks (digital barcodes or barcode labels).
  - Signature required in “relinquished by” section.
- One details page for each sample submitted.
- One details page for each blank submitted.

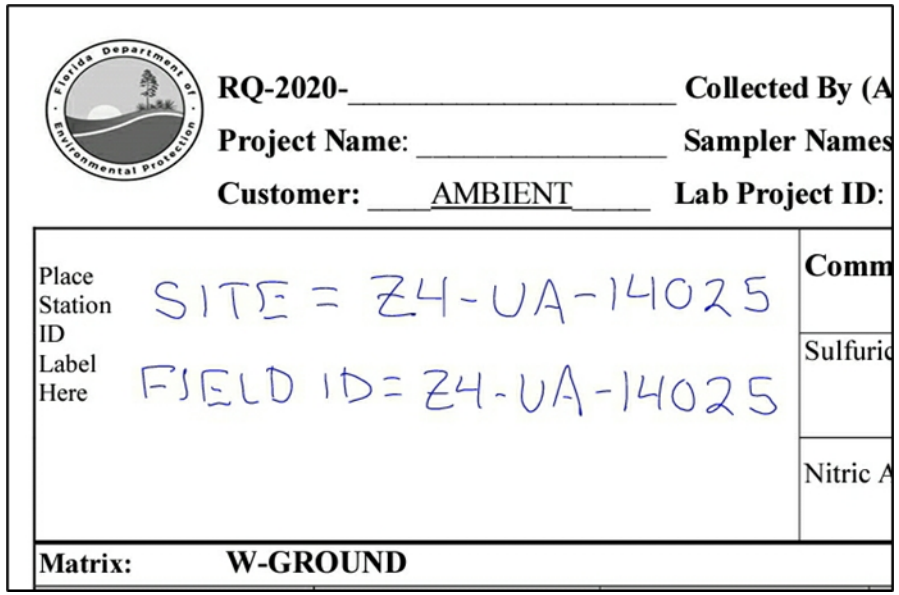
# CUSTODY SHEET PACKETS

- Document every sample submitted.
- Details page differs for groundwater and surface water.
- Make sure all containers from a site are submitted with matching RQs.
- Fill out completely and use digital barcodes or Station ID and RQ Labels.

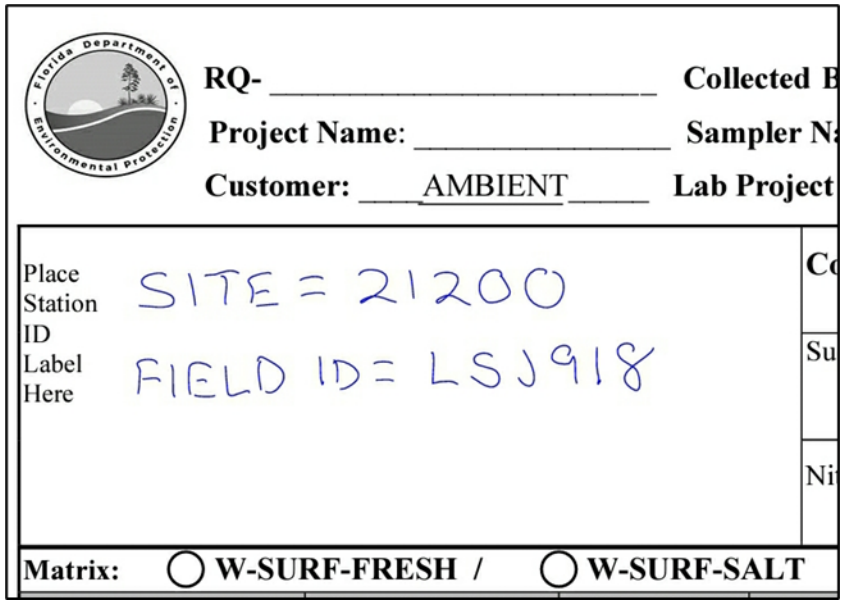
# CUSTODY SHEET PACKETS

If you have no choice but to hand-write the information
Please write as clearly as possible!

STATUS – Site Location and Field ID = Random Sample Location (e.g. Z4-UA-14025).


RQ-2020-_____ Collected By (A
Project Name: _____ Sampler Names
Customer: ____AMBIENT_____ Lab Project ID:
Place Station ID Label Here
SITE = Z4-UA-14025
FIELD ID= Z4-UA-14025
Comm
Sulfuric
Nitric A
Matrix: W-GROUND

TREND – Site Location = WIN Monitoring Location ID (If you don't know it, write the station name or description).

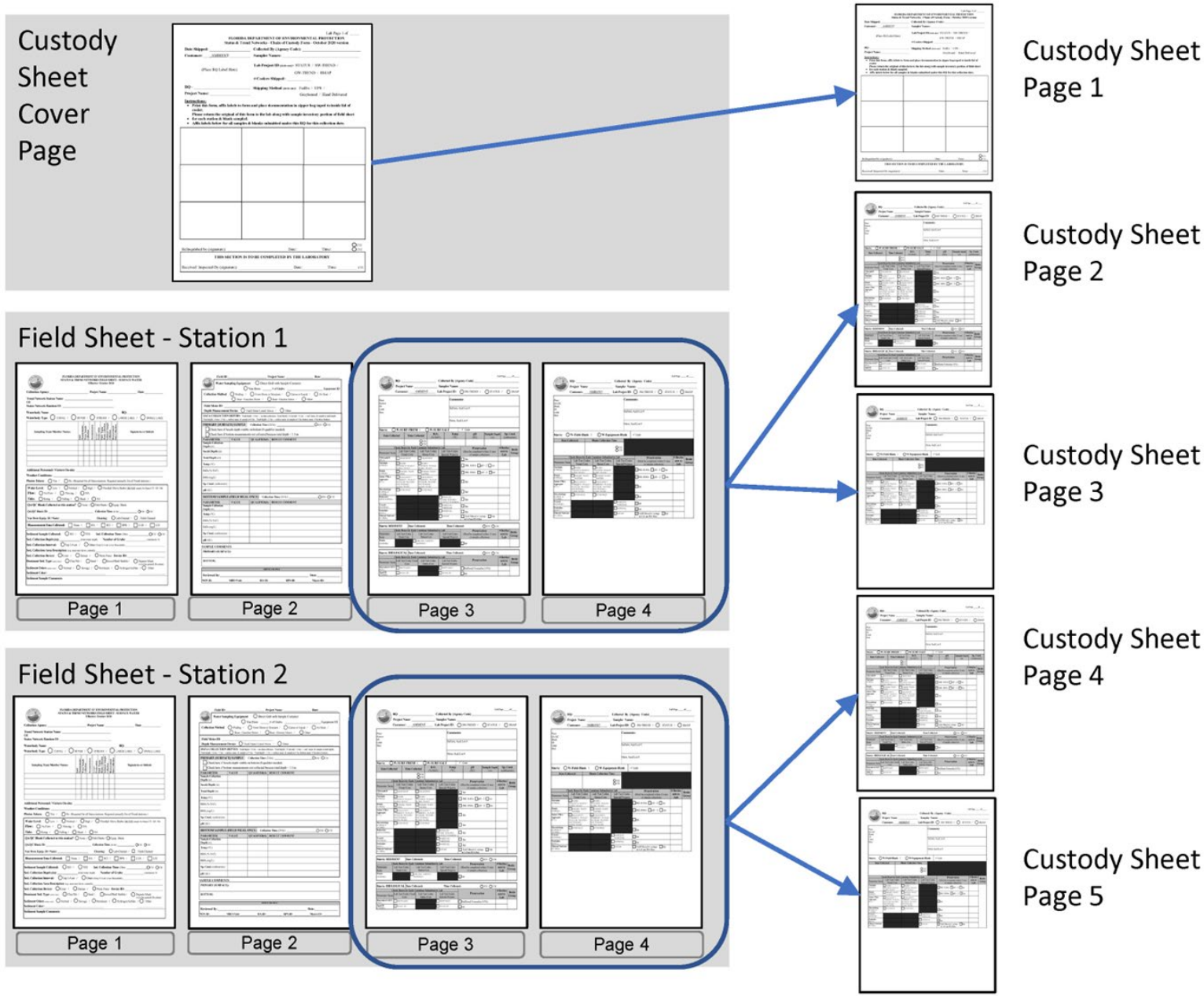

RQ- _____ Collected B
Project Name: _____ Sampler N
Customer: ____AMBIENT_____ Lab Project
Place Station ID Label Here
SITE = 21200
FIELD ID= LSJ918
Matrix: ◯ W-SURF-FRESH / ◯ W-SURF-SALT

# CUSTODY SHEET PACKETS

- Analytes listed on details page tell the lab what you are submitting.
- Different analyte lists on surface water and groundwater details pages.
- Provide a comment if anything is different or missing.

# CUSTODY SHEET PACKETS

- Copies of custody sheet packets needed for:
  - Laboratory.
  - Tallahassee Watershed Management Section
  - Sampling Agency.
- Digital custody sheet packets.
  - Email to lab.receiving@floridadep.gov.
  - Or print and place in in zip-top bag, taped to inside lid of cooler.
- Paper custody sheet packets w/ physical labels.
  - Place in in zip-top bag, taped to inside lid of cooler.
  - DO NOT scan and email to lab.
- Lab preference: If shipping multiple coolers at once, label outside of coolers: “Cooler 1 of 2” etc.


Custody Sheet Cover Page
Field Sheet - Station 1
Page 1
Page 2
Page 3
Page 4
Field Sheet - Station 2
Page 1
Page 2
Page 3
Page 4
Custody Sheet Page 1
Custody Sheet Page 2
Custody Sheet Page 3
Custody Sheet Page 4
Custody Sheet Page 5

# SHIPMENT

## SAMPLING MANUAL SECTION 13


- Ensure spigot is plugged and cooler is not cracked.
- Pack samples properly:
  - Line cooler w/ large plastic bag.
  - Surround sample bags with wet ice.
  - Tie/tape outer bag closed.
  - Bag custody sheet and tape to
    - Inside of lid (If applicable).
  - Tape cooler closed.
  - Remove the existing shipping tag and attach the return tag.
- Observe lab holidays and weekends!
- Make every attempt to use FedEx Priority Overnight Shipping.

# SHIPMENT

Locating **staffed** FedEx Shipping Centers
for Cooler Drop-Off.

Other options:

- Call 1.800.GOFEDEX (1.800.463.3339).
- Visit www.FedEx.com and select “schedule pickup.”

# WHAT IF THINGS DON'T GO AS PLANNED?

- Shipping delay or lost in shipment.
  - Document and report all shipping problems to Quality Assurance (QA) Officer ASAP.
  - Please include waybill and tracking numbers.
- Cracked or leaking containers.
- Sample lost during analysis.

# RESAMPLING PROTCOL

- Resampling requirements will be decided by QA Officer and Managers.
- Time and logistics will determine if resampling will be attempted.
- If many analytes are lost resampling is advisable.
- SCI will not be resampled (as long as the original samples were properly collected and preserved).

# RESAMPLING PROTCOL

- Retain original field sheets.
- Status – Rename site location from original sampling event with a “B” designation (e.g., “Z1-SL-17001B”) as a comment on the field sheet.
- Trend – No need to rename the site location since the sample is collected from the same location.
- Complete new Survey123 response for Status or Trend re-sampling.
- Collect all water quality data again, including location data & field parameter measurements.
- Send documentation for **both events** (original & resample) to your WMS Project Manager.


QUESTIONS?

# THANK YOU

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Division of Environmental Assessment and Restoration/Water Quality Monitoring Program
Florida Department of Environmental Protection

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