



STATUS AND TREND NETWORKS PRESERVATION, CUSTODY AND SHIPMENT

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Florida Department of Environmental Protection

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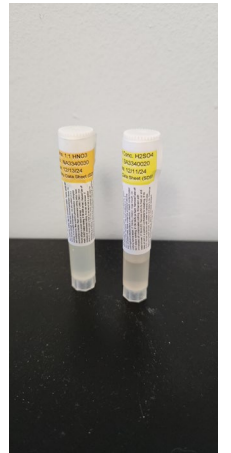
STATUS AND TREND PRESERVATION, CUSTODY, AND SHIPMENT



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: _____

Lab Project ID (circle one): STATUS / SW-TREND /
GW-TREND / BMAP

Coolers Shipped: _____

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

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: _____

THIS SECTION IS TO BE COMPLETED BY THE LABORATORY

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

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				

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 (P-11)	☐ CHLOR-10	☐ CHLOR-10		☐ Ice		
Nutrients (P-100ML)	☐ W-NH3 / W-NH4N / W-S-T-P / W-TOC	☐ W-NH3 / W-NH4N / W-S-T-P / W-TOC		☐ 2ML H2SO4 ☐ pH < 2 ☐ Ice		
Metals (P-100ML)	☐ W-HARD / W-CUP / W-CUPMS	☐ W-HARD / W-CUP / W-CUPMS		☐ 2ML HNO3 ☐ pH < 2 ☐ Ice		
Anion / Phys. Aggregate (P-11)	☐ 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-100ML or P-100ML)	☐ ECOLI-10-QT	☐ ECOLI-10-QT		☐ Ice		
Toxins (P-100ML or P-100ML)	☐ W-MICTST-AA / W-SACTS-MS	☐ W-MICTST-AA / W-SACTS-MS		☐ Ice		
Molecular (PCR-P-100ML)	☐ PCR-BACR / PCR-DG / PCR-DG / PCR-DG / PCR-DG	☐ PCR-BACR / PCR-DG / PCR-DG / PCR-DG / PCR-DG		☐ Ice		
Tracers (P-100ML)	☐ W-E331-DI / W-E331-MS	☐ W-E331-DI / W-E331-MS		☐ Ice		
BOD (P-11)	☐ OV-BOD-1H	☐ OV-BOD-1H		☐ Ice		
Pesticides (P-100ML)	☐ W-PSNP-TQ	☐ W-PSNP-TQ		☐ Ice		
Filtered Nutrient (P-100ML)	☐ W-POL-F	☐ W-POL-F		☐ Field Filtered w/ in-line 0.45 um PES filter		

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

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 (P-100ML)	☐ S-HO-TDA / S-ICP-TQ / S-ICPMS-TQ / S-TOC / S-TP	☐ S-HO-TDA / S-ICP-TQ / S-ICPMS-TQ / S-TOC / S-TP		☐ Ice		

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

Parameter Suite	Lab Test Codes Trend Core	Lab Test Codes Status Core	Lab Test Codes Special Projects	Preservation	# Bottles sent to Lab	Bottle Group
Macrobenthos (P-11)	☐ MI-FW-QLCC	☐ MI-FW-QLCC		☐ Buffered Formalin (10%)		
Algal ID (P-100ML)	☐ 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			

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-E331-DI / W-E331-MS	☐ Ice		
Pesticides - Carbamates (BG-500ML)			☐ W-CARB-AA	☐ 1 vial MCAA Buffer ☐ Ice		
Pesticides - Organochlorines (BG-500ML)			☐ W-PCL-TQ-R	☐ Ice		
Pesticides - Organophosphates (BG-500ML)			☐ W-PSNP-TQ	☐ Ice		
Nutrients (P-100ML)	☐ W-NH3 / W-NH4N / W-S-T-P / W-TOC	☐ W-NH3 / W-NH4N / W-S-T-P / W-TOC		☐ 2ML H2SO4 ☐ pH < 2 ☐ Ice		
Metals (P-100ML)	☐ W-HARD / W-CUP / W-CUPMS	☐ W-HARD / W-CUP / W-CUPMS		☐ 2ML HNO3 ☐ pH < 2 ☐ Ice		
Anion / Phys. Aggregate (P-11)	☐ 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-100ML or P-100ML)	☐ ECOLI-10-QT / TCOLI-10-QT	☐ ECOLI-10-QT / TCOLI-10-QT		☐ Ice		
Filtered Nutrient (P-100ML)	☐ W-POL-F	☐ W-POL-F		☐ Field Filtered w/ in-line 0.45 um PES filter		

Groundwater Details

Download current versions from Watershed Monitoring Information Center:
<https://floridadep.gov/dear/watershed-monitoring-section/content/watershed-monitoring-information-center>



PRESERVATION

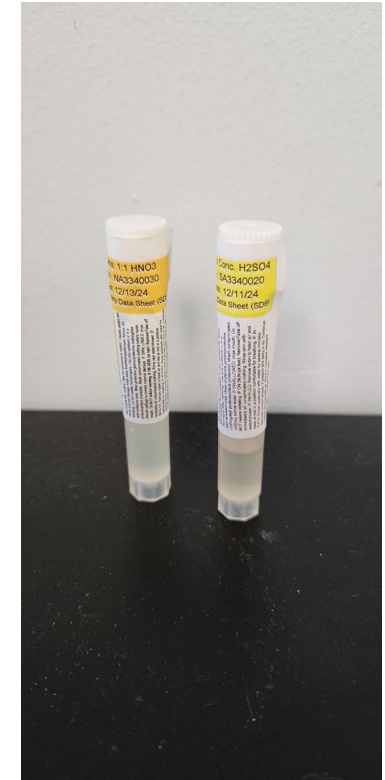
SAMPLING MANUAL SECTION 11



Source: pexels.com



Source: pexels.com





SURFACE WATER PRESERVATION

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 ₂ SO 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-D1 / W-E8321-MS	☐ Ice			
BOD (P-1L)			☐ OV-BOD-UN	☐ Ice			
Pesticides (BG-500ML)			☐ W-PSNP-TQ	☐ Ice			
Filtered Nutrient (P-125ML)			☐ W-PC4-F	☐ Field Filtered w/ syringe & 0.45 um PES filter ☐ Ice			



GROUNDWATER PRESERVATION

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 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 ₂ SO 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			
lected	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 ₂ SO 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-D1 / 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.



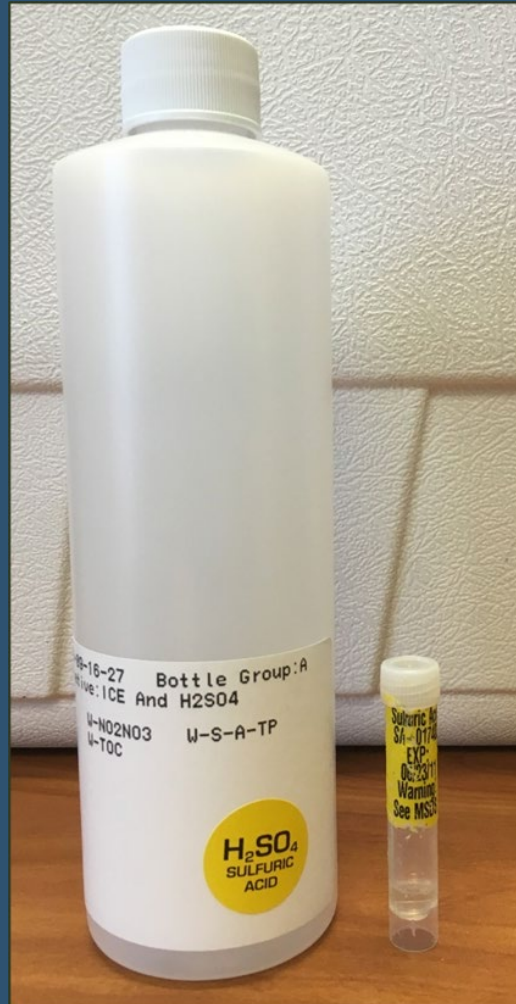
SJRWMD employee preserving samples.



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 $\text{pH} < 2$.
- If $\text{pH} \geq 2$, use another $\frac{1}{2}$ 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.
- Use a 0.45-micron in-line filter
- Connect the filter to the tubing
- Hold the filter in the upright position with the inlet and outlet in the vertical position
- Flush the filter with at least 250mL of sample water before collecting the orthophosphate sample





PRESERVATION BASICS

THERMAL PRESERVATION

- Place samples together in large zip-top bag.
- Place bag in wet ice $\leq 6^{\circ}\text{C}$.
 - Ice must be loose and surround the bag of samples for proper cooling.
- Include temperature verification bottle.
- Samples $> 6^{\circ}\text{C}$ 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.

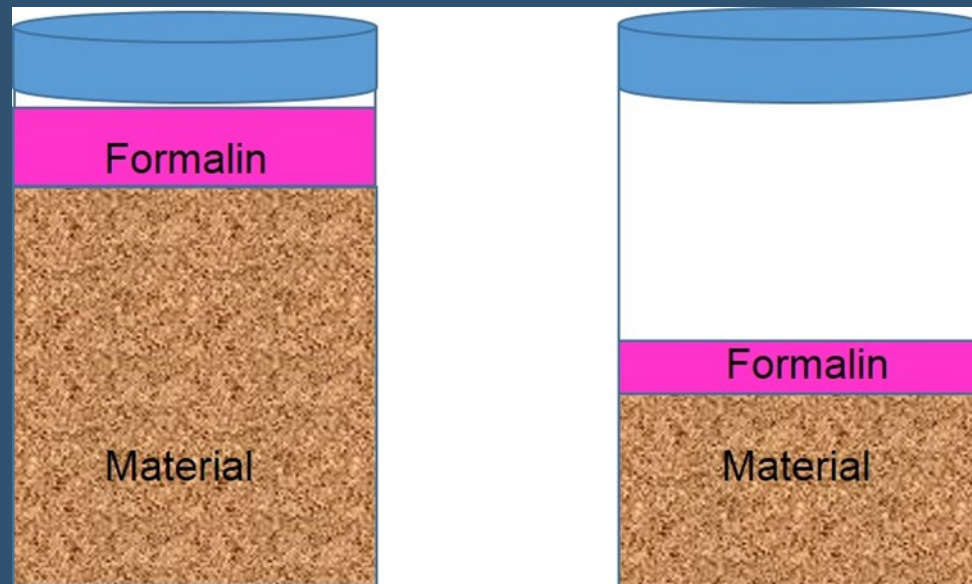




PRESERVATION BASICS

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.

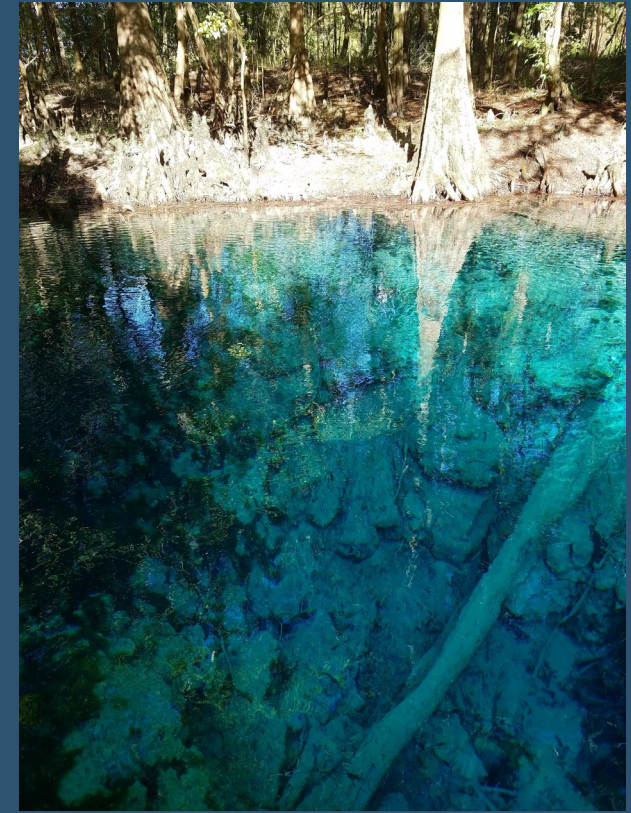




DOCUMENTATION

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.



Spring Creek, GA



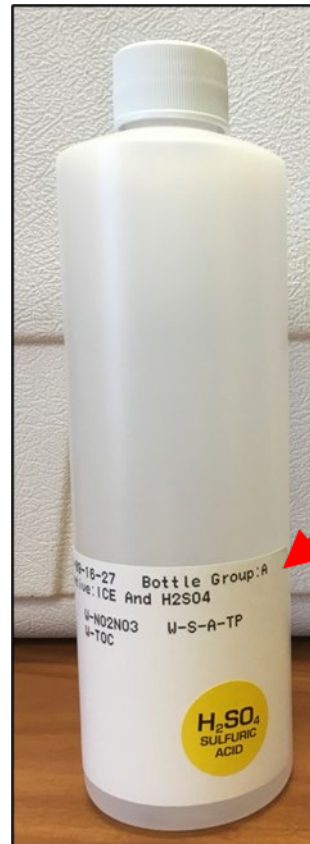
DOCUMENTATION PRESERVATION AND INVENTORY

Bottle Group

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

Parameters Collected

- Core lists for Status or Trend.



FL DEP Status and Trend Networks - Surface Water

Water Sample Inventory & Preservation Details

Bottle group for water samples? *

☐ A ☐ B ☐ C ☐ D
☐ E ☐ F ☐ G ☐ H

▼ Trend Network - Core Parameters

Chlorophyll container filled? (BP-1L) *

Lab test: CHLSUITE-W

☐ YES ☐ NO

Nutrients container filled and preserved? (P-500ML) *

Lab tests: W-NH3 / W-NO2NO3 / W-S-T-P / W-TKN / W-TOC

☐ Yes - container filled, preserved w/ 2 mL (or one vial) sulfuric acid, pH < 2.
☐ Yes - container filled, different preservation (described below)
☐ No

Metals container filled and preserved? (P-500ML) *

Lab tests: W-HARD / W-ICP / W-ICPMS

☐ Yes - container filled, preserved w/ 2 mL (or one vial) nitric acid, pH < 2.
☐ Yes - container filled, different preservation (described below)
☐ No

Anion / Phys. Aggregate container filled? (P-1L) *

Lab tests: ALKALINITY / TURBIDITY / W-CL-IC / W-COLOR / W-COND / W-F / W-SO4-IC / W-TSS

☐ YES ☐ NO

Microbiology container(s) filled? (P-250mL or P-125ML) *

Lab test: ECOLI-18-QT

☐ YES ☐ NO

✓



DOCUMENTATION PRESERVATION AND INVENTORY

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

FL DEP Status and Trend Networks - Surface Water

✕

▼ **Preservation and Container Inventory**

Nutrients Preservation

Nutrients Bottle - 2ML (or one vial) sulfuric acid added? *

☐ YES ☐ NO

Sulfuric acid lot number: *

✕

Nutrients Bottle - pH < 2? *

☐ YES ☐ NO

Metals Preservation

Metals Bottle - 2ML (or one vial) nitric acid added? *

☐ YES ☐ NO

Nitric acid lot number: *

✕

Metals Bottle - pH < 2? *

☐ YES ☐ NO



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).

FL DEP Status and Trend Networks - Surface Water

Container Inventory

Chlorophyll - Number of containers sent to lab? *
(BP-1L)

Nutrients - Number of containers sent to lab? *
(P-500ML)

Metals - Number of containers sent to lab? *
(P-500ML)

Anion / Phys. Aggregate - Number of containers sent to lab? *
(P-1L)

Microbiology - Number of containers sent to lab? *
(P-250mL or P-125ML)

All water sample containers submerged in wet ice ($\leq 6^{\circ}\text{C}$) within 15 min of sample collection? *

☐ YES ☐ NO

Water Samples - Comments for Lab
Include comments for scenarios such as damaged containers and deviations from required preservation procedures. If "NO" was selected for any preservation questions above, a comment is required.

✓



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.



Lake Norris Conservation Area



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.



Otter Lake, St. Marks National Wildlife Refuge



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: <u>AMBIENT</u>	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 Na
	Customer: <u>AMBIENT</u>	Lab Project
Place Station ID Label Here	SITE = 21200 FIELD ID = LSJ918	Co Su Ni
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 Monitoring 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

Custody Sheet Page 1

Custody Sheet Page 2

Custody Sheet Page 3

Custody Sheet Page 4

Custody Sheet Page 5

Field Sheet - Station 1

Page 1

Page 2

Page 3

Page 4

Field Sheet - Station 2

Page 1

Page 2

Page 3

Page 4



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

Locate **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.”



Sister Sinks



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 PROTOCOL

- 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 PROTOCOL

- 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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Florida Department of Environmental Protection

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