Laboratory Manager Approval: Mary K. Bowman / 08/19/2021

QA Manager Approval: Jeffrey Moore / 08/19/2021

EPD Receiving Laboratory Login Procedures

Access to this SOP shall be available within the laboratory for reference purposes; the official copy of this SOP resides on the official Georgia EPD website at https://epd.georgia.gov/about-us/epd-laboratory-operations. Printed copies of this SOP will contain a watermark indicating the copy is an uncontrolled copy.

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Sample Login Procedures

1. Scope & Application

This procedure will describe how to log samples into LabWorks, first using a general framework and then giving specific instructions for each type of sample.

2. Apparatus

2.1 – LabWorks login credentials

2.2 – Bar code scanner

2.3 – Any relevant sample paperwork/chains-of-custody

3. Procedure

Procedures will be outlined over the next several pages. A general overview of sample login will be given first followed by detailed instructions for every type of sample received at the EPD Laboratory.

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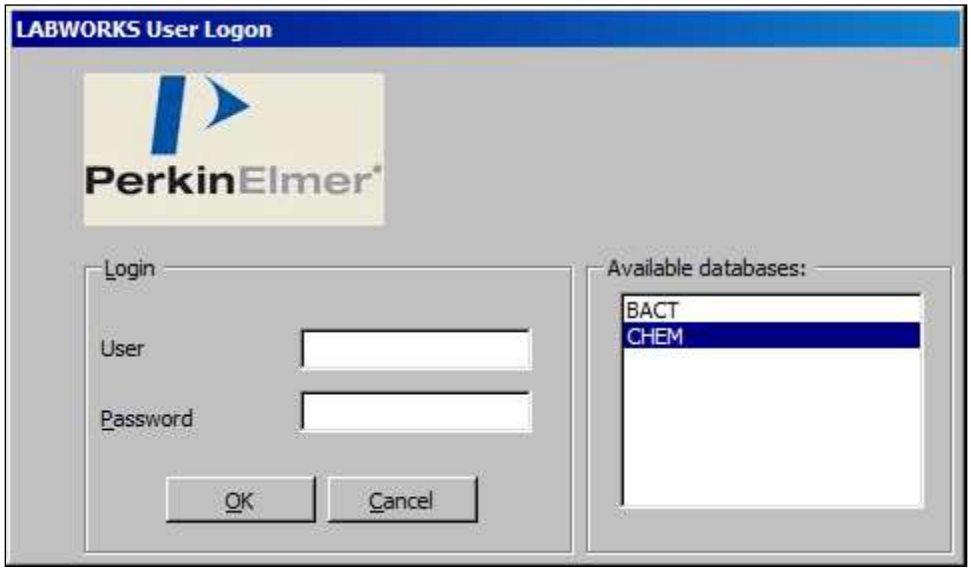
General Login Procedures



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3. Procedure

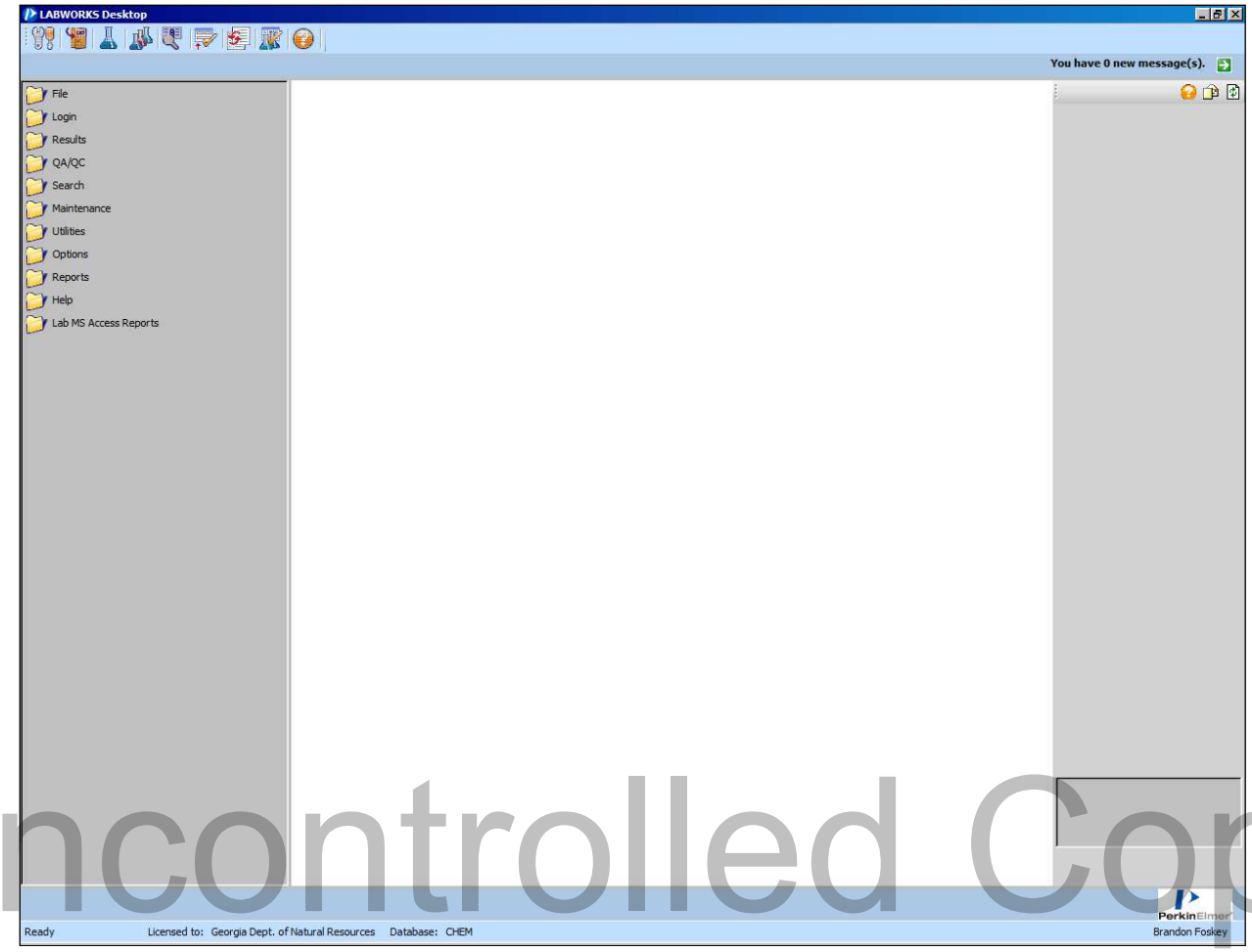
3.1 – Open the LabWorks Desktop application. Once the login window opens (shown above), enter the following:

a. User: Type your initials into this field.

b. Password: Type in your unique password.

c. Select CHEM database.

d. Click OK



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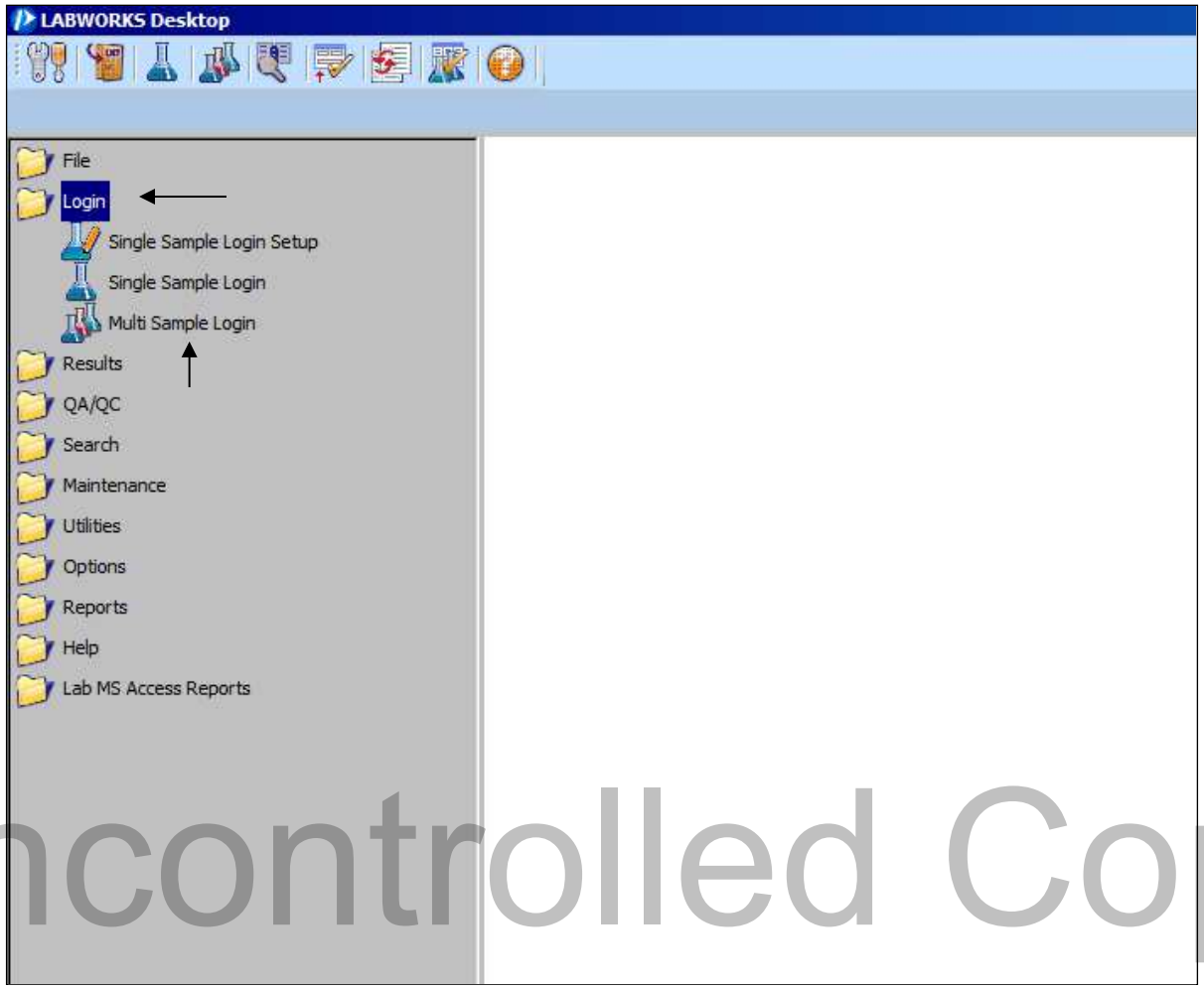
3.2 – If you have typed in your correct initials and your correct password, the LabWorks Desktop will load on your screen.



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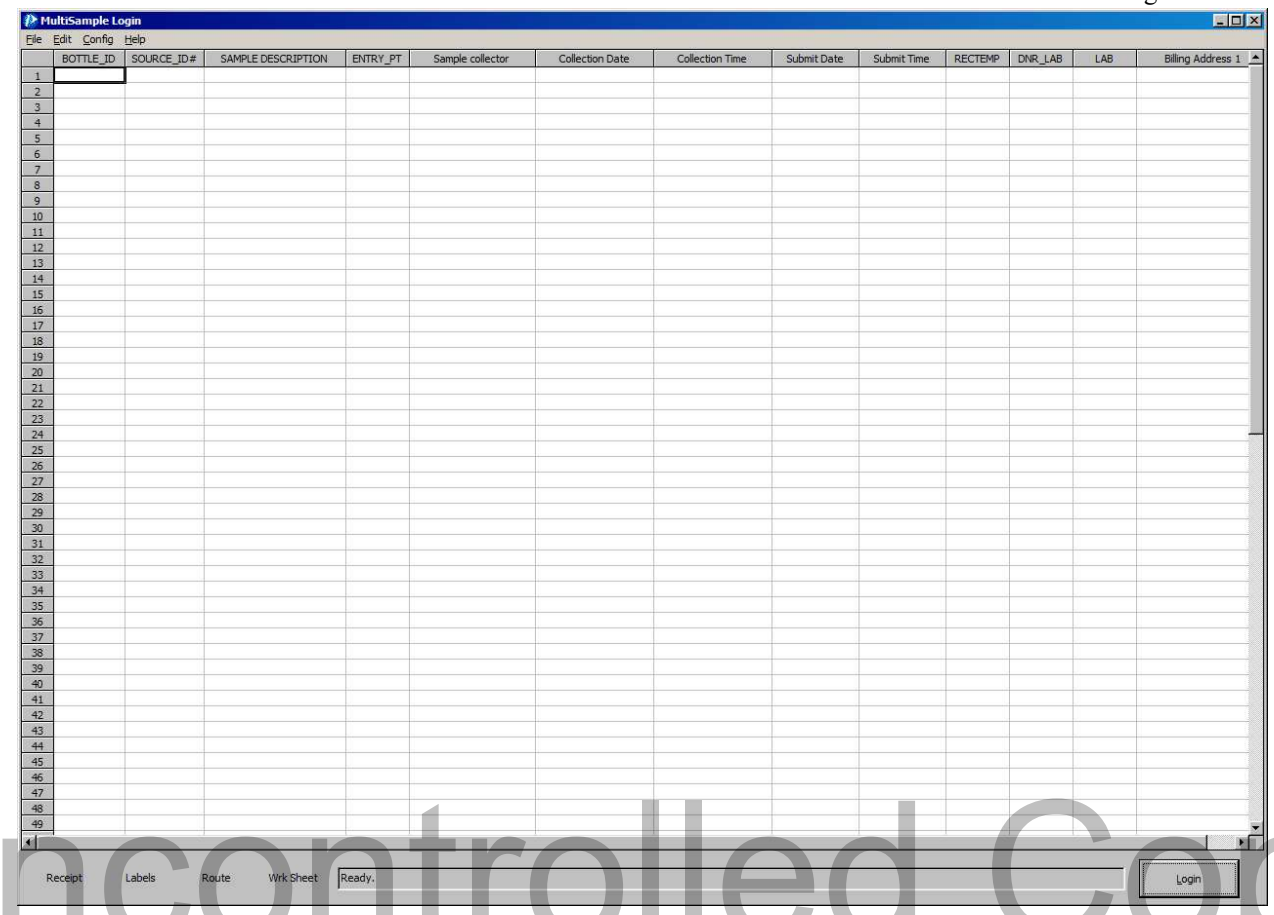
3.3 – Open the Sample Login spreadsheet

a. Click Login

b. Click Multi-sample login



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3.4 – Press Number Lock and Caps Lock on your keyboard. Using the number keypad will increase the speed of sample login. When logging in, it is best to use all Caps. Now you are ready to begin Logging in your samples.

3.5 – You will need the following fields set up in your login configuration. Each of them is used for some or all of the samples received at the laboratory. To add these fields and configure your login template, go into the Config menu at the top of your screen and click Configure Template. You will be able to add, drop, and arrange your login fields to your preferences and specifications. Once you have completed your configuration, go back into the Config menu and click End Configuration. To determine what is added to each field, reference the SOP for the specific sample type in question.

1) BOTTLE_ID - This field is used for only drinking water & water quality samples. For drinking water samples, scan the Bottle ID bar code into this field. For water quality samples, scan the Document ID bar code.
2) SOURCE_ID# - Scan in the System ID bar code listed on the paperwork (# s no letters).
3) SAMPLE DESCRIPTION – this field automatically populates after you enter the Source ID #. Make sure the description in the system matches what is on the paperwork. For drinking water samples, at the end of the sample description, type the Entry Point ID listed on the paperwork.
4) ENTRY_PT – This field is used for only drinking water samples. Enter the entry point from which the sample was collected.

5) SAMPLE COLLECTOR - This is listed on paperwork. Type in the first initial of the first name and the complete last name.
6) COLLECTION DATE - type in the Date Collected listed on the paperwork.
7) COLLECTION TIME - type in the Time Collected listed on the paperwork.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories.
10) DNR_PROJECT – This is not listed on paperwork. What is entered in this field will vary depending on the sample. Refer to the SOP that applies to the particular sample in question.
11) DNR_LAB - This is not listed on paperwork. What is entered in this field will vary depending on the sample. Refer to the SOP that applies to the particular sample in question.
12) LAB – This field is used to designate the sample's destination lab. Refer to the SOP that applies to the particular sample in question.
13) RECTEMP – Enter the temperature at which the samples were received.
14) LASTTIME - Type in your initials.
15) AGENCY CODE – This field is only used for drinking water samples. Type in either 1,2,3,4, or 5 under Sample Type. If there is no circle around any number always default to 1. It's also used to denote travel blanks. If the sample is a travel blank, then a T is entered in this field.
16) BILLING ADDRESS 4 – This field is only used for Hazardous Waste samples. Please refer to the SOP for logging in hazardous waste.
17) BILLING ADDRESS 1 (MISC. 1) – Type any additional identification information for the sampling point in this field. Type it exactly as it appears on the paperwork.
18) CC_FLAG – this field is only used for PAMS and TO-15 samples. Please refer to the SOP for logging in these samples.

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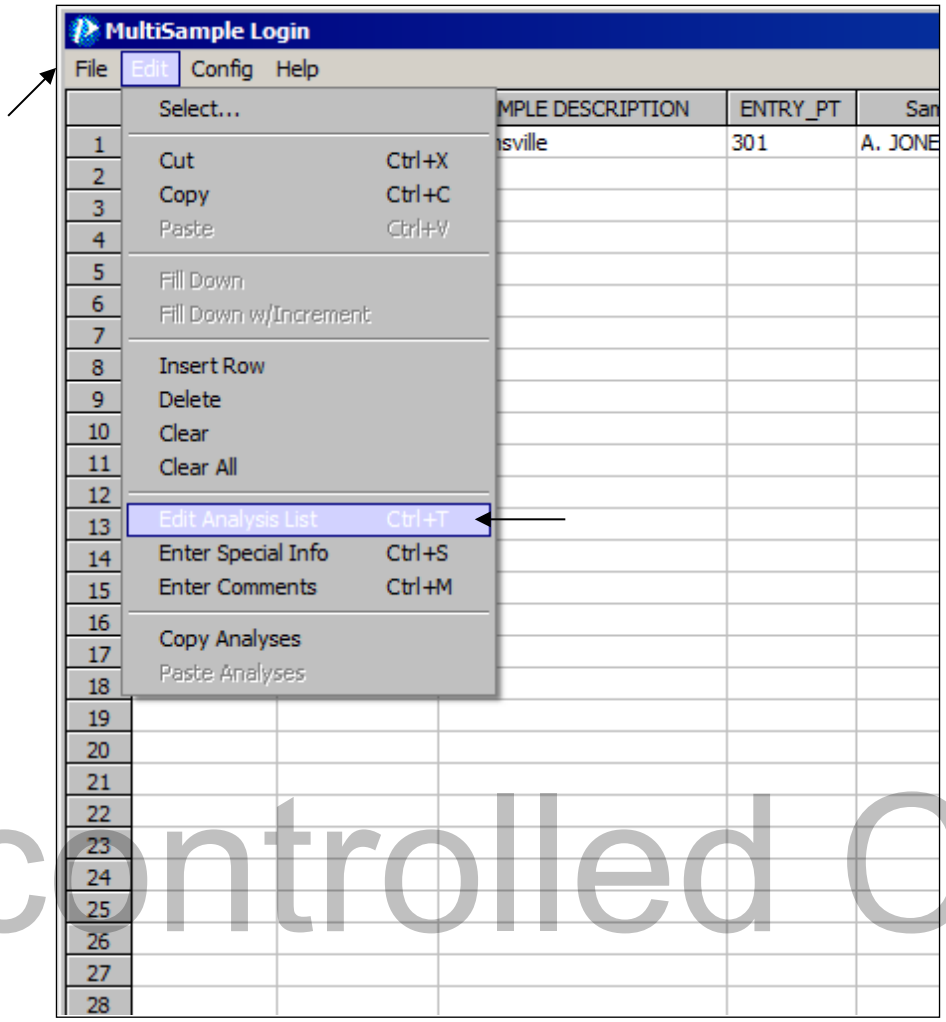

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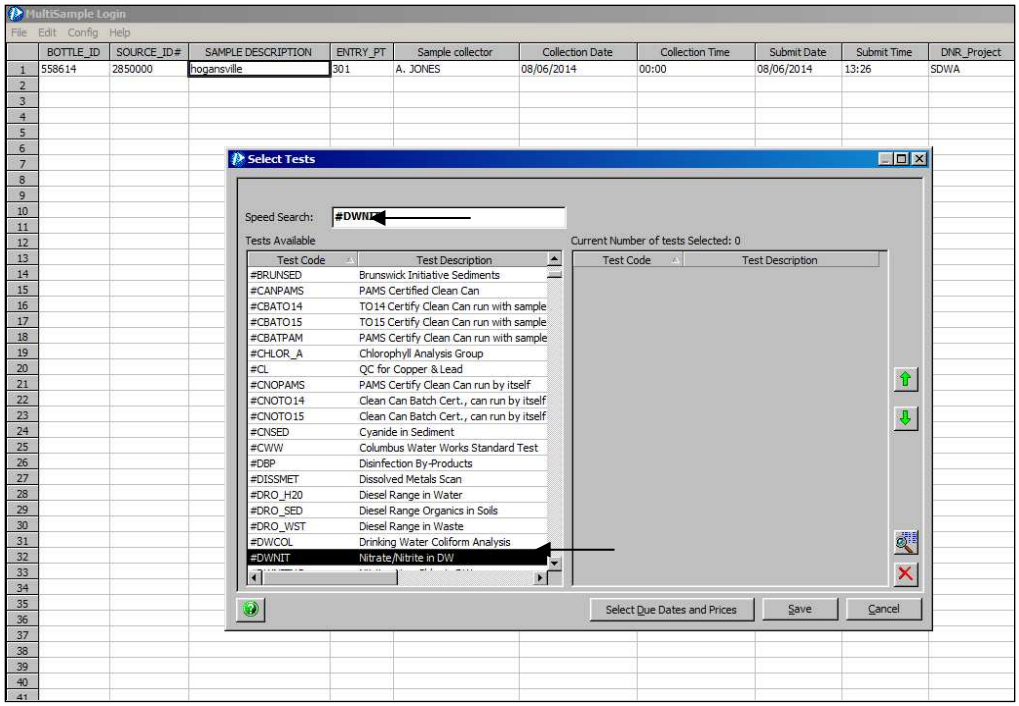
3.6 – Once all relevant information has been entered for every sample you are logging in, go to Edit and click Edit Analysis List. You are now ready to enter the requested analyses for each sample.



3.7 – In the Speed Search box begin to type in the relevant test code(s). As you type the code in it will begin to hi-light the Test Code and the Test Description under the Test Available list. Hit ENTER to add it to the list of analyses to be performed.

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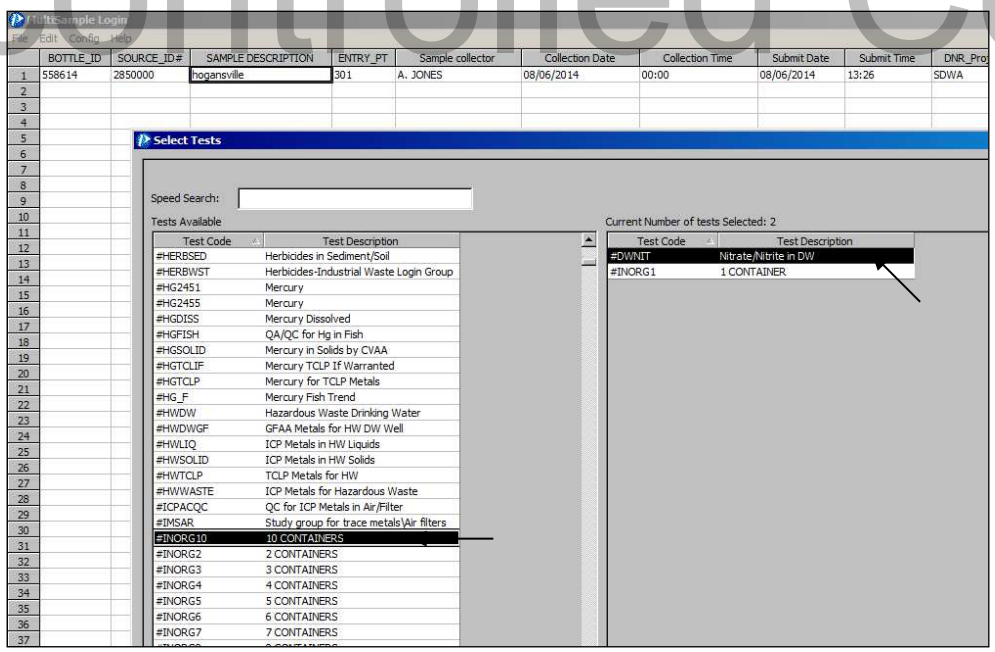
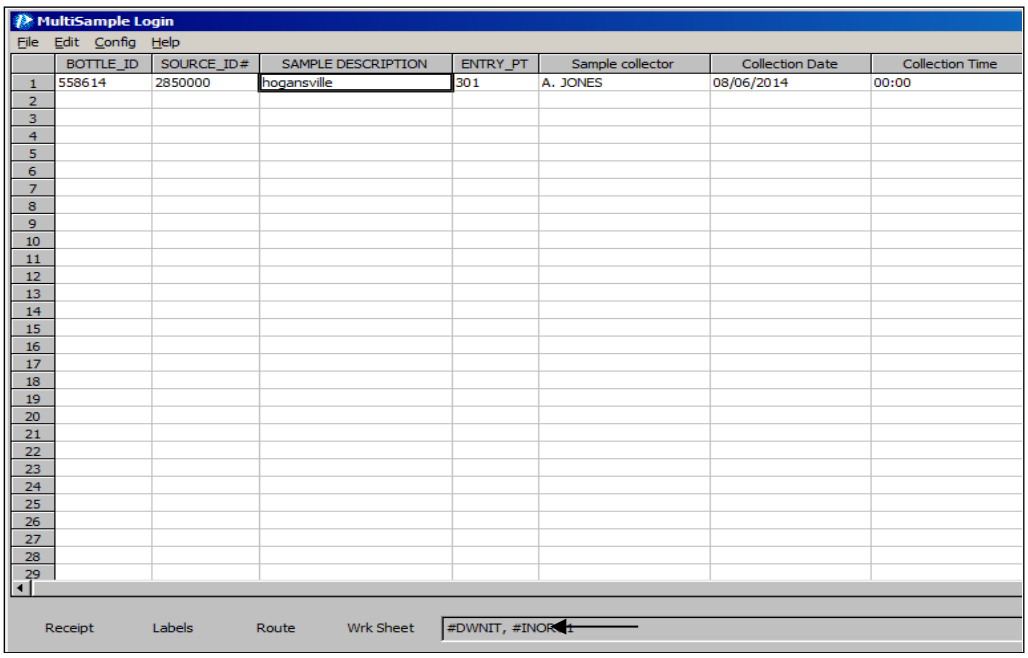


3.8 – The test should now be under Current Tests Assigned list. Once all the tests have been entered into the list on the right, click SAVE to add all the analyses listed to the specified sample. The tests you entered should now be visible at the bottom of the screen.



3.9 – If you are logging in multiple samples of the same type, (multiple nitrates for example), you can copy and paste analyses to all samples in order to save time and reduce error.

- Right click the first sample (for which you have already entered analyses), and click COPY ANALYSES.

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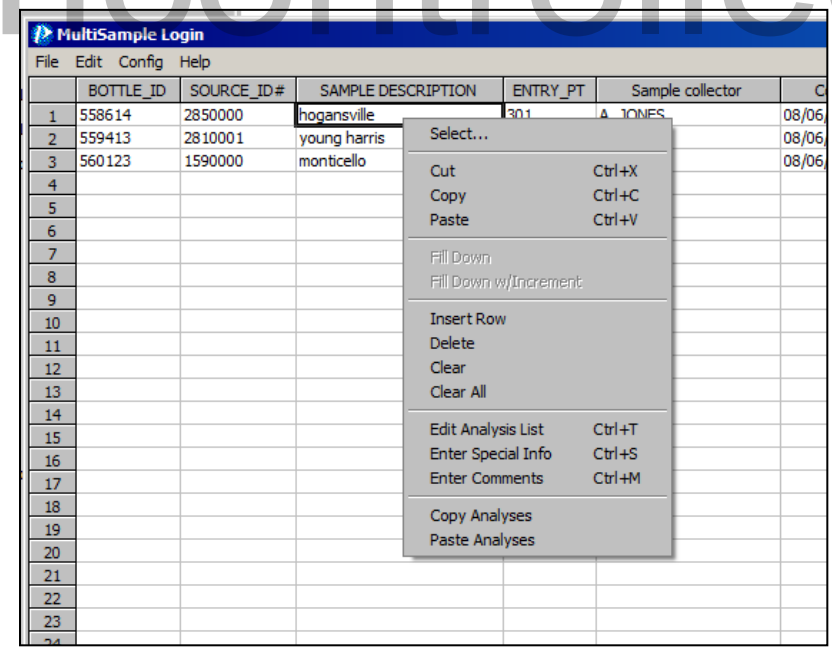
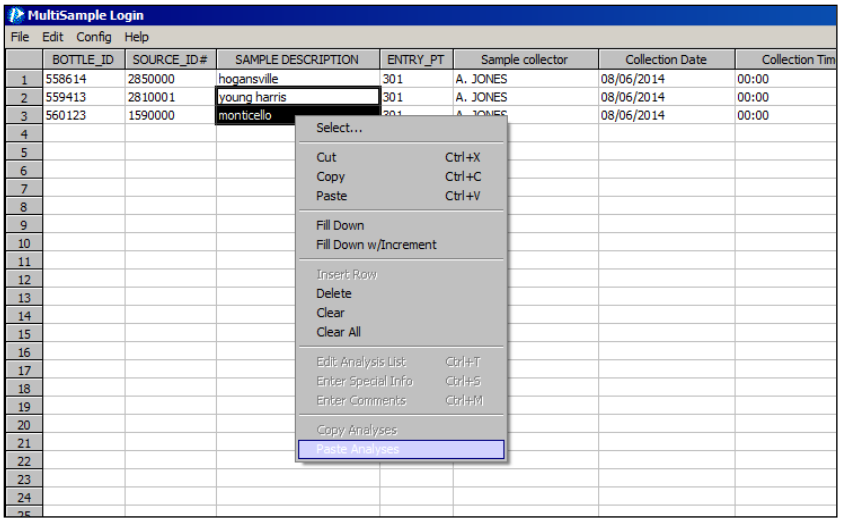


- Highlight all the samples that still need analyses to be entered. Right click on the highlighted area and scroll down to PASTE ANALYSES.



You have entered all of your sample information and analyses test codes so now you are ready to Login your sample.

3.10 – Click the LOGIN button in the lower right-hand corner of the screen

3.11 – Once LOGIN has been selected, a window will appear displaying the login record number. Click OK. Your samples are now assigned unique laboratory sample ID numbers.

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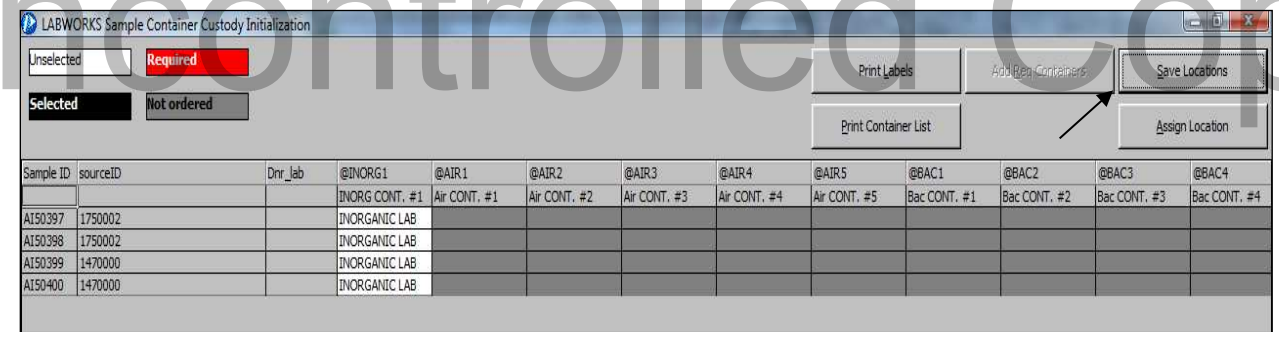
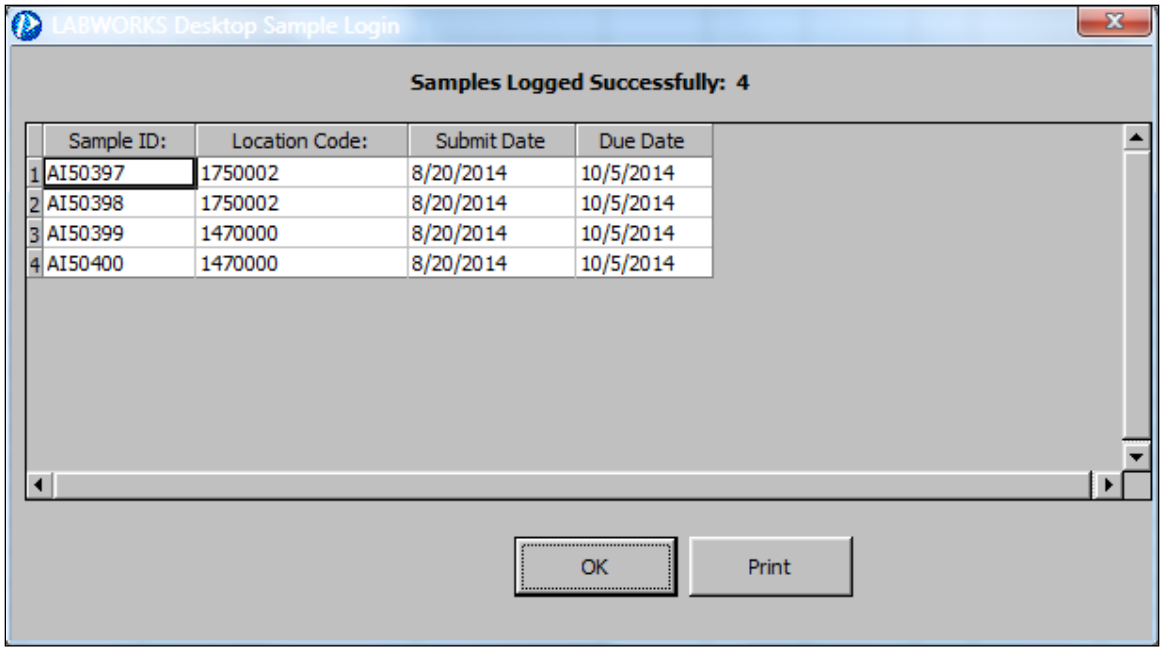


3.12 – Click SAVE LOCATIONS.

Once you have clicked SAVE LOCATIONS, LabWorks will print off a label with a bar code for each sample. This bar code label will go on the relevant paperwork/chain-of-custody for each sample.

In addition, a window will appear in LabWorks stating that your samples have been logged in successfully. Click OK.



3.13 – Once this is done, you will need to print off distribution logs and sample labels for the bottles. To do this, open the Sample Tracking Signing Sheet from the LabWorks main desktop.

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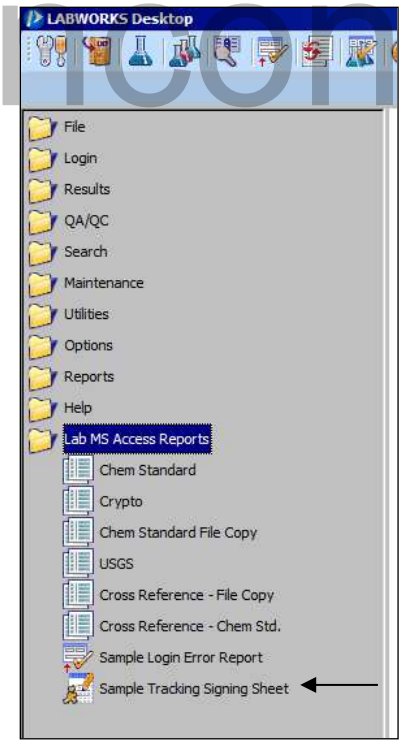
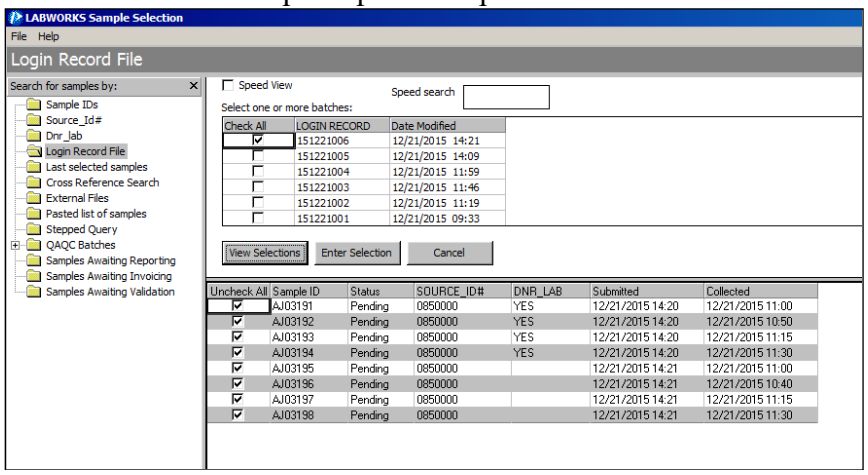
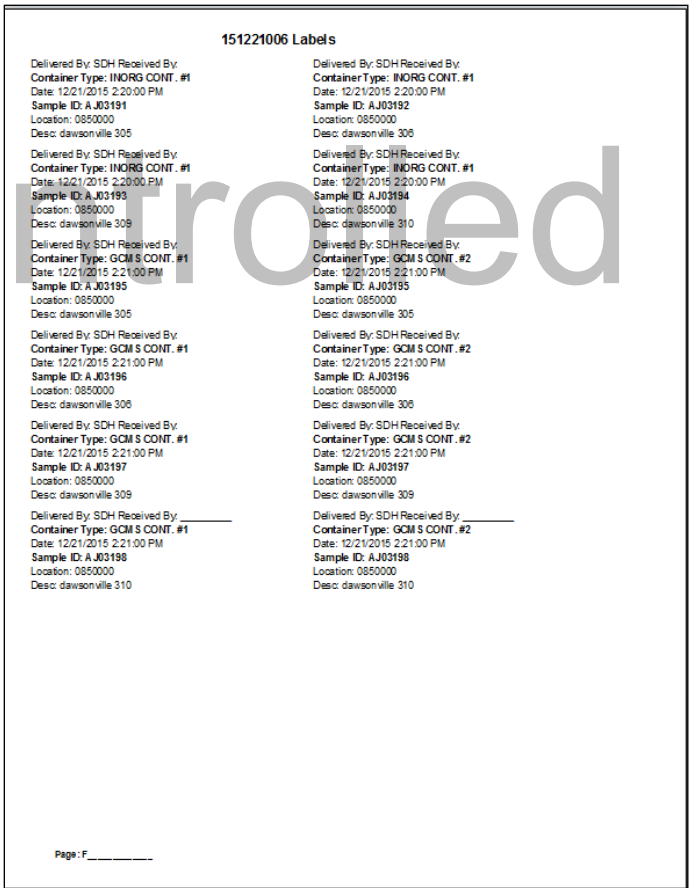


3.14 – You will be able to search for samples using either the login record file or sample ID numbers. Type in either the sample IDs from the group of samples you just logged in or type in

the login record number containing those samples. In this example below the login record file 151221006 is used to pull up the samples. Click "Enter Selection."



3.15 –You should now see the distribution log as shown below. Print one copy of the file.



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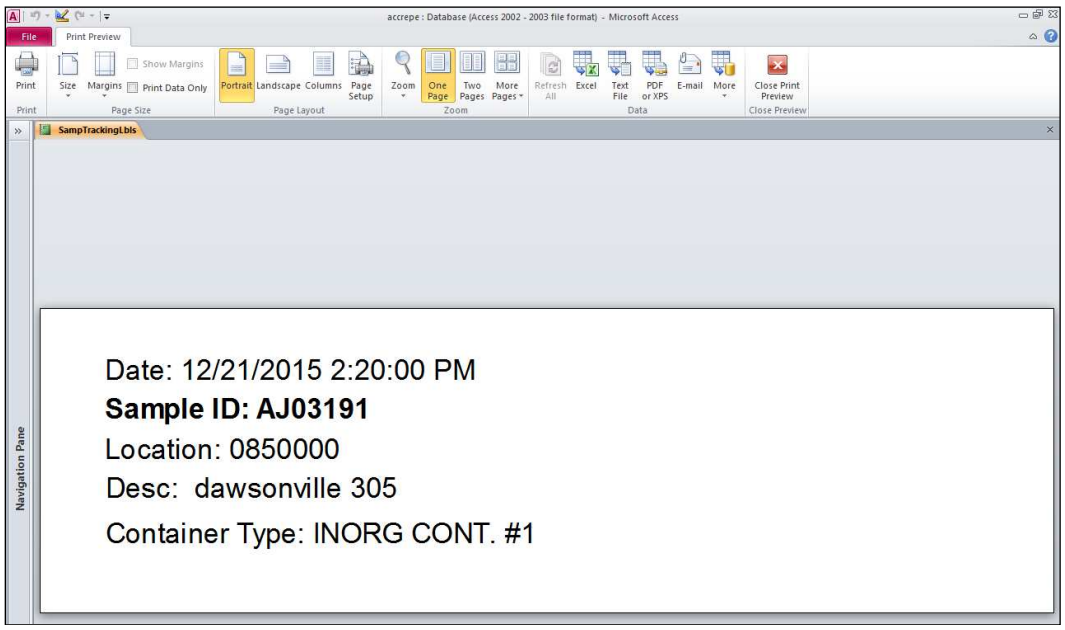
3.16 – After the distribution log has printed, click "Close Print Preview". This should bring up the labels for the sample bottles as shown below. The size should be set to 5"x1.5" and the print job should be sent to the label printer for proper printing. If the size is wrong or if the job is sent to a different printer, the labels will not print correctly.



This completes your login procedure. You will follow these general instructions to log in every sample. The following pages will take each type of sample individually and specify the login information and analysis test codes for each sample.

Uncontrolled Copy

Login Procedures for Air Samples

Pre-Login for Carbonyls and PUFs

To login the carbonyls cartridges and PUFs do the following:

1. Open the Multi-sample login page and type in 000-0000 for the Source ID #. You should have one entry for each of the cartridges you are logging in.
2. The Sample Description field should automatically read "Unassigned".
3. Add the following test codes to each of the samples: TO11A_HOLD for carbonyls or TO13_VAL for PUFs.
4. Click "Login" and finally "Save Locations" to print the bar code labels for the cartridges.
5. Put one label on the back of each of the cartridges and replace them in the box with the first sample ID on top. This is so the collectors will use the cartridges for sampling in the order of Sample ID number.
6. Once all cartridges are replaced in the box, using a ball-point pen (NO MARKERS), write on the outside of the box today's date, your initials, and the range of sample ID numbers contained in the box. Do not write on the pouches themselves.
7. Place the cartridge boxes back in a plastic bag and put them back in the refrigerator.
8. The collectors will come gather the sample cartridges as needed and once the cartridges return to the lab after being sampled, you will edit the information in LabWorks to reflect what is on the chain-of-custody by clicking "Maintenance" and "Modify/Delete Samples". Add the #TO-11 test code for carbonyl samples. Remove TO13_VAL test code and add #TO13AGCMS for PUFs.

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Pre-Login for TSP Lead and ATN High Vol Filters

Boxes of filters are received annually from EPA via the EPD Air Branch. Only the most current filters are sent to the field. Older filters are discarded. Sample collection personnel submit Filter Order Request forms to the laboratory. Only entire sealed boxes of filters are sent to the field.

1. Open the multi-sample login page and type in 000-0000 for the Source ID#. You should have one entry for each for the filters you are logging in.
2. The Sample Description field should automatically read "Unassigned".
3. Add the following test codes to each of the samples: Air hold
4. Click "Login" and finally "Save Locations" to print the labels for the filters. Print two labels for each filter in the box. Attach the labels to the unopened box with a rubber band.
5. Place the box of filters and labels in shipping box to be mailed to remote operators. Call or email local field collectors to schedule a pickup date.

Carbonyl and Carbonyl Blank Sample

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Georgia Department of Natural Resources
Air Protection Branch
4244 International Parkway, Suite 120
Atlanta, Georgia 30354

CHAIN-OF-CUSTODY RECORD

Page 1 of 1

RECEIVED
EPD LABS
2014 JUL 24 AM 11:31
RECEIVING LAB

Project Name: S. Dekalb/Carbonyls/Primary

Report To: R. Tome

Sampled by: (Print Name/Signature) Wayne Oglesbee

Laboratory Control No. 089-0002

ANALYSIS REQUEST — Parameter/Method: TO-11A

Lot # 5117701
EXP. 5/15
Temp 0°

Lab ID No.	Sample No./Description	Matrix	Date Sampled	Time Sampled							Remarks
	072201SD	DNPA	7/22/14	0600	✓						3hr Vol 180.5L
	072202SD	"	7/22/14	0900	✓						3hr Vol 179.8L
	072203SD	"	7/22/14	1200	✓						3hr Vol 179.8L
	072204SD	"	7/22/14	1500	✓						3hr Vol 179.8L
	072205SD	"	7/22/14	0900	✓						3hr Dup Vol 44.6L leak
	072206SD	"	7/22/14	00:00	✓						24 hr Vol 175.8
	072207SD	"	7/23/14	—	✓						Bk
											~~Sop~~ w.g. set up: 7/17/14
											Pick up: 7/23/14

Additional Comments: Area Bank Cl. 75455

Relinquished by	Date	Time	Relinquished to	Date	Time
Michael Baum	7/24/14	11:17	Abi Ali	7/24/14	11:17

Sample ID AI46688
Location: 089-0002
Description: SOUTH DEKALB(CARB)072201SD
Collector: W. OGLESBEE
Site:

Yellow - laboratory copy Pink - field copy AAA

LOGIN ENTRY INFORMATION - CARBONYLS

1) SOURCE_ID# - type in the Laboratory Control No. listed on the paperwork making sure to include 013 at the start of each source ID even if the collector has neglected to write it on the paperwork. The system will automatically enter data in the Sample Description boxes after you have hit enter. Make sure the SAMPLE DESCRIPTION matches the Project name on the paperwork. Using the first sample on the paperwork shown above as an example, you would type 013-089-0002.
2) BOTTLE ID – For Carbonyls, this field is left blank.
3) SAMPLE DESCRIPTION – You will enter the sampling description as shown on the following page. The collectors are supposed to write the descriptions as they appear on this reference page but often they will use shorthand so it's best to use the reference guide to enter the descriptions. If the sample is from a collocated sampling location you will add a space followed by QA to the end of the sampling description. You will add FB for a field blank and TB for a trip blank.
4) ENTRY_PT is left blank for Carbonyls.
5) SAMPLE COLLECTOR - listed on paperwork under Sampled by: type in the first initial of the first name and the complete last name. For this example, you would enter W. OGLESBEE.
6) COLLECTION DATE - For this example, you would enter 07/22/2014
7) COLLECTION TIME - Enter the Time Sampled listed on the paperwork. For this example, you would enter 06:00.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example 07/24/2014.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example, you would enter 11:31
10) DNR_PROJECT - Always type in AIR for a Carbonyl sample.
11) DNR_LAB – Leave cell empty unless sample is a blank (i.e., TB or FB) then enter BLANK.
12) LAB - Always type in ORGANICS for a Carb sample.
13) RECTEMP - type in temperature listed on paperwork. For this example you would type 0.0
14) LASTTIME - type in your initials.
15) AGENCY CODE – Leave cell empty unless sample is a blank (i.e., TB or FB) then enter T.
16) BILLING ADDRESS 1 – Do not edit this field
17) BILLING ADDRESS 4 - Do not edit this field.

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ADDITIONAL NOTES FOR LOGGING IN CARBONYLS

- DNR_LAB – In this field if the sample is from a collocated sampling location you will add a space followed by QA to the end of the sampling description. You will add FB for a field blank and TB for a trip blank.
- AGENCY CODE – For a Carbonyl blank, enter T in this field.

TEST CODES ENTERED

#TO-11
#ORG1

AIR SAMPLING SITES: REFERENCE GUIDE

Sorted by ID Number

ID No.	Location
013-021-0007	Macon - Allied
013-021-0012	Macon - Forestry
013-051-0021	Savannah - E. Pres
013-051-0091	Savannah - Mercer
013-051-1002	Savannah - L & A
013-055-0001	Summerville
013-059-0002	Athens
013-063-0091	Forest Park
013-067-0003	Kennesaw
013-069-0002	Douglas - General Coffee
013-073-0001	Evans
013-077-0002	Newnan
013-085-0001	Dawsonville
013-089-0002	South DeKalb
013-089-0003	DMRC - Near Road
013-095-0007	Albany
013-097-0004	Douglasville
013-115-0003	Rome
013-121-0039	Atlanta - Fire Station 8
013-121-0049	GT - Met
013-121-0055	Confederate Ave
013-121-0056	GT - Near Road
013-127-0006	Brunswick
013-135-0002	Gwinett Tech
013-139-0003	Gainesville
013-151-0002	McDonough
013-153-0001	Warner Robins
013-185-0003	Valdosta
013-213-0003	Ft. Mountain
013-215-0001	Columbus - Health Dept
013-215-0008	Columbus - Airport
013-215-0009	Columbus - UPS
013-215-0010	Columbus - Ft. Benning
013-215-0011	Columbus - Cusseta
013-215-0013	Columbus - Crime Lab
013-223-0003	Yorkville
013-245-0091	Augusta - Bungalow
013-247-0001	Conyers
013-261-1001	Leslie
013-295-0002	Rossville
013-303-0001	Sandersville
013-319-0001	Gordon

Sorted by Location Name

ID No.	Location
013-095-0007	Albany
013-059-0002	Athens
013-121-0039	Atlanta - Fire Station 8
013-245-0091	Augusta - Bungalow
013-127-0006	Brunswick
013-215-0008	Columbus - Airport
013-215-0013	Columbus - Crime Lab
013-215-0011	Columbus - Cusseta
013-215-0010	Columbus - Ft. Benning
013-215-0001	Columbus - Health Dept
013-215-0009	Columbus - UPS
013-121-0055	Confederate Ave
013-247-0001	Conyers
013-085-0001	Dawsonville
013-089-0003	DMRC - Near Road
013-069-0002	Douglas - General Coffee
013-097-0004	Douglasville
013-073-0001	Evans
013-063-0091	Forest Park
013-213-0003	Ft. Mountain
013-139-0003	Gainesville
013-319-0001	Gordon
013-121-0049	GT - Met
013-121-0056	GT - Near Road
013-135-0002	Gwinett Tech
013-067-0003	Kennesaw
013-261-1001	Leslie
013-021-0007	Macon - Allied
013-021-0012	Macon - Forestry
013-151-0002	McDonough
013-077-0002	Newnan
013-115-0003	Rome
013-295-0002	Rossville
013-303-0001	Sandersville
013-051-0021	Savannah - E. Pres
013-051-1002	Savannah - L & A
013-051-0091	Savannah - Mercer
013-089-0002	South DeKalb
013-055-0001	Summerville
013-185-0003	Valdosta
013-153-0001	Warner Robins
013-223-0003	Yorkville

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Photochemical Assessment Monitoring Stations (PAMS) Canister and TO-15 Sample

Georgia Department of Natural Resources
Air Protection Branch
4244 International Parkway, Suite 120
Atlanta, Georgia 30354

CHAIN-OF-CUSTODY RECORD

Page 1 of 1

Temp 21.5

RECEIVED EPD LABS 2014 JUL 24 AM 11:31 RECEIVING LAB

Project Name: S. DeKalb/VOC/PAMS/Primary
Report To: P. Tome
Sampled by: (Print Name/Signature) Wayne Oglesbee
Laboratory Control No. 089-0002

ANALYSIS REQUEST — Parameter/Method: PAMS-VOC; TO-15

Lab ID No.	Sample No./Description	Matrix	Date Sampled	Time Sampled	PAMS-VOC	TO-15	Remarks
	CAN # 110307	CAN	7/22/14	00:00	✓	✓	Beg. vac. = -30 in Hg
	AI 44886						End press. = 10 psi
							set-up: 7/17/14
							pick-up: 7/23/14
							Avg. flow: 7.3 cc/min

Sample ID AI44886
Location: 089-0002
Description: PAMS SOUTH DEKALB #110307
Collector: W. OGLESBEE
Site: QCCAN

Additional Comments: ATEC-2200 S/N 25213

Relinquished by	Date	Time	Relinquished to	Date	Time
Michael Baum	7/24/14	11:17	[illegible]	7/24/14	11:17

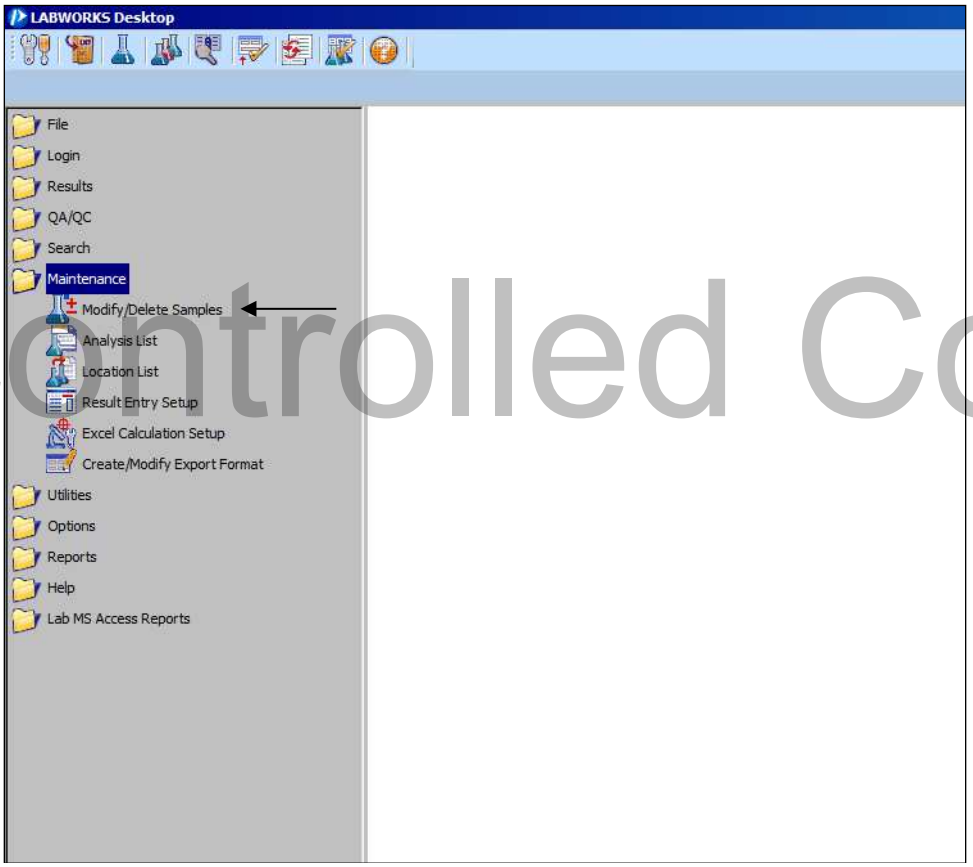
Distribution: White - return to client with report; Yellow - laboratory copy; Pink - field copy

Uncontrolled Copy

PAMS and TO-15 Canisters are already logged in by the GC/MS Lab prior to them being shipped out. They already have a Laboratory ID number and that label is already affixed to the paperwork when the sample returns to the lab (on the example paperwork above, the Laboratory ID number is AI44886).

Because of them already being logged into LabWorks, PAMS and TO15 samples are edited with proper collection and submittal information by following these instructions:

- Click Maintenance
- Scroll down to Modify/Delete Sample



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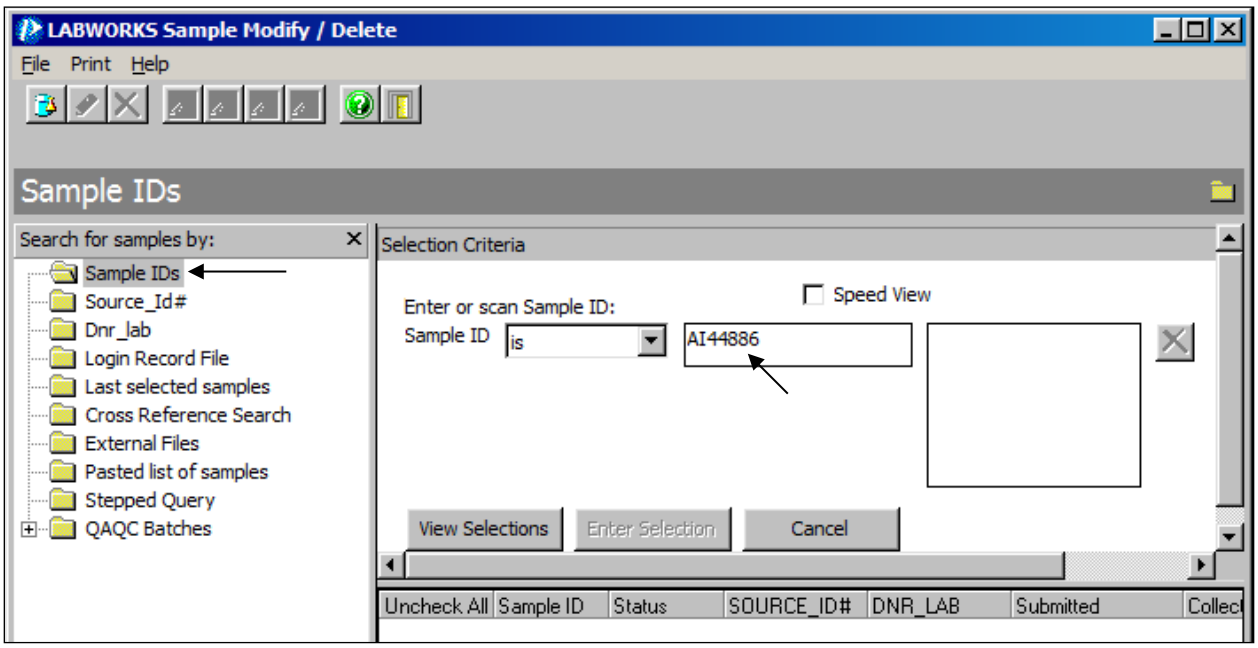


The Sample Modify/Delete window will open. On the left hand side of the screen click Sample IDs to make sure you are searching for samples via the sample ID.

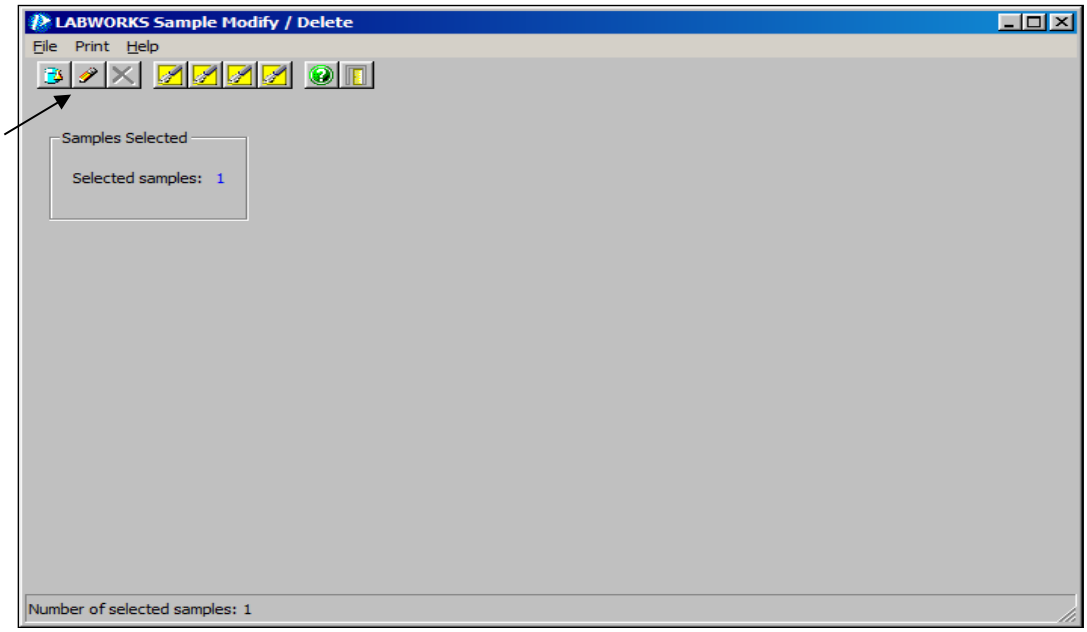
Uncontrolled Copy

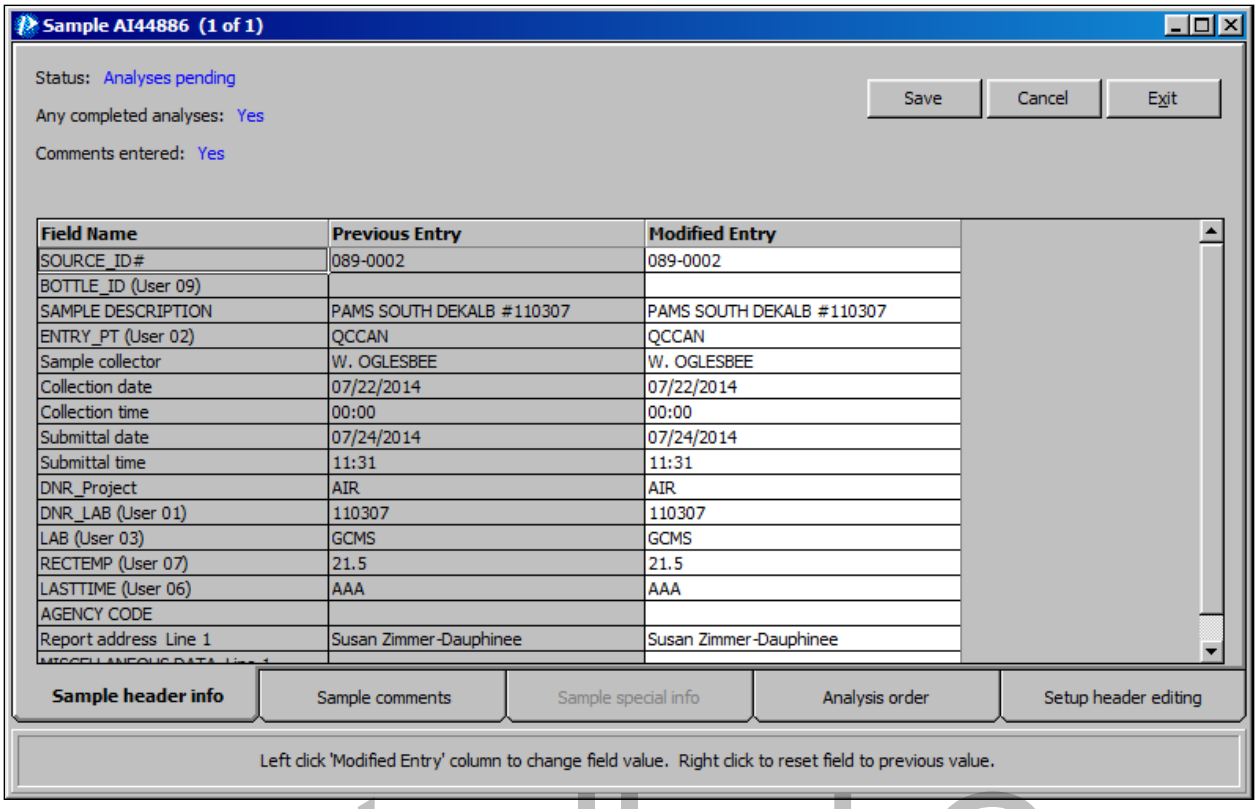
Type the Sample ID into the box on the right hand side of the screen.

Click View Selections

Click Enter Selection

You should now see the screen shown below. Click the pencil icon in the top left hand corner.





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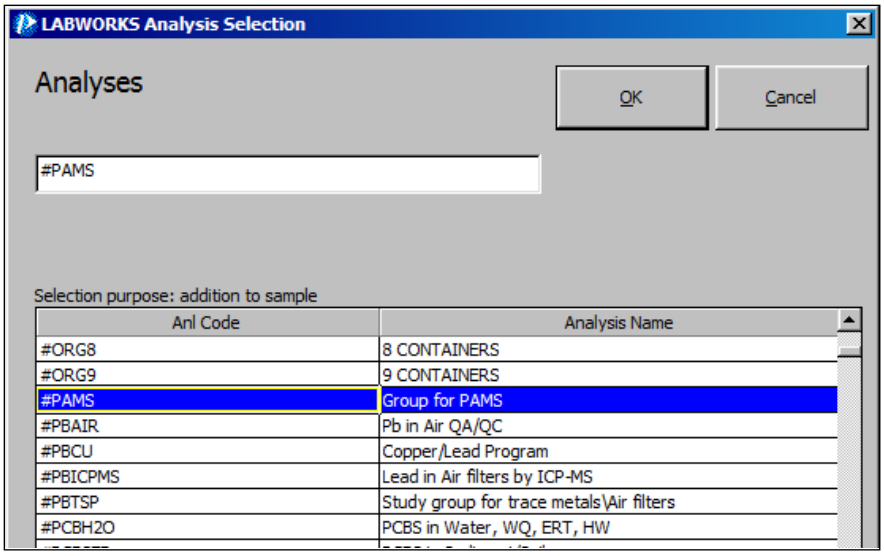
In this section you will modify the collection information as outlined on the following page. Once that is completed you will order analyses by clicking the [Analysis Order] tab and entering the test codes as outlined below. To enter the test codes, simply click on a blank row and the following dialog box will appear.



Type the appropriate test codes (listed on the following page) and click OK. They must be entered one at a time.

LOGIN ENTRY INFORMATION – PAMS/TO-15

1) SOURCE_ID# - This field will already have information in it. It should be changed to the Laboratory Control No. listed on the paperwork. For our example, this entry should read 013-089-0002
2) BOTTLE ID – Do not edit this field.
3) SAMPLE DESCRIPTION – This field may have information in it. It should be edited to include the appropriate sampling description as shown on the Air Sample Reference Guide (see carbonyl login procedures). If the sample is from a collocated sampling location you will add a space followed by QA to the end of the sampling description. You will add FB for a field blank and TB for a trip blank.
4) ENTRY_PT – Do not edit this field.
5) SAMPLE COLLECTOR - listed on paperwork under Sampled by: type in the first initial of the first name and the complete last name. For this example, you would enter W. OGLESBEE.
6) COLLECTION DATE - For this example, you would enter 07/22/2014
7) COLLECTION TIME - Enter the Time Sampled listed on the paperwork. For this example, you would enter 00:00.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example 07/24/2014.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example, you would enter 11:31
10) DNR_PROJECT - Do not edit this field.
11) DNR_LAB - Do not edit this field.
12) LAB - Do not edit this field.
13) RECTEMP - type in temperature listed on paperwork. For this example you would type 21.5
14) LASTTIME - type in your initials.
15) AGENCY CODE – Do not edit this field.
16) BILLING ADDRESS 1 – Do not edit this field.
17) BILLING ADDRESS 4 - Do not edit this field.
18) CC_FLAG – This is an additional field used only for PAMS and TO-15 canisters. If a collector encounters a problem during sample collection, it should be noted on the collection form. If this is the case, then enter the two-letter abbreviation that corresponds to the problem identified by the collector according to the following list:

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MC – Module end cap missing
AF – Scheduled but not collected
AG – Sample time out of limits
AH – Sample flow rate out of limits
AL – Voided by operator
AM – Misc. void (comment required)
AN – Machine malfunction
AO – Bad weather
AP – Vandalism
AQ – Collection error
AV – Power failure
BA – Maintenance/Routine repairs
BB – Unable to reach site
BE – Building site repair
BJ – Operator Error
TS – Holding time of transport temperature out of specs.

ADDITIONAL NOTES FOR LOGGING IN PAMS

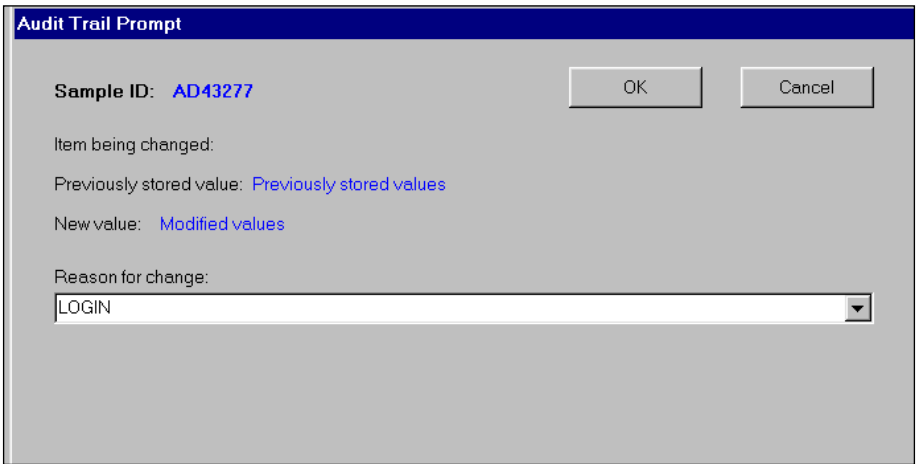
- Collectors may write VOC on the paperwork as an analysis to run. They are referring to TO-15.

TEST CODES ENTERED

#PAMS – Entered for PAMS samples
#TO15 – Entered for TO15 (VOC) analysis.
#ETO

Once you have entered all the information and the relevant test codes return to the Sample Header Info tab and click Save.

LabWorks will prompt you to add a comment to the audit trail. You should see the following screen.



Type LOGIN into the Reason for change field and click OK.

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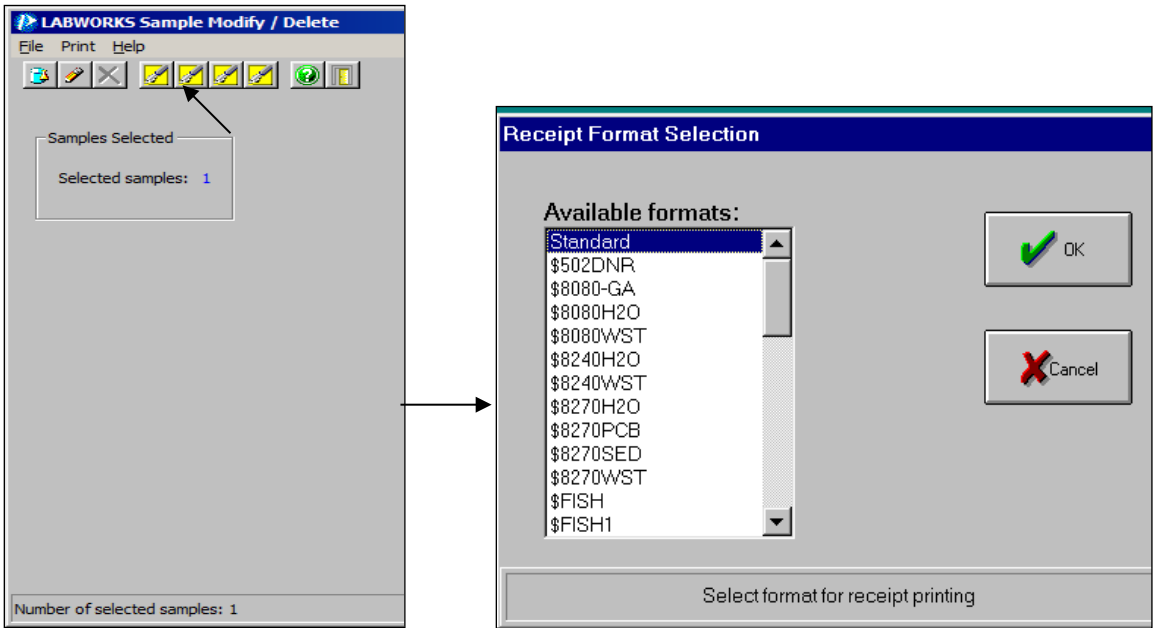
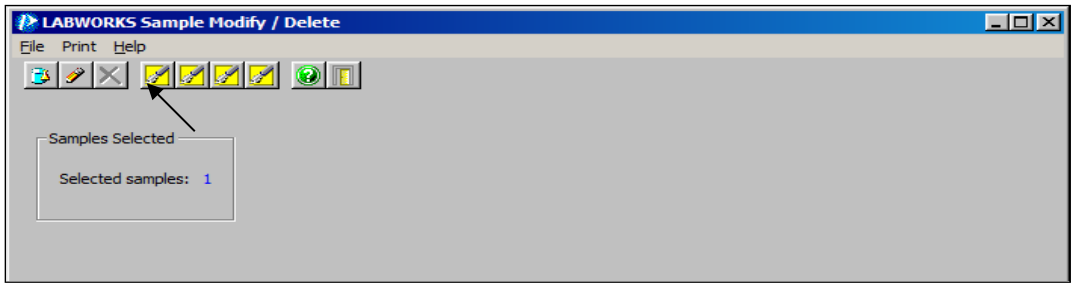
Once this has been completed it should return you to this screen. You will see four yellow box icons across the top. Click the second from the left to print the sample receipt.

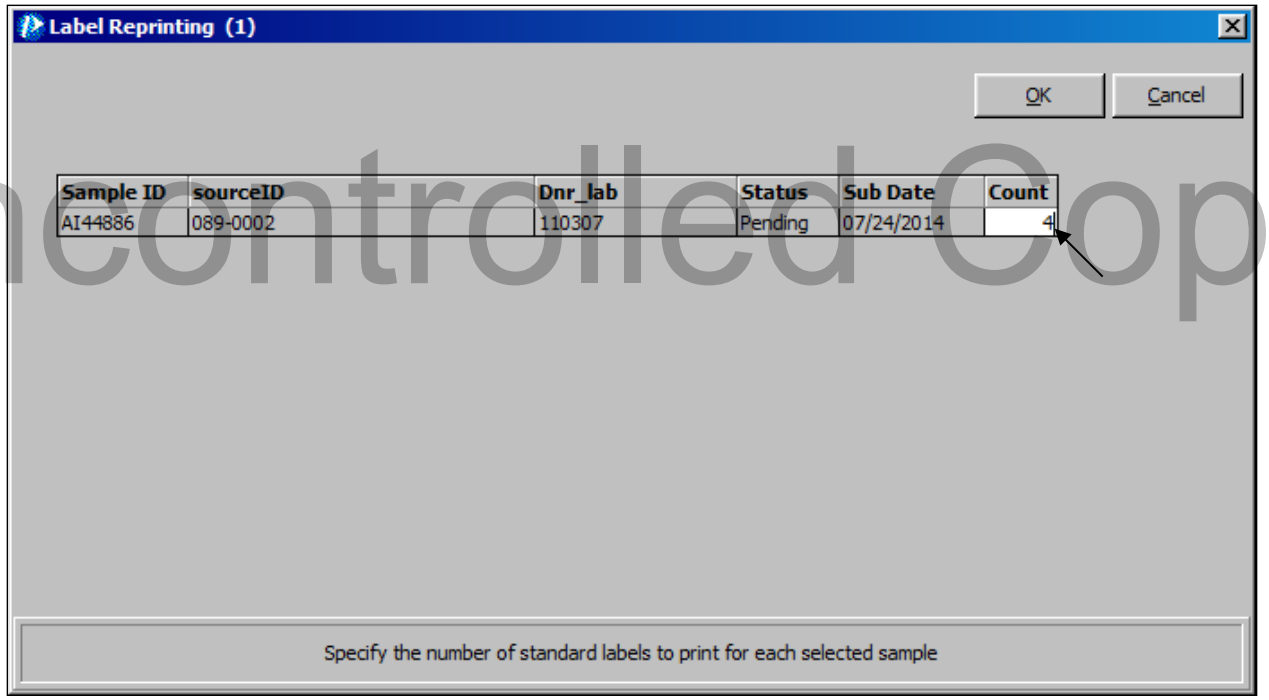


The Standard format should already be highlighted. If not, then select Standard and Click Ok.

You will be returned to the original Sample Modify/Delete screen. Click the yellow icon furthest to the left to print labels.



Change the Count Box to 4. This is the number of labels you will need for your sample. Click OK.



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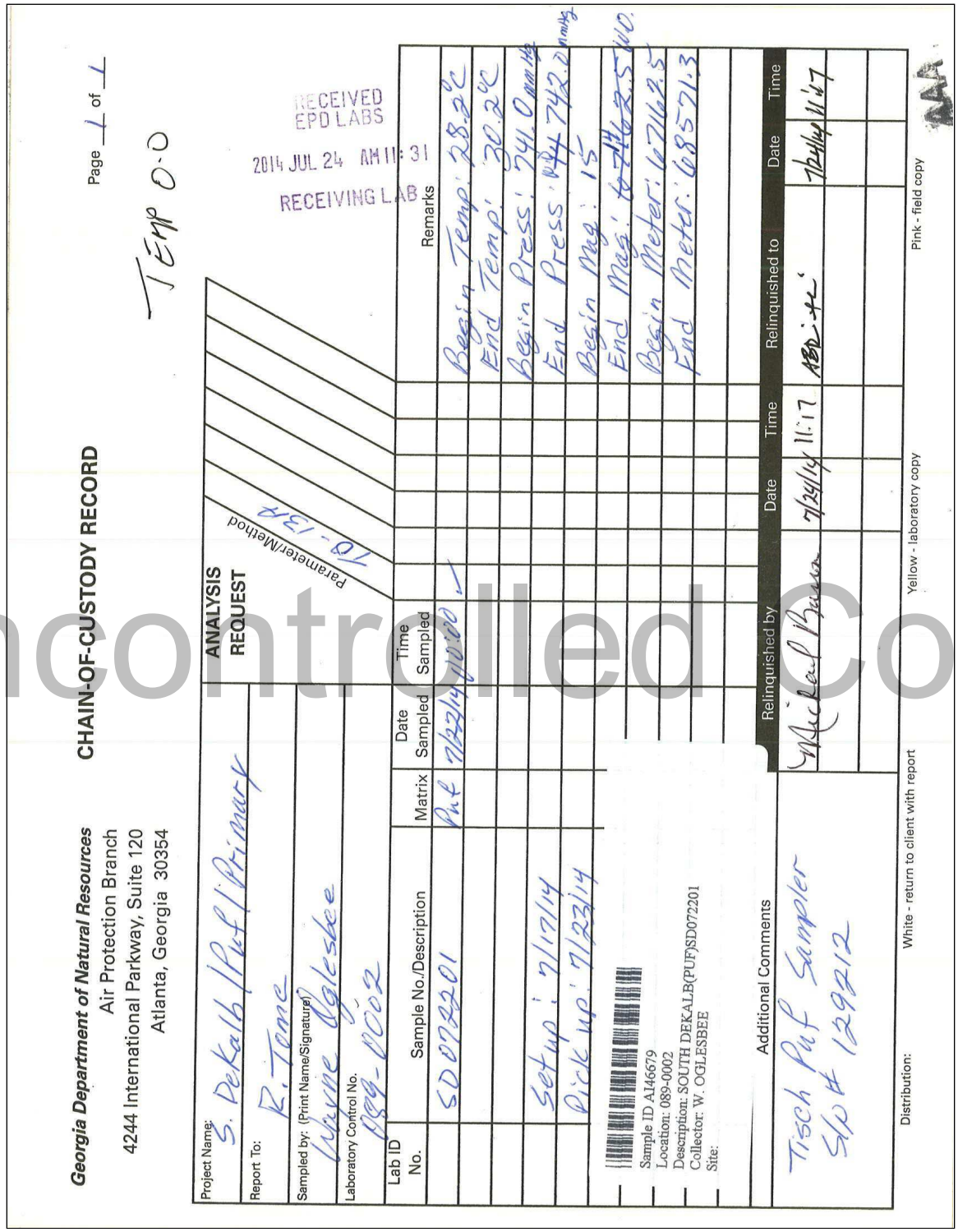
You have finished Login of your sample

Close the Sample Modify/Delete box to go back to your original screen.

Polyurethane Foam (PUF) Sample



Georgia Department of Natural Resources
Air Protection Branch
4244 International Parkway, Suite 120
Atlanta, Georgia 30354

CHAIN-OF-CUSTODY RECORD

Page 1 of 1

TEMP 0.0

RECEIVED
EPD LABS
2014 JUL 24 AM 11:31
RECEIVING LAB

Project Name: S. DeKalb/Puf/Primary
Report To: R. Tome
Sampled by: (Print Name/Signature) Wayne Oglesbee
Laboratory Control No. 089-0002

ANALYSIS REQUEST

Parameter/Method: TO-13A

Lab ID No.	Sample No./Description	Matrix	Date Sampled	Time Sampled	Remarks
	SD072201	Puf	7/23/14	10:00	Begin Temp: 28.2°C
					End Temp: 30.2°C
					Begin Press: 741.0 mmHg
	Setup: 7/17/14				End Press: 742.0 mmHg
	Pick up: 7/23/14				Begin Mag: 15
					End Mag: 16
					Begin Meter: 67162.5
					End Meter: 68571.3

Sample ID A146679
Location: 089-0002
Description: SOUTH DEKALB(PUF)SD072201
Collector: W. OGLESBEE
Site:

Additional Comments: Tisch Puf Sampler S/N # 129212

Relinquished by	Date	Time	Relinquished to	Date	Time
Michael Brown	7/24/14	11:17	ABD	7/24/14	11:47

Distribution: White - return to client with report; Yellow - laboratory copy; Pink - field copy

Uncontrolled Copy

LOGIN ENTRY INFORMATION - PUFs

1) SOURCE_ID# - type in the Laboratory Control No. listed on the paperwork including the 013-at the beginning of the source ID. The system will automatically enter data in the Sample Description boxes after you have hit enter. Make sure the SAMPLE DESCRIPTION matches the Project name on the paperwork. Using the sample on the paperwork shown above as an example, you would type 013-089-0002.
2) BOTTLE ID – For PUFs, this field is left blank.
3) SAMPLE DESCRIPTION - This field may have information in it. It should be edited to include the appropriate sampling description as shown on the Air Sample Reference Guide (see carbonyl login procedures). If the sample is from a collocated sampling location you will add a space followed by QA to the end of the sampling description. You will add FB for a field blank and TB for a trip blank.
4) ENTRY_PT is left blank for PUFs.
5) SAMPLE COLLECTOR - listed on paperwork under Sampled by: type in the first initial of the first name and the complete last name. For this example, you would enter W. OGLESBEE.
6) COLLECTION DATE - For this example, you would enter 07/22/2014
7) COLLECTION TIME - type in the Time Sampled listed on the paperwork. For this example, you would enter 00:00.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example 07/24/2014.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example, you would enter 11:31
10) DNR_PROJECT - Always type in AIR for a PUF sample.
11) DNR_LAB – Leave cell empty unless sample is a blank (i.e., FB or TB) then enter BLANK.
12) LAB - Always type in ORGANICS for a PUF sample.
13) RECTEMP - type in temperature listed on paperwork. For this example you would type 0.0
14) LASTTIME - type in your initials.
15) AGENCY CODE – Leave cell empty unless sample is blank (i.e., FB or TB) then enter T.
16) BILLING ADDRESS 1 – Do not edit this field.
17) BILLING ADDRESS 4 - Do not edit this field.

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TEST CODES ENTERED

#TO13AGCMS
#GCMS1

TSP Lead and ATN High Vol Filter Chain of Custody

Chain of Custody Record

Georgia Department Of Natural Resources
Environmental Protection Division Laboratories
455 14th Street NW
Atlanta, GA 30318

Matrix Type Definition: S=Soil or Semi Solid
W=Water (Aqueous), A=Air, NA=Non Aqueous Liq. (Oil, Solvent, Paint, Etc.)
F= Filter-Air

TJW

RECEIVED EPD LABS 2019 APR 29 PM 12:52 RECEIVING LAB

Site: Cusseta Elem. School, Columbus

Operator: J.B. Rivera
Address:

Phone:

FAX:

Analysis Requested

Sample Collection Date	Sample Collection Time	Sample Identification (Include unique sample identifier such as sample log numbers or filter numbers)	Matrix Type S	W	A	F	NA	Number of Samples Submitted
4/15/19	00	SAMPLE AJ49668				/		1
		FILTER G-1550979						
		Sample_ID: AJ49668 Filter ID: G1550979 Cassette No: -0-						
		TRIPPED CIRCUIT. DID NOT RUN. GER.						
		MOTOR # NP-8657						

Relinquished By(Signature)	Date	Time	Relinquished by(Signature)	Date	Time	Relinquished by(Signature)	Date	Time
[signature]	4/19/19	09:00						
Received By (Signature)	**Date**	**Time**	**Received By (Signature)**	**Date**	**Time**	**Received By (Signature)**	**Date**	**Time**
Timothy Welch	4-23-19	1252						

Laboratory Use Only

Received For Laboratory By (Signature)	Date	Time	Custody Intact	Custody Seal No	Laboratory Remarks:
Timothy Welch	4-23-19	1252	☒Yes ☐No		OUTER ENVELOPE SEALED

A:\COCFRALL.WPD

A

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TSP Lead and ATN High Vol Filter Field Data Form

TJW
RECEIVED
RPD LABS
2019 APR 23 PM 12:52
RECEIVING LAB

Site Location **Columbus Cusseta Sch.**
Site ID# **132150011**
Sample Collector J.E. RIVERA

Sample Run Date 4/15/2019
Sample Start Time 12:00am EST
Local AvgTemperature 287.8 °K (Tlocal)
Local Avg Pressure 753 mmHg (Plocal)

REG Sample/Filter	Motor ID#	Set-up Date	Retrieval Date	Field Blank #	Pre-Sample Flow Manometer Rdg.	Pre-Sample Flow Flow Rate (A)	Post-Sample Flow Manometer Rdg.	Post-Sample Flow Flow Rate (B)	Sample Flow % (A-B)/B*100	Avg Sample Flow (A+B)/2 (STP)	**Avg Sample Flow (A+B)/2 (Local)**
AJ49668 G-1550979	NP-8657	4/12/2019	4/16/2019		4.5	1.3511	4.5	1.3511	0.0000	1.3511 m3/min	**1.3170** m3/min

Begin . Meter Rdg.	End Meter Rdg.	**Total Run Time (min)**	in hours	in minutes
4422.05	4422.05	**0.00**	X	

indicate one above

Sampler Current Cal. Date: 2/21/2019
Current Sampler Cal. Curve: 0.999
Slope (m)= 1.4866
Intercept (b)= 0.140

Correction Factor (CF) for Manometer Gauge Reading
CF=((Plocal/Tlocal)*0.3921)
CF= 1.0259

Formula for Metals Sample Flow Range:
(Use for Pre and Post-Sample Flow Checks)
[(Manometer Rdg*CF)1/2-b]*(1/m) = Sampler Flow
(in m³/min)

DID NOT RUN. TRIPPED CIRCUIT. SEVERE STORM IN THE COLUMBUS AREA.

CCS_Lead_BLACKANDWHITE.xls

Uncontrolled Copy

LOGIN ENTRY INFORMATION - TSP Lead and ATN High Vol Filters

Upon receipt modify the samples using the Modify/Delete Samples function in the Maintenance folder

1) SOURCE_ID# - Type in the Site ID# from the paperwork submitted with the sample. The Site ID can be located on either the Chain of Custody Record or the Air Filter Field Data Form. For this example you would enter: 013-215-0011.
2) BOTTLE_ID – Do not modify
3) SAMPLE DESCRIPTION – For this example you would enter Columbus – Cusseta. If the sample is a field blank you would add FB to the end of the description. If the sample is co-located you would add QA to the end of the description. If the sample is a co-located blank add QA FB to the end of the description.
4) ENTRY_PT – Enter the lot# of the filter (if available)
5) SAMPLE COLLECTOR – For this example you would enter J RIVERA
6) COLLECTION DATE – For this example you would enter 04/15/2019
7) COLLECTION TIME: For this example you would enter 00:00
8) SUBMIT DATE – Type the submittal date stamped on the paperwork under Received EPD Laboratories. For this example you would enter 04/23/2019
9) SUBMIT TIME – Type the submittal time stamped on the paperwork under Received EPD Laboratories. For this example you would enter 12:52
10) DNR_PROJECT – Type in AMBMON
11) DNR_LAB – Enter the filter ID. For this example you would enter G1550979.
12) LAB – Type in METALS
13) RECTEMP – Leave blank
14) LASTTIME – type in your initials
15) LASTDATE – Enter the date and time the sample is received at the lab. For this example you would type 04/23/2019 12:52
16) AGENCY CODE – Do not modify

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ADDITIONAL NOTES FOR MODIFYING - TSP Lead and ATN High Vol Filters

- In the Analysis Order tab remove the AIR_HOLD or !VOID test code. Apply the following test codes: For glass filter (those with "G" prefix in the filter ID) - #PBTSPG; for quartz or teflon filters (those with "Q" or "T" prefix in the filter ID) - #ATNIO35.
- Save the changes - reason for change Metals A/F
- In the Results entry tab in the Results folder enter the date received in the DATERECD column and save the result.
- In the Custody Tracking tab in the Results folder enter the Sample ID. Click on the Track Samples button. Under the @MET1 column highlight "Unspecified". Click on Move Samples. Under "Move Destination" highlight METALS LAB. Under "Reason for Moving selected sample containers" highlight CAPTURE LAB then click SAVE MOVE, then click SAVE CHANGES.

PRELOGIN/LOGIN ENTRY INFORMATION – PFAS

(PLEASE BE EXTRA CAREFUL WHEN SAMPLES ARE RECEIVED THAT THE BAGS WITH THE SAMPLES ARE NOT OPENED. ONLY TAKE THE PAPERWORK AND SCAN OUTSIDE OF THE BAGS THE TEMPERATURE. TAKE THEM IMMEDIATELY TO GCMS AND FINISH LOGGING THEM AFTERWARDS)
Note: PFAS will always have travel blanks. The travel blanks for drinking water PFAS are not logged in to LabWorks. They just get a container number

1) SOURCE_ID# - type in or scan the WSID number listed on the paperwork. The system will automatically enter the System Name once numbers are entered.
2) BOTTLE ID – Currently no bottle numbers.
3) SAMPLE DESCRIPTION – Enter the specific sample description on the chain of custody.
4) ENTRY_PT - Enter the entry point as it appears on the paperwork
5) SAMPLE COLLECTOR -This will be entered once the sample is returned for login and it will be whatever is on listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter D. KING.
6) COLLECTION DATE - Entered once sample is returned for login, ex. enter 05/22/2019.
7) COLLECTION TIME – Entered once sample is returned for login, ex. enter 12:15.
8) SUBMIT DATE – At prelogin put in current date once received type the submittal date stamped on paperwork under Received EPD Laboratories.
9) SUBMIT TIME – At prelogin put in current time, once received type the submittal time stamped on paperwork under Received EPD Laboratories.
10) DNR_PROJECT – PFAS_STUDY
11) DNR_LAB – Leave blank
12) LAB - GCMS
13) RECTEMP – Enter the temperature at which the samples were received.
14) LASTTIME - type in your initials.
15) AGENCY CODE – Leave blank
16) BILLING ADDRESS 1 – Enter the entry description as listed on the paperwork into this field.

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TEST CODES ENTERED

#WS_PFAS
#GCMS10 (for regular samples)

Login Procedures for Drinking Water Samples

Cryptosporidium Sample

Georgia Department of Natural Resources
Environmental Protection Division Laboratories
5804 Peachtree Corners East
Norcross, GA 30092
Protozoan Sample Collection/ Chain of Custody Record

Sample ID AI48353
Location: 0150000
Description: adairsville/LEWIS SPRING
Collector: D. TATUM
Site: 201A

HUS

RECEIVED EPD LABS
2014 AUG -6 AM 10: 16
RECEIVING LAB

Sys
Bottle#: 577490
Sys
WSID#:0150000 Entry Pt: 201A
Loc System:adairsville
EntryDesc:lewis spring
SamplingPt:plant raw water tap
Fac Sample Type: CRY Schedule: AUG2014

Please Print Collector's Name	Danny Tatum	
Collection Information	DATE 8/5/14	TIME 1000
Sample Type 1=Routine OR 3=Replacement	1	
Turbidity (NTU's)	.20	
Analyses Submitted	☒ *E.coli AND Cryptosporidium*	☐ *E.coli AND Cryptosporidium w/ Matrix Spike*
How many of these items were sent?	*E coli Bottles* 1	*Crypto Filters* 1
Filter Batch/ Lot # (located on rim of filter)	D1401 0408	
ENTER TOTAL VOLUME FILTERED IF CALIBRATED CARBOY WAS USED. Otherwise, enter N/A and go to meter readings.	10 L	
Initial Meter Reading		Units? LITERS ☐ GALLONS ☐ Cu. METER ☐ OTHER _____
Ending Meter Reading		
CALCULATE TOTAL VOLUME FILTERED. (From Meter Readings)	EXPRESS VOLUME IN LITERS*	
Did filter clog?	☒ NO	☐ YES
No. (#) of filled 10L Cubitainers submitted for Matrix Spike	4	

I AFFIRM THAT THE DRINKING WATER SAMPLE(S) WERE COLLECTED IN ACCORDANCE WITH THE INSTRUCTIONS AND SAMPLING FORM(S) ACCOMPANYING THE BOTTLE(S), THE GEORGIA RULES FOR SAFE DRINKING WATER (CHAPTER 391-3-5-ET SEQ) AND THE GEORGIA SAFE DRINKING WATER ACT (O.C.G.ASECTION 12-5-174 ET SEQ).

Signature Danny Tatum

All Boxes Below Are To Be Filled Out By Lab			
ARRIVAL METHOD			
UPS		COURIER	
FED EX	✓	WALK-IN	
USPS		OTHER	
FILTER RECEIPT TEMPERATURE		°C	
E. COLI BOTTLE TEMPERATURE	4.3	°C	
DID ANY SAMPLE(S) ARRIVE FROZEN?	No ☑	Yes ☐	
COMMENTS:			

CHAIN OF CUSTODY RECORD

Danny Tatum	8/5/14	1105
RELINQUISHED BY	DATE	TIME
Cindy Mallory	8/5/14	11:05
RECEIVED BY	DATE	TIME
S Hammond	8-6-14	10:16
RECEIVED BY	DATE	TIME
NEM	8-6-14	12:30
RECEIVED BY	DATE	TIME

ProtChainofCustodyForm LT2 2009 revised 10/2009.doc

*** 1 Liter=0.264 Gallons**
*** 1 Liter=0.001 Cubic Meters**

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LOGIN ENTRY INFORMATION - CRYPTOSPORIDIUM

1) SOURCE_ID# - type in the WSID number listed on the paperwork. The system will automatically enter data in the Sample Description boxes after you have hit enter. Make sure the SAMPLE DESCRIPTION matches the system name on the paperwork. Using the sample on the paperwork shown above as an example, the SOURCE ID would be 0150000.
2) BOTTLE ID – All drinking water samples must have a BOTTLE ID. It will be shown on the paperwork. For this example, you would enter the bottle ID 577490.
3) SAMPLE DESCRIPTION - At the end of the sample description type any additional information present on the paperwork such as an entry description. For this example the full sample description would be Adairsville/Lewis Spring.
4) ENTRY_PT - Enter the entry point as it appears on the paperwork. For this example, the entry point would be 201A
5) SAMPLE COLLECTOR - listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter D. TATUM.
6) COLLECTION DATE - For this example, you would enter 08/05/2014
7) COLLECTION TIME - Enter the Time Sampled listed on the paperwork. For this example, you would enter 10:00.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example 08/06/2014.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example, you would enter 10:16
10) DNR_PROJECT - Always type in DWCRYPT for a drinking water cryptosporidium sample.
11) DNR_LAB – Always type N into this field for drinking water cryptosporidium samples.
12) LAB - Always type in PROTOZOAN for a drinking water cryptosporidium sample.
13) RECTEMP - type in the temperature received listed on paperwork. For this example you would type 4.3.
14) LASTTIME - type in your initials.
15) AGENCY CODE – This field is used to designate whether or not the sample is routine or a replacement. Enter a 1 for routine or a 3 for replacement as indicated on the paperwork. For this example, you would enter 1.
16) BILLING ADDRESS 1 – This field will be automatically populated when you enter the source ID. Do not edit this field.
17) BILLING ADDRESS 4 – This field will be automatically populated. Do not edit.

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ADDITIONAL NOTES FOR LOGGING IN CRYPTOSPORIDIUM

If you have a Matrix Spike Bulk sample then you will need to make 3 extra barcode labels to give to the laboratory when you take the samples over after the sample is logged in. These instructions are outlined beginning on the following page. If your sample does not have a matrix spike then just enter the test codes and login information on this page and you are done with your sample login.

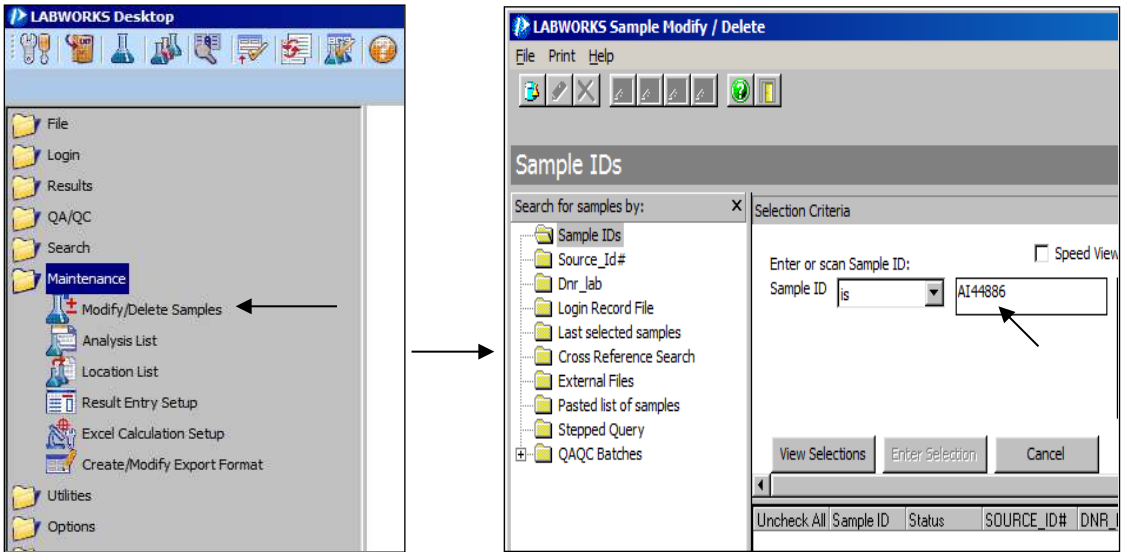
TEST CODES ENTERED

#EC1623
#BAC2

To print additional labels for a matrix spike bulk sample do the following:

On your LABWORKS desktop

- Click Maintenance
- Click Modify/Delete Samples



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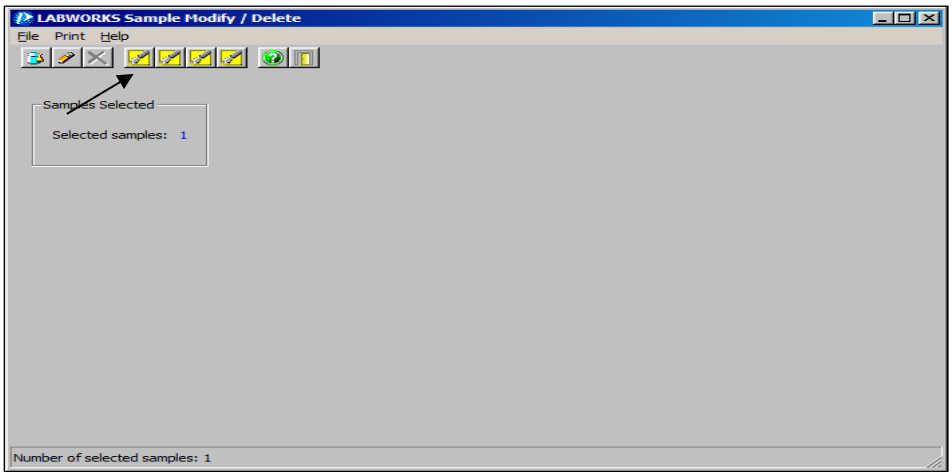
The Sample Modify/Delete window will open. On the left-hand side of the screen click Sample IDs to make sure you are searching for samples via the sample ID.

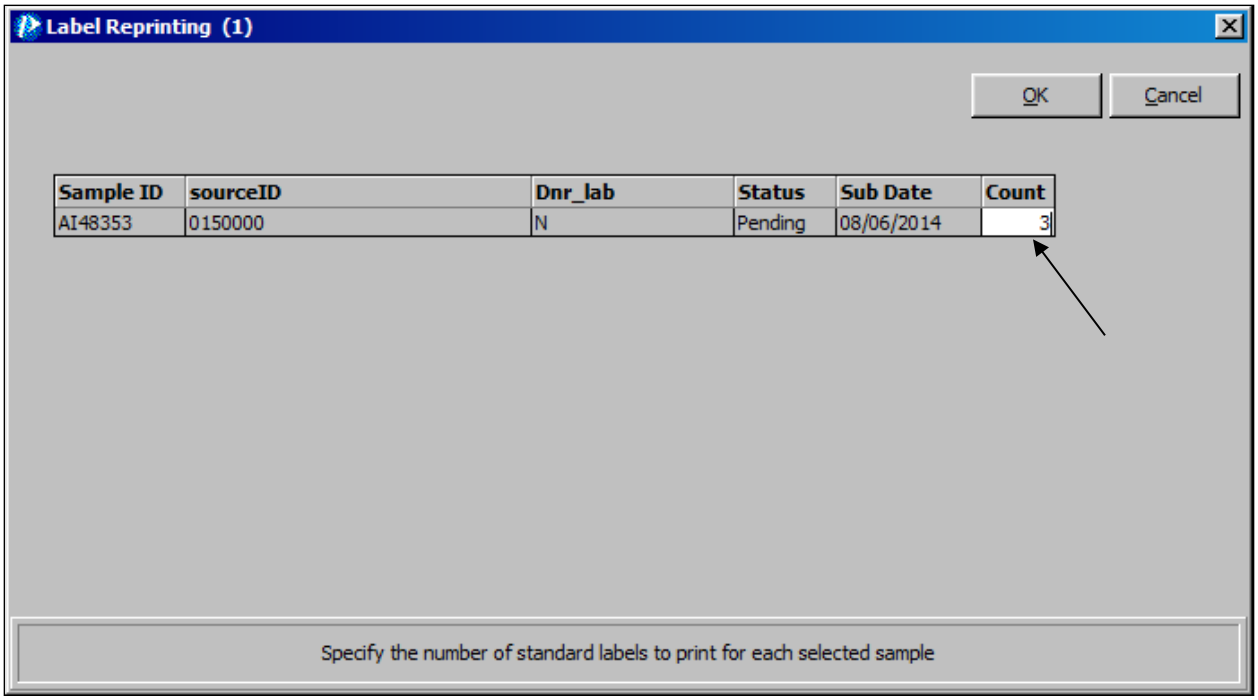
Type the Sample ID into the box on the right-hand side of the screen.

Click View Selections

Click Enter Selection

You should now see the screen shown below. Click the yellow icon furthest to the left to print additional labels.





Change the label count to 3 to print the additional labels. Click OK.

You are now done printing additional labels for your matrix spike bulk.

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Inorganic Contaminant (IOC) Sample

Georgia Department of Natural Resources
Environmental Protection Division Laboratory
5804 Peachtree Corners East, Norcross GA 30092-3403

07/01/2020

ZA

Safe Drinking Water Program
Inorganic Contaminant (IOC) Sample Collection Form
For sampling period: 7/1/2020 to 9/30/2020

System Information *Check for Accuracy*		**Collection Information** *Fill in Completely*	
System ID:	1850329	Collection Date:	7-6-20
System Name:	SETTER POINTE SUBDIVISION	Collection Time:	10:13 am
Entry Point:	WELL #1 AND WELL #2 PLANT	Collector's Name:	Jennifer S. Altman
Entry Point ID:	301	Phone Number:	(229)242-8401 Cell (229)300-9047
Schedule ID:	715328	Chlorinated Sample?	YES / NO (circle one)

I AFFIRM THAT THE DRINKING WATER SAMPLE WAS COLLECTED IN ACCORDANCE WITH THE INSTRUCTIONS AND SAMPLING FORM ACCOMPANYING THE BOTTLE, THE GEORGIA RULES FOR SAFE DRINKING WATER (CHAPTER 391-3-5 ET SEQ) AND THE GEORGIA SAFE DRINKING WATER ACT(O.C.G.A. SECTION 12-5-174 ET SEQ). Failure to collect the sample correctly and to completely and correctly fill out this form will invalidate this sample and require the sample to be recollected.

RECEIVED EPD LABS 2020 JUL -6 PM 12:45 RECEIVING LAB

Jennifer S. Altman — Print Sample Collector's Name
Jennifer S. Altman — Sample Collector's Signature
7-6-20 — Date

Uncontrolled Copy

Sampling Instructions

1. Refrigerate the cool pack overnight prior to sample collection.
2. Remove all attachments from the spigot (aerators, strainers, etc.) before taking the sample.
3. Check the label on the bottle. It will indicate from which entry point the sample is to be collected.
4. Turn on water and adjust flow to a slow, steady stream. Allow water to run until the water temperature has stabilized.
5. Fill the bottle completely, cap and seal the bottle. Turn the bottle upside down to check for leaks around the cap.
6. Complete the top right hand corner of this form clearly and in either blue or black ink. Be sure to fill in all the information.
7. After collection, place the filled bottle, the cool pack, and this form in the case.
8. Water system, mail the sample kit to the following address:

EPD Laboratory
5804 Peachtree Corners East
Norcross, GA 30092-3203

For compliance related questions, call Tamara Frank at (404) 651-6830
For laboratory related questions, call [illegible] (678) 248-7440

MET-IOC Lab use only
Acid Date:
acidified 07-07-20 w/5ml
2-56531 1:1 HNO3 ultra pure
@3:35pm DF/07-07-20

- [x] UPS
- [ ] Fed Ex
- [ ] Hand

Sample ID AK50000
Location: 1850329
Description: setter pointe subdivision 301
Collector: J. S. ALTMAN
Site: 301

LOGIN ENTRY INFORMATION - IOC

1) SOURCE_ID# - type in the System ID number listed on the paperwork. The system will automatically enter data in the Sample Description boxes after you have hit enter. Make sure the SAMPLE DESCRIPTION matches the system name on the paperwork. Using the sample on the paperwork shown above as an example, the SOURCE ID would be 1010001.
2) BOTTLE ID – All drinking water samples must have a BOTTLE ID. For an IOC, it will be shown on the paperwork as a Schedule ID. For this example, you would enter the bottle ID 541266.
3) SAMPLE DESCRIPTION - At the end of the sample description type the entry point ID. For this example the full sample description should read, Little River Estates MHP 303.
4) ENTRY_PT - Enter the entry point as it appears on the paperwork. For this example, the entry point would be 303
5) SAMPLE COLLECTOR - listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter M. DOZIER.
6) COLLECTION DATE - For this example, you would enter 09/12/2013
7) COLLECTION TIME - type in the Time Sampled listed on the paperwork. For this example, you would enter 12:00.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example 09/18/2013.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example, you would enter 11:00
10) DNR_PROJECT - Always type in IOC for a drinking water IOC sample.
11) DNR_LAB – For IOC samples, this field is left blank.
12) LAB - Always type in METALS for a drinking water IOC sample.
13) RECTEMP – For IOC samples, this field will always be NA. Receipt temperature is never recorded for these.
14) LASTTIME - type in your initials.
15) AGENCY CODE – For IOC samples, always enter a 1 into this field.
16) BILLING ADDRESS 1 - This field should contain the entry point as listed on the paperwork. For this example you would enter Well #3 Treatment Plant.
17) BILLING ADDRESS 4 – This field will be automatically populated when you enter the source ID. Do not edit this field.

Uncontrolled Copy

ADDITIONAL NOTES FOR LOGGING IN DRINKING WATER IOCs

- Additional labels must be printed for all IOC samples. Instructions for doing so begin on the following pages.
- After login is complete for IOCs, the bottle ID(s) must be scanned into the Drinking Water Database as having been received at the laboratory.

TEST CODES ENTERED

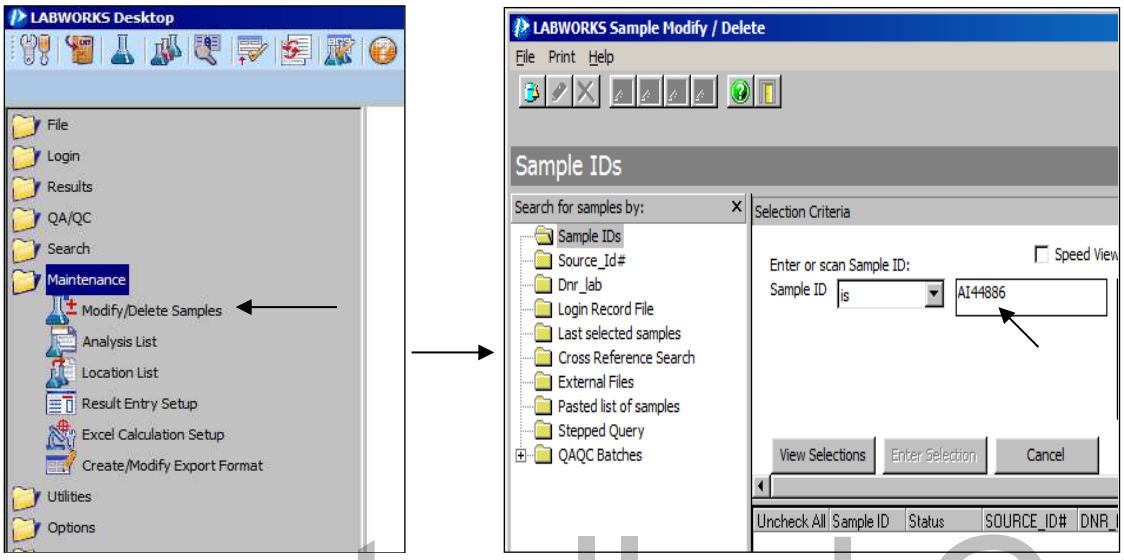
#IOC
#MET1

!VOID – Enter this test code (and only this test code) if the sample kit is empty.

Additional labels must be printed for IOC samples. To print additional labels for IOC samples, do the following:

On your LABWORKS desktop

- Click Maintenance
- Click Modify/Delete Samples



Uncontrolled Copy

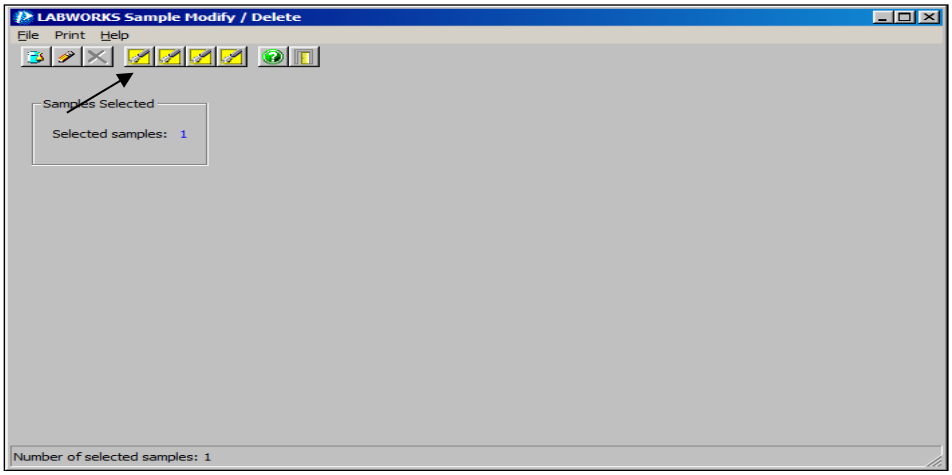
The Sample Modify/Delete window will open. On the left-hand side of the screen click Sample IDs to make sure you are searching for samples via the sample ID.

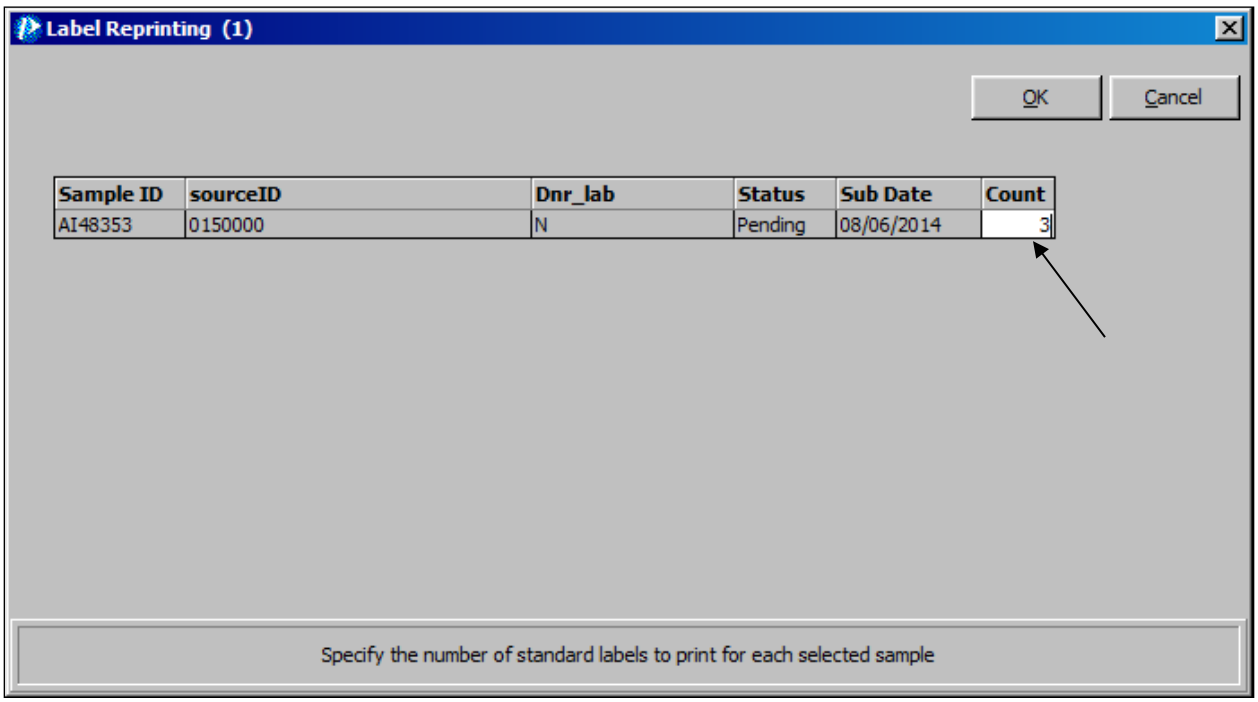
Type the Sample ID into the box on the right-hand side of the screen.

Click View Selections

Click Enter Selection

You should now see the screen shown below. Click the yellow icon furthest to the left to print additional labels.





Uncontrolled Copy

Change the label count to “2” to print the additional labels. Click OK.

You are now done logging in your IOC sample.

Georgia Department of Natural Resources
Environmental Protection Division Laboratory
5804 Peachtree Corners East, Norcross GA 30092-3403

7/3/20 holiday

Safe Drinking Water Program
Nitrate/Nitrite Collection Form
For sampling period: 1/1/2020 to 12/31/2020

System Information *Check for Accuracy*		**Collection Information** *Fill in Completely*	
System ID:	1870055	Collection Date:	1-8-20
System Name:	FORREST HILLS RESORT	Collection Time:	3:48
Entry Point:	TREATMENT PLANT FOR WELL#1	Collector's Name:	Tom Turner
Entry Point ID:	301	Phone Number:	706 348-6218
Schedule ID:	707696	Chlorinated Sample?	YES / NO *(circle one)*

For compliance related questions, call the Drinking Water Office at (404) 656-4807
For laboratory related questions, call Michael Chatman at (678) 248-7452

I AFFIRM THAT THE DRINKING WATER SAMPLE WAS COLLECTED IN ACCORDANCE WITH THE INSTRUCTIONS AND SAMPLING FORM ACCOMPANYING THE BOTTLE, THE GEORGIA RULES FOR SAFE DRINKING WATER (CHAPTER 391-3-5 ET SEQ) AND THE GEORGIA SAFE DRINKING WATER ACT(O.C.G.A. SECTION 12-5-174 ET SEQ).

Signature: _____ Print Name: Tom Turner

Do Not Write Below This Line. For Lab Use Only.

Uncontrolled Copy

Receipt temperature:	N/A
pH < 2 ✓	**pH > 12**
UPS:	
Fed Ex:	
USPS:	
Other:	WN

Sample ID AK50341
Location: 1870055
Description: forrest hills resort 301
Collector: T. TURNER
Site: 301

Finished Water Sample Type
1. Routine

RECEIVED EPD LABS 2020 JUL -9 PM 2:36

Lot Number: 11925443
Container: 250ml Nalgene Bottle
Chlorine Check: POS / NEG

Sample positive for chlorine treated with sodium thiosulfate.
Sample preserved with 10% sulfuric acid.

Sodium Thio / 10% Sulfuric Acid
Lot# 3R-26366 / Lot#3R-25895
Exp: 4/30/21 Exp: 12/30/21

LOGIN ENTRY INFORMATION – DRINKING WATER NITRATE/NITRITE

1) SOURCE_ID# - type in the System ID number listed on the paperwork. The system will automatically enter data in the Sample Description boxes after you have hit enter. Make sure the

SAMPLE DESCRIPTION matches the system name on the paperwork. Using the sample on the paperwork shown above as an example, the SOURCE ID would be 2210054.

2) BOTTLE ID – All drinking water samples must have a BOTTLE ID. For a nitrate/nitrite, it will be shown on the paperwork as a Schedule_ID. For this example, you would enter the bottle ID 554152.
3) SAMPLE DESCRIPTION - At the end of the sample description type the entry point ID. For this example the full sample description should read, Mill Run MHP 301.
4) ENTRY_PT - Enter the entry point as it appears on the paperwork. For this example, the entry point would be 301.
5) SAMPLE COLLECTOR - listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter S. CARSON.
6) COLLECTION DATE - For this example, you would enter 08/06/2014
7) COLLECTION TIME - type in the Time Sampled listed on the paperwork. For this example, you would enter 11:50.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example 08/07/2014.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example, you would enter 12:52
10) DNR_PROJECT - Always type in DWNIT for a drinking water nitrate/nitrite sample.
11) DNR_LAB – For nitrate/nitrite samples, this field is used to denote whether or not the sample is a chlorinated sample. If it is chlorinated, type YES into this field. Type NO if it is not chlorinated. For this example you would enter NO.
12) LAB - Always type in INORGANIC for a drinking water nitrate/nitrite sample.
13) RECTEMP – For nitrate/nitrite samples, this field will always be NA. Receipt temperature is never recorded for these.
14) LASTTIME - type in your initials.
15) AGENCY CODE – For nitrate/nitrite samples, this field is used to denote sample type: Enter 1=Routine; 2=Confirmation; 3=Replacement; 4=Source Approval; 5=Special.
16) BILLING ADDRESS 1 - This field should contain the entry point as listed on the paperwork. For this example you would enter 33 Mill Run Dr./Lot #3 Well #1.
17) BILLING ADDRESS 4 – This field will be automatically populated when you enter the source ID. Do not edit this field.

Uncontrolled Copy

ADDITIONAL NOTES FOR LOGGING IN DRINKING WATER NITRATE/NITRITE

- After login is complete for Nitrates, the bottle ID(s) must be scanned into the Drinking Water Database as having been received at the laboratory.

TEST CODES ENTERED

#DWNIT
#INORG1

Synthetic Organic Contaminant (SOC) 504 Blank Sample

SOC SAMPLING FORM

Georgia Dept. of Natural Resources
EPD Laboratories
5804 Peachtree Corners, East
Norcross, GA 30092-3403

JHM

LABORATORY SHIPPING LABEL HEI

System:System:WESTBROOK / NORWOOD VILLAGE S/D
SystemID:*1950011*
Smppt:*302*
ScheduleID:*691790*

Name of Water System: _
Water System ID#: _____
Entry Point Code: _____
Sampling Location Description: **BLANK - $504 EDB/DBCP**

I affirm that the drinking water sample(s) were collected in accordance with the instructions and sampling form(s) accompanying the bottle(s), the Georgia Rules for Safe Drinking Water (Chapter 391-3-5 ET SEQ) and the Georgia Safe Drinking Water Act (O.C.G.A. Section 12-5-174 ET SEQ).

RECEIVED EPD LABS
2019 APR 10 PM 1:57
RECEIVING LAB

SAMPLE COLLECTOR: A.BRYAN

SAMPLE COLLECTION DATE: 03-20-19

SAMPLE COLLECTION TIME: 12:57

CHLORINE RESIDUAL: 0.00 mg/L

Uncontrolled Copy

COMMENTS: _____

RELINQUISHED BY: _____ RECEIVED IN LAB BY: _____
BOTTLE LOT# 40ml vials B 8137150
PRESERVATIVES: Sodium Thiosulfate LOT# 153171

DATE OF RECEIPT: _____

TEMPERATURE RECEIVED: 0.0 °C

FOR LAB USE ONLY

SAMPLE TYPE (circle one):

1 2 3 4 5

1= ROUTINE
2= CONFIRMATION
3= REPLACEMENT
4= SOURCE APPROVAL
5= SPECIAL

UPS _____
FED EX _____
USPS _____
WALK-IN ✓
OTHER _____

Sample ID AK14960
Location: 1950011
Description: westbrook / norwood village 302/504BK
Collector: A. BRYAN
Site: 302

Synthetic Organic Contaminant (SOC) Regular Sample

4/10/2019

Schedule ID#: 691790

SOC SAMPLING FORM

Georgia Dept. of Natural Resources
EPD Laboratories
5804 Peachtree Corners East
Norcross, GA 30092-3403

JHR

Name of Water System: WESTBROOK / NORWOOD VILLAGE S/D

Water System ID#: 1950011

Water System Facility ID#: 202

Water Facility Name: AMBERLY DR WELL #2 PLANT # 2

Sampling Point ID#: 302

Sampling Location Description: FINISHED WATER TAP

I affirm that the drinking water sample(s) were collected in accordance with the instructions and sampling form(s) accompanying the bottle(s), the Georgia Rules for Safe Drinking Water (Chapter 391-3-5 ET SEQ) and the Georgia Safe Drinking Water Act (O.C.G.A. Section 12-5-174 ET SEQ).

Sample Collector: Guy Kemp

Sample Collection Date: 4 / 8 / 19

Sample Collection Time: 1 : 50

Chlorine Residual: 0.55 **mg/L**

Comments:

RECEIVED EPD LABS 2019 APR 10 PM 1:57 RECEIVING LAB

Relinquished By: **Received In Lab By:**

Uncontrolled Copy

Preservatives:

Sodium Thiosulfate #	153171 /171596	(For Carbamates (531.2) - added in field)
HCl Solution #	HA8324030	(For PAHs (550.1) - added in field)
Sodium Sulfite #	163847	Potassium dihydrogen citrate(531.2)# Q03D035
Sodium Thiosulfate #	153171 /171596	

Bottle Lot #'s:

40mL vials	B7179140 /B8137150	40 mL Amber glass vials	B7251030
60mL Amber Bottle (515.4)	00063746	1L Amber Bottle (507/508 & 550.1)	00070613 /00072074
500mL Plastic Bottle (549.2)	1230133	500mL Amber Bottle (548.1)	00070816

525.2

1 Liter Amber Bottle w/Sodium Sulfite Lot # 0108201C /00001444 HCl Solution# 57160 (added in field)

FOR LAB USE ONLY

Sample Type(circle one):

1 2 3 4 5

1= ROUTINE
2= CONFIRMATION
3= REPLACEMENT
4= SOURCE APPROVAL
5= SPECIAL

UPS ____
FedEx ____
USPS ✓
Walk-In ____
Other ____

TEMPERATURE RECEIVED: 0.0 °C

Sample ID AK14959
Location: 1950011
Description: westbrook/norwood village s/d 302
Collector: G. KEMP
Site: 302

Synthetic Organic Contaminant (SOC) 525 Travel Blank

SOC SAMPLING FORM

Georgia Dept. of Natural Resources
EPD Laboratories
5804 Peachtree Corners, East
Norcross, GA 30092-3403

JHM

LABORATORY SHIPPING LABEL HE

System:System:WESTBROOK / NORWOOD VILLAGE S/D
SystemID:*1950011*
Smppt:*302*
ScheduleID:*691790*

Name of Water System: _
Water System ID#: _____
Entry Point Code: _____
Sampling Location Description: **$525 Travel Blank**

I affirm that the drinking water sample(s) were collected in accordance with the instructions and sampling form(s) accompanying the bottle(s), the Georgia Rules for Safe Drinking Water (Chapter 391-3-5 ET SEQ) and the Georgia Safe Drinking Water Act (O.C.G.A. Section 12-5-174 ET SEQ).

SAMPLE COLLECTOR: **Shadi Ashjaei Asalami**

SAMPLE COLLECTION DATE: 04 / 01/ 2019

SAMPLE COLLECTION TIME: **8:45 AM**

2019 APR 10 PM 1:50
RECEIVING LAB
RECEIVED
EPD LABS

COMMENTS: 1 L Amber bottle:ESS Lot# 0108201C
HCl Acid: ESS Lot#57160
Sodium Sulfite JTB Lot#000014441

Uncontrolled Copy

Residual Chlorine: < 0.5 mg/L

RELINQUISHED BY: _____ RECEIVED IN LAB BY: _____

PRESERVATIVES: _____ DATE OF RECEIPT: _____

TEMPERATURE RECEIVED: 0.0 °C

FOR LAB USE ONLY

SAMPLE TYPE (circle one):

1 2 3 4 5

1= ROUTINE
2= CONFIRMATION
3= REPLACEMENT
4= SOURCE APPROVAL
5= SPECIAL

UPS _____
FedEx _____
USPS _____
Walk-In ✓
Other _____

Sample ID AK14961
Location: 1950011
Description: westbrook / norwood village 302/525BK
Collector: S. ASALAMI
Site: 302

PRELOG/LOGIN ENTRY INFORMATION – SOCs and SOC TRAVEL BLANKS

Note: The travel blanks are treated as completely different samples.

1) SOURCE_ID# - type in or scan the System ID number listed on the paperwork for both the sample and the travel blank. The system will automatically enter data in the Sample Description

boxes after you have hit enter. Make sure the SAMPLE DESCRIPTION matches the system name on the paperwork. Using the sample on the paperwork shown above as an example, the SOURCE ID for both the blank and the sample would be 1950011.

2) BOTTLE ID – Drinking water samples must have a BOTTLE ID. For SOCs, it will be shown on the paperwork as a Schedule ID. For this example, you would enter or scan the bottle ID 691790.
3) SAMPLE DESCRIPTION - At the end of the sample description type the entry point ID. For this example the full sample description should read, Westbrook/Norwood Village S/D 302. For the travel blank you would add 504 BK so that the full sample description would be Westbrook/Norwood Village S/D 504BK or 525BK for the 525 travel blank.
4) ENTRY_PT - Enter the entry point as it appears on the paperwork. For this example, the entry point would be 302. The entry point for the travel blank is the same as the sample so it will also be 302 in this example.
5) SAMPLE COLLECTOR -For prelogin leave blank except for the blanks. When returned put what is listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter G.KEMP for the sample and A. BRYAN for the 504 EDB/DBCP travel blank and S. ASALAMI for the 525 travel blank.
6) COLLECTION DATE - For prelogin leave blank except for the blanks. When returned, for this example, you would enter 04/08/2019 for the sample and 03/20/2019 for the 504 EDB/DBCP travel blank and 04/01/2019 for the 525 travel blank.
7) COLLECTION TIME – For prelogin leave blank except for the blanks. When returned, type in the Time Sampled listed on the paperwork. For this example, you would enter 13:50 for the sample 12:57 for the 504 travel blank and 08:45 for the 525 travel blank.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example you would enter 04/10/2019 for the sample and the travel blanks.
9) SUBMIT TIME – For prelogin put time entering in data. When returned, type the submittal time stamped on paperwork under Received EPD Laboratories. For this example, you would enter 13:57 for the sample and the travel blanks.
10) DNR_PROJECT - Always type in SOCTOT for both the sample and the travel blank.
11) DNR_LAB – For prelogin leave blank except for the blanks. Once received, the SOC samples, this field is used to enter the residual chlorine as recorded when the sample is collected. This is recorded on the paperwork. For this example, you would enter 0.55 for the sample and <0.5 for the travel blanks. Do not enter the units of measurement.
12) LAB - Always type in ORGANICS for a drinking water SOC sample.
13) RECTEMP – For prelogin leave blank. Once received, enter the temperature at which the samples were received. It is recorded on the paperwork. For this example, enter 0.0 for the sample and the travel blanks.
14) LASTTIME - type in your initials.
15) AGENCY CODE – This field is used to denote sample type: Enter 1=Routine; 2=Confirmation; 3=Replacement; 4=Source Approval; 5=Special. For the travel blank you will enter T
16) BILLING ADDRESS 1 – For SOC samples, this field is used for the entry description which is listed on the paperwork. For the example, enter Amberly Dr Well #2 Plant #2. For the travel blanks, enter 504 TRIP BLANK or 525 TRIP BLANK.
17) BILLING ADDRESS 4 – This field will be automatically populated when you enter the source ID. Do not edit this field.

Uncontrolled Copy

ADDITIONAL NOTES FOR LOGGING IN DRINKING WATER SOCs

- SOC kits with quality control (QC) samples will have more sample bottles and therefore, different test codes. See the list below.

For prelogin only container test codes are entered and SOC_FIELD will also be entered

TEST CODES ENTERED

For Regular Samples
#SOC_TOT
#ORG21
#GCMS2

For QC Samples
#SOC_TOT
#ORG23
#GCMS4

For 504 Travel Blank
#SOCTOTB
#ORG1
For 525 Travel Blank
#525
#GCMS2

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Trihalomethane/Haloacetic Acid (THM/HAA) Sample

Georgia Department of Natural Resources
Environmental Protection Division Laboratory
5804 Peachtree Corners East, Norcross GA 30092-3403

STAGE 2 DBP 2Q2019 QT SAMPLING FORM

Collect Between: April 15th and April 18th

3/26/2019

Holiday: April 22nd

RECEIVED
EPD LABS
2019 APR 15 PM 12: 52
RECEIVING LAB

Please use: INK ONLY

Collected By: Tim Marshall (Print Name) Collected By: T. J. M (Signature) Date: 4-15-2019

*I AFFIRM THAT THE DRINKING WATER SAMPLE WAS COLLECTED IN ACCORDANCE WITH THE INSTRUCTIONS AND SAMPLING FORM ACCOMPANYING THE BOTTLE(S), THE GEORGIA RULES FOR SAFE DRINKING WATER (CHAPTER 391-3-5 ET SEQ) AND THE GEORGIA SAFE DRINKING WATER ACT(O.C.G.A. SECTION 12-5-174 ET SEQ.

Collection Information
Fill in Completely

Phone Number: 770-794-5229

Collection Date: 04 (MM) - 15 (DD) - 2019 (YYYY)

Collection Time: 09 (HH24) : 57 (MI)
(Military Time 3pm = 15:00)

CHLORINE RESIDUAL: 0.90 mg/L

NOTE: Residual chlorine must be recorded in the field at the time of collection. Samples received without a residual chlorine value will require recollection.

TEMPERATURE OF WATER AT COLLECTION: 18 °C

COMMENTS:

System Information
Check for Accuracy

System ID: 0670005

System Name: MARIETTA

System Facility: 950 DISTRIBUTION SYSTEM

Sampling Point ID: 504

Schedule ID: 691330

Sampling Pt. Description: 873 LAUREL CREST CT

(For shipping and location address changes or comments.)

Do Not Write Below This Line. For Lab Use Only.

Sample ID AK15177
Location: 0670005
Description: marietta THM/HAA 504
Collector: T. MARSHALL
Site: 691330

Receipt temperature: 0 °C	
Delivery Type	**Sample Type**
UPS:	1. Routine
Fed Ex:	2. Confirmation
USPS:	3. Replacement
Other: ✓	4. Source Approval
	5. Special

Preservatives:
THM 1-90612
Bottle Lot# 72973

HAA 1-89581
Bottle Lot# 71524

Received by: _____ Date Received: _____

Uncontrolled Copy

LOGIN ENTRY INFORMATION – THM/HAA

1) SOURCE_ID# - type in or scan the WSID number listed on the paperwork. The system will automatically enter data in the Sample Description boxes after you have hit enter. Make sure the SAMPLE DESCRIPTION matches the system name on the paperwork. Using the sample on the paperwork shown above as an example, the SOURCE ID would be 0670005.
2) BOTTLE ID – All drinking water samples must have a BOTTLE ID. For a THM/HAA, it will be shown on the paperwork as a Schedule ID. For this example, you would enter the bottle ID 691330.
3) SAMPLE DESCRIPTION - At the end of the sample description type THM/HAA and the entry point. For this example the full sample description should read, Marietta THM/HAA 504.
4) ENTRY_PT - Enter or scan the entry point as it appears on the paperwork. For this example, the entry point would be 504.
5) SAMPLE COLLECTOR - listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter T. MARSHALL.
6) COLLECTION DATE - For this example, you would enter 04/15/2019
7) COLLECTION TIME - type in the Time Sampled listed on the paperwork. For this example, you would enter 09:57.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example 04/15/2019.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example, you would enter 12:52
10) DNR_PROJECT - Always type in DWPROF for a drinking water THM/HAA sample.
11) DNR_LAB – For THM/HAA samples, this field is used to enter the residual chlorine as recorded when the sample is collected. This is recorded on the paperwork. For this example, you would enter 0.90. Do not enter the units of measurement.
12) LAB - Always type in ORGANICS for a drinking water THM/HAA sample.
13) RECTEMP – Enter the temperature at which the samples were received. For this example, you would enter 0.0.
14) LASTTIME - type in your initials.
15) AGENCY CODE – For THM/HAA samples, always enter a 1 into this field.
16) BILLING ADDRESS 1 – Enter the sampling point listed on the paperwork into this field. For this example, you would enter 873 Laurel Crest Ct.
17) BILLING ADDRESS 4 – This field will be automatically populated when you enter the source ID. Do not edit this field.

Uncontrolled Copy

ADDITIONAL NOTES FOR LOGGING IN DRINKING WATER THM/HAAs

- After login is complete for THM/HAAs, the bottle ID(s) must be scanned into the Drinking Water Database as having been received at the laboratory.
- The Chlorine Residual and Temperature of Water at Collection are entered in the results category under each sample along with the date and time and the initials of the person who got this information. (Not your initials)

TEST CODES ENTERED

#DBP
#ORG2
#GCMS2
#ORG4 and #GCMS4 (this will be entered in place of #ORG2 and #GCMS2 if the sample is a QC sample)

Total Organic Carbon (TOC) Sample – Raw Water

GEORGIA DEPARTMENT OF NATURAL RESOURCES 06/23/2020
ENVIRONMENTAL PROTECTION DIVISION LABORATORIES
5804 Peachtree Corners East, Norcross, GA. 30092

DRINKING WATER PROGRAM
TOTAL ORGANIC CARBON (TOC) COLLECTION FORM
Raw Water

System Name: HARRIS COUNTY WATER SYSTEM
SYSTEM ID: 1450011
Facility: BARTLETT`S FERRY RESERVOIR
Sampling Point: PLANT RAW WATER TAP
201A
Bottle Number: 714573

Date Collected: 7-6-2020
Time Collected: 13:28
Collected By: Abby Bridges
Phone #: 706-323-0593
Alkalinity: 26

RECEIVED EPD LABS
2020 JUL -9 PM 12:26
RECEIVING LAB

These TOC samples are for July 2020.

Please sample and return in July.

Attention: Please sign statement below.

"I AFFIRM THAT THE DRINKING WATER SAMPLE(S) WERE COLLECTED IN ACCORDANCE WITH THE INSTRUCTIONS AND SAMPLING FORM(S) ACCOMPANYING THE BOTTLE(S), THE GEORGIA RULES FOR SAFE DRINKING WATER (CHAPTER 391-3-5 ET SEQ) AND THE GEORGIA SAFE DRINKING WATER ACT (O.C.G.A. SECTION 12-5-174 ET SEQ)."

Abby L. Bridges
(Signature)

Uncontrolled Copy

(LAB USE ONLY)

Receipt temperature: 25.0	°C
PH < 2	
UPS: ✓	
FedEx:	
USPS:	
Other:	

Michael Chatman,
Laboratory Supervisor, 678-248-7452

Sample Type
(1.) Routine
2. Confirmation
3. Replacement
4. Source Approval
5. Special

Sample preserved with 10% sulfuric acid 3r-25895.

Lot#00075744
Container:125 ml amber glass bottle

Sample ID AK50344
Location: 1450011
Description: harris county water system 201 A RAW
Collector: A. BRIDGES
Site: 201a

KDS

Total Organic Carbon (TOC) Sample – Filtered Water

GEORGIA DEPARTMENT OF NATURAL RESOURCES 06/23/2020
ENVIRONMENTAL PROTECTION DIVISION LABORATORIES
5804 Peachtree Corners East, Norcross, GA. 30092

DRINKING WATER PROGRAM
TOTAL ORGANIC CARBON (TOC) COLLECTION FORM
Raw Water

System Name: HARRIS COUNTY WATER SYSTEM
SYSTEM ID: 1450011
Facility: BARTLETT`S FERRY RESERVOIR
Sampling Point: PLANT RAW WATER TAP
201A
Bottle Number: 714573

Date Collected: 7-6-2020
Time Collected: 13:28
Collected By: Abby Bridges
Phone #: 706-323-0593
Alkalinity: 26

RECEIVED EPD LABS
2020 JUL -9 PM 12:32
RECEIVING LAB

These TOC samples are for July 2020.

Please sample and return in July.

Attention: Please sign statement below.

"I AFFIRM THAT THE DRINKING WATER SAMPLE(S) WERE COLLECTED IN ACCORDANCE WITH THE INSTRUCTIONS AND SAMPLING FORM(S) ACCOMPANYING THE BOTTLE(S), THE GEORGIA RULES FOR SAFE DRINKING WATER (CHAPTER 391-3-5 ET SEQ) AND THE GEORGIA SAFE DRINKING WATER ACT (O.C.G.A. SECTION 12-5-174 ET SEQ)."

Abby L. Bridges
(Signature)

Uncontrolled Copy

(LAB USE ONLY)

Receipt temperature: 25.0	°C
PH < 2	
UPS: ✓	
FedEx:	
USPS:	
Other:	

Michael Chatman,
Laboratory Supervisor, 678-248-7452

Sample Type
(1). Routine
2. Confirmation
3. Replacement
4. Source Approval
5. Special

Sample preserved with 10% sulfuric acid 3r-25895.

Lot#00075744
Container:125 ml amber glass bottle

Sample ID AK50344
Location: 1450011
Description: harris county water system 201 A RAW
Collector: A. BRIDGES
Site: 201a

KDS

LOGIN ENTRY INFORMATION – TOCs

Note: TOCs will always come in pairs – one raw sample and one filtered sample. They will be treated as two separate samples and receive unique laboratory ID numbers.

1) SOURCE_ID# - type in the WSID number listed on the paperwork. The system will automatically enter data in the Sample Description boxes after you have hit enter. Make sure the SAMPLE DESCRIPTION matches the system name on the paperwork. Using the sample on the paperwork shown above as an example, the SOURCE ID for both the raw and the filtered sample would be 1210001.
2) BOTTLE ID – All drinking water samples must have a BOTTLE ID. For a TOC, it will be shown on the paperwork as a Bottle#. For this example, you would enter the 577586 for the raw sample and 577587 for the filtered sample.
3) SAMPLE DESCRIPTION - At the end of the sample description type the entry point plus either RAW or FILTERED. For this example the full sample description should read, ATLANTA 202A RAW for the raw sample and ATLANTA 202B FIL for the filtered sample.
4) ENTRY_PT - Enter the entry point as it appears on the paperwork. For this example, the entry point would be 202A for the raw sample and 202B for the filtered sample.
5) SAMPLE COLLECTOR - listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter C. GOODSON for the raw sample and C. DUNCAN for the filtered sample.
6) COLLECTION DATE - For this example, you would enter 08/07/2014 for both samples.
7) COLLECTION TIME - type in the Time Sampled listed on the paperwork. For this example, you would enter 9:40 for the raw sample and 14:20 for the filtered sample.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example you would enter 08/08/2014 for both samples.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example, you would enter 10:52 for the raw sample and 10:53 for the filtered sample
10) DNR_PROJECT - Always type in DWPROF for a drinking water TOC sample.
11) DNR_LAB – For TOC samples, this field is left blank
12) LAB - Always type in INORGANIC for a drinking water TOC sample.
13) RECTEMP – Enter the temperature at which the samples were received. For this example, you would enter 0.0.
14) LASTTIME - type in your initials.
15) AGENCY CODE – For TOC samples, always enter a 1 into this field.
16) BILLING ADDRESS 1 – Enter the entry description as listed on the paperwork into this field. For this example, you would enter CHATTAHOOCHEE RIVER for the raw sample and CHATTAHOOCHEE PLANT for the filtered sample.
17) BILLING ADDRESS 4 – This field will be automatically populated when you enter the source ID. Do not edit this field.

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ADDITIONAL NOTES FOR LOGGING IN DRINKING WATER TOCs

- After login is complete for TOCs, the bottle ID(s) must be scanned into the Drinking Water Database as having been received at the laboratory.
- After login, Field Alkalinity results must be entered for TOC samples. To enter these results, follow the instructions outlined below.

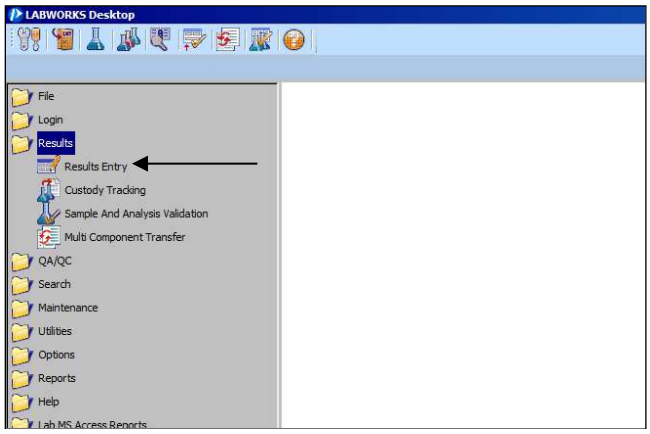
TEST CODES ENTERED

#DWTOC
#INORG1

Entering Field Alkalinity Results for TOCs.

Once TOC samples have been logged in, field alkalinity results must be entered for TOCs. In order to do this, follow these instructions:

From the LabWorks main desktop select Results Entry under the Results folder.



Be sure to highlight Sample IDs in the menu on the left and type in the TOC sample ID numbers into the search box; hit enter after each ID number in order to add it to the selection list on the right.

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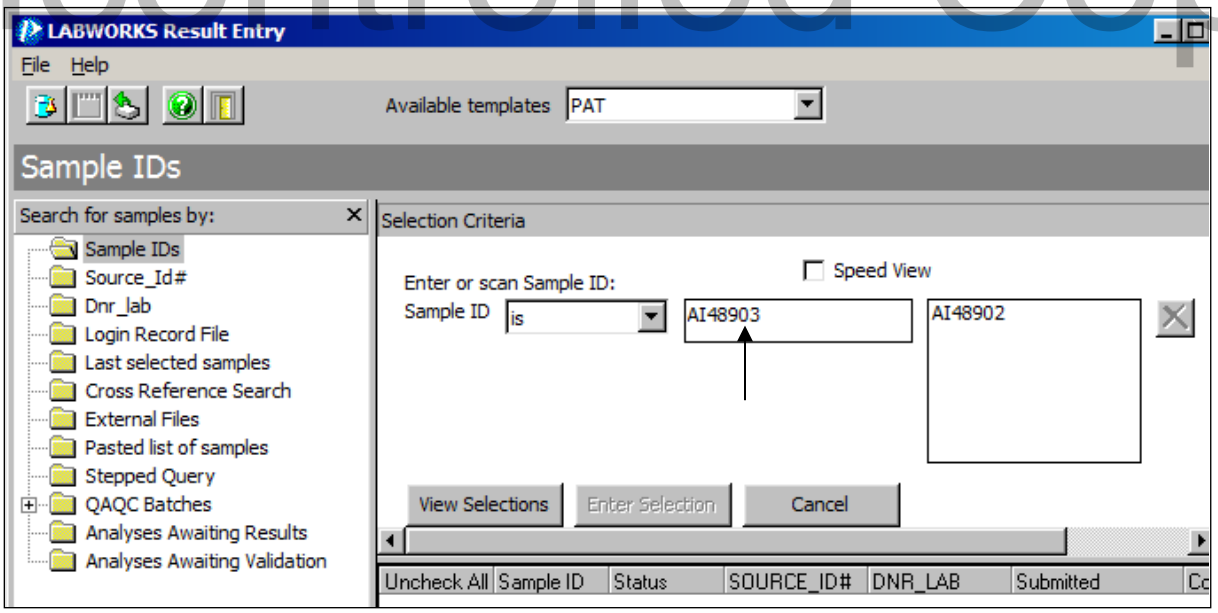
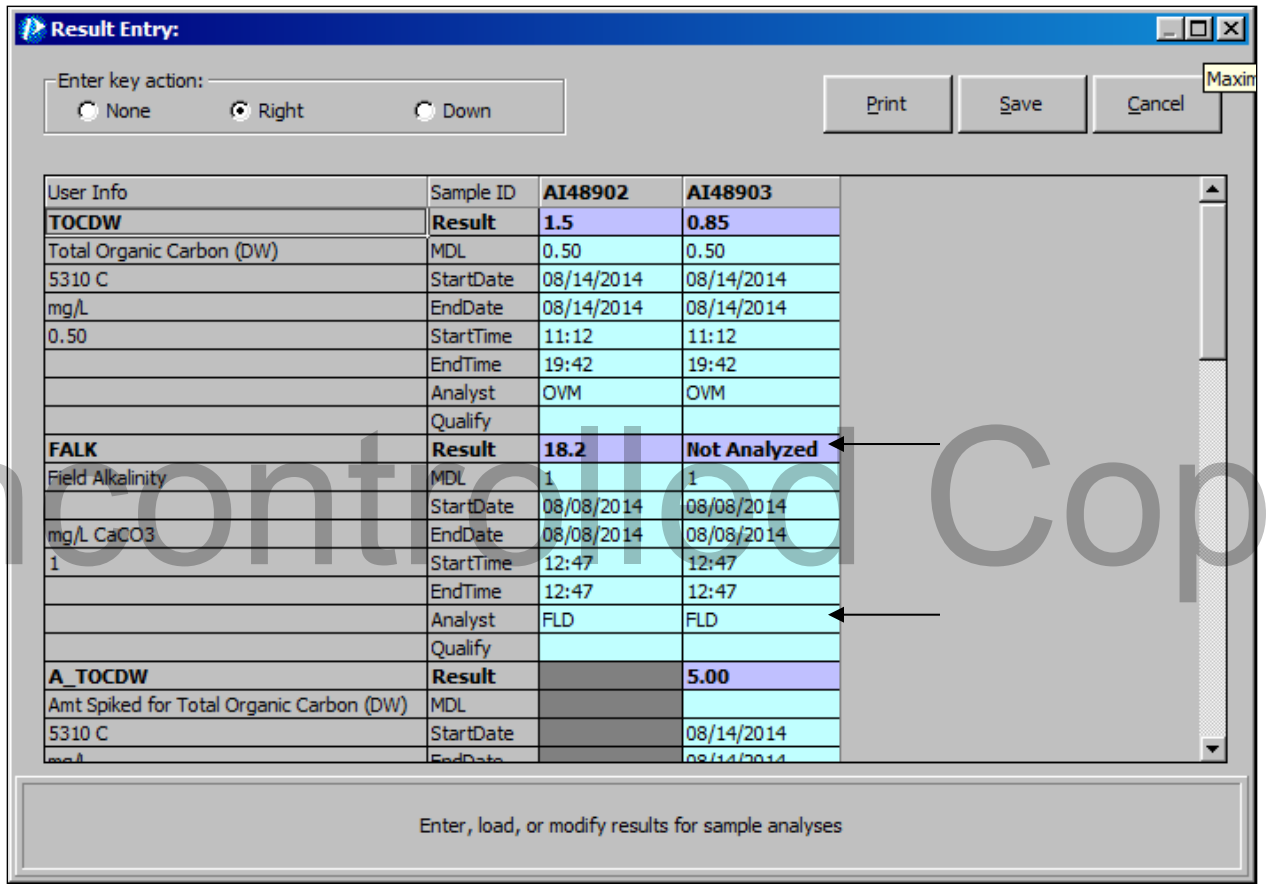


Once all your ID numbers have been entered into the selection list, hit View Selections, followed by Enter Selections.

You should now see the following screen. Field Alkalinity is abbreviated FALK on the results screen. You will enter the alkalinity for the raw TOC sample (for this example, you would enter 18.2); this will be found on the paperwork. Enter NA for all filtered TOC samples.

After entering the result, you will then change the analyst field to FLD. This signifies that the result was collected in the field prior to the sample's arrival at the laboratory.



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You are now finished entering the field alkalinity results for your TOC samples.

Georgia Department of Natural Resources
Environmental Protection Division Laboratory
5804 Peachtree Corners East, Norcross GA 30092-3403

06/23/2020

JHM

REGULATED VOCS 3Y202001 3Y SAMPLING FORM

Return Samples By: July 8 2020.

Please use: INK ONLY

Collected By: Scott Houser (Print Name) Collected By: [signature] (Signature) Date: 7-7-20

*I AFFIRM THAT THE DRINKING WATER SAMPLE WAS COLLECTED IN ACCORDANCE WITH THE INSTRUCTIONS AND SAMPLING FORM ACCOMPANYING THE BOTTLE(S), THE GEORGIA RULES FOR SAFE DRINKING WATER (CHAPTER 391-3-5 ET SEQ) AND THE GEORGIA SAFE DRINKING WATER ACT(O.C.G.A. SECTION 12-5-174 ET SEQ).

Collection Information
Fill in Completely

Phone Number: 229-560-1022

Collection Date: 07 (MM) - 07 (DD) - 2020 (YYYY)

Collection Time: 11 (HH24) : 00 (MI)
(Military Time 3pm = 15:00)

CHLORINE RESIDUAL: 1.0 **mg/L**

NOTE: Residual chlorine must be recorded in the field at the time of collection. Samples received without a residual chlorine value will require recollection.

System Information
Check for Accuracy

System ID: 0270029

System Name: GREEN MEADOWS #2/QUAIL RUN

System Facility: 202 BK- 17455 GEORGIA HWY 133N WELL #2 PLANT

Sampling Point ID: 302

Schedule ID: 709632

Sampling Pt. Description: FINISHED WATER TAP

RECEIVED EPD LABS 2020 JUL -8 AM 10:07 RECEIVING LAB

COMMENTS:

(For shipping and location address changes or comments.)

Do Not Write Below This Line. For Lab Use Only.

LLA if Circled

TBlk/Kit Prepared: 6/23/2020 9:19:12 AM

40ml Vial Prod#: 7-R828

125ml Bottle Prod #: 7-R759

Sample ID AK50092
Location: 0270029
Description: green meadows #2/quail run 302
Collector: S. HOUSER
Site: 302

Received by: _____ Date Received: _____

Receipt temperature: 0.0 °C

Delivery Type	Sample Type
UPS:	1. Routine
Fed Ex: ✓	2. Confirmation
USPS:	3. Replacement
Other:	4. Source Approval
	5. Special

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LOGIN ENTRY INFORMATION – VOCs

Note: VOCs will always have travel blanks. The travel blanks for drinking water VOCs are not logged in to LabWorks.

17) SOURCE_ID# - type in or scan the WSID number listed on the paperwork. The system will automatically enter data in the Sample Description boxes after you have hit enter. Make sure the SAMPLE DESCRIPTION matches the system name on the paperwork. Using the sample on the paperwork shown above as an example, the SOURCE ID would be 2070001.
18) BOTTLE ID – All drinking water samples must have a BOTTLE ID. For a VOC, it will be shown on the paperwork as a Schedule ID. For this example, you would enter 688353.
19) SAMPLE DESCRIPTION - At the end of the sample description type the entry point ID. For this example the full sample description should read, Forsyth 302.
20) ENTRY_PT - Enter the entry point as it appears on the paperwork. For this example, the entry point would be 302.
21) SAMPLE COLLECTOR - listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter D. KING.
22) COLLECTION DATE - For this example, you would enter 05/22/2019.
23) COLLECTION TIME - type in the Time Sampled listed on the paperwork. For this example, you would enter 12:15.
24) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example you would enter 05/23/2019.
25) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example, you would enter 10:23.
26) DNR_PROJECT - Always type in VOC for a drinking water VOC sample.
27) DNR_LAB – For VOC samples, this field is left blank
28) LAB - Always type in ORGANICS for a drinking water VOC sample.
29) RECTEMP – Enter the temperature at which the samples were received. For this example, you would enter 0.0.
30) LASTTIME - type in your initials.
31) AGENCY CODE – For VOC samples, this field is used to denote sample type: Enter 1=Routine; 2=Confirmation; 3=Replacement; 4=Source Approval; 5=Special. For the travel blank you will enter T.
32) BILLING ADDRESS 1 – Enter the entry description as listed on the paperwork into this field. For this example, you would enter 202 RUSSELLVILLE WATER PLANT.
33) BILLING ADDRESS 4 – This field will be automatically populated when you enter the source ID. Do not edit this field.

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ADDITIONAL NOTES FOR LOGGING IN DRINKING WATER VOCs

- After login is complete for VOCs, the bottle ID(s) must be scanned into the Drinking Water Database as having been received at the laboratory.
- For drinking water VOCs, the travel blanks are logged in by the GC/MS laboratory and not by receiving.

TEST CODES ENTERED

#WS_524V
#GCMS2 (for regular samples)

Suitability Testing for Drinking Water Sample

COLLECTED BY: S. Butler

LAB	LAB NUMBER	DATE COL YR	MO	DA	TIME COLL		STATION NO.	COLL AG.	PER.
		13	09	25	0 8	1 5			

DEPARTMENT OF NATURAL RESOURCES
EPD LABORATORY
5804 Peachtree Corners East
Norcross, Georgia 30092-3403

RECEIVED EPD LAB 2013 SEP 25 AM 8:
RECEIVING LAB

PROJECT: Suitability Testing (BacT)

SAMPLE SITE DESCRIPTION: 2013 Suitability Test

FIELD DATA

PARAMETER		STORET CODE	VALUE
H20 Temperature	deg. C	00010	
Air Temperature	deg. C	00020	
Salinity	umho/cm	00094	
Dissolved Oxygen	mg/l	00300	
pH	(su)	00400	
Depth	ft.	00003	
Gage Height	ft.	00065	
Photic Zone	m.	00204	
Secchi Disk	m.	00078	
Tapedown	ft.	82580	
Stream Flow	cfs	00061	

Sample ID AI17508
Location: LABSPEC
Description: SUITABILITY TESTING (BAC-T) 2013
Collector: S. BUTLER
Site:

LABORATORY DATA

U	PARAMETER		STORET CODE
	Turbidity	NTU	00076
	Color	PCU	00080
	Specific Cond.	umho/cm	00095
	BOD - 5 day	mg/l	00310
	pH *	units	00403
	Tot. Alkalinity	mg/l, CaCO3	00410
	Hardness	mg/l, CaCO3	00900
	Suspended Solids	mg/l	00530
	Tot. Dissolved Solids	mg/l	70300
	Ammonia	mg/l (N)	00610
	Nitrate + Nitrite	mg/l (N)	00630
	Tot. Kjeldahl Nitrogen	mg/l	00625
	Tot. Phosphorus	mg/l (P)	00665
	Chloride	mg/l	00940
	COD	mg/l	
	Tot. Organic Carbon	mg/l	00680
	Fecal Coliform	MPN/100ml	31615

* Laboratory pH

U	PARAMETER
	Metals Scan
	Organic Scan (BNA & VOA)
	Flouride Only
✓	WQLID

Type & Number of Samples:	Delivered By & Date:	Received By & Date:	Comments:

TNH

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LOGIN ENTRY INFORMATION – Suitability Testing

1) SOURCE_ID# - LABSPEC
2) Bottle ID – Leave blank.
3) SAMPLE DESCRIPTION – SUITABILITY TESTING (BAC-T)
4) ENTRY_PT – Leave blank.
5) SAMPLE COLLECTOR - listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter S. BUTLER.
6) COLLECTION DATE - For this example, you would enter 09/25/2013.
7) COLLECTION TIME - type in the Time Sampled listed on the paperwork. For this example, you would enter 08:15.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example you would enter 09/25/2013.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example, you would enter 08:16.
10) DNR_PROJECT - SPECIAL.
11) DNR_LAB – Leave blank.
12) LAB – Bac-T.
13) RECTEMP – NA
14) LASTTIME - type in your initials.
15) AGENCY CODE – Leave blank.
16) BILLING ADDRESS 1 – Leave blank.
17) BILLING ADDRESS 4 – Leave blank.

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TEST CODES ENTERED

#WQLIQ
#MET1

Microscopic Particulate Analysis for Drinking Water Sample

Georgia Department of Natural Resources
Environmental Protection Division Laboratories
455 14th Street, NW., Atlanta, GA. 30318

Sample ID: AC65450
Location: 2530039
Description: trails end marina & resorts WELL 101
Collector: B. TOLFORD
Site: 101

Microscopic Particulate Analysis ID Form

System ID #: GA2530039 System Name: Trails End Marina + Resort

Location: Seminole County Sample Site / Sample Point: Well #101

Date Collected: 9-21-09 Time Collected: Start: 0906 Finished: 1744

Collector's Name: Bob Tolford

Uncontrolled Copy

Collection Information:

Turbidity (NTU) — Temperature 69.9

Conductivity: — Chlorine Ø

Meter reading: Before: 16632 After: 17141

Total Volume Filtered: 509 gallons

Type of Raw Water Source:

Ground Water:

- ____ Spring
- ____ Dug Well
- ____ Horizontal Well
- X Drilled Well
- ____ Infiltration Gallery
- ____ Artesian Well

Surface Water:

- ____ Lake / Reservoir
- ____ Irrigation Canal
- ____ Stream / River

Well Depth: ____ ft

Distance from River / Stream (Lake): 200'

CHAIN OF CUSTODY RECORD

RELINQUISHED BY	DATE	TIME
B. Tolford	9-22-09	0821

RECEIVED BY	DATE	TIME
ARD, A.L.	9/22/09	8:33

Preservative Confirmed
Ph <2 ____ >12 ____
Temp 5.0

LOGIN ENTRY INFORMATION – Microscopic Particulate Analysis (MPA)

6) SOURCE_ID# - System ID#. For this example, you would enter 2530039
7) Bottle ID – Leave blank.
8) SAMPLE DESCRIPTION – System name. For this example, you would enter TRAILS END MARINA & RESORT/ WELL #101
9) ENTRY_PT – Enter the entry point. .For this example, you would enter 101.
10) SAMPLE COLLECTOR - listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter B. TOLFORD.
18) COLLECTION DATE - For this example, you would enter 09/21/2009.
19) COLLECTION TIME - type in the FINISHED Time Sampled listed on the paperwork. For this example, you would enter 17:44.
20) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example you would enter 09/22/2009.
21) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example, you would enter 08:33.
22) DNR_PROJECT - MPA
23) DNR_LAB – N
24) LAB – PROTOZOAN
25) RECTEMP – Temp recorded by receiving lab. For this example, you would enter 0.0.
26) LASTTIME - type in your initials.
27) AGENCY CODE – 5
28) BILLING ADDRESS 1 – Leave blank.
29) BILLING ADDRESS 4 – Leave blank.

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TEST CODES ENTERED

#MPA
#BacX; where X= number of containers delivered to lab

Login Procedures for Program Samples

Emergency Response Team (ERT) – Water Sample

Chain of Custody Record

Georgia Department of Natural Resources
Environmental Protection Division Laboratories
5804 Peachtree Corners, East
Norcross, GA 30092-3403

Matrix Type Definition: **S** = Soil or Semi Solid, **W** = Water (Aqueous), **A** = Air, **NA** = Non Aqueous Liquid (Oil, Solvent, Etc.)

Facility: Example Facility Release	Location: 123 ABC Street, Atlanta, GA	Analysis Requested
Sampler Name: Brandon Foskey Address: 5804 Peachtree Corners East, Norcross, GA 30092	Phone: 678-248-7453 FAX: 678-248-7389	

Sample Date	Sample Time	Sample Identification (Include unique sample identifier such as sample log numbers.)	Matrix Type S	W	A	NA	Anion	BOD	Cyanide	Fecal	Metals	Nutrients (NH_3, NO_3, NO_2, TKN, TPhos)	Oil & Grease	Pesticides/PCB	SVOC	TSS/TDS	VOC
08/08/14	0830	ERT 123		✓			1	1	1	1	1	1	1		6	2	6
		ERT 123 – Trip Blank		✓													1

Number of Containers Submitted:
- 11 HALF GALLONS/CYANIDE
- 1 NUTRIENTS/SULFATES
- 1 FCOL BOTTLES
- 1 METAL BOTTLES
- 6 AMBER BOTTLES
- 1 VOC VIALS
- 1 SULFIDES/PHENOLS
- 1 OIL AND GREASE

RECEIVED EPD LAB 2014 AUG 11 PM 12:22 RECEIVING LAB

Relinquished By (Signature)	Date	Time	Relinquished By (Signature)	Date	Time	Relinquished By (Signature)	Date	Time
R Campbell	08-11-14	12:28						
Received By (Signature)	**Date**	**Time**	**Received By (Signature)**	**Date**	**Time**	**Received By (Signature)**	**Date**	**Time**

Laboratory Use Only

Received For Laboratory By (Signature)	Date	Time	Custody Intact	Custody Seal No	Laboratory Remarks:
	08-11-14	12:28	☑ Yes ☐ No		Preservative Confirmed Ph <2 ✓ Nut, Metals, O&G ; >12 ✓ CN Temp 15

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Uncontrolled Copy

Chain of Custody Record

Georgia Department of Natural Resources
Environmental Protection Division Laboratories
5804 Peachtree Corners, East
Norcross, GA 30092-3403

Matrix Type Definition: **S** = Soil or Semi Solid, **W** = Water (Aqueous), **A** = Air, **NA** = Non Aqueous Liquid (Oil, Solvent, Etc.)

Facility: Example Facility Release	Location: 123 ABC Street, Atlanta, GA	Analysis Requested
Sampler Name: Brandon Foskey Address: 5804 Peachtree Corners East, Norcross, GA 30092	Phone: 678-248-7453 FAX: 678-248-7389	

Sample Date	Sample Time	Sample Identification (Include unique sample identifier such as sample log numbers.)	Matrix Type S	W	A	NA	Cyanide	Metals	Pesticides/PCB	SVOC	VOC						
							Number of Containers Submitted										
08/08/14	0830	ERT 124	✓				1	1	1	1	1						
		ERT 124 – Trip Blank	✓								1						
												1	4 OZ JARS				
												3	8 OZ JARS				
												1	16 OZ JARS				

RECEIVED
AUG 11 2014 PM 12:36
RECEIVING LAB

Relinquished By (Signature)	Date	Time	Relinquished By (Signature)	Date	Time	Relinquished By (Signature)	Date	Time
B Campbell	08-11-14	1236						
Received By (Signature)	**Date**	**Time**	**Received By (Signature)**	**Date**	**Time**	**Received By (Signature)**	**Date**	**Time**

Laboratory Use Only

Received For Laboratory By (Signature)	Date	Time	Custody Intact	Custody Seal No	Laboratory Remarks:
	08-11-14	1236	☑ Yes ☐ No		Preservative Confirmed Ph <2 ____ >12 ____ Temp 1.8

LOGIN ENTRY INFORMATION – ERT SAMPLES

1) SOURCE_ID# - type in the Sample field ID number listed on the paperwork. For this example, you would enter ERT-123 for the water sample and ERT-124 for the sediment sample. Remember to treat trip blanks as separate samples.
2) BOTTLE ID – This field is left blank for all ERT samples.
3) SAMPLE DESCRIPTION – For the sample description, enter facility name or special identification information. For this example, enter Example Facility Release – ERT123 for the water sample and Example Facility Release – ERT124 for the sediment sample.
4) ENTRY_PT – This field is left blank for all ERT samples.
5) SAMPLE COLLECTOR - listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter B.FOSKEY for the samples themselves. For the trip blanks you would enter EPD LAB.
6) COLLECTION DATE - For this example, you would enter 08/08/2014 for all samples. The collection date for the trip blank will be different.
7) COLLECTION TIME - type in the Times Sampled listed on the paperwork. For this example you would enter 0830 for both samples. The collection time for the trip blank will be different.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example, enter 08/11/14 for all samples.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example you would enter 12:28 for the water sample and 12:36 for the sediment sample.
10) DNR_PROJECT – For all ERT samples, enter ERT into this field
11) DNR_LAB – Enter the ERT log number. For this example enter ERT123 for the water sample and ERT124 for the sediment sample.
12) LAB - Always type in ORGANICS for all ERT samples.
13) RECTEMP – Enter the temperature at which the samples were received. For this example, you would enter 1.8 for both samples.
14) LASTTIME - type in your initials.
15) AGENCY CODE – For ERT samples, this field is left blank, except for VOC travel blanks, for which a T is entered.
16) BILLING ADDRESS 1 – For ERT samples, this field is left blank.
17) BILLING ADDRESS 4 – For ERT samples, this field is left blank.

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ADDITIONAL NOTES FOR LOGGING IN ERT SAMPLES

- Emergency response samples will be highly variable as they depend on very fluid situations. The example described below assumes that we have received two samples (one sediment and one water) and that a full ERT kit analysis must be conducted.

TEST CODES ENTERED

WATER SAMPLES	*SEDIMENT SAMPLES*
#ERTWQ	#ERTSED
#MET1	#ORG2
#GCMS6 (trip blank gets #GCMS1)	#GCMS1 (for trip blank also)
#INORG7	MET1
#ORG6	#INORG1
#BAC1	

GA Department of Natural Resources

EPD Laboratory
5804 Peachtree Corners East
Norcross, GA 30092

DGS81P321

Collected By: John Donahue

Office	Date Collected (m m d d y y y y)	Time	Monitor Location Number	QA/QC	Project Office Codes
GW - Groundwater	01 15 2015	0922	GW_05_2743		GW - Groundwater

AMU Groundwater Sampling
Water
Groundwater
Sample-Routine
Final
Targeted Sampling

2015 JAN 16 PM 3:31
RECEIVING LAB

Project: EPDAMU

Site: Sycamore #2

Field Data

Parameter		Value
H20 Temperature	deg. C	21.85
Air Temperature	deg. C	—
Sp. Conductance	umho/cm	203
Dissolved Oxygen	mg/l	3.83
pH	units	7.85
Depth	ft.	501
Gage Height	ft.	—
Photic Zone	m.	—
Secchi Disk	m.	—
Tapedown	ft.	—
Stream Flow	cfs	—
Salinity	mg/ml	—
Turbidity	NTU	—
chlorophyll filtration volume	mL	—

Laboratory Data

U	Parameter	
	Ammonia	mg/l(N)
	Biochemical Oxygen Demand	mg/l
	Conductivity	umho/cm
	Laboratory pH	units
X	Nitrate/Nitrite	mg/l(N)
	Suspended Solids	mg/l
	Total Alkalinity (pH 4.5)	mg/l,CaCO3
	Total hardness by ICP	mg/l,CaCO3
	Total Kjeldahl Nitrogen	mg/l
	Total Organic Carbon	mg/l
X	Total Phosphorus	mg/l(P)
	Turbidity	NTU
	Metals Scan (TMDL)	
	Ortho-Phos	
	Pesticides(chlorinated)	
	Fecal Coliform	MPN/100ml
	Chlorophyll-a (non-acidified)	
X	Volatile Organic Compounds	

U	Parameter Code	
X	Chloride	mg/l
X	Sulfate	
X	Metals ICP	
X	Metals ICPMS (U and As)	
	Fluoride	
	Oil and Grease (HEM)	
	Color	PCU
	E. Coli	MPN/100ml
	Anions	
	Total Dissolved Solids	
	Nitrite Nitrogen	mg/l
	Nitrate Nitrogen	mg/l
	Silica	mg/l
	Total Dissolved Solids	mg/l
	Mercury	ug/l
	Benthic Chl a	

Type & Number of Samples:	Delivered By & Date:	Received By & Date:	Comments:
	John Donahue	Emily Harper	
	01/16/15	1-16-15	

Sample ID AI62976
Location: GW_05_2743
Description: Sycamore #2
Collector: J. DONAHUE
Site:

Version 0.9

or Laboratory Use ONLY

Preservative Confirmed
pH < 2 Nut/met >12
Temp 0.3

1	Half Gallons		Amber Bottles		Sulfides
1	Nutrients		Cyanide		Oil and Grease
	FCOL Bottles		Sulfates		OPHOS
1	Metal Bottles	3	VOC Vials		Chlorophyll

TNH

Unofficial Copy

Ground Water Monitoring Network – Trip Blank

GA Department of Natural Resources

EPD Laboratory
5804 Peachtree Corners East
Norcross, GA 30092

DGS81J321

Collected By: EPD

Office	Date Collected (m m d d y y y y)	Time	Monitor Location Number	QA/QC	Project Office Codes
GW - Groundwater	01 12 2015		GW_05_2743	ontrol Sample-T AMU Groundwater Sampling Water Groundwater Quality Control Sample-Trip Blank Final Targeted Sampling	GW - Groundwater

Project: EPDAMU

Site: Sycamore #2 01/15/15

Field Data

Parameter		Value
H20 Temperature	deg. C	
Air Temperature	deg. C	
Sp. Conductance	umho/cm	
Dissolved Oxygen	mg/l	
pH	units	
Depth	ft.	
Gage Height	ft.	
Photic Zone	m.	
Secchi Disk	m.	
Tapedown	ft.	
Stream Flow	cfs	
Salinity	mg/ml	
Turbidity	NTU	
chlorophyll filtration volume	mL	

Laboratory Data

U	Parameter	
	Ammonia	mg/l(N)
	Biochemical Oxygen Demand	mg/l
	Conductivity	umho/cm
	Laboratory pH	units
	Nitrate/Nitrite	mg/l(N)
	Suspended Solids	mg/l
	Total Alkalinity (pH 4.5)	mg/l,CaCO3
	Total hardness by ICP	mg/l,CaCO3
	Total Kjeldahl Nitrogen	mg/l
	Total Organic Carbon	mg/l
	Total Phosphorus	mg/l(P)
	Turbidity	NTU
	Metals Scan (TMDL)	
	Ortho-Phos	
	Pesticides(chlorinated)	
	Fecal Coliform	MPN/100ml
	Chlorophyll-a (non-acidified)	
X	Volatile Organic Compounds	

U	Parameter Code	
	Chloride	mg/l
	Sulfate	
	Metals ICP	
	Metals ICPMS (U and As)	
	Fluoride	
	Oil and Grease (HEM)	
	Color	PCU
	E. Coli	MPN/100ml
	Anions	
	Total Dissolved Solids	
	Nitrite Nitrogen	mg/l
	Nitrate Nitrogen	mg/l
	Silica	mg/l
	Total Dissolved Solids	mg/l
	Mercury	ug/l
	Benthic Chl a	

Type & Number of Samples:	Delivered By & Date:	Received By & Date:	Comments:
	John Donahue	Donald Hooper	
	01/16/15	1-16-15	

Sample ID AI62977
Location: GW_05_2743
Description: Sycamore #2/ BK
Collector: EPD LAB
Site:

For Laboratory Use ONLY

Preservative Confirmed
pH < 2 _____ >12 _____
Temp 0.3

_____ Half Gallons _____ Amber Bottles _____ Sulfides
_____ Nutrients _____ Cyanide _____ Oil and Grease
_____ FCOL Bottles _____ Sulfates _____ OPHOS
_____ Metal Bottles 1 VOC Vials BK _____ Chlorophyll

TNH

Version 0.9

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Note: Ground water monitoring samples will come with a trip blank if they have VOCs. This trip blank should be treated as a separate sample.

1) SOURCE_ID# - Scan the monitor location number into this field. For this example, it will be GW_05_2743 for both the sample and the VOC blank.
2) BOTTLE ID – Scan the document ID from the collection form. For this example it will be DGS81P321 for the sample and DGS81J321 for the VOC blank.
3) SAMPLE DESCRIPTION – This field will automatically populate when you scan the Monitor Location Number. It should match the Site Description listed on the paperwork. For the VOC blank, add BK to the end of the site description.
4) ENTRY_PT – This field is left blank for all Groundwater Monitoring samples.
5) SAMPLE COLLECTOR - listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter J. DONAHUE for the samples themselves. For the trip blank you would enter EPD LAB.
6) COLLECTION DATE - For this example, you would enter 01/15/15 for all samples.
7) COLLECTION TIME - type in the Times Sampled listed on the paperwork. For this example you would enter 0922 for the sample. The collection time for the trip blank would be 00:00.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example, enter 01/16/15 for both the samples and the trip blank.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example you would enter 15:31 for both the sample and the trip blank.
10) DNR_PROJECT – For all Groundwater Monitoring samples, enter GW into this field for both the samples and the trip blanks.
11) DNR_LAB For the samples, this field is left blank. For the trip blank, you would enter BLANK into this field.
12) LAB - Always type in INORGANIC for all Groundwater Monitoring samples including trip blanks.
13) RECTEMP – Enter the temperature at which the samples were received. For this example, you would enter 0.3 for both the sample and the trip blank.
14) LASTTIME - type in your initials.
15) AGENCY CODE – For Groundwater Monitoring samples, this field is left blank. Enter a T into this field for the trip blank.
16) BILLING ADDRESS 1 – Do not edit this field.
17) BILLING ADDRESS 4 – Do not edit this field.

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ADDITIONAL NOTES FOR LOGGING IN GROUNDWATER MONITORING

- For Groundwater Monitoring, the types of analyses requested will often vary from sample to sample. For this reason, it is important to pay special attention to what the collector has marked on the paperwork and make sure they have provided the necessary sample bottles to perform the analyses they have marked. The number of containers will also be variable and depend on the types of analyses requested.

TEST CODES

Test codes are variable. See the Test Code Guide for Water Quality Samples. (p.98-99)

Hatchery Sample

COLLECTED BY: John Lee Thomson

LAB	LAB NUMBER	DATE COL Yr	Mo	Da	TIME	COLL	STATION NO.	COLL AG.	PER.
		14	07	16	1 1 0 0	0	1 0 1 0 0 0 5 0		

PROJECT: Lake Burton Fish Hatchery

SAMPLE SITE DESCRIPTION: Final Effluent

DEPARTMENT OF NATURAL RESOURCES
EPD LABORATORY
5804 Peachtree Corners East
Norcross, Georgia 30092-3403

RECEIVED EPD LABS
2016 JUL 18 PM 1:40
RECEIVING LAB

enH

FIELD DATA

PARAMETER		STORET CODE	VALUE
H20 Temperature	deg. C	00010	
Air Temperature	deg. C	00020	
Salinity	umho/cm	00094	
Dissolved Oxygen	mg/l	00300	
pH	(su)	00400	
Depth	ft.	00003	
Gage Height	ft.	00065	
Photic Zone	m.	00204	
Secchi Disk	m.	00078	
Tapedown	ft.	82580	
Stream Flow	cfs	00061	

LABORATORY DATA

U	PARAMETER		STORET CODE
	Turbidity	NTU	00076
	Color	PCU	00080
	Specific Cond.	umho/cm	00095
X	BOD - 5 day	mg/l	00310
X	pH *	units	00403
	Tot. Alkalinity	mg/l, CaCO3	00410
	Hardness	mg/l, CaCO3	00900
X	Suspended Solids	mg/l	00530
	Tot. Dissolved Solids	mg/l	70300
	Ammonia	mg/l (N)	00610
	Nitrate + Nitrite	mg/l (N)	00630
	Tot. Kjeldahl Nitrogen	mg/l	00625
	Tot. Phosphorus	mg/l (P)	00665
	Chloride	mg/l	00940
	COD	mg/l	
	Tot. Organic Carbon	mg/l	00680
	Fecal Coliform	MPN/100ml	31615

* Laboratory pH

U	PARAMETER
	Metals Scan
	Organic Scan (BNA & VOA)
	Flouride Only
	~~HALF GALLONS/CYANIDE~~
	~~NUTRIENTS/SULFATES~~
	~~FCOL BOTTLES~~
	~~METAL BOTTLES~~
	~~AMBER BOTTLES~~
	~~VOC VIALS~~
	~~SULFIDES/PHENOLS~~
	~~OIL AND GREASE~~

Sample ID AI46220
Location: HATCH
Description: LAKE BURTON FISH HATCHERY
Collector: J. THOMSON
Site:

& Date: | Received By & Date: | Comments:

~~Preservative Confirmed~~
Ph <2 _____ >12 _____
Temp 11.6

Uncontrolled Copy

LOGIN ENTRY INFORMATION – HATCHERY SAMPLE

1) SOURCE_ID# - type in HATCH for hatchery samples.
2) BOTTLE ID – This field is left blank for all hatchery samples.
3) SAMPLE DESCRIPTION – For the sample description, enter the project name listed on the paperwork. For this example, you would enter Lake Burton Fish Hatchery.
4) ENTRY_PT – This field is left blank for all Hatchery samples.
5) SAMPLE COLLECTOR - listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter J. THOMSON.
6) COLLECTION DATE - For this example, you would enter 07/16/2014.
7) COLLECTION TIME - type in the Times Sampled listed on the paperwork. For this example you would enter 11:00.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example, enter 07/18/14.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example you would enter 13:40.
10) DNR_PROJECT – For all Hatchery samples, enter HATCH into this field.
11) DNR_LAB For Hatchery samples, this field is left blank.
12) LAB - Always type in INORGANIC for all Hatchery samples.
13) RECTEMP – Enter the temperature at which the samples were received. For this example, you would enter 11.6 for both the sample and the trip blank.
14) LASTTIME - type in your initials.
15) AGENCY CODE – For Hatchery samples, this field is left blank.
16) BILLING ADDRESS 1 – Do not edit this field.
17) BILLING ADDRESS 4 – Do not edit this field.

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ADDITIONAL NOTES FOR LOGGING IN HATCHERY

- For Hatchery samples, the types of analyses requested will often vary from sample to sample. For this reason, it is important to pay special attention to what the collector has marked on the paperwork and make sure they have provided the necessary sample bottles to perform the analyses they have marked. The number of containers will also be variable and depend on the types of analyses requested.

TEST CODES

Test codes are variable. See the Test Code Guide for Water Quality Samples. (p. 98-99)

Hazardous Waste Samples – Analysis Request for Sediment

HAZARDOUS WASTE MANAGEMENT BRANCH (HWMB)
REQUEST FOR LABORATORY ANALYSIS

Facility Name/Location: *Hunstman Chemical Corporation, Rome, Floyd County, Georgia*

Task Code: N/A

Sample Collected By/Phone: Hayes / Medina / Taft / 404-657-8600

Collection Date/Time: JUNE 02, 2014 / 07:35

Date Submitted To Lab: JUNE 03, 2014

HWMB LOG NUMBER: HW 11740
(File a separate Request Sheet for each sample point)

Sample ID A141974
Location: HWMB
Description: HUNSTMAN CHEMICAL CORPORATION HW 11740
Collector: HAYES/MEDINA/TAFT
Site: STA-01

Analysis Needed By: Routine X Othe

Sample Description (check one)

Waste ____ Soil/Sediment X Sludge ____

Ground Water ____ Surface Water ____ Drinking Water Well ____

Concentration of Organics Requested (estimated): High____ Low____ Other (specify) ____

Describe Sample Including Source and Known Properties (e.g., station number, pH);

STA-01-SD

RECEIVED EPD LABS 2014 JUN -3 PM 12:19 RECEIVING LAB

Applicable Hazardous Waste Codes (if known) ____

Special Precautions: ____

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ANALYSIS REQUIRED

(Note: Totals will always be run first; a TCLP will subsequently be run only if the total value indicates a positive TCLP could result.)

1. TOTAL ORGANICS

Semi-Volatiles (Acid & Base\Neutral)	X
Volatiles	X
Pesticides	X
Herbicides	
Organophosphorous Pesticides	
PCB	X
BETX	
Total Petroleum Hydrocarbon	

2. TOTAL METALS

ICP Metals Scan (Ag,As,Ba,Cd,Cr,Ni,Pb,Se)	X
Mercury	X
Metals Special Requests:	
Cyanide	X

Organics Special Requests: ____

3. TCLP ORGANICS

Volatiles ____ Pesticides ____
Semi-Volatiles (Acid & Base/Neutral) ____ Herbicides ____
Additional Specific Organics for TCLP: ____

1 4 OZ. JARS
4 8 OZ. JARS
1 16 OZ. JARS
4 En Core

4. TCLP METALS ANALYSIS

TCLP Metals (Ag,As,Ba,Cd,Cr,Ni,Pb,Se) ____ Additional Metals for TCLP: ____
Mercury ____

5. ADDITIONAL ANALYSIS REQUESTED: ____

Reviewed By: (HWMB): ____ Date: ____ Reviewed By (EPD Lab): ____
Approved By:(HWMB): ____ Date: ____ Date (EPD Lab): ____

Preservative Confirmed
Ph <2 ____ >12 ____
Temp 1.2

AAA

Hazardous Waste Samples – Analysis Request for Water

HAZARDOUS WASTE MANAGEMENT BRANCH (HWMB)
REQUEST FOR LABORATORY ANALYSIS

Facility Name/Location: *Hunstman Chemical Corporation, Rome, Floyd County, Georgia*

Task Code: N/A

Sample Collected By/Phone: HAYES / MEDINA / TAFT / 404-657-8600

Collection Date/Time: JUNE 02, 2014 / 07:24

Date Submitted To Lab: JUNE 03, 2014

HWMB LOG NUMBER: HW 11739
(File a separate Request Sheet for each sample point)

Sample ID AI41987
Location: HWMB
Description: HUNSTMAN CHEMICAL CORPORATION HW 11739
Collector: HAYES/MEDINA/TAFT
Site: STA-01

Analysis Needed By: Routine X Other (s

Sample Description (check one)

Waste ____ Soil/Sediment ____ Sludge ____

Ground Water ____ Surface Water X Drinking Water Well ____

Concentration of Organics Requested (estimated): High____ Low____ Other (specify) ____

Describe Sample Including Source and Known Properties (e.g., station number, pH);

STA-01-SW

RECEIVED EPD LABS 2014 JUN -3 PM 12 19 RECEIVING LAB

Applicable Hazardous Waste Codes (if known) ____ ____ ____

Special Precautions: ____

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ANALYSIS REQUIRED

(Note: Totals will always be run first; a TCLP will subsequently be run only if the total value indicates a positive TCLP could result.)

1. TOTAL ORGANICS
   - Semi-Volatiles (Acid & Base\Neutral): X
   - Volatiles: X
   - Pesticides: X
   - Herbicides: ____
   - Organophosphorous Pesticides: ____
   - PCB: X
   - BETX: ____
   - Total Petroleum Hydrocarbon: ____

2. TOTAL METALS
   - ICP Metals Scan (Ag,As,Ba,Cd,Cr,Ni,Pb,Se): X
   - Mercury: X
   - Metals Special Requests: ____
   - Cyanide: X

Organics Special Requests: ____

3. TCLP ORGANICS
   - Volatiles: ____
   - Semi-Volatiles (Acid & Base/Neutral): ____
   - Pesticides: ____
   - Herbicides: ____
   - Additional Specific Organics for TCLP: ____

4. TCLP METALS ANALYSIS
   - TCLP Metals (Ag,As,Ba,Cd,Cr,Ni,Pb,Se): ____
   - Mercury: ____
   - Additional Metals to Analyze: ____

5. ADDITIONAL ANALYSIS REQUESTED: ____

1 HALF GALLONS/CYANIDE
NUTRIENTS/SULFATES
ECOL BOTTLES
2 METAL BOTTLES
6 AMBER BOTTLES
4 VOC VIALS
SULFIDES/PHENOLS
OIL AND GREASE

Reviewed By: (HWMB): ____ Date: ____
Approved By:(HWMB): ____ Date: ____

Reviewed By (EPD Lab): ____
Date (EPD Lab): ____

Preservative Confirmed
Ph <2 Met >12 CN
Temp 1.2
AAA

PA/SI Sub-Unit Chain of Custody Record

Georgia Department of Natural Resources
Environmental Protection Division Laboratories
5804 Peachtree Corners, East
Norcross, Georgia 30092-3403

Matrix Codes:
TS=Trip Blank Soil, **TW**=Trip Blank Water, **SF**=Surface Soil, **SB**=Subsurface Soil, **SD**=Sediment, **PW**=Potable Water, **MS**=Municipal Water Supply, **IW**=Industrial Well **SW**=Surface Water, **GW**=Groundwater, **WA**=Waste, **WW**=Wastewater, **EB**=Equipment Blank

Site Name: Huntsman Chemical Corporation

Site Location: Rome, Floyd County

Sampler Name(s): Hayes/Medina/Taft

Phone: 404-657-8600

Sampler Address: 2 Martin Luther King, Jr. Drive
Suite 1462-East Tower
Atlanta, Georgia 30334

Fax: 404-651-9425

Analyses Requested

Sample Date	Sample Time	Sample Identification (Include unique sample identifier such as sample log numbers.)	Station ID	Matrix Code	Task Code	VOC (Volatiles)	SVOC (Semi-Vols)	PESTICIDES, PCB	METALS, MERCURY	CYANIDE				
						Number of Containers Submitted								
06/02/14	07:24	HW11739	STA-01	SW	N/A	4	3	3	2	1				
06/02/14	07:35	HW11740	STA-01	SD	N/A	5	2	1	1	1				
06/02/14	07:24	HW11761	STA-01	TW	N/A	1	-	-	-	-				
06/02/14	07:35	HW11762	STA-01	TS	N/A	1	-	-	-	-				

Relinquished By (Signature)	Date	Time	Relinquished By (Signature)	Date	Time	Relinquished By (Signature)	Date	Time
Andrew S. Taft	6/2/2014	18:05	[illegible]	6/3/14	11:55			
Received By (Signature)	**Date**	**Time**	**Received By (Signature)**	**Date**	**Time**	**Received By (Signature)**	**Date**	**Time**
[illegible]	6/2/14	18:05						

Laboratory Use Only

Received For Laboratory By (Signature)	Date	Time	Custody Intact	Custody Seal No	Laboratory Remarks:
S Hammond	6/3/14	11:55	☐ Yes ☐ No		Temp: 1.2

Revised: 03/18/2013

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LOGIN ENTRY INFORMATION – HAZARDOUS WASTE SAMPLES

1) SOURCE_ID# - type in HWMB for hazardous waste samples both sediment and water (trip blanks included).
2) BOTTLE ID – This field is left blank for all hazardous waste samples.
3) SAMPLE DESCRIPTION – For the sample description, enter the facility/site name listed on the paperwork followed by the HWMB log number. For this example, you would enter Huntsman Chemical Corporation HW11740 for the sediment sample and Huntsman Chemical Corporation HW11739 for the water sample. For the water trip blank you would enter Huntsman Chemical Corporation HW11761 WTR-BK. For the sediment trip blank you would enter Huntsman Chemical Corporation HW11762 SD-BK
4) ENTRY_PT – For this field, enter the Station ID from the Chain of Custody form. For this example you would enter STA-01 for all samples including the trip blanks.
5) SAMPLE COLLECTOR - listed on paperwork. Type all names as listed. For this example, you would enter HAYES/MEDINA/TAFT for all samples including blanks.
6) COLLECTION DATE - For this example, you would enter 06/02/2014 for all samples, including the trip blanks.
7) COLLECTION TIME - type in the Times Sampled listed on the paperwork. For this example you would enter 07:24 for the water sample and water trip blank and 07:35 for the sediment sample and sediment trip blank.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example, enter 06/03/14.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example you would enter 12:19 for both samples and the trip blanks.
10) DNR_PROJECT – For all hazardous waste samples, enter HW into this field.
11) DNR_LAB – Enter the HWMB Log Number (For this example enter HW11740).
12) LAB - Always type in ORGANICS for hazardous waste samples.
13) RECTEMP – Enter the temperature at which the samples were received. For this example, you would enter 1.2 for both samples and the trip blanks.
14) LASTTIME - type in your initials.
15) AGENCY CODE – For hazardous waste samples, enter the matrix code from the chain of custody forms. For this example you would enter one of the following: 1) SW (for water samples); 2) SD (for sediment samples); 3) TW (for water trip blank); 4) TS (for sediment trip blanks.
16) BILLING ADDRESS 1 – This field is left blank.
17) BILLING ADDRESS 4 – For hazardous waste samples, you would enter the task code listed on the chain of custody if one is listed. Leave blank if nothing is listed (as in the example above).

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ADDITIONAL NOTES FOR LOGGING IN HAZARDOUS WASTE

- For hazardous waste samples, the types of analyses requested will often vary from sample to sample. For this reason, it is important to pay special attention to what the collector has marked on the paperwork and make sure they have provided the necessary sample bottles to perform the analyses they have marked. Below is a list of test codes relevant to hazardous waste samples. You may use all or some of these on any given sample.

TEST CODES

Sediment Samples
#TTO_SED
#PESTSED
#PCBSED
#TAL_S
CNTALSED
#VOA_SED (travel blank only)
Any container number test codes

Waste Samples

#TTO_WST
#PESTWST
#PCBWST
#TAL_WS
CNTALSED
#VOA_WTR
Any container number test codes

Water Samples

#TTO_WAT
#PESTH2O
#PCBH2O
#TAL_L
CNTAL
#VOA_WTR (for travel blank)
Any container number test codes

Drinking Water Samples

$IMSI (manually remove the Fluoride analysis
FCOL-MPN
TCOL-MPN
NO2
#DWNIT
#WS_524
#SOC_TOT
CN
#SOCTOTB (For 504 Travel Blank)
#525 (For 525 Travel Blank)
Any container number test codes

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Land Protection Branch (LPB) – Analysis Request

LAND PROTECTION
REQUEST FOR LABORATORY ANALYSIS

Facility Name/Location: Pure Mike's Eastside BP / Glynn Co
Sample Collected By/Phone: W. P. Logan - 404.362.4529
Collection Date: 1-28-09
Date Submitted To Lab: 1-29-09 LAB No.
LP LOG NUMBER: MW-1
(File a separate Reqest Sheet for each sample point)

Sample ID AG44579
Location: LPB
Description: MIKE'S EASTSIDE BP/LPB-MW-1
Collector: W. LOGAN
Site:

Analysis Needed By: Routine ✓ Other (speci

Sample Description (check one)
Waste ___ Soil/Sedimer
Ground Water ✓ Surface Water ___ Drinking Water Well ___

Conncentration of Organics Requested (estimated): High ___ Low ___ Other (e.g., rinse blank - specify) ___

Describe Sample Including Source And Known Properties (e.g., pH, concentration):

Applicable Hazardous Waste Codes (if known)

Special Precautions:

ANALYSIS REQUIRED

(Note: Totals will always be run first. A TCLP will subsequently be run only if the total value indicates a positive TCLP could result.)

1. TOTAL ORGANICS

Semi-Volatiles (Acid & Base/Neutral) ___
Volatiles ___
Pesticides ___
Herbicides ___
Organophosphorous Pesticides ___
PCB ___
BETX X
Total Petroleum Hydrocarbon ___
Organics Special Request:

2. TOTAL METALS

ICP Metals Scan (Ag, As, Ba, Cd, Cr, Ni, Pb, Se) ___
Mercury ___
Metals Special Request:

___ HALF GALLONS/CYANIDE
___ NUTRIENTS/SULFATES
___ FCOL BOTTLES
___ METAL BOTTLES
___ AMBER BOTTLES
3 VOC VIALS
___ SULFIDES/PHENOLS
___ OIL AND GREASE

RECEIVED EPD LABS
2009 JAN 29 AM 7:45
RECEIVING LAB

3. TCLP ORGANICS

Volatiles ___ Pesticides ___
Semi-Volatiles (Acid & Base/Neutral) ___ Herbicides ___
Additional Specific Organics For TCLP:

Preservative Confirmed
Pb <2 ___ >12 ___
Time 0:00

4. TCLP METALS ANALYSIS

TCLP Metals (Ag, As, Ba, Cd, Cr, Ni, Pb, Se) ___ Additional Metals For TCLP:
Mercury ___

5. ADDITIONAL ANALYSIS REQUESTED (see list on back):

Reviewed By (LP): ___ Date: ___ Received By (EPD Lab): ___ AMA

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Chain of Custody Record

Georgia Department of Natural Resources
Environmental Protection Division Laboratories
455 14th Street NW
Atlanta, GA 30318

Matrix Type Definition: **S** = Soil or Semi Solid, **W** = Water (Aqueous), **A** = Air, **NA** = Non Aqueous Liquid (Oil, Solvent, Etc.)

Facility: RSR - McKis Brotsche BP	Location: Brunswick, GA, Glynn Co
Sampler Name: W. E. Logan	Phone: 404. 362 4529
Address: USTMP - EPD	FAX:

Analysis Requested: RTI 81

Sample Date	Sample Time	Sample Identification (Include unique sample identifier such as sample log numbers.)	Matrix Type S	Matrix Type W	Matrix Type A	Matrix Type NA	Number of Containers Submitted
1/28/09	1100	MW-2		X			
1/28/09	1115	MW-5		X			
1/28/09	1130	MW-1		X			
1/28/09	1145	MW-6		X			

Relinquished By (Signature)	Date	Time	Relinquished By (Signature)	Date	Time	Relinquished By (Signature)	Date	Time
W. E. Logan	1/29/09	0738						
Received By (Signature)	**Date**	**Time**	**Received By (Signature)**	**Date**	**Time**	**Received By (Signature)**	**Date**	**Time**

Laboratory Use Only

Received For Laboratory By (Signature)	Date	Time	Custody Intact	Custody Seal No	Laboratory Remarks:
ABD: Ali	1/29/09	7:38	☐ Yes ☑ No		TEMP 0-2

1) SOURCE_ID# - type in LPB for land protection samples both sediment and water (trip blanks included).
2) BOTTLE ID – This field is left blank for all land protection samples.
3) SAMPLE DESCRIPTION – For the sample description, enter the facility/site name listed on the paperwork followed by the LPB log number. For this example, you would enter Mike's Eastside BP/LPB-MW-1.
4) ENTRY_PT – This field is left blank for all land protection samples.
5) SAMPLE COLLECTOR - listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter W. LOGAN.
6) COLLECTION DATE - For this example, you would enter 01/28/2009 for all samples, including the trip blanks.
7) COLLECTION TIME - type in the Times Sampled listed on the paperwork. For this example you would enter 11:30.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example, enter 01/29/2009.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example you would enter 07:49.
10) DNR_PROJECT – For all land protection samples, enter LPB into this field.
11) DNR_LAB – For land protection samples, enter LPB followed by the sample ID. For this example you would enter LPB-MW-1.
12) LAB - Always type in ORGANICS for land protection samples.
13) RECTEMP – Enter the temperature at which the samples were received. For this example, you would enter 0.0 for both samples and the trip blanks.
14) LASTTIME - type in your initials.
15) AGENCY CODE – For land protection samples, this field is left blank.
16) BILLING ADDRESS 1 – For land protection samples, you would enter GA Env. Protection Division.
17) BILLING ADDRESS 4 – Do not edit this field.

Uncontrolled Copy

ADDITIONAL NOTES FOR LOGGING IN LAND PROTECTION

- For land protection samples, the types of analyses requested will often vary from sample to sample. For this reason, it is important to pay special attention to what the collector has marked on the paperwork and make sure they have provided the necessary sample bottles to perform the analyses they have marked. The number of containers will also be variable and depend on the types of analyses requested.

TEST CODES ENTERED

Test codes are variable.

COLLECTED BY: Mike Rodock - NE District

DEPARTMENT OF NATURAL RESOURCES
EPD LABORATORY
455 14th Street
Atlanta, Georgia 30318

RECEIVED
LAB LABORATORIES
2002 OCT 31 AM 10: 07
RECEIVING LAB

LAB	LAB NUMBER	DATE COL Yr	Mo	Da	TIME COLL	STATION NO.	COLL AG.	PER.
		02	10	29	1130			

PROJECT: Rooty Creek Watershed

SAMPLE SITE DESCRIPTION: Rooty Creek Near roosters

FIELD DATA

PARAMETER		STORET CODE	VALUE
H20 Temperature	deg. C	00010	
Air Temperature	deg. C	00020	
Salinity	umho/cm	00094	
Dissolved Oxygen	mg/l	00300	
pH	(su)	00400	
Depth	ft.	00003	
Gage Height	ft.	00065	
Photic Zone	m.	00204	
Secchi Disk	m.	00078	
Tapedown	ft.	82580	
Stream Flow	cfs	00061	

LABORATORY DATA

✔	PARAMETER		STORET CODE
	Turbidity	NTU	00076
	Color	PCU	00080
	Specific Cond.	umho/cm	00095
	BOD - 5 day	mg/l	00310
	pH *	units	00403
	Tot. Alkalinity	mg/l, CaCO3	00410
	Hardness	mg/l, CaCO3	00900
	Suspended Solids	mg/l	00530
	Tot. Dissolved Solids	mg/l	70300
✓	Ammonia	mg/l (N)	00610
✓	Nitrate + Nitrite	mg/l (N)	00630
	Tot. Kjeldahl Nitrogen	mg/l	00625
✓	Tot. Phosphorus	mg/l (P)	00665
	Chloride	mg/l	00940
	COD	mg/l	
	Tot. Organic Carbon	mg/l	00680
	Fecal Coliform	MPN/100ml	31615

* Laboratory pH

✔	PARAMETER	STORET CODE
	Metals Scan	
	Organic Scan (BNA & VOA)	
	Preservation Confirmed	
	HALF GALLONS/CYANIDE	
	NUTRIENTS/SULFATES	
	FCOL BOTTLES	
	METAL BOTTLES	
	AMBER BOTTLES	
	VOC VIALS	
	SULFIDES/PHENOLS	
	OIL AND GREASE	

Type & Number of Samples :	Delivered By & Date:	Received By & Date:	Comments:

TNB

RECPT TEMP 0.0°

Region Sample

Uncontrolled Copy

LOGIN ENTRY INFORMATION – REGION SAMPLES

1) SOURCE_ID# - type in REG plus the district suffix listed on the paperwork. For this example, you would enter REG-NE.
2) BOTTLE ID – This field is left blank for all region samples.
3) SAMPLE DESCRIPTION – For the sample description, enter the project name and sample site description listed on the paperwork. For this example, you would enter Rooty Crk Watershed/Rooty Creek near Roosters.
4) ENTRY_PT – This field is left blank for all region samples.
5) SAMPLE COLLECTOR - listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter M. RODOCK.
6) COLLECTION DATE - For this example, you would enter 10/29/2002.
7) COLLECTION TIME - type in the Times Sampled listed on the paperwork. For this example you would enter 11:30.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example, enter 10/31/2002.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example you would enter 10:07.
10) DNR_PROJECT – For all region samples, enter REG into this field.
11) DNR_LAB – For region samples, this box is left blank.
12) LAB - Always type in INORGANIC for region samples.
13) RECTEMP – Enter the temperature at which the samples were received. For this example, you would enter 0.0.
14) LASTTIME - type in your initials.
15) AGENCY CODE – For region samples, this field is left blank.
16) BILLING ADDRESS 1 – Do not edit this field.
17) BILLING ADDRESS 4 – Do not edit this field.

Uncontrolled Copy

ADDITIONAL NOTES FOR LOGGING IN REGION SAMPLES

- For region samples, the types of analyses requested will often vary from sample to sample. For this reason, it is important to pay special attention to what the collector has marked on the paperwork and make sure they have provided the necessary sample bottles to perform the analyses they have marked. The number of containers will also be variable and depend on the types of analyses requested.

TEST CODES ENTERED

Test codes are variable. See the Test Code Guide for Water Quality Samples. (p.98-99)

Uncontrolled Copy

COLLECTED BY: J L LOYD

LAB NUMBER	DATE COLL Yr	Mo	Da	TIME COLL	STATION NO.	COLL AG.	PER.
	02	09	16	1515			

DEPARTMENT OF NATURAL RESOURCES
EPD LABORATORY
455 14th Street
Atlanta, Georgia 30318

RECEIVED
EPD LABORATORIES
2002 SEP 17 PM 12:00
RECEIVING LAB

PROJECT: AMICALOLA FALLS STATE PARK

SAMPLE SITE DESCRIPTION: GROUNDWELL # 2

FIELD DATA

PARAMETER		STORET CODE	VALUE
H20 Temperature	deg. C	00010	
Air Temperature	deg. C	00020	
Salinity	umho/cm	00094	
Dissolved Oxygen	mg/l	00300	
pH	(su)	00400	
Depth	ft.	00003	
Gage Height	ft.	00065	
Photic Zone	m.	00204	
Secchi Disk	m.	00078	
Transdown	ft.	82580	

LABORATORY DATA

✔	PARAMETER		STORET CODE
	Turbidity	NTU	00076
	Color	PCU	00080
✔	Specific Cond.	umho/cm	00095
	BOD - 5 day	mg/l	00310
✔	pH *	units	00403
	Tot. Alkalinity	mg/l, CaCO3	00410
	Hardness	mg/l, CaCO3	00900
	Suspended Solids	mg/l	00530
	Tot. Dissolved Solids	mg/l	70300
	Ammonia	mg/l (N)	00610
✔	Nitrate + Nitrite	mg/l (N)	00630
	Tot. Kjeldahl Nitrogen	mg/l	00625
	Tot. Phosphorus	mg/l (P)	00665
	Chloride	mg/l	00940
	COD	mg/l	
	Tot. Organic Carbon	mg/l	00680
✔	Fecal Coliform	MPN/100ml	31615

* Laboratory pH

✔	PARAMETER
	Metals Scan
	Organic Scan (BNA & VOA)
1	HALF GALLONS/CYANIDE
1	NUTRIENTS/SULFATES
1	FCOL BOTTLES
	METAL BOTTLES
	AMBER BOTTLES
	VOC VIALS
	SULFIDES/PHENOLS
	OIL AND GREASE
	Preservation Confirmed By pH

Number of Samples:	Delivered By & Date:	Received By & Date:	Comments:
	Bonnie Kelly 9/17/02	Sarah Bailey 9-17-02	

RECPT TEMP 0.0 TNB

State Parks Sample

LOGIN ENTRY INFORMATION – STATE PARK SAMPLES

1) SOURCE_ID# - type in PARKS for all state park samples.
2) BOTTLE ID – This field is left blank for all region samples.
3) SAMPLE DESCRIPTION – For the sample description, enter the project name and sample site description listed on the paperwork. For this example, you would enter Amicalola Falls/Groundwell #2.
4) ENTRY_PT – This field is left blank for all state park samples.
5) SAMPLE COLLECTOR - listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter J. LOYD.
6) COLLECTION DATE - For this example, you would enter 09/16/2002.
7) COLLECTION TIME - type in the Times Sampled listed on the paperwork. For this example you would enter 15:15.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example, enter 09/17/2002.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example you would enter 12:00.
10) DNR_PROJECT – For all state park samples, enter PARKS into this field.
11) DNR_LAB – For state park samples, this box is left blank.
12) LAB - Always type in INORGANIC for state park samples.
13) RECTEMP – Enter the temperature at which the samples were received. For this example, you would enter 0.0.
14) LASTTIME - type in your initials.
15) AGENCY CODE – For region samples, this field is left blank.
16) BILLING ADDRESS 1 – Do not edit this field.
17) BILLING ADDRESS 4 – Do not edit this field.

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ADDITIONAL NOTES FOR LOGGING IN STATE PARK SAMPLES

- For state park samples, the types of analyses requested will often vary from sample to sample. For this reason, it is important to pay special attention to what the collector has marked on the paperwork and make sure they have provided the necessary sample bottles to perform the analyses they have marked. The number of containers will also be variable and depend on the types of analyses requested.

TEST CODES ENTERED

Test codes are variable. See the Test Code Guide for Water Quality Samples. (p. 98-99)

United State Geological Survey (USGS) Sample & Columbus Water Works

GA Department of Natural Resources

EPD Laboratory
5804 Peachtree Corners East
Norcross, GA 30092

5CA86P52B

Collected By: Esy

Office	Date Collected (m m d d y y y y)	(EST) Time	Monitor Location Number	QA/QC	Project Office Codes
USGS Data	01222015	0840	RV_14_4851		USGS Data
					USGS Cooperative Agreement
					Water
					Surface Water
					Sample-Routine
					Preliminary
					Targeted Sampling

Project: 2015 USGS-Georgia EPD Cooperative Water-Quality Monitoring Program

Site: 02393000 NOONDAY CREEK AT GA 92, NEAR WOODSTOCK, GA

RECEIVED EPD LABS
2015 JAN 23 AM 8:22
RECEIVING LAB

Field Data

Parameter		Value
H20 Temperature	deg. C	7.94
Air Temperature	deg. C	2.2
Sp. Conductance	umho/cm	250
Dissolved Oxygen	mg/l	9.83
pH	units	7.18
Depth	ft.	
Gage Height	ft.	
Photic Zone	m.	
Secchi Disk	m.	
Tapedown	ft.	
Stream Flow	cfs	
Salinity	mg/ml	
Turbidity	NTU	
chlorophyll filtration volume	mL	

Laboratory Data

U	Parameter	
X	Ammonia	mg/l(N)
X	Biochemical Oxygen Demand	mg/l
X	Conductivity	umho/cm
X	Laboratory pH	units
X	Nitrate/Nitrite	mg/l(N)
X	Suspended Solids	mg/l
X	Total Alkalinity (pH 4.5)	mg/l,CaCO3
X	Total hardness by ICP	mg/l,CaCO3
X	Total Kjeldahl Nitrogen	mg/l
X	Total Organic Carbon	mg/l
X	Total Phosphorus	mg/l(P)
X	Turbidity	NTU
	Metals Scan (TMDL)	
X	Ortho-Phos	
	Pesticides(chlorinated)	
	Fecal Coliform	MPN/100ml
	Chlorophyll-a (non-acidified)	
	Volatile Organic Compounds	

U	Parameter Code	
	Chloride	mg/l
	Sulfate	
	Metals ICP	
	Metals ICPMS (U and As)	
	Fluoride	
	Oil and Grease (HEM)	
	Color	PCU
	E. Coli	MPN/100ml
	Anions	
	Total Dissolved Solids	
	Nitrite Nitrogen	mg/l
	Nitrate Nitrogen	mg/l
	Silica	mg/l
	Total Dissolved Solids	mg/l

Type & Number of Samples:	Delivered By & Date:	Received By & Date:	Comments:
4	[illegible] 01/23/15	[illegible] 1-23-15	

TNH

Sample ID AI63310
Location: RV_14_4851
Description: Noonday Creek at Georgia Highway 92 (prorate for Nor
Collector: ESY
Site:

or Laboratory Use ONLY

Preservative Confirmed
pH < 2 Nut >12
Temp 0.0

1 Half Gallons	Amber Bottles	Sulfides
1 Nutrients	Cyanide	Oil and Grease
FCOL Bottles	Sulfates	1 OPHOS
1 Metal Bottles	VOC Vials	Chlorophyll

Version 0.9

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LOGIN ENTRY INFORMATION – USGS SAMPLES & COLUMBUS WATER WORKS

1) SOURCE_ID# - Scan the Monitor Location Number from the paperwork. For this example it should read RV_14_4851. The system will automatically enter data in the Sample Description boxes after you have hit enter. Make sure the SAMPLE DESCRIPTION matches the site description on the paperwork.
2) BOTTLE ID – Scan the document ID from the collection form. For this example it will read, 5CA86P52B.
3) SAMPLE DESCRIPTION – This field will already be filled in. Make sure it matches what is on the paperwork.
4) ENTRY_PT – This field is left blank for all USGS and Columbus Water Works samples.
5) SAMPLE COLLECTOR - listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter ESY.
6) COLLECTION DATE - For this example, you would enter 01/22/2015.
7) COLLECTION TIME - type in the Times Sampled listed on the paperwork. For this example you would enter 08:40.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example, enter 01/23/2015.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example you would enter 8:22.
10) DNR_PROJECT – For all USGS samples, enter USGS into this field. For Columbus Water Works, enter WQ-CWW.
11) DNR_LAB – Leave this field blank.
12) LAB - Always type in INORGANIC for USGS and Columbus Water Works samples.
13) RECTEMP – Enter the temperature at which the samples were received. For this example, you would enter 0.0.
14) LASTTIME - type in your initials.
15) AGENCY CODE – For these samples, this field is left blank.
16) BILLING ADDRESS 1 – Do not edit this field.
17) BILLING ADDRESS 4 – Do not edit this field.

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ADDITIONAL NOTES FOR LOGGING IN USGS & COLUMBUS WW SAMPLES

- For these samples, the types of analyses requested will often vary from sample to sample. For this reason, it is important to pay special attention to what the collector has marked on the paperwork and make sure they have provided the necessary sample bottles to perform the analyses they have marked. The number of containers will also be variable and depend on the types of analyses requested.
- After the samples have been logged in, you must enter the field data listed on the left-hand side of the collection form. See the following pages for details on how to enter this data.

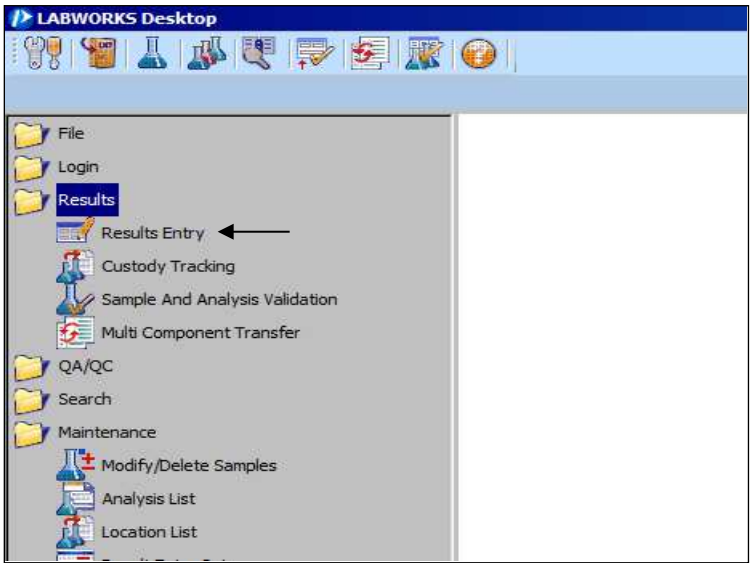
TEST CODES ENTERED

Test codes are variable. See the Test Code Guide for Water Quality Samples. (p. 98-99)

ENTERING FIELD DATA FOR USGS & COLUMBUS WW SAMPLES

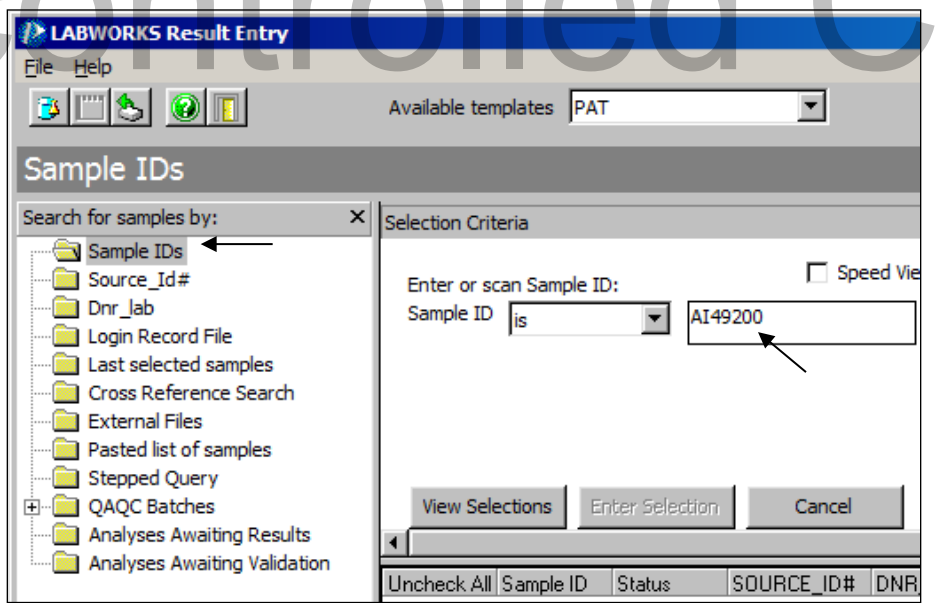
From the LabWorks desktop:

- Click Results
- Click Results Entry



You should then see the following screen:

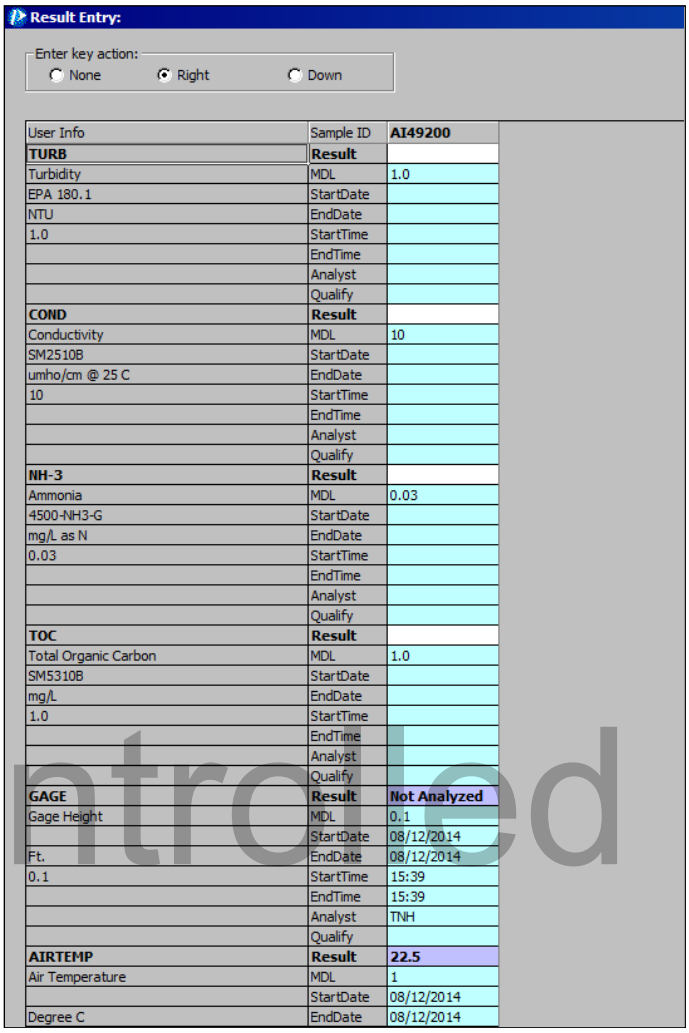
Uncontrolled Copy



Make sure that Sample IDs is highlighted on the left side of the screen and type the Sample ID into the search field.

- Click View Selections
- Click Enter Selection

You should then see the following screen:



Result Entry:

Enter key action: None Right Down

User Info	Sample ID	AI49200
TURB	Result	
Turbidity	MDL	1.0
EPA 180.1	StartDate	
NTU	EndDate	
1.0	StartTime	
	EndTime	
	Analyst	
	Qualify	
COND	Result	
Conductivity	MDL	10
SM2510B	StartDate	
umho/cm @ 25 C	EndDate	
10	StartTime	
	EndTime	
	Analyst	
	Qualify	
NH-3	Result	
Ammonia	MDL	0.03
4500-NH3-G	StartDate	
mg/L as N	EndDate	
0.03	StartTime	
	EndTime	
	Analyst	
	Qualify	
TOC	Result	
Total Organic Carbon	MDL	1.0
SM5310B	StartDate	
mg/L	EndDate	
1.0	StartTime	
	EndTime	
	Analyst	
	Qualify	
GAGE	Result	Not Analyzed
Gage Height	MDL	0.1
	StartDate	08/12/2014
Ft.	EndDate	08/12/2014
0.1	StartTime	15:39
	EndTime	15:39
	Analyst	TNH
	Qualify	
AIRTEMP	Result	22.5
Air Temperature	MDL	1
	StartDate	08/12/2014
Degree C	EndDate	08/12/2014

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Scroll down to enter the results for the following fields. If there is no value in these fields, enter NA:

- Gage
- Air Temp
- H_2O Temp
- DO
- TapeDown
- FPH
- FCOND
- DEPTH

Once you have entered this data. Click the SAVE button in the upper right-hand corner.

Water Pollution Control Program (WPCP) or Facilities Management Unit (FMU) Sample

GA Department of Natural Resources

EPD Laboratory
5804 Peachtree Corners E
Norcross GA 30092

COLLECTED BY: Phipps

AWS87P322

RECEIVED
EPD LABS
2017 SEP -7 PM 12:35
RECEIVING LAB

LAB	LAB NUMBER	DATE COLL (mm/dd/yy)	TIME		QA/QC	PROJECT OFFICE CODES
		090717	0930	PO_12_2397	___ BLANK ___ REPLICATE	WPCP FMU - 7 MLK Jr. Drive, Suite 450

PROJECT: Cobb County South WRF

Composite Date/Time - 9/6-7/17 0930-0930

SAMPLE SITE DESCRIPTION: Effluent

Grab Date/Time -

FIELD DATA

PARAMETER		STORET CODE	VALUE
H20 Temperature	deg. C	00010	
Air Temperature	deg. C	00020	
Sp. Conductance	umho/cm	00094	
Dissolved Oxygen	mg/l	00300	
pH	units	00400	
Depth	ft.	00003	
Gage Height	ft.	00065	

LABORATORY DATA

U	PARAMETER		STORET CODE	Grab or Composite	Grab Time
	Turbidity	NTU	00076		
	Color	PCU	00080		
	Specific Cond.	umho/cm	00095		
✓	BOD - 5 day ← ⊆ BOD	mg/l	00310		
	pH *	units	00403		
	Tot. Alkalinity	mg/l, CaCO3	00410		
	Hardness	mg/l, CaCO3	00900		
✓	Suspended Solids	mg/l	00530		
	Tot. Dissolved Solids	mg/l	70300		
✓	Ammonia	mg/l (N)	00610		
✓	Nitrate + Nitrite	mg/l (N)	00630		
✓	Tot. Kjeldahl Nitrogen	mg/l	00625		
✓	Tot. Phosphorus	mg/l (P)	00665		
	Chloride	mg/l	00940		
✓	COD	mg/l	00335		
✓	Tot. Organic Carbon	mg/l	00680		
	Fecal Coliform	MPN/100ml	31615		

* Laboratory pH

U	PARAMETER	Grab or Composite	Grab Time
✓	Metals (MPP DL)		
	Mercury		
	Semi-Volatiles		
	VOCs		
	Pesticides		
	PCB's		
✓	Ortho Phosphorous		
	Cyanide(Total)		
	Oil and Grease		
	VOCs BLANK		
	Date collected		
	Time collected		

Type & Number of Samples :	Delivered By & Date:	Received By & Date:	Comments:
	Michael Phipps 9/7/17	[illegible] 9-7-17	

Sample ID AJ67199
Location: PO_12_2397
Description: Cobb County-South WPCP/EFFLUENT
Collector: PHIPPS
Site:

1 HALF GALLONS/CYANIDE Temp 0.6°C
1 NUTRIENTS/SULFATES
___ FCOL BOTTLES
1 METAL BOTTLES
___ AMBER BOTTLES
___ VOC VIALS
___ SULFIDES/PHENOLS
___ OIL AND GREASE
1 OPHOS

TNH

Preservative Confirmed
Ph <2 Nut/met >12
Temp 0.6°C

Version 12/09

Uncontrolled Copy

LOGIN ENTRY INFORMATION – WPCP SAMPLES

1) SOURCE_ID# - Scan the Monitor Location ID from the chain-of-custody. For this example it will read, PO_12_2397.
2) BOTTLE ID – Scan Bottle ID Barcode at top right of Chain of Custody. For this example it will read AWS87P322.
3) SAMPLE DESCRIPTION – Type in the Project Name and Sample Site Description listed on the paperwork and separate them with a backslash. For this example you would enter Cobb County South WRF/Effluent. If you are logging in a VOC blank, then add BK to the sample description.
4) ENTRY_PT – This field is left blank for all WPCP samples.
5) SAMPLE COLLECTOR - listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter M. PHIPPS.
6) COLLECTION DATE - For this example, you would enter 09/17/2017.
7) COLLECTION TIME - type in the time sampled listed on the paperwork. For this example you would enter 09:30.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example, enter 09/07/2017.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example you would enter 12:35.
10) DNR_PROJECT – For all WPCP samples, enter WPCP into this field.
11) DNR_LAB – For WPCP samples, this field is left blank unless it is a Blank Sample, then type in BLANK.
12) LAB - Always type in INORGANIC for WPCP samples.
13) RECTEMP – Enter the temperature at which the samples were received. For this example, you would enter 0.6.
14) LASTTIME - type in your initials.
15) AGENCY CODE – For WPCP, this field is left blank, unless it is the VOC trip blank, for which a T is entered.
16) BILLING ADDRESS 1 – Do not edit this field.
17) BILLING ADDRESS 4 – Do not edit this field.

Uncontrolled Copy

ADDITIONAL NOTES FOR LOGGING IN WPCP SAMPLES

- For WPCP samples, the types of analyses requested will often vary from sample to sample. For this reason, it is important to pay special attention to what the collector has marked on the paperwork and make sure they have provided the necessary sample bottles to perform the analyses they have marked. The number of containers will also be variable and depend on the types of analyses requested.
- If a VOC analysis is requested, there will also be a VOC travel blank which will be listed on the same chain-of-custody as the sample, but treated as a separate sample. When this is the case you will have two sample ID labels per chain-of-custody (in this case AI63318 & AI63319)

TEST CODES ENTERED

Test codes are variable. See the Test Code Guide for Water Quality Samples. (p. 98-99)

WP & Water Quality Samples

GA Department of Natural Resources
531 S. Main St, Suite D
Tifton, GA 31794
(404) 463-4951

9SS86P321

Collected By: Ben Hutton

Office	Date Collected (m m d d y y y y)	Time	Monitor Location Number	QA/QC	Project Office Codes
WP4 - Tifton	0 1 0 5 2 0 1 5	1148	RV_11_3580		WP4 - Tifton

Project: EPDAMU
Site: Ichawaynochaway Creek at State Road 91 near Newton, Ga.

Field Data		Value
Parameter		
H20 Temperature	deg. C	14.50
Air Temperature	deg. C	13
Sp. Conductance	umho/cm	132
Dissolved Oxygen	mg/l	9.22
pH	units	6.41
Depth	ft.	
Gage Height	ft.	
Photic Zone	m.	
Secchi Disk	m.	
Tapedown	ft.	
Stream Flow	cfs	
Salinity	mg/ml	0.06
Turbidity	NTU	11.0
chlorophyll filtration volume	mL	

Laboratory Data		
U	Parameter	
X	Ammonia	mg/l(N)
X	Biochemical Oxygen Demand	mg/l
X	Conductivity	umho/cm
X	Laboratory pH	units
X	Nitrate/Nitrite	mg/l(N)
X	Suspended Solids	mg/l
X	Total Alkalinity (pH 4.5)	mg/l,CaCO3
X	Total hardness by ICP	mg/l,CaCO3
X	Total Kjeldahl Nitrogen	mg/l
X	Total Organic Carbon	mg/l
X	Total Phosphorus	mg/l(P)
X	Turbidity	NTU
	Metals Scan (TMDL)	
	Ortho-Phos	
	Pesticides(chlorinated)	
X	Fecal Coliform	MPN/100ml
	Chlorophyll-a (non-acidified)	
	Volatile Organic Compounds	

U	Parameter Code	
	Chloride	mg/l
	Sulfate	
	Metals ICP	
	Metals ICPMS (U and As)	
	Fluoride	
	Oil and Grease (HEM)	
	Color	PCU
	E. Coli	MPN/100ml
	Anions	
	Total Dissolved Solids	

Type & Number of Samples:	Delivered By & Date:	Received By & Date:	Comments:
4	BH		
	1-5-15		

RECEIVED
EPD LABS
2015 JAN -6 AM 10:40
RECEIVING LAB

For Laboratory Use ONLY

Preservative Confirmed		
Ph < 2	>12	
Temp		

1 Half Gallons	Amber Bottles	Sulfides
1 Nutrients	Cyanide	Oil and Grease
1 FCOL Bottles	Sulfates	OPHOS
1 Metal Bottles	VOC Vials	Chlorophyll

Sample ID AI62267
Location: RV_11_3580
Description: Ichawaynochaway Creek at State Road 91 near Newton, GA
Collector: B. HUTTON
Site:

Version 0.9

AAA

Uncontrolled Copy

LOGIN ENTRY INFORMATION – WP/WQ SAMPLES

1) SOURCE_ID# - Scan the Monitor Location ID into this field. For this example it will read RV_11_3580. The system will automatically enter data in the Sample Description. Make sure the SAMPLE DESCRIPTION matches the system name on the paperwork.
2) BOTTLE ID – Scan the document ID from the collection form. For this example it would be 9SS86P321
3) SAMPLE DESCRIPTION – This field should already be filled in. Make sure it matches what is on the paperwork.
4) ENTRY_PT – This field is left blank for all WP samples.
5) SAMPLE COLLECTOR - listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter B. HUTTON.
6) COLLECTION DATE - For this example, you would enter 01/05/2015.
7) COLLECTION TIME - type in the Times Sampled listed on the paperwork. For this example you would enter 11:48.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example, enter 01/06/2015.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example you would enter 10:40.
10) DNR_PROJECT – For all WP samples, enter the project office code marked on the paperwork. For this example you would enter WP4.
11) DNR_LAB – For WP/WQ regular samples, leave this field empty. For a blank or a replicate sample enter BLANK or REPLICATE accordingly.
12) LAB - Always type in INORGANIC for WP/WQ samples.
13) RECTEMP – Enter the temperature at which the samples were received. For this example, you would enter 0.5.
14) LASTTIME - type in your initials.
15) AGENCY CODE – For WP/WQ samples, this field is left blank, except for the ~~VOC~~ trip blank for which a T is entered.
16) BILLING ADDRESS 1 – Do not edit this field.
17) BILLING ADDRESS 4 – Do not edit this field.

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ADDITIONAL NOTES FOR LOGGING IN QP/WQ SAMPLES

- For WP/WQ samples, the types of analyses requested will often vary from sample to sample. For this reason, it is important to pay special attention to what the collector has marked on the paperwork and make sure they have provided the necessary sample bottles to perform the analyses they have marked. The number of containers will also be variable and depend on the types of analyses requested.

TEST CODES ENTERED

Test codes are variable. See the Test Code Guide for Water Quality Samples. (p.98-99)

Login Procedures for Quality Control Samples

Inorganic QC Sample for Half Gallon Clear Plastic Bottles

COLLECTED BY: EPD(REC LAB)

LAB	LAB NUMBER	DATE COL Yr	Mo	Da	TIME COLL	STATION NO.	COLL AG.	PER.
		16	12	14	7 5 2			

PROJECT: Quality Control

DEPARTMENT OF NATURAL RESOURCES
EPD LABORATORY
5804 Peachtree Corners East
Norcross, Georgia 30092-3403
Total Number of Containers 2,160

RECEIVED EPD LABS 2016 DEC 14 AM 7:52 RECEIVING LAB

SAMPLE SITE DESCRIPTION: Lot#3-0294 New 1/2 Gallon Clear Plastic Bottles

FIELD DATA

PARAMETER		STORET CODE	VALUE
H20 Temperature	deg. C	00010	
Air Temperature	deg. C	00020	
Salinity / Cond.	umho/cm	00094	
Dissolved Oxygen	mg/l	00300	
pH	(su)	00400	
Depth	ft.	00003	
Gage Height	ft.	00065	
Photic Zone	m.	00204	
Secchi Disk	m.	00078	
Tapedown	ft.	82580	
Stream Flow	cfs	00061	

LABORATORY DATA

U	PARAMETER		STORET CODE
X	Turbidity	NTU	00076
X	Color	PCU	00080
X	Specific Cond.	umho/cm	00095
X	BOD - 5 day	mg/l	00310
X	pH *	units	00403
X	Tot. Alkalinity	mg/l, CaCO3	00410
	Hardness	mg/l, CaCO3	00900
X	Suspended Solids	mg/l	00530
	Tot. Dissolved Solids	mg/l	70300
	Ammonia	mg/l (N)	00610
	Nitrate + Nitrite	mg/l (N)	00630
	Tot. Kjeldahl Nitrogen	mg/l	00625
	Tot. Phosphorus	mg/l (P)	00665
	Chloride	mg/l	00940
	COD	mg/l	
	Tot. Organic Carbon	mg/l	00680
	Fecal Coliform	MPN/100ml	31615

* *Laboratory pH*

U	PARAMETER
	Metals Scan
	Organic Scan (BNA & VOA)
X	Flouride Only
X	TDS - SM
X	RADION

Type & Number of Samples:	Delivered By & Date:	Received By & Date:	Comments:
			TEMP N/A
			Inorganic bottles

Sample ID AJ36746
Location: LAB
Description: Inhouse Bottle QC
Collector: EPD LAB
Site:

MLH

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LOGIN ENTRY INFORMATION – LAB QC SAMPLES

Note the change in the last two data fields.

1) SOURCE_ID# - For laboratory QC samples, enter LAB.
2) BOTTLE ID – This field is left blank for all Lab QC samples.
3) SAMPLE DESCRIPTION – For this field enter INHOUSE BOTTLE QC plus the lot number and whether the bottle is NEW or USED. For this example you would enter INHOUSE BOTTLE QC/NEW 3-0294.
4) ENTRY_PT – This field is left blank for all QC samples.
5) SAMPLE COLLECTOR - listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter EPD LAB.
6) COLLECTION DATE - For this example, you would enter 12/14/2016.
7) COLLECTION TIME - type in the Times Sampled listed on the paperwork. For this example you would enter 07:52.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example, enter 12/14/2016.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example you would enter 07:52.
10) DNR_PROJECT – For all QC samples, enter QC.
11) DNR_LAB – For QC samples, this field is left blank.
12) LAB - Always type in INORGANIC for QC samples.
13) RECTEMP – Always type NA for a QC sample.
14) LASTTIME - type in your initials.
15) AGENCY CODE – For QC samples, this field is left blank.
16) BILLING ADDRESS 1 (MISC DATA 1) – Enter the type of bottle you are analyzing. It is listed on the paperwork next to sample site description. For this example you would enter NEW ½ GALLON CLEAR PLASTIC BOTTLES
17) BILLING ADDRESS 2 (MISC DATA 2) – Type in any relevant reagent lot numbers. These will be listed next to project name.

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ADDITIONAL NOTES FOR LOGGING IN QC SAMPLES

- For QC samples, the types of analyses requested will depend on the type of bottle being analyzed.

TEST CODES ENTERED

Test codes are variable.

125mL Glass Amber Bottles	**1 Liter Wide Mouth Amber Bottles**	**Monthly DI Water QC**
TOC *#DWTOC*	**OIL & GREASE** *O&G-1664B*	Specific Cond.-*COND* pH-*PH-SM* TOC-*#DWTOC*

250mL Clear Nalgene Plastic Bottles

NITRATE	**NUTRIENT**	**ORTHO-PHOS**
DWNIT	Ammonia- *NH-3* Nitrate/Nitrite-*NO3NO2* Tot. Kjeldahl Nitrogen-*TKN* Tot. Phosphorus-*TPHOS* COD-*COD* Tot. Organic Carbon-*TOC*	*OPHOS*

Login Procedures for Special Samples

Drinking Water Source Approval Sample

Georgia Department of Natural Resources
Environmental Protection Division Laboratory
5804 Peachtree Corners East, Norcross GA 30092-3403

Safe Drinking Water Program

Source Approval Form(Raw Water Sample) Dated: 06/23/2020

System Information
Check for Accuracy

System ID: 1870066
System Name: lumpkin co.-stonehenge s/d
Facility: 105: Well #5
Sampling Pt: Well #5
Sampling Pt ID: 105
Schedule ID: 715628

Collection Information
Fill in Completely

Collection Date: 07/01/2020
Collection Time: 9:50 am
Collector's Name: Daniel Teran
Phone Number: 678 936 7515
Chlorinated Sample? YES / NO *(circle one)*

For laboratory related questions, call Kristy Hrehor at (678) 248-7450

I AFFIRM THAT THE DRINKING WATER SAMPLE WAS COLLECTED IN ACCORDANCE WITH THE INSTRUCTIONS AND SAMPLING FORM ACCOMPANYING THE BOTTLE, THE GEORGIA RULES FOR SAFE DRINKING WATER (CHAPTER 391-3-5 ET SEQ) AND THE GEORGIA SAFE DRINKING WATER ACT(O.C.G.A. SECTION 12-5-174 ET SEQ).

Collector's Signature: _____

Send To: Mr. R. SEAN PHIPPS, 194 Court House Hill, Annex A, DAHLONEGA, GA 30533

Analysis	# of Bottles/Type	Perservative	Mfg.	Lot Number	EPD Bot. & Bottle Check	Sample Bottle Used?
Anions, Source-pH, Fluoride, Color, Turbidity, TDS, Alkalinity	1-2 Liter High Density Polyethylene (1/2 Gal) Must be cooled to 0-6 Celsius and submitted within 24 hrs of collection.	None	Internal	3-2099	2020 JUN 24 AM 6:32 RECEIVING LAB ✓	RECEIVED EPD LABS
VOC, 524	2-40 ml Borosilicate Glass Vials 1-125 ml Amber Borosilicate Glass Must be cooled to 0-6 Celsius.	Ascorbic Acid HCL to pH <2	ESS	17R828 17R759	✓	
ICP, Metals 200.7, ICPMS, Metals 200.8	1-500 ml High Density Polyethylene Must be cooled to 0-6 Celsius.	HNO3 to pH <2	Thermo	0002595	✓	
Nitrate-Nitrite, 353.2	1-250 ml High Density Polyethylene	H2SO4 to pH <2	Thermo	1239694	✓ RECEIVING LAB	2020 JUL -1 PM 1:21 RECEIVED EPD LABS
Hardness	1-250 ml High Density Polyethylene	None	Thermo	1194026	✓	
FCOL-MPN(Ecol), TCOL-MPN(Tcol)	1-250 ml High Density Polyethylene Must be submitted within 30 hrs of collection.	None	Nalgene	Internal	✓	
Trip Blank/524	2-40 ml Borosilicate Glass Vials	HCL to pH <2	ESS	17R828 17R759	✓ ✓	

Do Not Write Below This Line. For Lab Use Only.

Chlorine Check: POS / NEG

Sample ID AK49704
Location: 1870066
Description: lumpkin co.-stonehenge s/d 1
Collector: D. TERAN
Site: 105

Preservative Confirmed
pH <2 Met/NS 12
Temp: 0.9

Sample Type
4. Source Approval
Receipt Temperature: 0.9 °C
☐ UPS ☐ Mail
☐ Fed Ex ☐ Courier
☑ Hand ☐ Other

Sample ID AK49705
Location: 1870066
Description: lumpkin co.-stonehenge s/d/BK
Collector: D. TERAN
Site: 105

KDS

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LOGIN ENTRY INFORMATION – SOURCE APPROVALS

1) SOURCE_ID# - Enter or scan the System ID into this field. For this example you would enter 0810048.
2) BOTTLE ID – Enter or scan the bottle/schedule ID. For this example you would enter 692079.
3) SAMPLE DESCRIPTION – For this field, enter the full sample site description/system name listed on the paperwork. For this example you would enter Cordele RV Park.
4) ENTRY_PT – Type in the Entry Point. For this example you would enter 101.
5) SAMPLE COLLECTOR - Type in the first initial and the last name. For this example, you would enter Z. MERCER.
6) COLLECTION DATE - For this example, you would enter 04/17/2019.
7) COLLECTION TIME - type in the Times Sampled listed on the paperwork. For this example you would enter 13:55.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example, enter 04/18/2019.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example you would enter 10:06.
10) DNR_PROJECT – For all source approval samples, enter SOURCE into this field.
11) System Name: Enter full sample site description/Sampling Point listed on paperwork. For this example you would enter Behind Front Office Well #1.
12) DNR_LAB – For all source approval samples, enter SOURCE into this field.
13) LAB – Always enter INORGANIC for a source approval sample.
14) RECTEMP – Enter the temperature at which the samples were received. For this example, you would enter 0.3.
15) LASTTIME - type in your initials.
16) AGENCY CODE – For source approvals, enter 4 unless it is a Blank sample then enter T.

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ADDITIONAL NOTES FOR LOGGING IN SOURCE APPROVALS

- Drinking water source approval samples come with a VOC trip blank. It will come with its own collection form and should be treated as a separate sample.

TEST CODES ENTERED

#SOURCE
#MET2
#INORG2
#GCMS2
#BAC1

#WS524S (for trip blank)
#GCMS1 (for trip blank)

Drinking Water Special Sample

DW Special

COLLECTED BY: Steve Little

DEPARTMENT OF NATURAL RESOURCES
EPD LABORATORY
455 14th Street
Atlanta, Georgia 30318

RECEIVED EPD LABORATORIES 2002 NOV 26 AM 10:37 RECEIVING LAB

LAB	LAB NUMBER	DATE COL Yr	Mo	Da	TIME COLL	STATION NO.	COLL AG.	PER.
		02	11	19	0800	R2		

PROJECT: Savannah I+D

SAMPLE SITE DESCRIPTION: Row

FIELD DATA

PARAMETER		STORET CODE	VALUE
H20 Temperature	deg. C	00010	
Air Temperature	deg. C	00020	
Salinity	umho/cm	00094	
Dissolved Oxygen	mg/l	00300	
pH	(su)	00400	
Depth	ft	00003	
Gage Height	ft.	00065	
Photic Zone	m.	00204	
Secchi Disk	m.	00078	
Tapedown	ft.	82580	
Stream Flow	cfs	00061	

LABORATORY DATA

✔	PARAMETER		STORET CODE
	Turbidity	NTU	00076
	Color	PCU	00080
	Specific Cond.	umho/cm	00095
	BOD - 5 day	mg/l	00310
	pH *	units	00403
	Tot. Alkalinity	mg/l, CaCO3	00410
	Hardness	mg/l, CaCO3	00900
	Suspended Solids	mg/l	00530
	Tot. Dissolved Solids	mg/l	70300
	Ammonia	mg/l (N)	00610
	Nitrate + Nitrite	mg/l (N)	00630
	Tot. Kjeldahl Nitrogen	mg/l	00625
	Tot. Phosphorus	mg/l (P)	00665
	Chloride	mg/l	00940
	COD	mg/l	
	Tot. Organic Carbon	mg/l	00680
	Fecal Coliform	MPN/100ml	31615

* Laboratory pH

✔	PARAMETER
	Metals Scan
	Organic Scan (BNA & VOA)
✓	DW TOC
1	125ml Amber

Type & Number of Samples :

Relinquished By & Date:

Received By & Date:

Comments:

RECPT TEMP 4.5 °C

TB

TNB

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LOGIN ENTRY INFORMATION – DRINKING WATER SPECIAL SAMPLES

1) SOURCE_ID# - For DW specials, enter DWSPEC into this field.
2) BOTTLE ID – This field is left blank for all DW special samples.
3) SAMPLE DESCRIPTION – Enter the project name and sample site description as it appears on the paperwork separated by a backslash. For this example you would enter Savannah I&D/Raw.
4) ENTRY_PT – This field is left blank for all DW special samples.
5) SAMPLE COLLECTOR - listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter S. LIOTTO.
6) COLLECTION DATE - For this example, you would enter 11/19/2002.
7) COLLECTION TIME - type in the Times Sampled listed on the paperwork. For this example you would enter 08:00.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example, enter 11/26/2002.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example you would enter 10:37.
10) DNR_PROJECT – For all of these samples, enter DWSPEC.
11) DNR_LAB – For all of these samples, enter SPECIAL
12) LAB - Always type in INORGANIC for DW special samples.
13) RECTEMP – Enter the temperature at which the samples were received. For this example, you would enter 4.5.
14) LASTTIME - type in your initials.
15) AGENCY CODE – For DW special samples, this field is left blank.
16) BILLING ADDRESS 1 – Do not edit this field.
17) BILLING ADDRESS 4 – Do not edit this field.

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ADDITIONAL NOTES FOR LOGGING IN QP/WQ SAMPLES

- For DW special samples, the types of analyses requested will often vary from sample to sample. For this reason, it is important to pay special attention to what the collector has marked on the paperwork and make sure they have provided the necessary sample bottles to perform the analyses they have marked. The number of containers will also be variable and depend on the types of analyses requested.

TEST CODES ENTERED

Test codes are variable. See the Test Code Guide for Water Quality Samples. (p.98-99)

PT Audit (ERA) Sample

RECEIVED
EPD LABS
2015 JAN 26 AM 10: 51
RECEIVING LAB

COLLECTED BY: Battelle

DEPARTMENT OF NATURAL RESOURCES
EPD LABORATORY
5804 Peachtree Corners East
Norcross, Georgia 30092-3403

LAB NUMBER	DATE COL Yr.	Mo	Da	TIME COLL	STATION NO.	COLL AG.	PER.
	15	01	20	0 0 0 0			

PROJECT: EKH

SAMPLE SITE DESCRIPTION: Battelle NATTS Metals PT 53504-79-22

FIELD DATA

PARAMETER		STORET CODE	VALUE
H20 Temperature	deg. C	00010	
Air Temperature	deg. C	00020	
Salinity / Cond.	umho/cm	00094	
Dissolved Oxygen	mg/l	00300	
pH	(su)	00400	
Depth	ft.	00003	
Gage Height	ft.	00065	
Photic Zone	m.	00204	
Secchi Disk	m.	00078	
Tapedown	ft.	82580	

Sample ID AI63377
Location: ERA
Description: ERA BATTELLE NATTS METALS PT/53504-79-22
Collector: BATTELLE
Site:

LABORATORY DATA

U	PARAMETER		STORET CODE
	Turbidity	NTU	00076
	Color	PCU	00080
	Specific Cond.	umho/cm	00095
	BOD - 5 day	mg/l	00310
	pH *	units	00403
	Tot. Alkalinity	mg/l, CaCO3	00410
	Hardness	mg/l, CaCO3	00900
	Suspended Solids	mg/l	00530
	Tot. Dissolved Solids	mg/l	70300
	Ammonia	mg/l (N)	00610
	Nitrate + Nitrite	mg/l (N)	00630
	Tot. Kjeldahl Nitrogen	mg/l	00625
	Tot. Phosphorus	mg/l (P)	00665
	Chloride	mg/l	00940
	COD	mg/l	
	Tot. Organic Carbon	mg/l	00680
	Fecal Coliform	MPN/100ml	31615

* Laboratory pH

U	PARAMETER
	Metals Scan
	Organic Scan (BNA & VOA)
	Flouride Only

Type & Number of Samples :	Delivered By & Date:	Received By & Date:	Comments:
Fed Ex	Fed Ex 1/21/15	Ptm 1/26/15	Temp = N/A
Ptm 1/26/15			

AAI

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LOGIN ENTRY INFORMATION – PT AUDIT SAMPLES

1) SOURCE_ID# - For PT samples, enter ERA into this field.
2) BOTTLE ID – This field is left blank for all PT samples.
3) SAMPLE DESCRIPTION – Enter the project name and sample site description as it appears on the paperwork. For this example you would enter Battelle NATTS Metals PT 53504-79-22.
4) ENTRY_PT – This field is left blank for all PT samples.
5) SAMPLE COLLECTOR - listed on paperwork. Type in the first initial of the first name and the complete last name. For this example, you would enter BATELLE.
6) COLLECTION DATE - For this example, you would enter 01/20/2015.
7) COLLECTION TIME - type in the Times Sampled listed on the paperwork. For this example you would enter 00:00.
8) SUBMIT DATE - Type the submittal date stamped on paperwork under Received EPD Laboratories. For this example, enter 01/26/2015.
9) SUBMIT TIME - Type the submittal time stamped on paperwork under Received EPD Laboratories. For this example you would enter 10:51.
10) DNR_PROJECT – For all of these samples, enter SPECIAL.
11) DNR_LAB – For all of these samples, this field is left blank.
12) LAB – This field will vary depending on the type of analyses requested. For a sample that has multiple analyses involving more than one laboratory, enter ORGANICS.
13) RECTEMP – Enter the temperature at which the samples were received if listed on the paperwork. If not listed, then enter NA.
14) LASTTIME - type in your initials.
15) AGENCY CODE – For ERA samples, this field is left blank.
16) BILLING ADDRESS 1 – Do not edit this field.
17) BILLING ADDRESS 4 – Do not edit this field.

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ADDITIONAL NOTES FOR LOGGING IN QP/WQ SAMPLES

- For ERA samples, the types of analyses requested will vary from sample to sample. For this reason, it is important to pay special attention to what the collector has marked on the paperwork and make sure they have provided the necessary sample bottles to perform the analyses they have marked. The number of containers will also be variable and depend on the types of analyses requested.

TEST CODES ENTERED

!VOID (used for all samples)

Note: Analysis test codes will be assigned by the individual Lab Managers or Lab Supervisors.

Test Code Guide

For all GWM, USGS, WP, & WPCP samples, utilize this guide to determine which test codes are being requested by the collector. See the next page for a breakdown of more commonly used test code groupings.

Ammonia – *NH-3*
Anion - *$ANION*
Biochemical Oxygen Demand – *BOD-SM; CBOD-SM*
Chloride - *$ANION*
Chlorophyll – *CHLA_C*
COD – *COD*
Color – *COLOR*
Conductivity – *COND*
Cyanide – *CN*
Dissolved Metals- *#IMS_DIS*
E. Coli - *#ECOL*
Fecal Coliform - *#FCOL*
Fluoride - *FLUORIDE*
Hardness – *TOTALHARDNESS; AV_VAL; $CAMG*
Laboratory pH – *PH-SM*
Mercury - *#HG2451*
Metals Air Filter (glass) - *#PBTSPG*
Metals Air Filter (quartz or teflon) - *#ATNIO35*
Metals (GWM) - *#GWM*
Metals (WP) - *#TMDL and #HG2451*
Metals (WPCP) - *#MPP*
Nitrate/Nitrite – *NO3NO2*
Oil & Grease – *O&G-1664B*
Ortho-Phos – *OPHOS*
Pesticides - *#608PEST*
Semi-Volatile Organic Compounds - *#625*
Sulfate - *$ANION*
Suspended Solids – *SUSSOL-SM*
Tot. Alkalinity - *ALK*
Tot. Dissolved Solids – *TDS-SM*
Tot. Kjeldahl Nitrogen – *TKN*
Tot. Organic Carbon – *TOC*
Tot. Phosphorus – *TPHOS*
Tot. Toxic Organics Scan - *#WPCP*
Turbidity – *TURB*
Volatile Organic Compounds (for drinking water & groundwater) - *#524*
Volatile Organic Compounds (for streams) - *#624*

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Many times, collectors will require a certain grouping of analyses to be run on a sample. In those cases, entering a test group containing all of those analyses will cut down on time and reduce login error. Below are a list of common test code groups and a breakdown of the analyses contained in each one. On some collection paperwork, the collector may write the actual test code in or they may mark the individual analyses that make up a test code grouping.

#SOURCE – Source Approval
ALK; TURB; COLOR; $ANION; NITNAT; !DIGMETH; TOTALHARDNESS; AV_VAL; $CAMG; $524V; 502_VAL; FCOL-MPN; TCOL-MPN; VAL_FCOL; TDS-SM; DWPH; $ICP_SOURCE; $IMS_SOURCE; FLUORIDE; SOURCE-PH

#STNDARD – USGS Standard Parameters
TURB; COND; NH-3; TOC; GAGE; AIRTEMP; H2OTEMP; DO; TD; ALK; NO3NO2; TPHOS; FPH; FCOND; DEPTH; OPHOS; TKN; TOTALHARDNESS; AV_VAL; $CAMG; PH-SM; SUSSOL-SM; TDS-SM; BOD-SM; DWPH; INORG_VAL

#WP – Water Plan Standard Parameters
TURB; ALK; NH-3; NO2NO3; SUSSOL-SM; TDS-SM; TKN; TPHOS; TOC; TOTALHARDNESS; AV_VAL; $CAMG; COND; PH-SM; BOD-SM; DWPH; INORG_VAL

#CWW- Columbus Water Works Parameters
NH-3; BOD-SM; COND; PH-SM; NO3NO2; SUSSOL-SM; ALK; TOTALHARDNESS; AV_VAL; $CAMG; TKN; TOC; TPHOS; TURB; #FCOL

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Mailing out Nitrates & TOCs

1. Scope & Application

Shipping/Receiving is responsible for mailing out nitrate samples and TOC samples periodically throughout the year. This SOP details how to mail out both types of samples. Nitrates are collected in 250mL plastic bottles. TOCs are collected into two 125mL amber glass bottles. One bottle will be labeled as filtered. The other bottle is for the raw sample.

2. Apparatus

For Nitrates

2.1 – Sample labels

2.2 – Collection forms

2.3 – Foam boxes and cardboard sleeves for shipping

2.4 – Collection instructions

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2.5 – Icepacks

2.6 – Shipping labels

For TOCs

2.1 – 10% Sulfuric Acid (H_2SO_4)

2.2 – Sample labels, including FILTERED labels, and minimum quantity label for DOT requirements

2.3 – Collection forms: one for the raw sample and one for the filtered sample

2.4 – Collection instructions

2.5 – Foam inserts for leak absorbance

2.6 – Large and small Ziploc bags

2.7 – Shipping labels

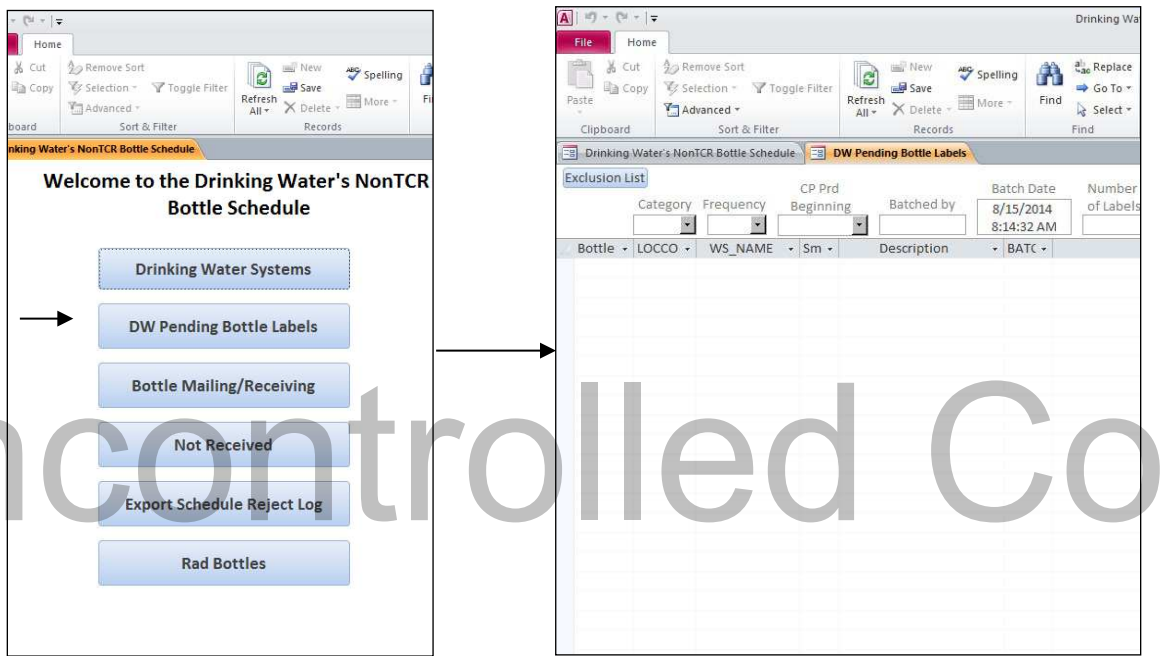
2.8 – Coolers

3. Procedure

3.1 *Printing Labels and Collection Forms*

3.1.1 – To begin open the Drinking Water Schedule by double clicking the Following shortcut icon on your computer desktop: [DWBottleNonTCRSched]

3.1.2 – You should now see the following menu. Click 'DW Pending Bottle Labels'



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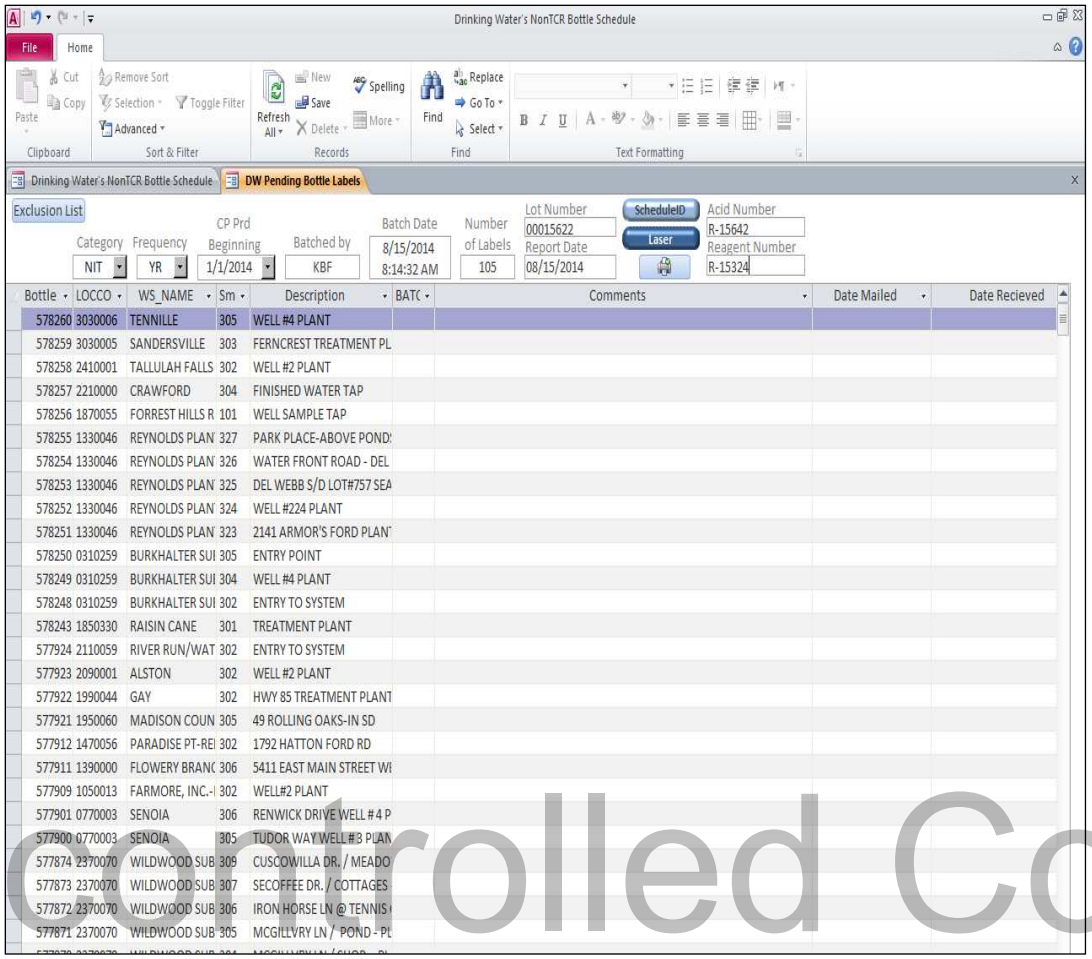
3.1.3 – This will bring up the schedule spreadsheet (right image above). To begin, from the scroll down menu under Category, select NIT for nitrates and TOC for TOCs. The list should automatically appear. Make sure you are viewing the correct Frequency as well. For nitrates, the frequency should be YR (yearly). For TOC mailouts, it should be MN (monthly)

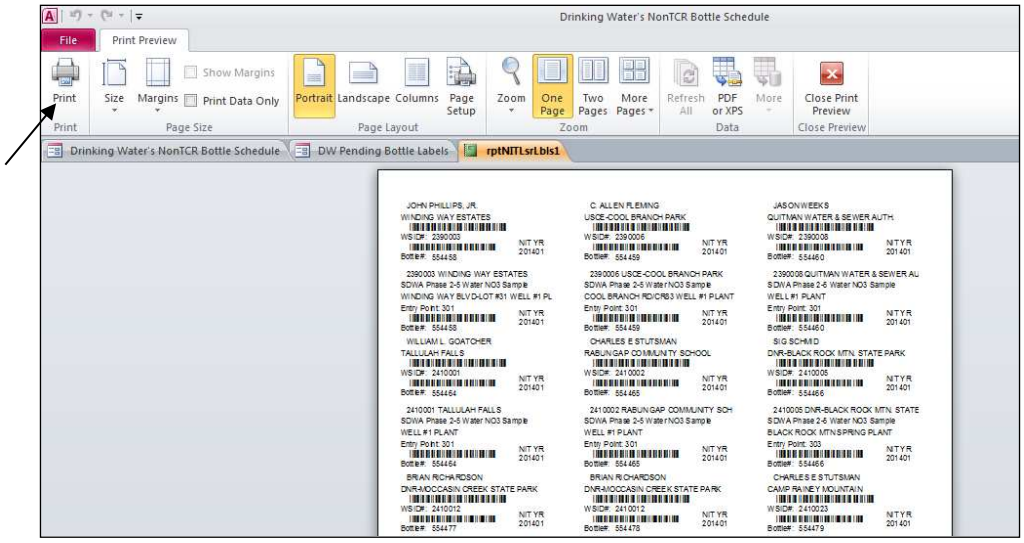
You should now see the following screen:



Uncontrolled Copy

3.1.4 – To batch samples and begin to print labels and collection forms do the following:

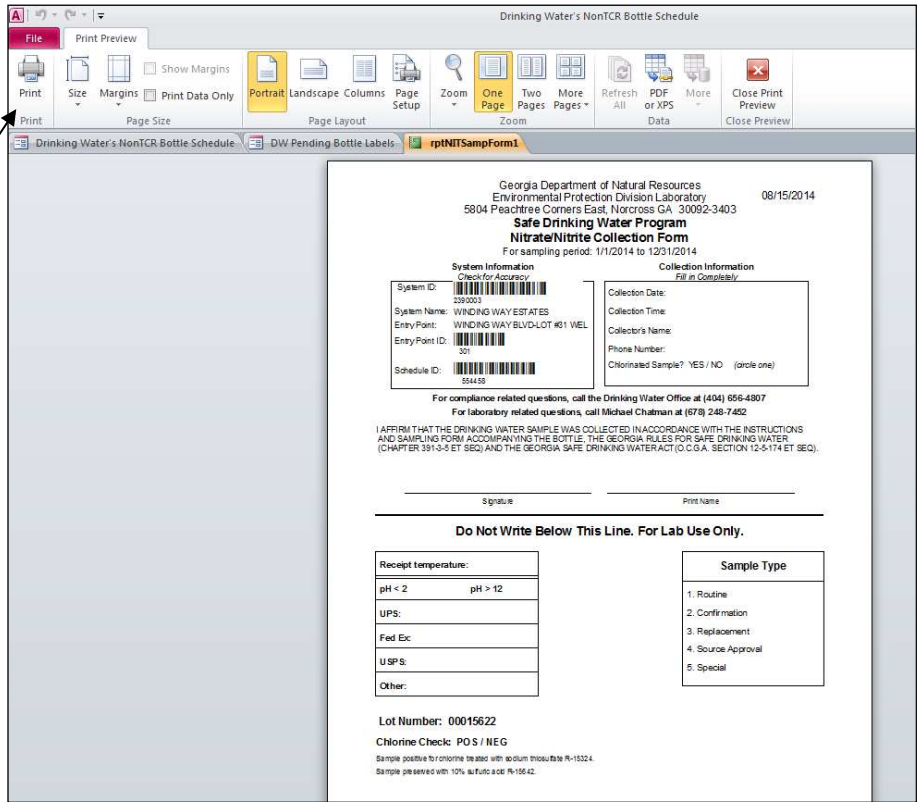
- Enter your initials in the 'Batched By' field
- Enter the number of samples you would like to mailout into the 'Number of Labels' field
- Enter the lot number from the sample collection bottle. Both nitrate and TOC bottles will have a lot number.
- Enter the Acid Number for the 10% sulfuric acid that will be used to preserve the bottles.
- For nitrates, enter the Reagent Number for the sodium thiosulfate solution that will be used to neutralize any chlorine found in the nitrate samples when they return to the lab. For TOCs, there is no reagent number
- Click the 'Tractor' button, to toggle your printer option to 'Laser' so that labels will be printed to the laser printer.
- Once all this information has been printed click the printer icon button (directly beneath 'Laser'). It should bring you to a print preview of your labels.



3.1.5 – Make sure that you have label paper loaded into the printer and click the Print icon in the upper left hand corner of the screen. Your labels should begin printing. For nitrates, you will have two labels per sample: one for the bottle and one for the box. For TOCs, you will have three labels: one for each bottle and one for the cooler.

3.1.6 – Click 'Close Print Preview'. You will be asked if you would like to print sampling forms. Click OK. You should now see a print preview of the sampling forms. Nitrates will have one form. TOCs will have two forms.

Uncontrolled Copy



3.1.7 – Make sure that you have regular printer paper loaded into the printer and click the Print icon in the upper left hand corner of the screen. Your collection forms should begin printing. Click 'Close Print Preview'. You will be asked if you would like to batch labels. Click YES.

3.2 *Printing Collection Instruction Sheets and Labels*

3.2.1 – You will also need to print the collection form instructions

- *Nitrates:* One sheet of instructions (front and back) for each sample kit being mailed out. You will find the instructions for both nitrates and TOCs on the TOC (J) drive. Nitrate sample instructions will have the following file pathname:
  J:\RECTEXT\Nitrates2sheet.
  Be sure that your printer is set up to print front and back.

- *TOCs:* Sample instructions are two separate files and do not need to be printed front and back. They will have the following file pathnames:
  J:\RECTEXT\TOCinstructions1 –and-
  J:\RECTEXT\TOCinstructions3
  See the following pages for copies of these forms.

3.2.2 – *Return Address Labels*: You will need one return address label for each of the sample kits. Be sure to select 'Label Printer' from your printer options menu. The labels are found under the following file pathname:
J:\RECLABELS\EPDADDRESS

Uncontrolled Copy

3.3 *Assembling the Kits*

3.3.1 – Each nitrate sample kit should include the following

- Nitrate bottle. The bottle should be unpreserved and have two labels:
  - The WSID label (printed through the procedure described above)
  - The lot number label. To print this label, go to the following pathname: J:\RECLABELS\LOT#250M

    Lot # 1122649
    250ML

  - Edit the label as necessary and print one label per bottle using the label printer.
- Icepack
- Return address label with the lab's address
- Sample collection form
- Sample collection instruction sheet
- It all should be contained in a white box (nitrate sleeve) with a label on the outside of the box clearly displaying the System ID number and bottle ID number.

3.3.2 – TOC sample kit should include the following

- Two TOC bottles. One bottle will be used to collect the raw sample and the other will be used to collect the filtered sample. Each bottle

will be preserved with 1.25mL 10% sulfuric acid. Be sure to wear appropriate protective equipment when preserving these bottles. Each sample bottle will have two labels:

- The WSID label (printed through the procedure described above). The bottle for the raw sample will be designated with the entry point ending in 'A'. The bottle for the filtered sample will be designated with the entry point ending in 'B'.
- The lot number label. To print this label, go to the following pathname: J:\RECLABELS\LOT#125ML

Lot # 00058485
125ML
Reagent Lot# R-15010

- Edit the label as necessary and print one label per bottle using the label printer.
- In addition, one bottle per kit must be designated as the filtered sample. To print off 'FILTERED' labels, go to the following pathname: J:\RECLABELS\FILTERED.DOC
  Load green label paper into the laser printer and print enough for one bottle per kit.

Uncontrolled Copy

- Foam block containing the two bottles placed in a large Ziploc bag
- Foam insert for additional absorbance in case of a leak
- Sampling instructions, sample collection forms, and an EPD return address label placed in a small Ziploc bag.
- All of these items should be contained in a cooler and each cooler should have a label on the outside stating the following: "This package conforms to 49 CFR 173.4 for domestic highway or rail transport only."
  - To print off these labels go to the following pathname: J:\RECLABELS\Smallquantitylabel
    Load label paper into the laser printer and print enough to place one label on each cooler.
- There should also be a label on the outside of the cooler clearly displaying the system ID number and the two bottle ID numbers for the two bottles.

This is a copy of the front of the Nitrate collection instructions:

Nitrate/Nitrite Samples

NOTICE: NITRATE/NITRITE SAMPLES MUST BE SHIPPED TO THE LABORATORY IMMEDIATLEY AFTER COLLECTION

1. You should receive one bottle for each inventoried ENTRY POINT to the Distribution System. The attached diagram will provide you with examples for determining sample locations and numbers of required samples. The representative sample should be treated, finished water; depicting the quality of drinking water being served to your customers.

2. If you did not receive enough bottles for all of your entry points contact Michael Chatman at (678) 248-7452. If you received an EXTRA set of bottles, RETURN THE EMPTY CONTAINERS ALONG WITH YOUR COMPLETED SAMPLES. Clearly state on the sample collection (nitrate/nitrite) report the reason(s) why samples were not collected from that entry point (eg emergency well, well out of service, blended source with other well(s) etc.). Purchased sources DO NOT have to be sampled.

3. Freeze the cold pack upon reception. The cold pack is needed to keep the collected sample cool during return shipment.

4. Remove all hoses, aerators and strainers if present.

5. Turn on the water for several minutes, allowing water temperatures to stabilize before collecting the sample. The time required to flush the line will vary.

6. Adjust the flow to about 500ml (1 pint) per minute (approximately 1/8 inch diameter stream).

7. Completely fill the 250 ml plastic bottle and secure cap.

8. Fill out enclosed paperwork, note any **corrections** on the sample collection form.

IMPORTANT: Samples must be collected and returned within seven (7) days of receipt of bottles. Samples must be shipped back by overnight carrier.

Return shipping case with the following items: * sample; * sample collection form and * cold pack to:

EPD INORGANIC LABORATORY - NITRATE SAMPLE
5804 Peachtree Corners, East
Norcross, GA. 30092

f you have any questions, please contact **Michael Chatman @ (678) 248-7452**

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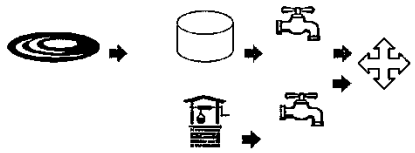
This is a copy of the back of the Nitrate collection instructions:

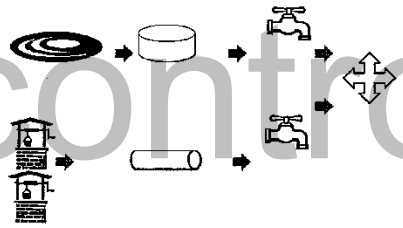
Examples for Determining Sampling Locations and Numbers of Required Samples

Well	Distribution System	Sample
Surface Water Source	Blending Point	Treatment Plant
Storage Tank	Treatment(Cl2, Filtration, etc.)	Sample Point

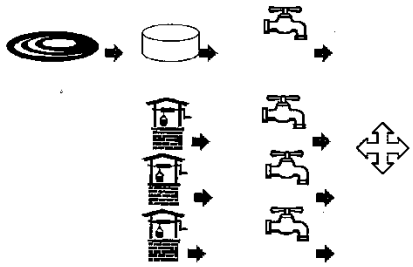
1. Two sources are not blended:collect two samples.



2. Three sources of which two are blended: collect two samples.



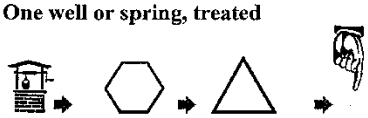
3. Four sources are not blended prior to entry into the distribution system: collect four samples.



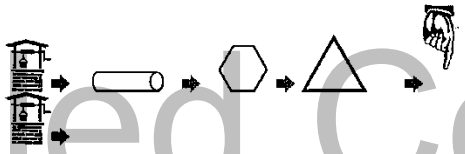
4. One well or spring, no treatment:

Sample at Raw Water Tap

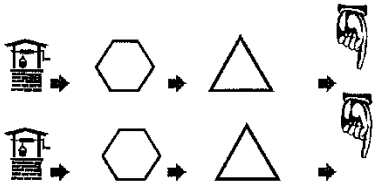
5. One well or spring, treated



6. Two or more *blended* wells or springs, treated.



7. Two or more *unblended* wells or springs, treated



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This is a copy of page 1 of the TOC collection instructions:

Ga. Dept. Of Natural Resources
Environmental Protection Division
5804 Peachtree Corners, East
Norcross, Georgia 30092

TOC Monitoring

SAMPLES MUST BE RETURNED IN THE SUPPLIED COOLER PACKED WITH ICE.

INSTRUCTIONS:

1. Sample bottles are supplied in a cooler and **must be returned on ice**.
2. Collect the sample (s) and ship on **Monday, Tuesday, or Wednesday**.
3. The correct sample bottle **(raw and filtered as labeled)** must be completely filled. The bottle should not be flushed or overfilled. **Alkalinity (Raw Only) should be performed at the time of sampling and the results recorded on the sample custody sheet.** Please completely fill out the sample custody sheet for each sample collected. **Note: The label on the sheet corresponds to the bottle label indicating a raw or filtered location.**
4. In order to avoid breaking, the sample caps must not be over-tightened.
5. After collection, the sample (s) should be placed in the foam insert and **placed with ice in the supplied plastic bag. Bag should be zip-locked closed.**
6. Ship the sample (s) along with the completed sampling custody sheets to the EPD lab at the above address by an **overnight carrier**. (Please do not ship later than **Wednesday or during holidays).**

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CAUTION: Bottles contain 1ml of a dilute acid as a preservative.

Laboratory Supervisor
Michael Chatman
678-248-7452

This is a copy of page 2 of the TOC collection instructions:

NOTICE

TOC Sample Bottles must be placed in the foam insert then placed in the plastic bag and fill the bag completely FULL of ICE to keep samples at 6 degrees C. or less during overnight shipment to the lab.

SAMPLES RECEIVED ABOVE 6 DEGREES CENTIGRADE WILL NOT BE ANALYZED AND WILL REQUIRE RE-SAMPLING .

Please DO NOT
Place sample bottles outside of the ice bag.

Please DO NOT
Remove the Foam Inserts this is to prevent bottle breakage during shipment to lab.

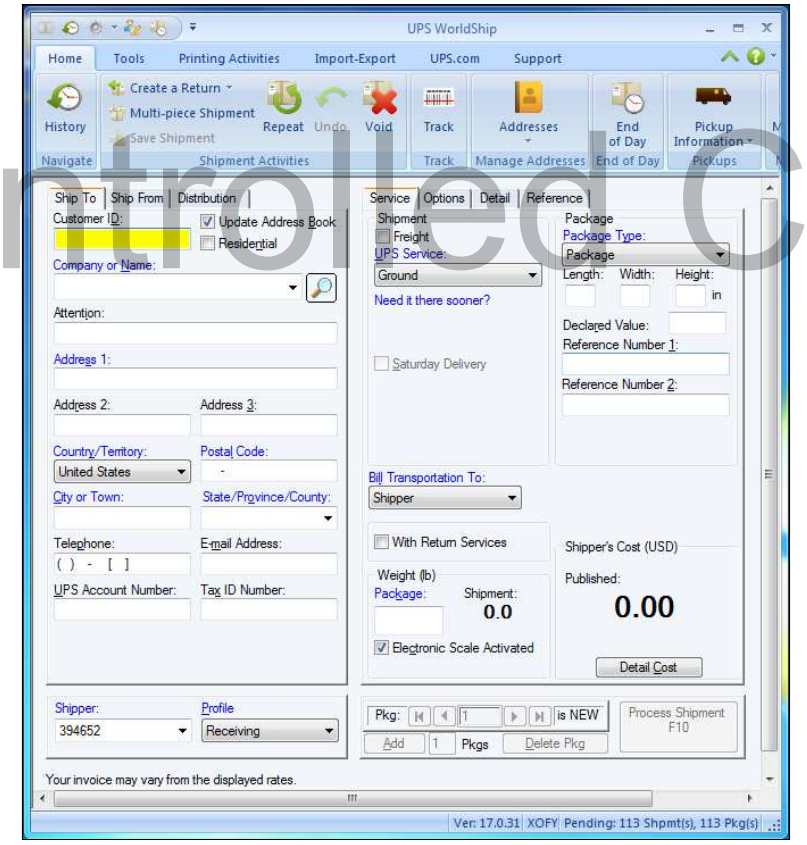
Uncontrolled Copy

3.4 *Mailing the Kits*

3.4.1 – Open UPS Worldship on the shipping computer. Once the desktop appears, do the following:

- Go to the bottom of the UPS Worldship section to Profile and select Receiving. By selecting Receiving for the Profile it will automatically select the UPS Service to be Ground delivery and will automatically select the signature required for the shipment.
- Scan the System ID into the Customer ID field. The shipping information should automatically appear.
- Scan the System ID into the Reference Number 1
- Place the sample kit on the scale to weigh it.
- Click Process Shipment
- A shipping label should begin to automatically print. Place the shipping label on the box making sure not to cover the label with the system ID and bottle ID.

UPS Worldship Desktop



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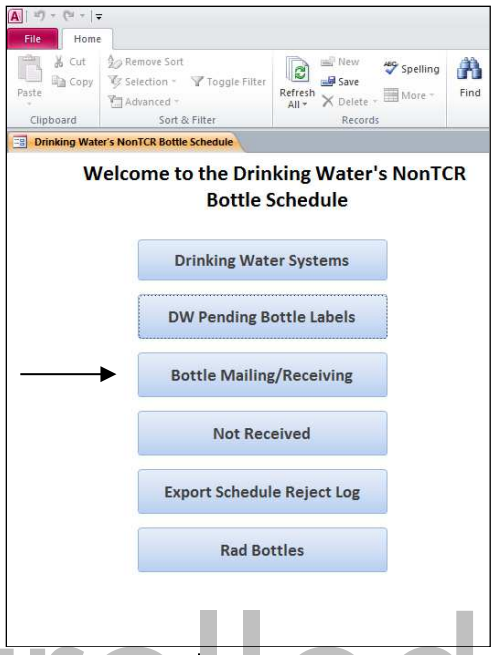
3.5 *Entering Tracking Information*

3.5.1 – Once the shipping label has been attached to the kit, the final step is to scan the tracking information back into the drinking water schedule. To do this, reopen the schedule main menu and click Bottle Mailing/Receiving:



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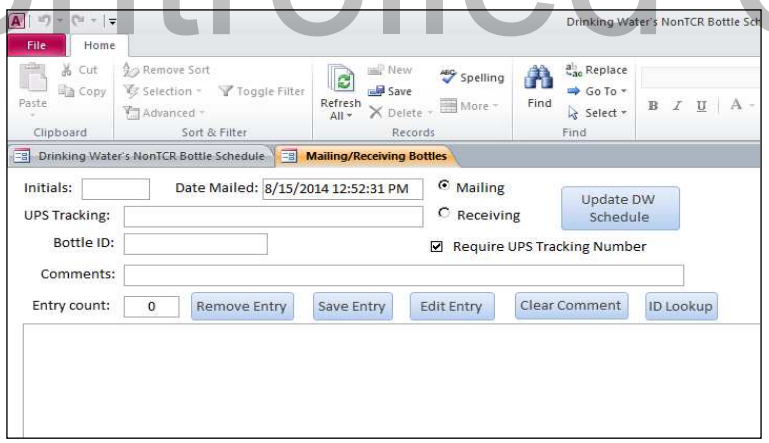

3.5.2 – Once opened, you will enter your Initials into the 'Initials' field. Scan the UPS tracking number from the shipping label into 'UPS Tracking'
3.5.3 – The cursor will automatically move to the Bottle ID field. Scan the bottle number from the label attached to the outside of the box. It will automatically add your entry to the table below. For TOCs, you will scan two bottle IDs per sample kit.
3.5.4 – Once you've scanned in all your UPS tracking numbers and bottle IDs, click Update DW Schedule. Your sample kits are now ready to be mailed.

Nitrate Remail Form

A manager or supervisor will provide this form when a sample kit needs to be remailed.

Nitrate Mail out Sheet

System Name: Mount Airy

System ID #: 1370005
LOCCODE #

Entry Point: 307
Sample point ID#

Entry Description: Wilson Road Well Plant
Facility Name

Schedule ID#: 116387

Is System # in the Nitrate Data Base: (YES) or NO

Date Received: 7-2-04

Who Received: KEH

Date mailed out: _____

Who Mailed out: _____

(Batched) or mailed previously

Date: 10-25-04

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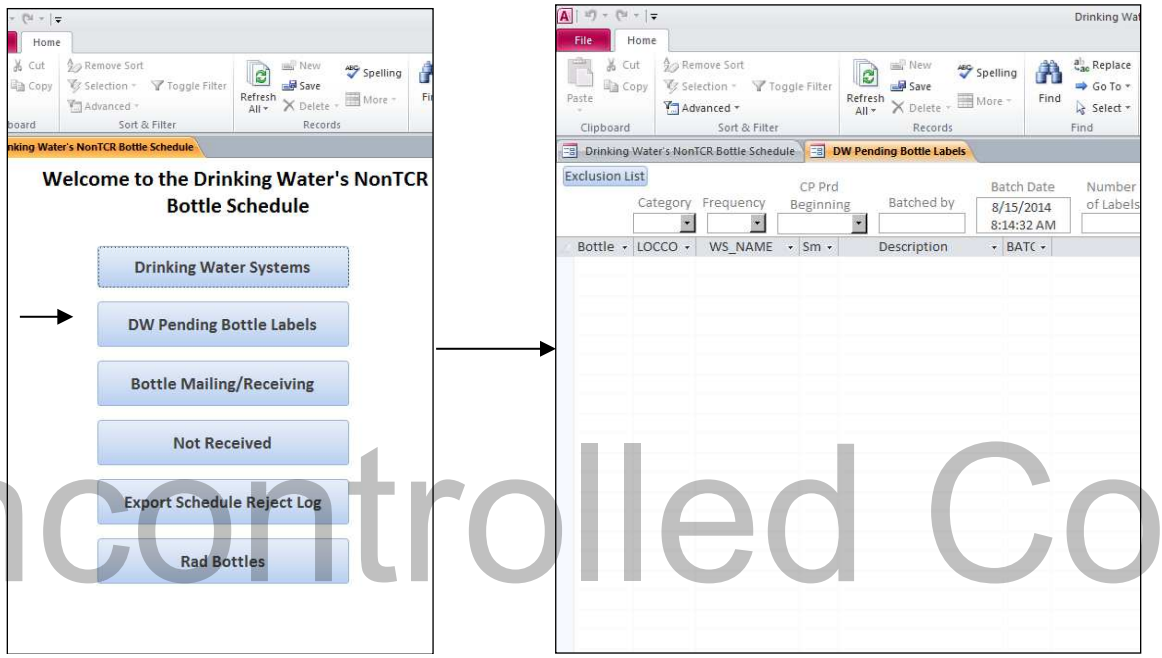
To begin open the Drinking Water Schedule by double clicking the

Following shortcut icon on your computer desktop:
[DWBottleNonTCRSched]

You should now see the following menu.

Click 'DW Pending Bottle Labels'



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This will bring up the schedule spreadsheet (right image above). To begin, from the scroll down menu under Category, select NIT for nitrates. Then, from the scroll down menu under Frequency, select RE to bring up all nitrates currently scheduled to be remailed.

Follow the procedures described for a general mail out as described above.

Procedure for UPS Navigation

Import / UPS

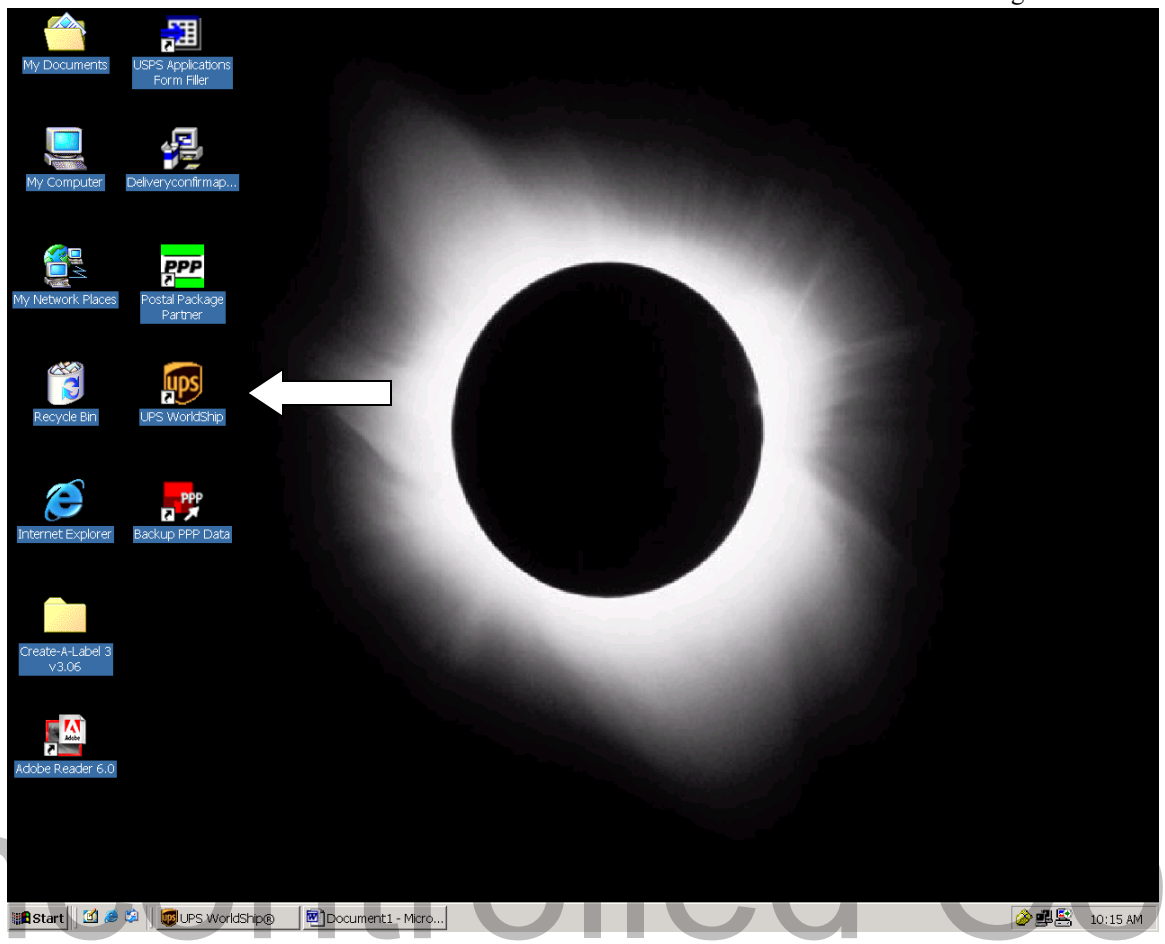
IMPORT
UPS ADDRESS UPDATE

Log on the computer

Username: "*Insert Laboratory Username"*
Password: "*Insert Laboratory Password"*
Click OK

Uncontrolled Copy

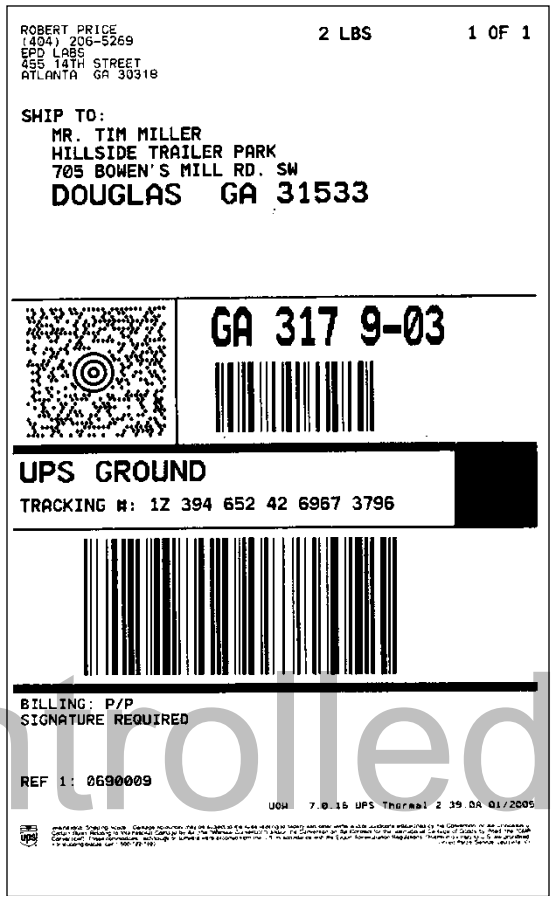
Username: your login name (example- tbailey)
Password: your unique password
Click OK



Unauthorized Copy

Click on the UPS Worldship Icon

Copy of a UPS Shipping Label



ROBERT PRICE
(404) 206-5269
EPD LABS
495 14TH STREET
ATLANTA GA 30318

2 LBS

1 OF 1

SHIP TO:
MR. TIM MILLER
HILLSIDE TRAILER PARK
705 BOWEN'S MILL RD. SW
DOUGLAS GA 31533

GA 317 9-03

UPS GROUND
TRACKING #: 1Z 394 652 42 6967 3796

BILLING: P/P
SIGNATURE REQUIRED

REF 1: 0690009

UOM 7.0.15 UPS Thermal 2 39.0A 01/2005

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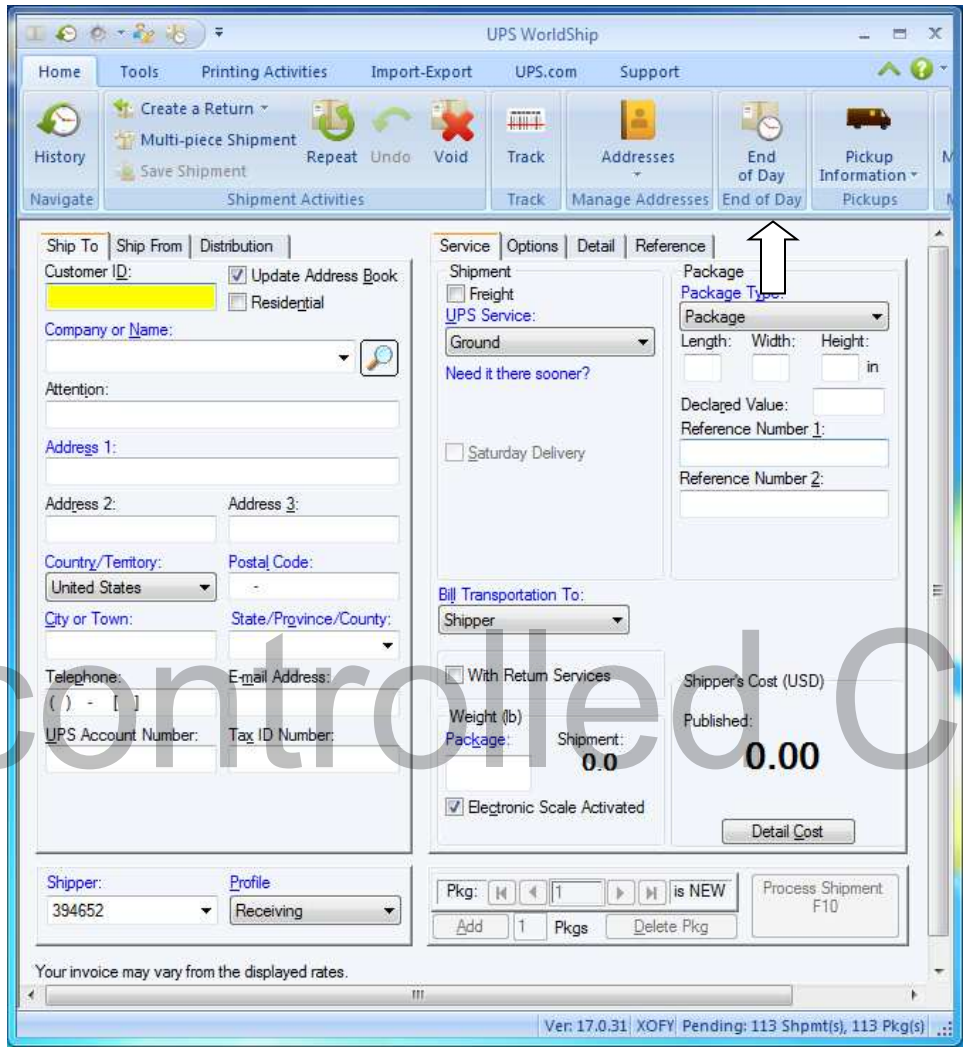
End of Day

End of day Procedure



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At the end of each day, we must print out an End of Day Report to be scanned by the UPS driver. To do this, click on the End of Day Icon. You will be asked if you are ready to close today's shipping and send the information to UPS. Click Yes.

The laser printer will print out a paper copy of the End of Day report and the shipping label will print from the shipping computer. Staple the label to the report and give to the UPS driver when he/she arrives for pickup. They will sign it and return it to you. Place the signed copy in the UPS Manifest notebook.

Copy of a UPS End of Day Report

EPD Labs
DAILY SHIPMENT DETAIL REPORT
02/28/05 02:40 PM

Pickup Date: 02/28/05
Pickup Record No.: 9275913 28 6

UPS Account No.: 394652
Sorted By:Order of Shipment

Name/Address	Shipment Detail		Options	Reference Rate Charges	
	Tracking No.:	1Z3946524269979599	Package Service Charge:	$	6.96
	Package Type:	Package	Delivery Confirmation Charge:	$	2.00
	Weight:	1.0			
	Package Ref No.1:	0690002			
	Tracking No.:	1Z3946524270217884	Package Service Charge:	$	6.96
	Package Type:	Package	Delivery Confirmation Charge:	$	2.00
	Weight:	1.0			
	Package Ref No.1:	0690002			
	Tracking No.:	1Z3946524270103274	Package Service Charge:	$	6.96
	Package Type:	Package	Delivery Confirmation Charge:	$	2.00
	Weight:	1.0	**Shipper Amt:**	**$**	**34.80**
	Package Ref No.1:	0690002	**UPS Total Charge:**	**$**	**34.80**
Ship To: Mr. SID SWORDS menlo 7TH AVE. MENLO GA 30731	Service Type:	UPS GROUND	Shipment Service Charge:	$	9.79
	Total Packages:	2			
	Hundredweight:	No			
	Billable Wt.:	3.0			
	Billing Option:	Prepaid			
	Package Ref No.1:	0550002			
THIS SHIPMENT WAS AGGREGATED					
	Tracking No.:	1Z3946524271507381	Package Service Charge:	$	6.87
	Package Type:	Package	Delivery Confirmation Charge:	$	2.00
	Weight:	1.0			
	Package Ref No.1:	0550002			
	Tracking No.:	1Z3946524271335094	Package Service Charge:	$	6.92
	Package Type:	Package	Delivery Confirmation Charge:	$	2.00
	Weight:	1.1	**Shipper Amt:**	**$**	**13.79**
	Package Ref No.1:	0550002	**UPS Total Charge:**	**$**	**13.79**
Ship To: Mr. TIM MILLER hillside trailer park 705 BOWEN'S MILL RD. SW DOUGLAS GA 31533	Service Type:	UPS GROUND	Shipment Service Charge:	$	10.10
	Total Packages:	2			
	Hundredweight:	No			
	Billable Wt.:	3.0			
	Billing Option:	Prepaid			
	Package Ref No.1:	0690009			
THIS SHIPMENT WAS AGGREGATED					
	Tracking No.:	1Z3946524269673796	Package Service Charge:	$	7.14
	Package Type:	Package	Delivery Confirmation Charge:	$	2.00
	Weight:	1.1			
	Package Ref No.1:	0690009			
	Tracking No.:	1Z3946524271609968	Package Service Charge:	$	6.96
	Package Type:	Package	Delivery Confirmation Charge:	$	2.00
	Weight:	1.0	**Shipper Amt:**	**$**	**14.10**
	Package Ref No.1:	0690009	**UPS Total Charge:**	**$**	**14.10**
Ship To: Mr. WADE ORQURKE canton 150 BOBBY E. BISHOP DR. CANTON GA 30114	Service Type:	UPS GROUND	Shipment Service Charge:	$	7.32
	Total Packages:	2			
	Hundredweight:	No			
	Billable Wt.:	4.0			
	Billing Option:	Prepaid			
	Package Ref No.1:	0570001			
THIS SHIPMENT WAS AGGREGATED					

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Procedure for Filling Bottle Orders & Source Approvals

Example of a Bottle Order

Georgia Department of Natural Resources
Environmental Protection Division

Bottle Order Prepared By:_____

Project Name__State Water Plan – Ambient Monitoring_____

Bottle Order Checked By:_____

Date Sample Kit Prepared: _____ Collector:_____Cody Jones_____

Analysis	Analysis Requested	# of Bottles/ Type	Preservative	Mfg.	Lot Number	EPD Doc. & Bottles Check	Sample Bottle Used?
Pesticides, 608		3-1 Liter Amber G[1]	None				
ICP, ICPMS Metals	4	Clean Metals Kit	HNO_3 to pH <2	Nalgene	1093392	✓	
BOD, pH, Turbidity, Alkalinity, Conductivity, Suspended Solids, Anions	15	1- 1Liter P[2]	None				
Ammonia, Nitrate, Total Phosphorus, TKN, TOC	13	1-250 ml P[2]	10% H_2SO_4 to pH <2				
Fecal Coliform		1-250 ml P[2]	$Na_2S_2O_3$				
Ortho-Phosphorus	13	1- 250 ml P[2]	None				
Hardness	13	1- 250 ml P[2]	None				
Oil@ Grease		1 –1 Liter WM Amber G[1]	HCl to pH <2				
ICP, ICPMS Metals/ Blank	1	1- 500 ml P[2] Clean Metals Blank	HNO_3 to pH <2	Nalgene	1093392	✓	
Pesticides, 608 QC		2-1 Liter Amber G[1]	None				

2014 AUG 28 PM 1:44 RECEIVING LAB
RECEIVED EPD LABS

G[1] = Borosilicate Glass P[2] = High Density Polyethylene **Water Plan, Water Sample Only**

Notes:
Please have bottles ready for pickup on Sept 16, 2014.
Cody Jones, WP1

S:\Bottle Orders\WP Ambient Monitoring.docx

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Bottle orders are submitted to either the supervisor or manager.

- They will stamp the order as having been received and post the order in a visible place along with all other bottle orders waiting to be filled. As a general rule, collectors must get there orders to the laboratory at least 3 days prior to the requested pickup date.
    - If Clean Metals Kits are requested, these are filled by the Metals laboratory.
    - If VOCs are requested, these are filled by the GC/MS laboratory.
    - All other containers requested are filled by the Shipping/Receiving staff.
- Pack the requested number of bottles into a plastic bag making note of the manufacturer and the lot number on the bottle order form. Nutrient bottles (Ammonia, Nitrate, TPhos, etc.) must be placed in a separate bag.
    - Since Pesticide bottles are glass, these will be packed in cardboard boxes when requested, instead of plastic bags.
- Once the bottle order has been filled, place your initials in the top right-hand corner as the Bottle Order Preparer. Have a co-worker or supervisor/manager double check the bottle order. They will place their initials next to Bottle Order Checked By.
- Write the date in which the sample kit was prepared and make a copy of the order. Attach the original to the sample kit and place the copy in the Bottle Request Notebook.

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If the collector requests that the sample containers be mailed rather than be held for pickup, then follow all the instructions above and place the containers in either a cooler or a sturdy box for shipment. Use UPS Worldship to ship the container to the collector's address. Be sure to allow time for shipment (usually 2-3 days prior to the date requested by the collector).

Example of a Source Approval Bottle Order

Georgia Department of Natural Resources
Environmental Protection Division Laboratory
5804 Peachtree Corners East, Norcross GA 30092-3403

Safe Drinking Water Program

Source Approval Form Dated: 03/27/2019

System Information *Check for Accuracy*		**Collection Information** *Fill in Completely*
System ID:	0810048	Collection Date:
System Name:	cordele rv park	Collection Time:
Facility:	101: behind front office well #1	Collector's Name:
Sampling Pt:	behind front office well #1	Phone Number:
Sampling Pt ID:	101	
Schedule ID:	692079	Chlorinated Sample? YES / NO *(circle one)*

For laboratory related questions, call Kristy Hrehor at (678) 248-7450

I AFFIRM THAT THE DRINKING WATER SAMPLE WAS COLLECTED IN ACCORDANCE WITH THE INSTRUCTIONS AND SAMPLING FORM ACCOMPANYING THE BOTTLE, THE GEORGIA RULES FOR SAFE DRINKING WATER (CHAPTER 391-3-5 ET SEQ) AND THE GEORGIA SAFE DRINKING WATER ACT(O.C.G.A. SECTION 12-5-174 ET SEQ).

Collector's Signature: _____

Send To: Mr. JONATHAN M TINDALL, 829 SW Central Avenue, BLACKSHEAR, GA 31516

Analysis	# of Bottles/Type	Perservative	Mfg.	Lot Number	EPD Doc. & Bottle Check	Sample Bottle Used?
Anions, Source-pH, Fluoride, Color, Turbidity, TDS, Alkalinity	1-2 Liter High Density Polyethylene (1/2 Gal) Must be cooled to 0-6 Celsius and submitted within 24 hrs of collection.	None				
VOC, 524	2-40 ml Borosilicate Glass Vials 1-125 ml Amber Borosilicate Glass Must be cooled to 0-6 Celsius.	Ascorbic Acid HCL to pH <2				
ICP, Metals 200.7, ICPMS, Metals 200.8	1-500 ml High Density Polyethylene Must be cooled to 0-6 Celsius.	HNO3 to pH <2				
Nitrate-Nitrite, 353.2	1-250 ml High Density Polyethylene	H2SO4 to pH <2				
Hardness	1-250 ml High Density Polyethylene	None				
Ecol, Tcol	1-250 ml High Density Polyethylene Must be submitted within 30 hrs of collection.	None				
Trip Blank/524	2-40 ml Borosilicate Glass Vials	HCL to pH <2				

Do Not Write Below This Line. For Lab Use Only.

Chlorine Check: POS / NEG

Laboratory Label

Preservative Confirmed
pH <2_____ >12_____
Temp:_____

Sample Type
4. Source Approval
Receipt Temperature: °C
☐ UPS ☐ Mail
☐ Fed Ex ☐ Courier
☐ Hand ☐ Other

Uncontrolled Copy

Source approvals and associated sample labels are forwarded to Shipping/Receiving who forward a copy to GC/MS, along with the appropriate VOC bottle labels to fill the VOC portion of the request.

Once a source approval has been received do the following

- Gather the necessary bottles making note of the lot number and manufacturer for all bottles on the bottle request.
- The bottles must be labelled. The labels are printed from the DW Systems tab of the Drinking Water database.
- A sheet of paperwork informing the collectors to bring samples back on ice must be included in the source approval sample kit as well.

To assemble the source approval sample kit, place all of the following in a cooler and ship to the address specified on the Source Approval Mail-Out Sheet using UPS Worldship. Place all paperwork in a Ziploc bag.

- ½ gallon sample container with label
- Hardness sample container with label
- Fecal sample container with label
- Nitrate sample container with label
- Metals sample container with label
- VOC sample containers with labels and trip blank (filled by GC/MS lab)
- Source Approval Form
- Notice to return samples on ice
- Custody Seal

Uncontrolled Copy

You have now completed the Source Approval mail-out process.

Complete the Mailed By and Date Mailed column on the appropriate line in the Drinking Water database when the source approval is mailed out. Also enter the date received in the Drinking Water database when the Source Approval samples are received back at the EPD Laboratory.

Thermometer Accuracy Check Procedure

1. Scope & Application

This procedure describes the steps used to verify the readings taken by infrared thermometers. This verification procedure must be performed daily for all infrared thermometers in use.

2. Apparatus

2.1 – Infrared thermometer

2.2 – Calibrant thermometer

2.3 – Cup of water

3. Procedure

Uncontrolled Copy

3.1 – Place the digital calibrant thermometer in a cup of water that has been stored in the refrigerator and wait for the reading to equilibrate. Record this temperature in the logbook.

3.2 - Aim infrared thermometer at the ice until a reading is displayed on the digital face. Depressing the trigger of the thermometer will reveal a laser which provides a visual representation of precisely where the temperature is being recorded. Record the temperature in the logbook.

3.3 – If the temperature difference between the infrared thermometer and the calibrant thermometer is greater than 0.5°C, notify a manager or supervisor

Sample Receipt Temperature Measurement

1. Scope & Application

This procedure describes the steps to measuring and recording a sample received in the laboratory by Shipping and Receiving personnel.

2. Apparatus

2.1 - Infrared thermometer

3. Procedure

3.1 - Aim infrared thermometer at the sample bottle until a reading is displayed on the digital face. Depressing the trigger of the thermometer will reveal a laser which provides a visual representation of precisely where the temperature is being recorded.

Uncontrolled Copy

3.2 - Record temperature in degree centigrade on laboratory analysis request document form. If there are multiple sample containers per outer container, it is only necessary to measure the temperature of one of the bottles and record that temperature on the chain of custody.

3.3- All samples must be received at a temperature between 0.0°C and 6.0°C. If temperature deviates from this measurement standard, the technician must notify supervisor and/or manager.

De-Ionized Water Meter Log Procedure

1. Scope & Application

This procedure describes the steps used to verify the quality of the de-ionized water being used by the laboratory. This verification procedure must be performed daily.

2. Apparatus

2.1 – DI system meter

3. Procedure

3.1 – Record the meter reading on the daily log sheet.

3.2 - Measurement reading should be greater than and/or equal to 10.0 uohms/cms. If measurement reading falls below this value, the technician must notify a manager or supervisor.

Uncontrolled Copy

Bottle Top Dispenser Verification

1. Scope & Application

This procedure describes the steps used to verify that actual amounts of preservative dispensed by the bottle top dispensers are equal to the observed amount dispensed by the analyst. These dispensers are used to preserve certain sample containers before shipment as well as adjust the pH on samples returned to the laboratory without preservation. This procedure must be performed weekly for all dispensers currently in use.

2. Apparatus

2.1 – Calibrex 520 Bottle-Top Dispenser

2.2 – 10mL graduated cylinder

3. Procedure

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3.1 – Verify that the dispenser is set to dispense the correct amount of preservative – 1.25mL for TOCs and 2.5mL for nutrients.

3.2 – Pump the dispenser into a waste container once to remove any air bubbles.

3.3 – Dispense 5mL of preservative into the 10mL graduated cylinder and verify that the amount dispensed into the graduated cylinder is within +/- 0.1mL of the value observed on the dispenser.

3.4 – Record the analyst, date, pump number, actual amount, and verified amount into the logbook.

3.5 – If the result is found outside tolerance, repeat steps 1-3. If it is still found outside tolerance, notify a manager or supervisor.

Cyanide Preservation Check

1. Scope & Application

This procedure describes how to check that cyanide samples have been properly preserved when received by the laboratory.

2. Apparatus

2.1 – pH paper

2.2 – Plastic disposable pipettes

3. Procedure

3.1 – Using a separate disposable pipette for each sample, dispense 1-2 drops of each sample onto a clean strip of pH paper.

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3.2 – Compare the color of the pH paper to the scale on the pH paper container in order to determine the pH of the sample.

3.3 – If the sample is properly preserved the pH should be ≥ 12. If the pH is less than 12 then notify the inorganics lab by marking on the chain of custody that the sample is unpreserved. The inorganics lab will be responsible for preserving the samples.

Metals Sample Preservation Check

1. Scope & Application

This procedure describes how to check that Metals samples have been properly preserved when received by the laboratory.

2. Apparatus

2.1 – pH paper

2.2 – Plastic disposable pipettes

3. Procedure

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3.1 – Using a separate disposable pipette for each sample, dispense 1-2 drops of each sample onto a clean strip of pH paper.

3.2 – Compare the color of the pH paper to the scale on the pH paper container in order to determine the pH of the sample.

3.3 – If the sample is properly preserved the pH should be less than 2. If the pH is greater than 2 then notify the metals laboratory by documenting on the chain of custody that the sample is unpreserved. The metals lab will preserve the sample.

Metals Sample Container Preservation

1. Scope & Application

This procedure describes how to preserve metals sample containers (not clean metals) prior to shipment.

2. Apparatus

2.1 – Bottle-top dispenser from the Metals Lab

2.2 – 500mL Plastic narrow-mouthed bottle

2.3 – 1:4 Nitric Acid (HNO_3) solution

3. Procedure

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3.1 – Before using the bottle-top dispenser, check the daily verification log to ensure that the pipette dispensing volume has been verified that day. If it has not been verified, then notify a metals lab scientist and allow them to verify the dispenser.

3.2 – Verify that the bottle-top dispenser is set to dispense the proper volume of 1:4 nitric acid preservative. For metals samples, this value is 5mL.

3.3 – Pump the dispenser into waste container once to remove any air bubbles.

3.4 – Dispense 5mL of the 1:4 nitric acid preservative into the 500mL plastic narrow-mouthed bottle.

3.5 – Recap the bottle. The container has now been properly preserved for metals sample collection.

Nutrient Preservation Check

1. Scope & Application

This procedure describes how to check that Nutrient samples have been properly preserved when received by the laboratory.

2. Apparatus

2.1 – Calibrex 520 Bottle Top Dispenser

2.2 – pH paper

2.3 – 10% Sulfuric Acid (H_2SO_4)

2.4 – Plastic disposable pipettes

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3. Procedure

3.1 – Using a separate disposable pipette for each sample, dispense 1-2 drops of each sample onto a clean strip of pH paper.

3.2 – Compare the color of the pH paper to the scale on the pH paper container in order to determine the pH of the sample.

3.3 – If the sample is properly preserved the pH should be less than 2. If the pH is greater than 2 then dispense 2.50mL of 10% sulfuric acid into the sample using the bottle top dispenser and repeat steps 1-2.

Nutrient Sample Preservation

1. Scope & Application

This procedure describes how to preserve Nutrient sample containers prior to shipment.

2. Apparatus

2.1 – Calibrex 520 Bottle Top Dispenser

2.2 – 250mL plastic bottle

2.3 – 10% Sulfuric Acid (H_2SO_4)

3. Procedure

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3.1 – Before using the bottle top dispenser, check the daily verification log to ensure that the dispensing volume has been verified that day. If it has not been verified, then follow the necessary SOP to verify the volume being dispensed prior to preserving any sample containers.

3.2 – Verify that the dispenser is set to dispense the proper volume of 10% sulfuric acid preservative. For nutrient samples, this value is 2.5mL.

3.3 – Pump the dispenser into waste container once to remove any air bubbles.

3.4 – Dispense 2.5mL of the 10% sulfuric acid preservative into the 250mL plastic bottle.

3.5 – Recap the bottle. The container has now been properly preserved for nutrient sample collection.

Oil & Grease Preservation Check

1. Scope & Application

This procedure describes how to check that oil and grease samples have been properly preserved when received by the laboratory.

2. Apparatus

2.1 – Pipette

2.2 – pH paper

2.3 – 1:1 Hydrochloric Acid (HCl) solution

2.4 – Plastic disposable pipettes

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3. Procedure

3.1 – Using a separate disposable pipette for each sample, dispense 1-2 drops of each sample onto a clean strip of pH paper.

3.2 – Compare the color of the pH paper to the scale on the pH paper container in order to determine the pH of the sample.

3.3 – If the sample is properly preserved the pH should be less than 2. If the pH is greater than 2 then dispense 5mL of 1:1 hydrochloric acid into the sample and repeat steps 1-2.

Oil & Grease Sample Container Preservation

1. Scope & Application

This procedure describes how to preserve oil and grease sample containers prior to shipment.

2. Apparatus

2.1 – Automatic Pipette from the Inorganics Lab

2.2 – 1L Amber Wide-mouthed glass bottle

2.3 – 1:1 Hydrochloric Acid (HCl) solution

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3. Procedure

3.1 – Before using the automatic pipette, check the daily verification log to ensure that the pipette dispensing volume has been verified that day. If it has not been verified, then notify an inorganic lab scientist and allow them to verify the pipette.

3.2 – Verify that the automatic pipette is set to dispense the proper volume of 1:1 hydrochloric acid preservative. For oil and grease samples, this value is 5mL.

3.3 – Draw up 5mL of the 1:1 hydrochloric acid preservative into the automatic pipette. Avoid the creation of air bubbles in the pipette tip. If an air bubble is trapped within the tip during intake, dispense the sample into the original vessel, check the tip immersion depth, and pipet more slowly. If an air bubble appears a second time, discard the tip and use a new one.

3.4 – Dispense 5mL of the 1:1 hydrochloric acid preservative into the 1L amber glass wide-mouthed bottle.

3.5 – Recap the bottle. The container has now been properly preserved for oil and grease sample collection.

Total Organic Carbon (TOC) Preservation Check

1. Scope & Application

This procedure describes how to check that TOC samples have been properly preserved when received by the laboratory.

2. Apparatus

2.1 – Calibrex 520 Bottle Top Dispenser

2.2 – pH paper

2.3 – 10% Sulfuric Acid (H_2SO_4)

2.4 – Plastic disposable pipettes

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3. Procedure

3.1 – Using a separate disposable pipette for each sample, dispense 1-2 drops of each sample onto a clean strip of pH paper.

3.2 – Compare the color of the pH paper to the scale on the pH paper container in order to determine the pH of the sample.

3.3 – If the sample is properly preserved the pH should be less than 2. If the pH is greater than 2 then dispense 1.25mL of 10% sulfuric acid into the sample using the bottle top dispenser and repeat steps 1-2.

Total Organic Carbon (TOC) Preservation

1. Scope & Application

This procedure describes how to preserve TOC sample containers prior to shipment.

2. Apparatus

2.1 – Calibrex 520 Bottle Top Dispenser

2.2 – 125mL Amber narrow-mouth bottle

2.3 – 10% Sulfuric Acid (H_2SO_4)

3. Procedure

Uncontrolled Copy

3.1 – Before using the automatic pipette, check the daily verification log to ensure that the bottle top dispenser volume has been verified that day. If it has not been verified, then follow the necessary SOP to verify the volume being dispensed prior to preserving any sample containers.

3.2 – Verify that the bottle top dispenser is set to dispense the proper volume of 10% sulfuric acid preservative. For TOCs, this value is 1.25mL.

3.3 – Pump the dispenser into waste container once to remove any air bubbles.

3.4 – Dispense 1.25mL of the 10% sulfuric acid preservative into the 125mL amber narrow-mouthed bottle.

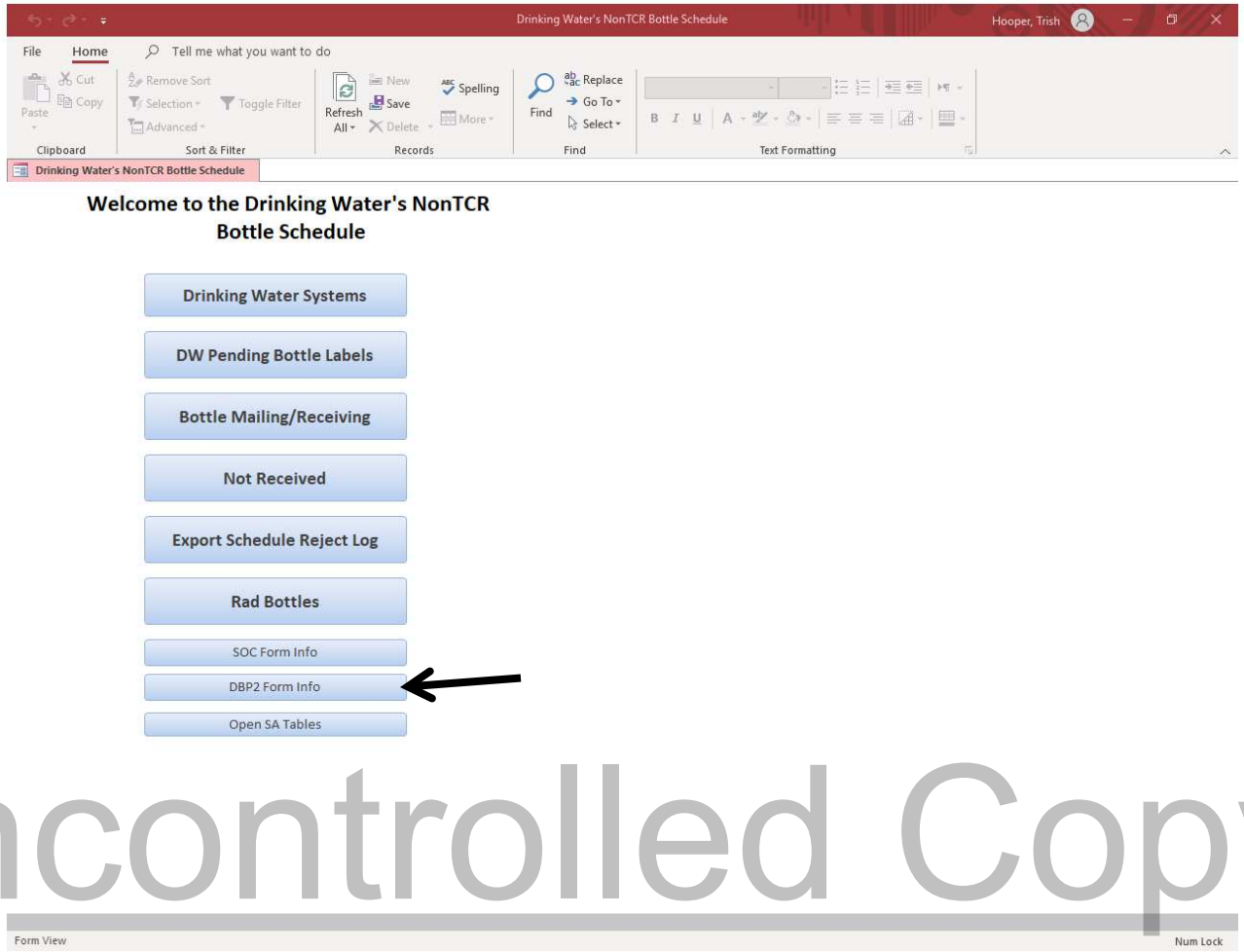
3.5 – Recap the bottle. The container has now been properly preserved for TOC collection.

Printing DBP Stage 2 Labels and Paperwork (QT/YR/3Y)

Barcoded Label and Barcoded Paperwork
Date Mailed
Bottle Lot # and Preservative Lot #

Uncontrolled Copy

Click on the Drinking Water Database Icon .
If you do not have a shortcut link on your desktop it is located on the shared drive.
S:\SDWISGA\DWBottleNonTCRSched.accdb



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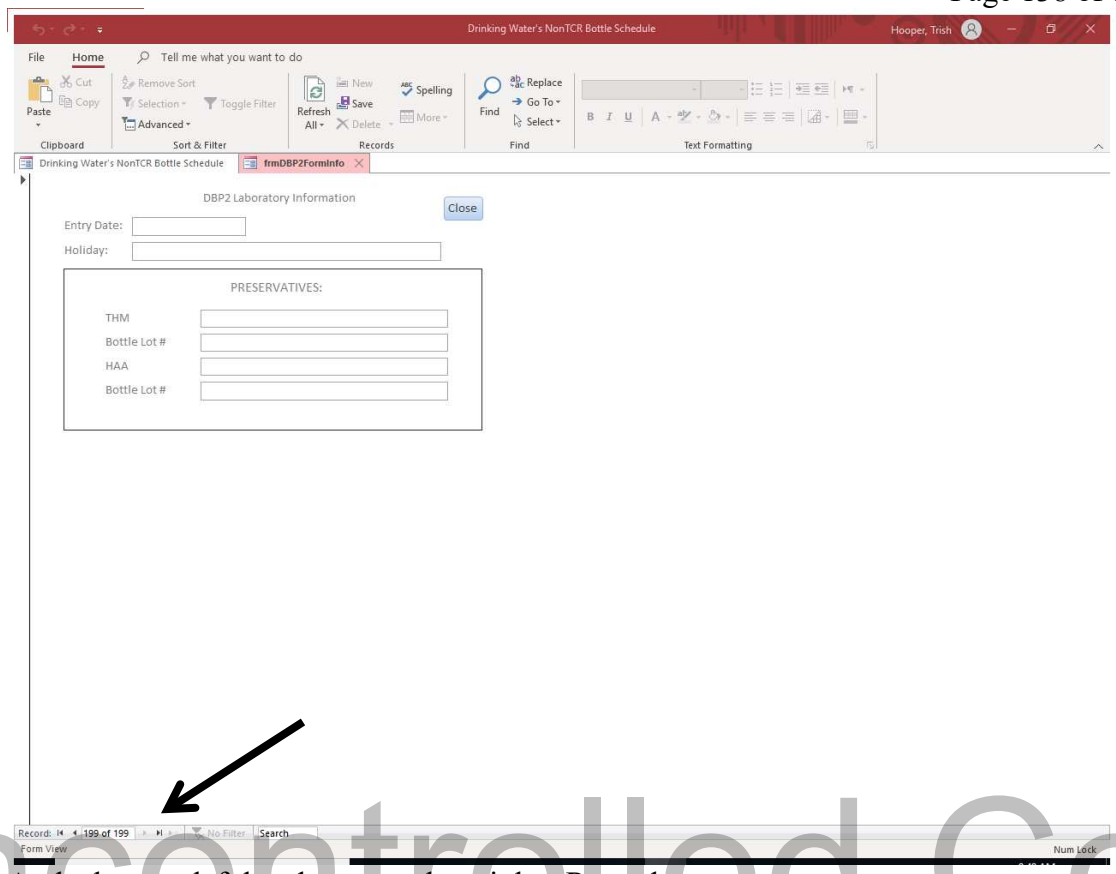
Click on the DBP2 Form Info to bring up the screen for bottle lot and preservative lot.



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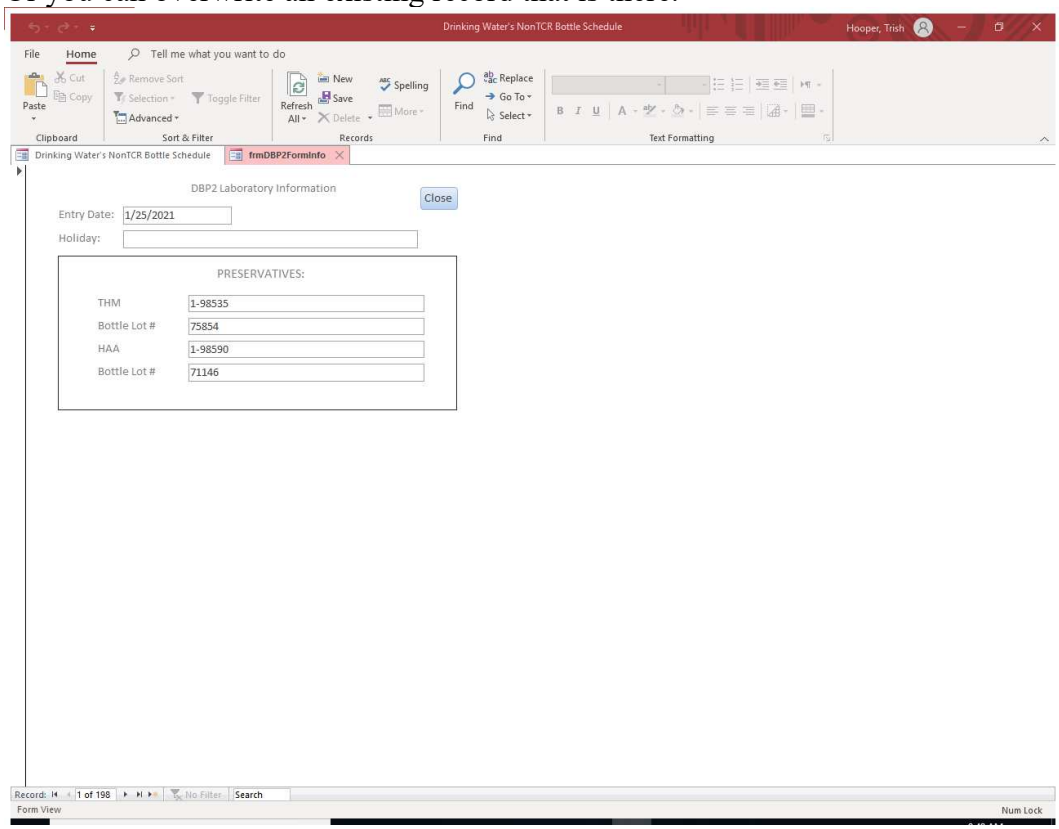
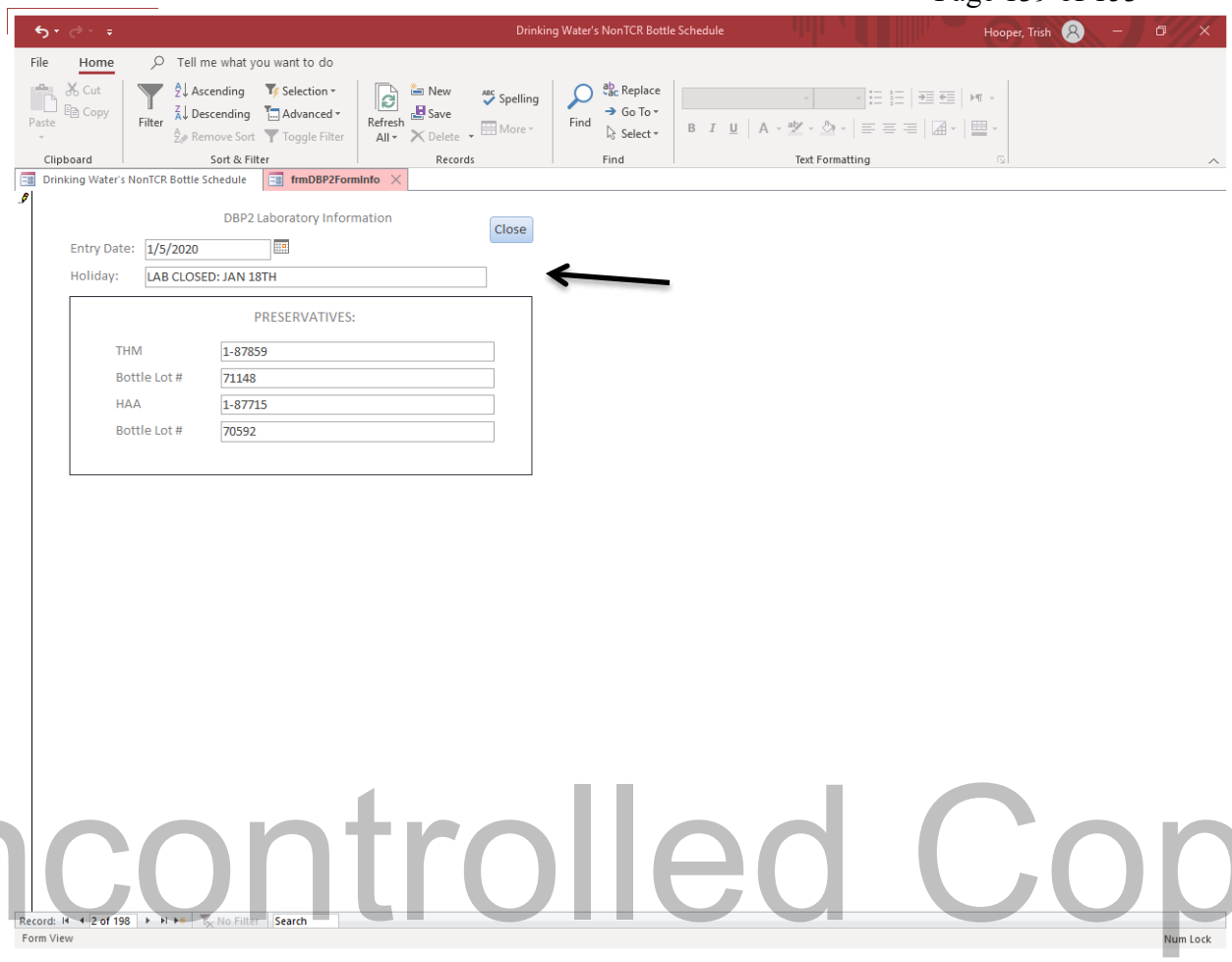
At the bottom left hand corner where it has Record.
Click on the arrows until you get a blank Record.
Or you can overwrite an existing record that is there.





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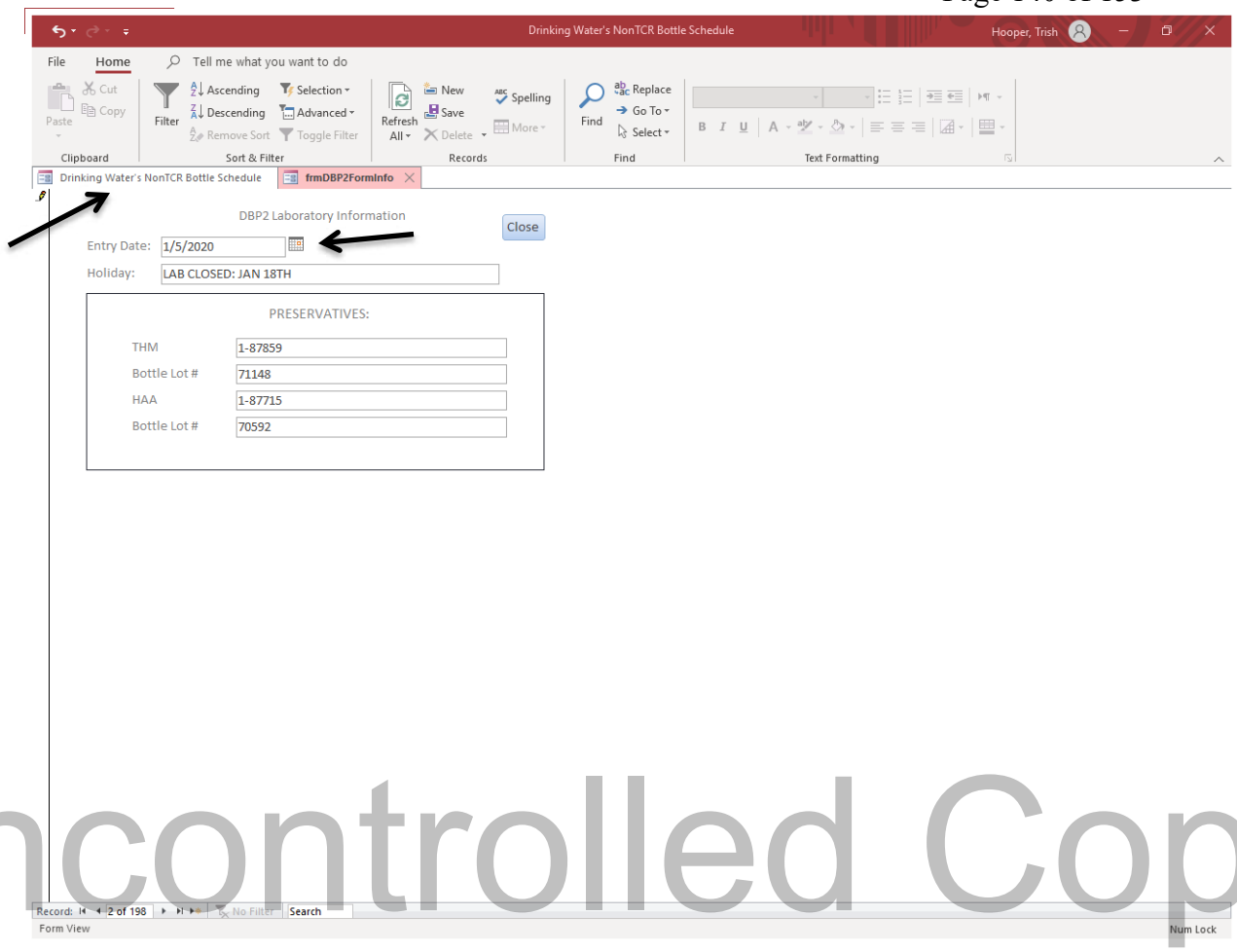
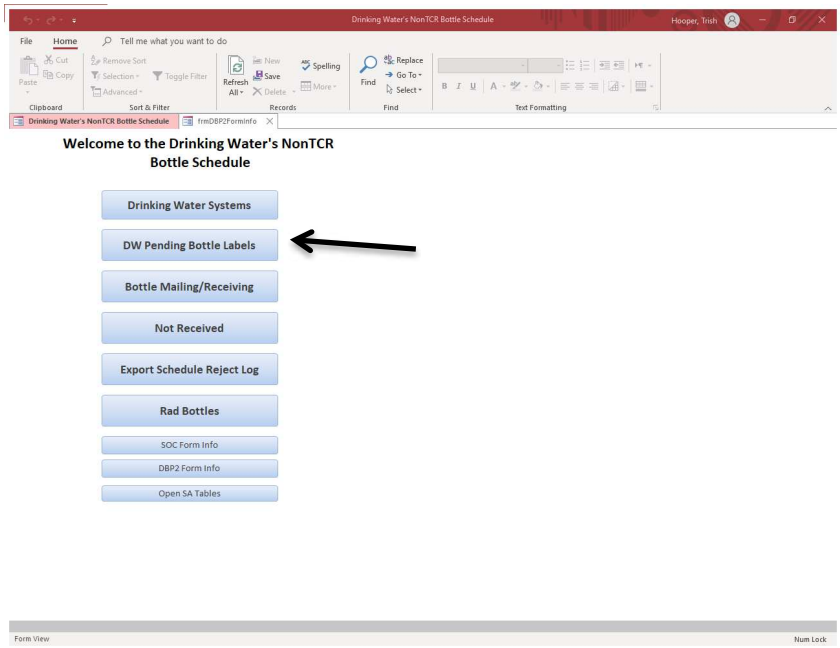
This is where you enter Your mail out Date at the top then you can enter the preservative Lot#'s beside THM and beside HAA then the bottles Lot#'s that you will be using for your mail out. All this information is found on a sticker on the outside of your box provided by the scientist. If you are mailing the samples out to be returned around a Holiday you put the Holiday in that block and let the collector no that the lab will be closed on that date this will print out on your paperwork at the top under the mailout date.

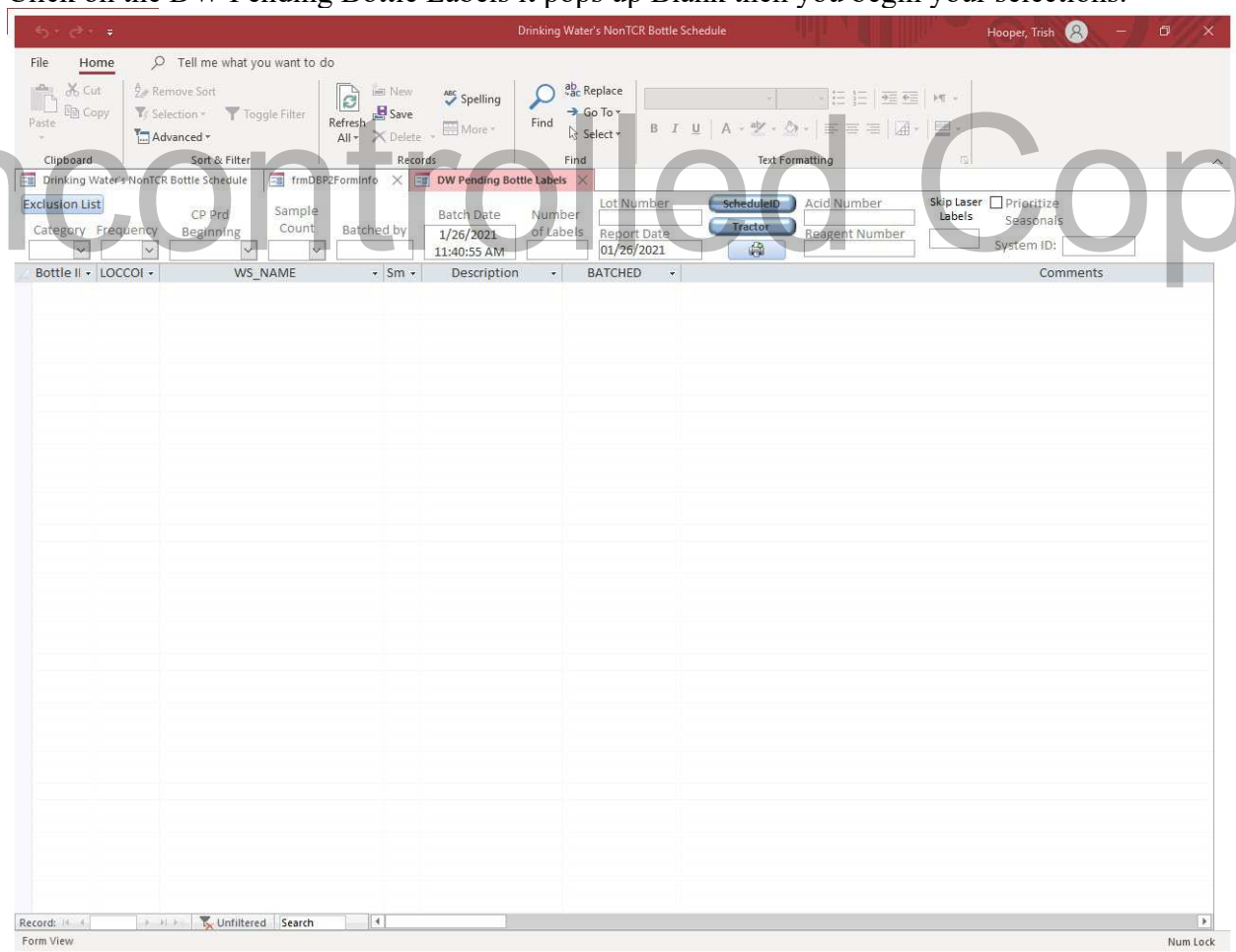


Uncontrolled Copy

This information will be printed on your paperwork so double check to make sure you put the correct date, preservative, and bottle lots. Make sure you end by putting your curser at the top on the Entry Date this will save everything you entered in. Keep this form open **DO NOT CLOSE** this form. If you close the form it will not print the information out on your paperwork correctly it may pull a different record.
Once you are finished with all your entry's Click on [Drinking Water NonTCR Bottle Schedule] to go back to the Main Screen.



Click on the DW Pending Bottle Labels it pops up Blank then you begin your selections.



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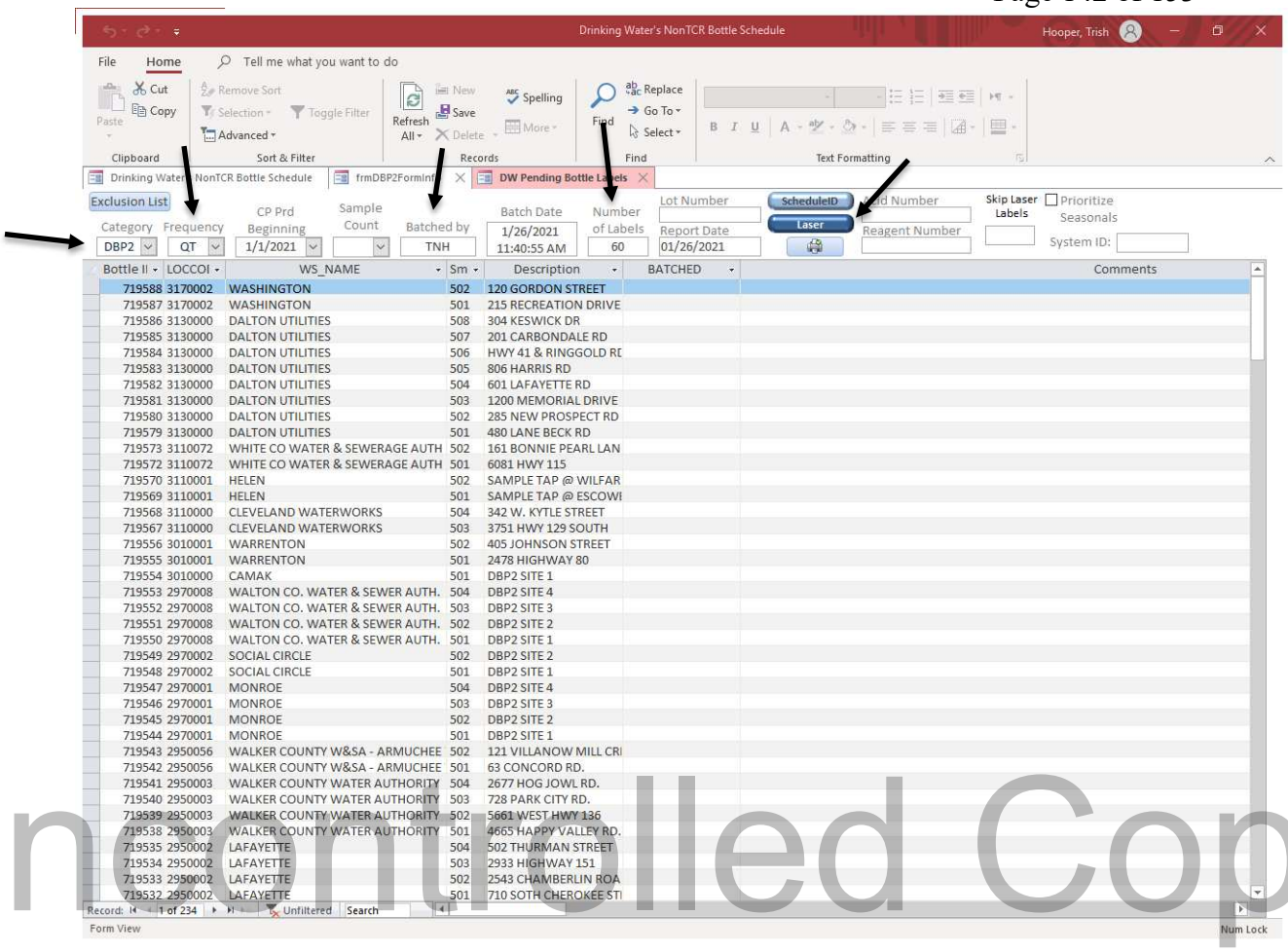

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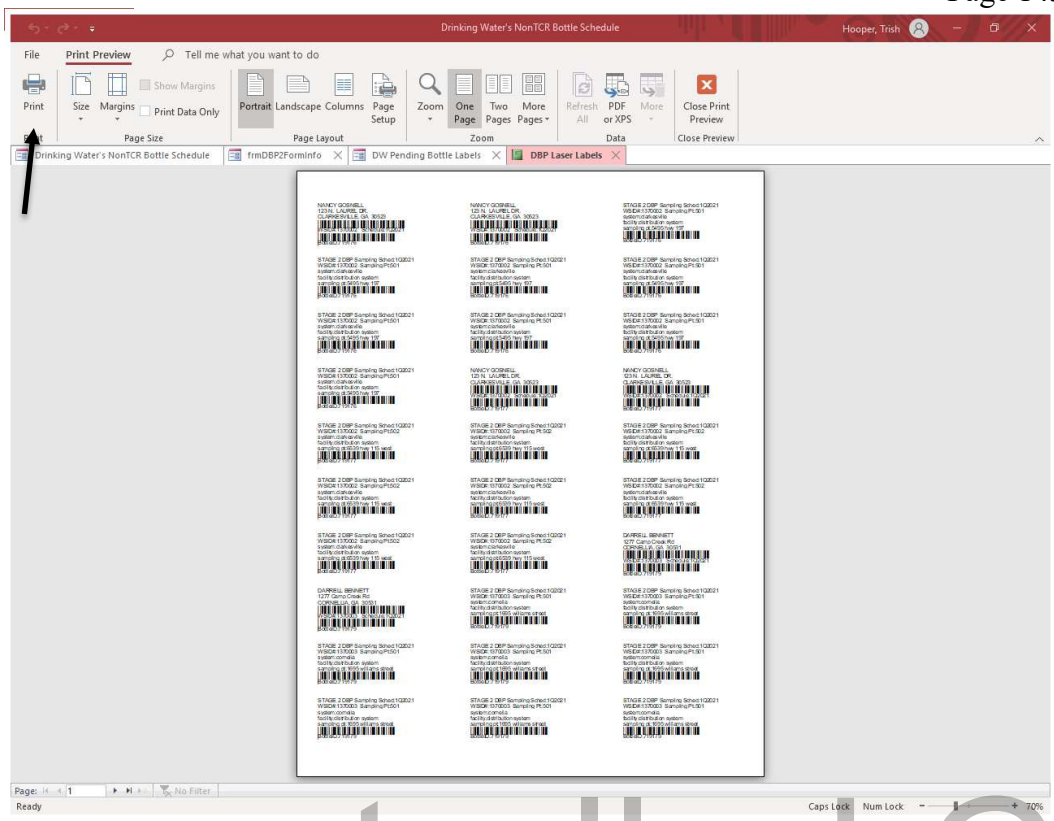
Click on the dropdown box up under [Category] choose [DBP2] this for THM/HAA'S
Then your next dropdown box is [Frequency] select if you are printing [QT – YR – 3Y]
make sure the right [CP Prd Beginning] Date is selected right next to the Frequency.
[Batched by] box put your Initials.
[Number of Labels] box how many Systems you are mailing out.
Then Change [Tractor] to [Laser] for Printing.
Then Click the Printer ICON under the [Laser] to Print.



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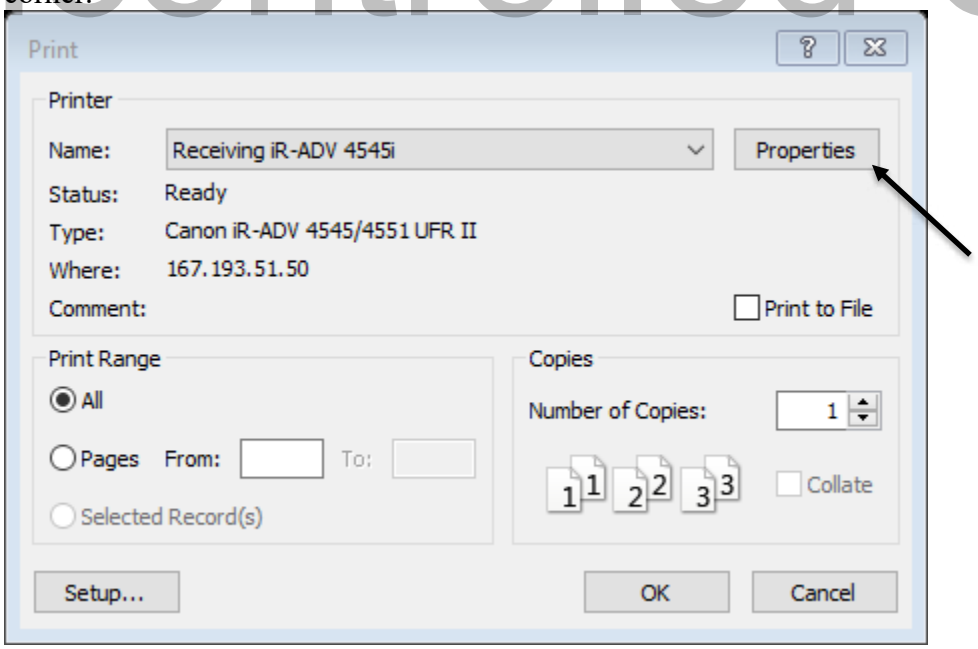
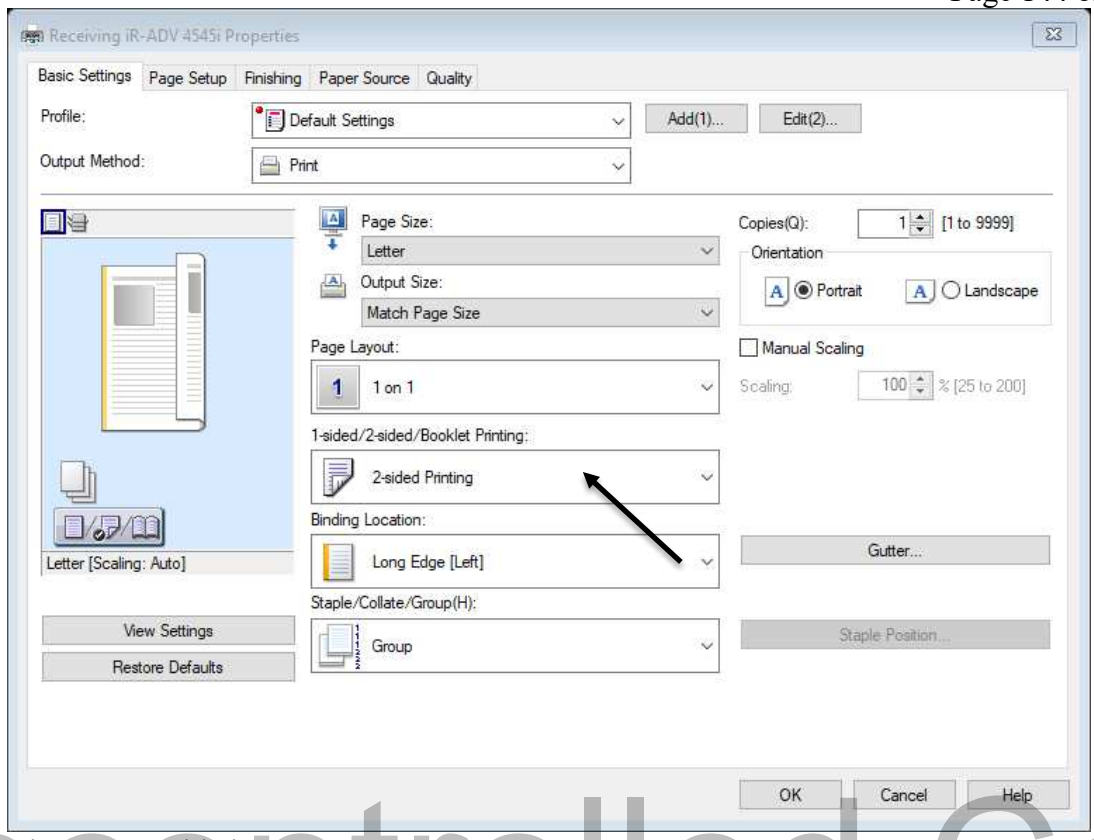
This is what your Laser Labels should look like Click the Printer ICON in the upper left corner.



Click on Properties to select the right settings to Print.



Change to 1 sided

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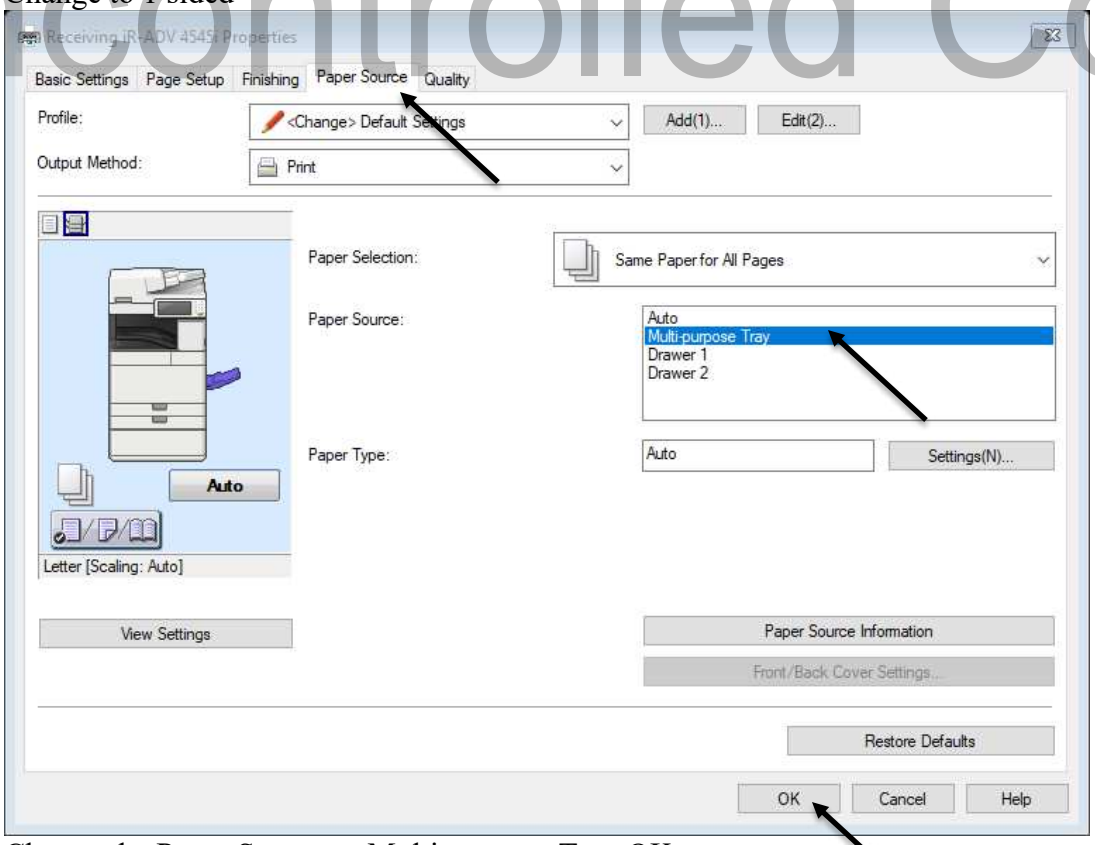
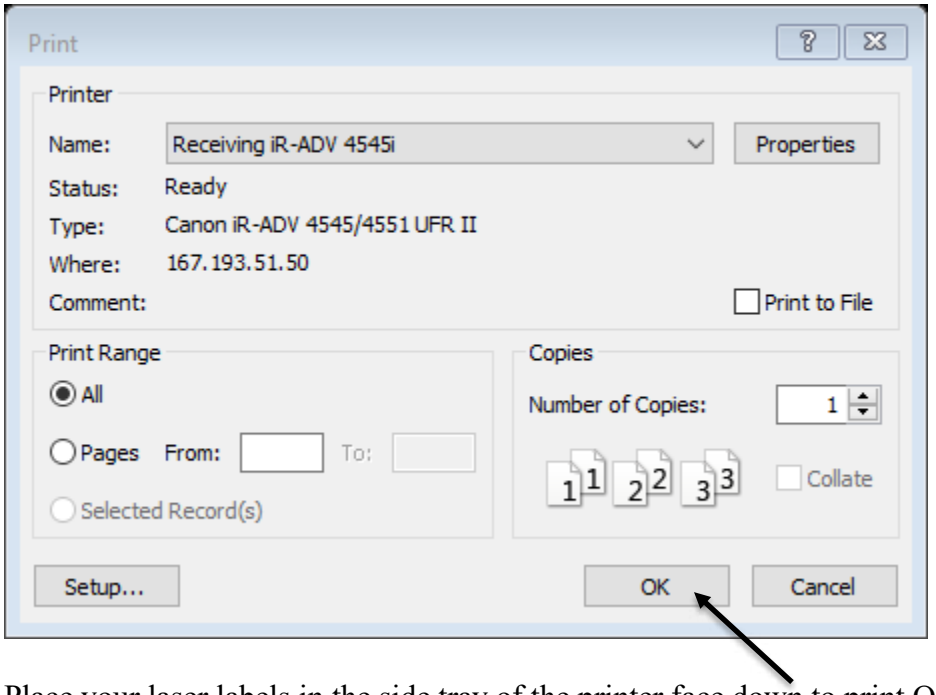
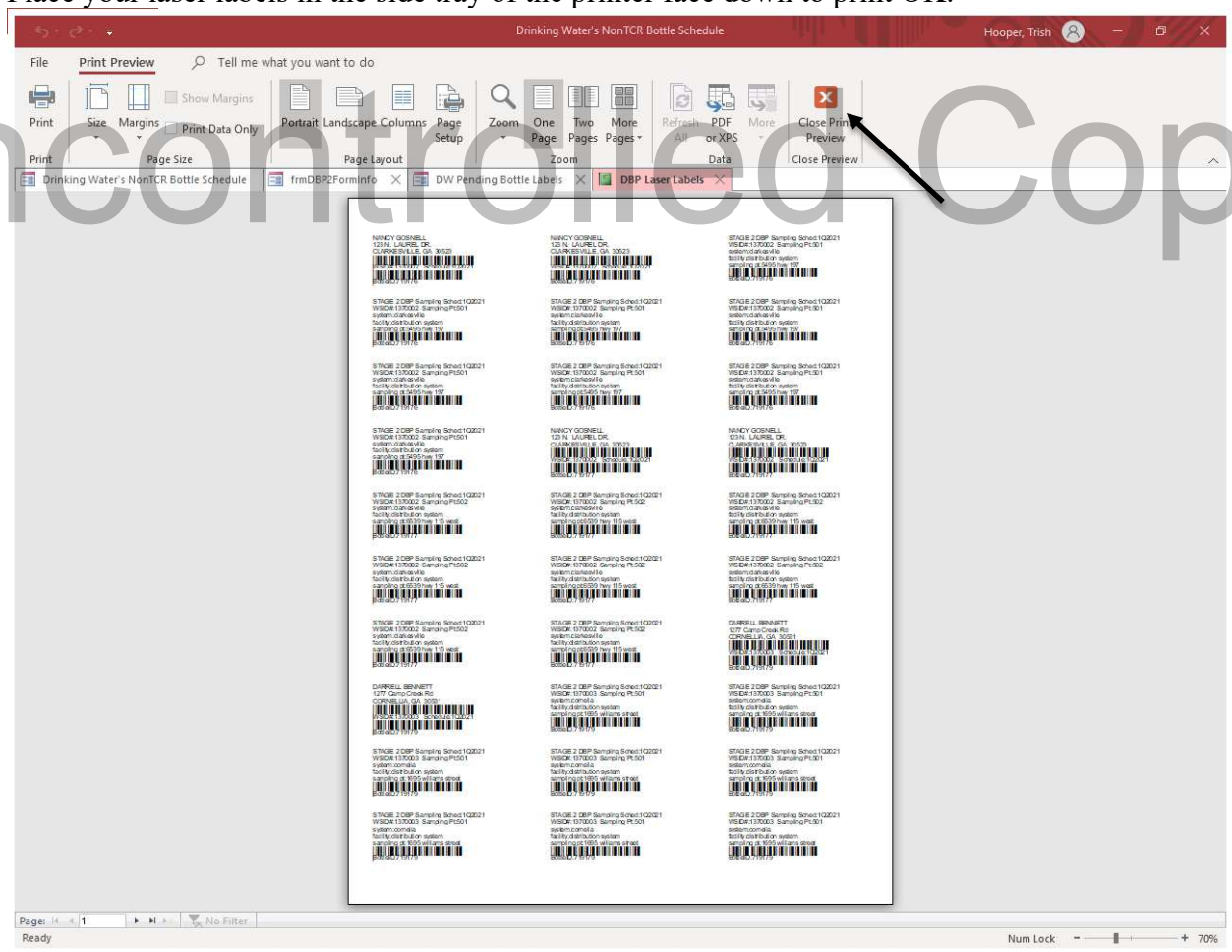


Change the Paper Source to Multi-purpose Tray OK.



Place your laser labels in the side tray of the printer face down to print OK.



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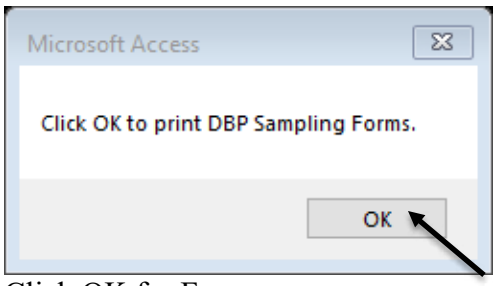
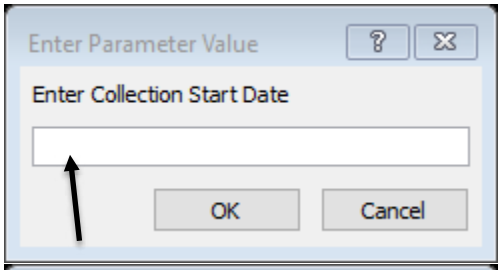
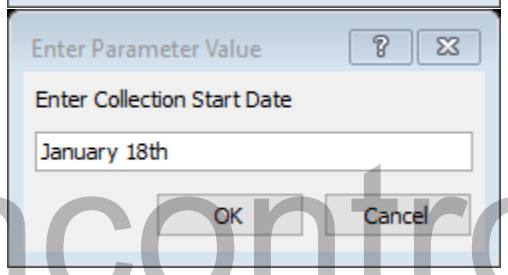
Then you can close out your labels at the Close Print Preview red X box.



Click OK for Forms





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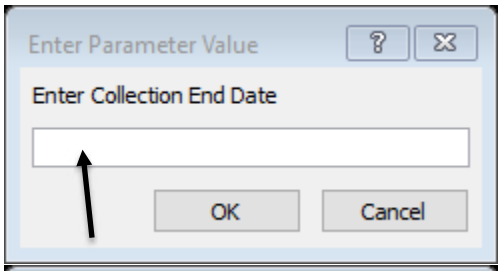
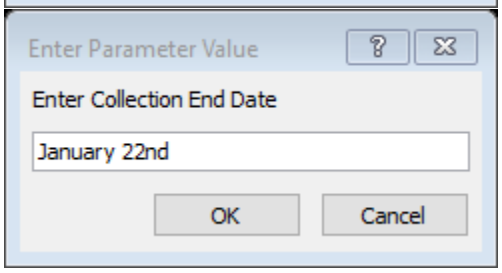
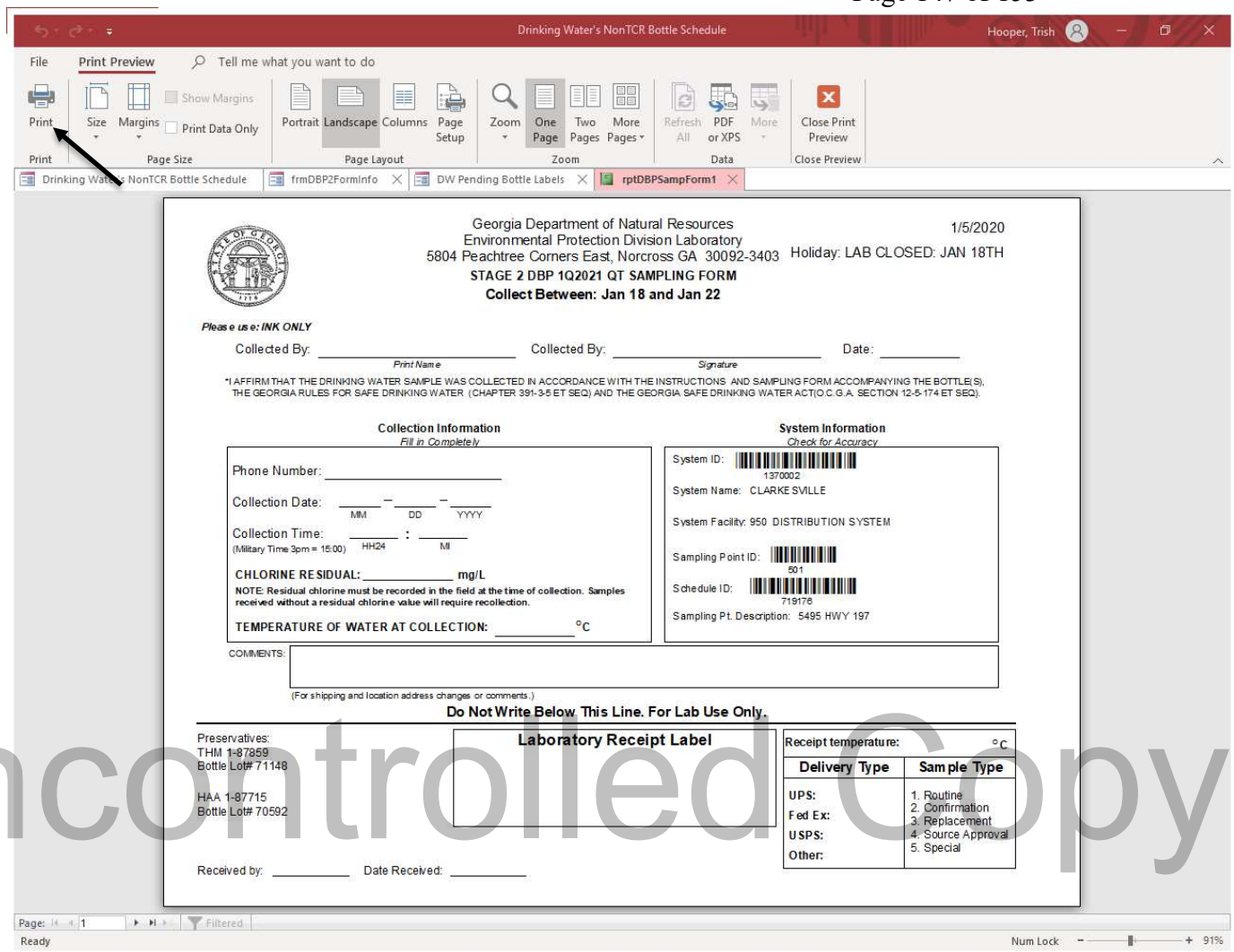
Enter the Start of the Week [January 18th] that the THM/HAA's should be Returned back to the Lab.





Enter the End of the Week [January 22nd] that the THM/HAA's should be Returned back to the Lab.



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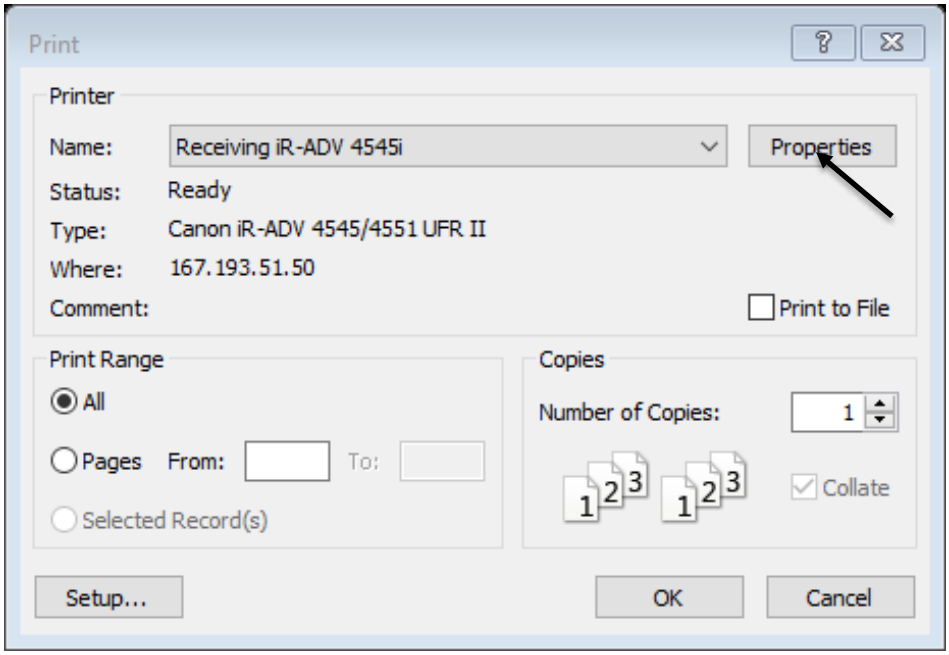
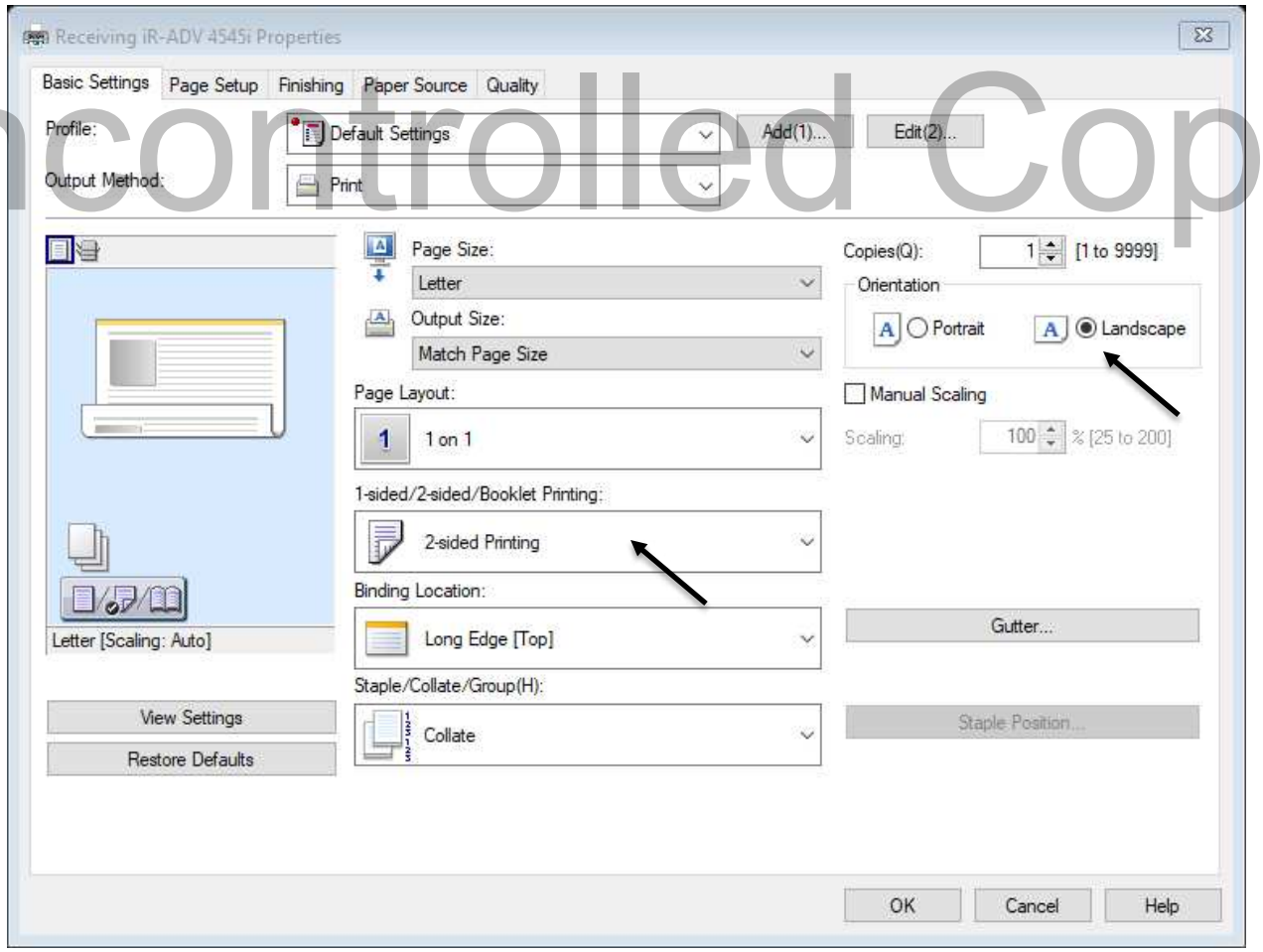
This is what your paperwork should look like check to make sure your mail out date, bottle lots, preservative lots, collection week and if you have a holiday date are all correct before you print your paperwork out.
Click Print in the upper left corner.



Click Properties the make sure your settings are correct



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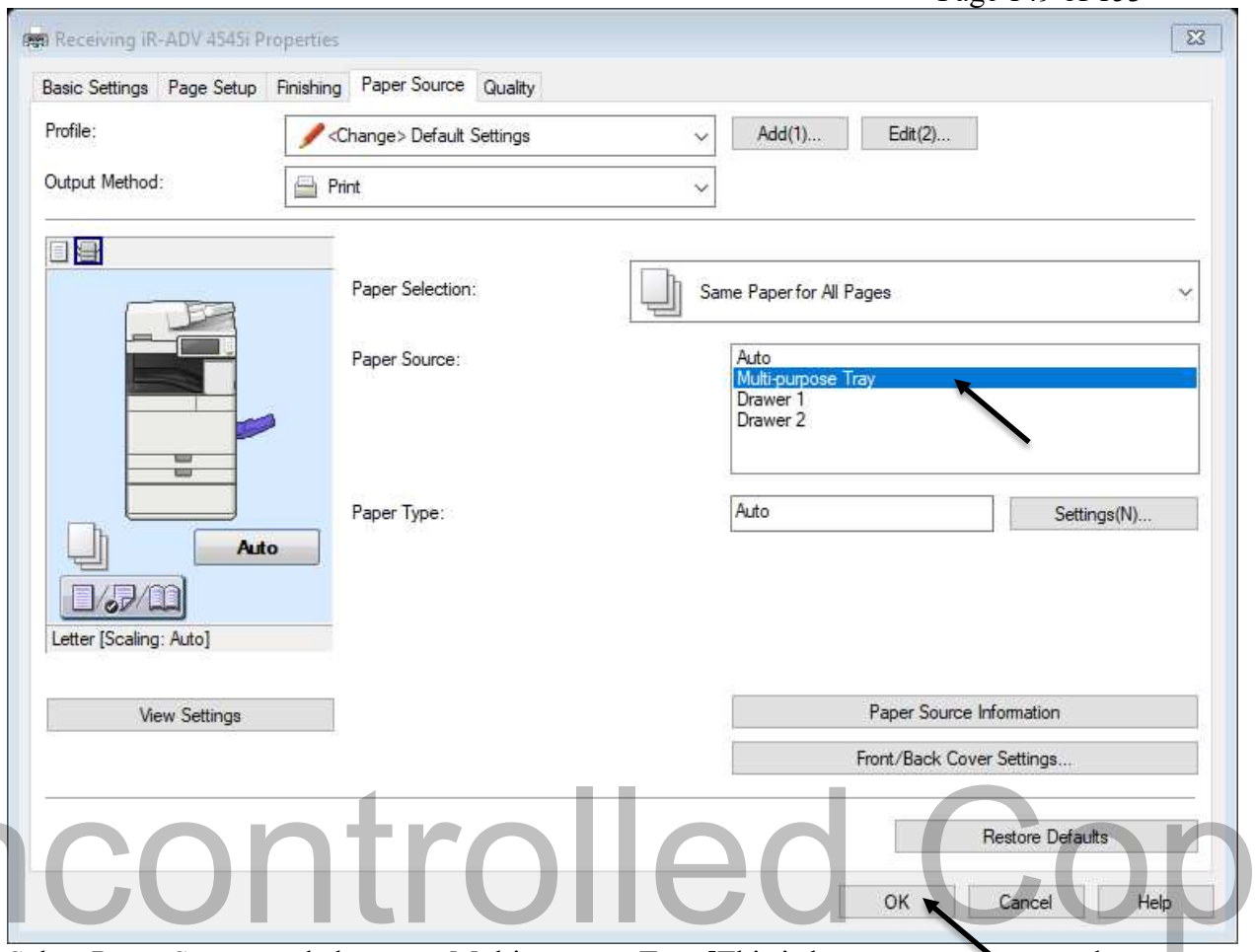
The paperwork is double sided or 2-sided select and check for Landscape **NOT** Portrait.



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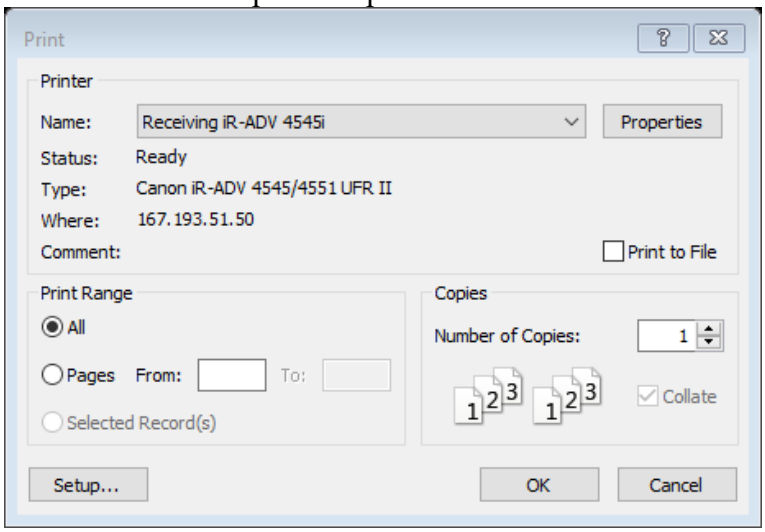
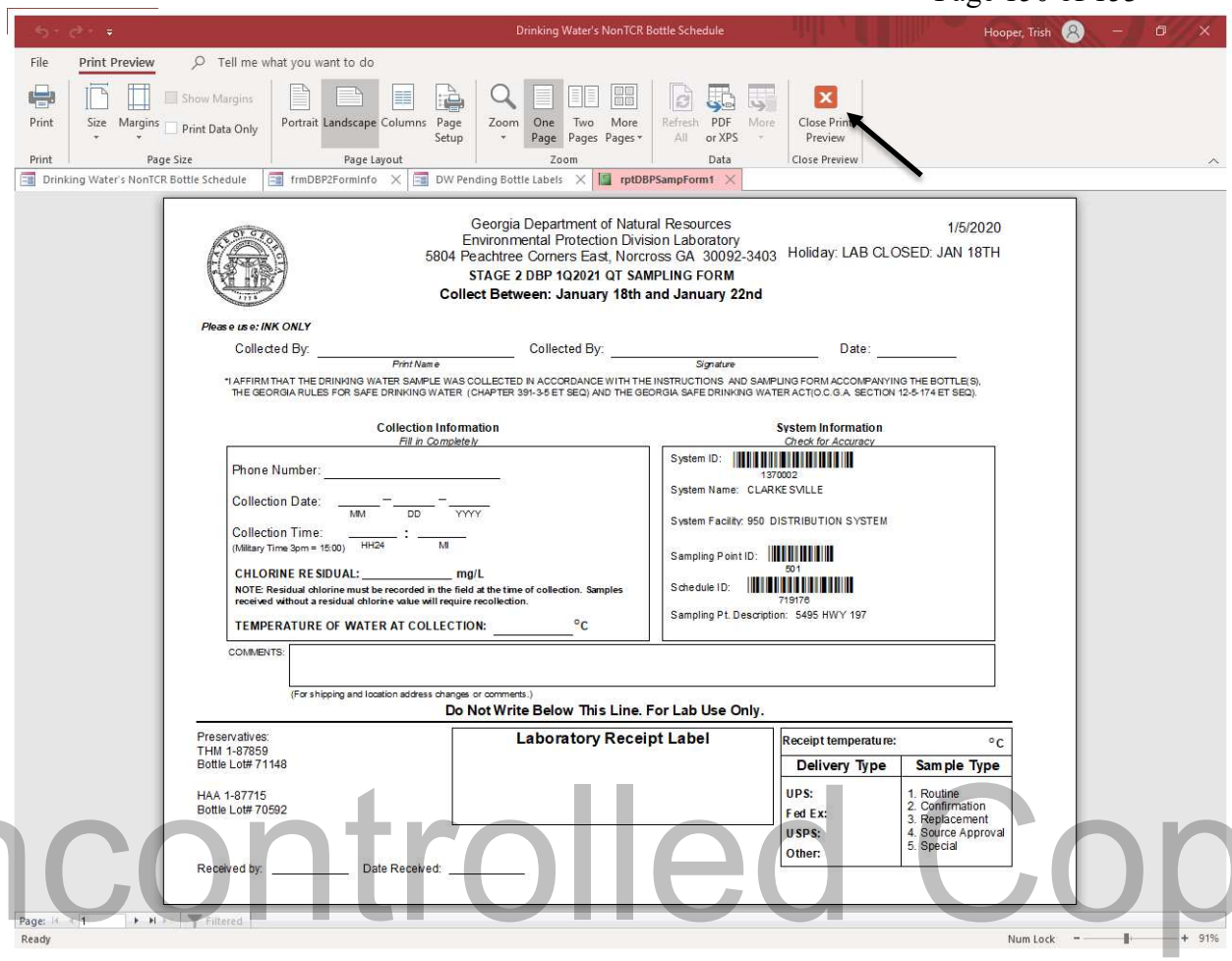
Select Paper Source and change to Multi-purpose Tray [This is because so many people are printing from this printer keeps sheets from getting mixed up with others if the printer is free and clear skip this step.



Make sure your paper is in the Multi-purpose Tray and click OK to Print out your paperwork.



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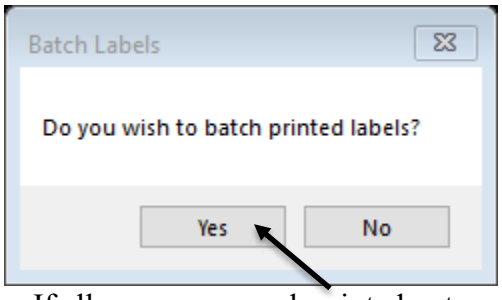
Close Print Preview X red

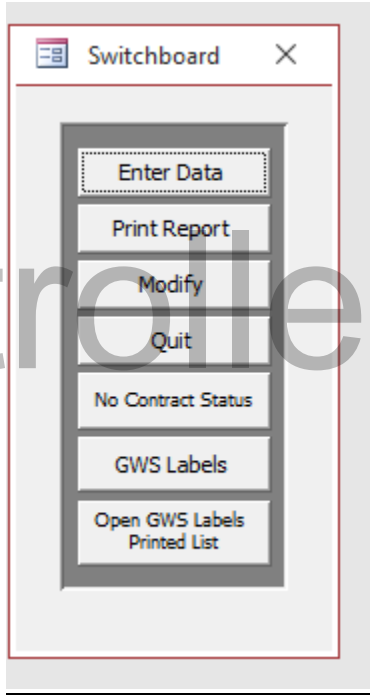


If all your paperwork printed out correctly with no errors then your can click [Yes] to batch your labels BUT if the printer got jammed or for any reason the paperwork did not print out correctly you can click [NO] and go back and rebatch again or start over from the beginning.

LOGGING IN BAC-T SAMPLES

1: Click on receiving icon

2: Click "Enter Data"



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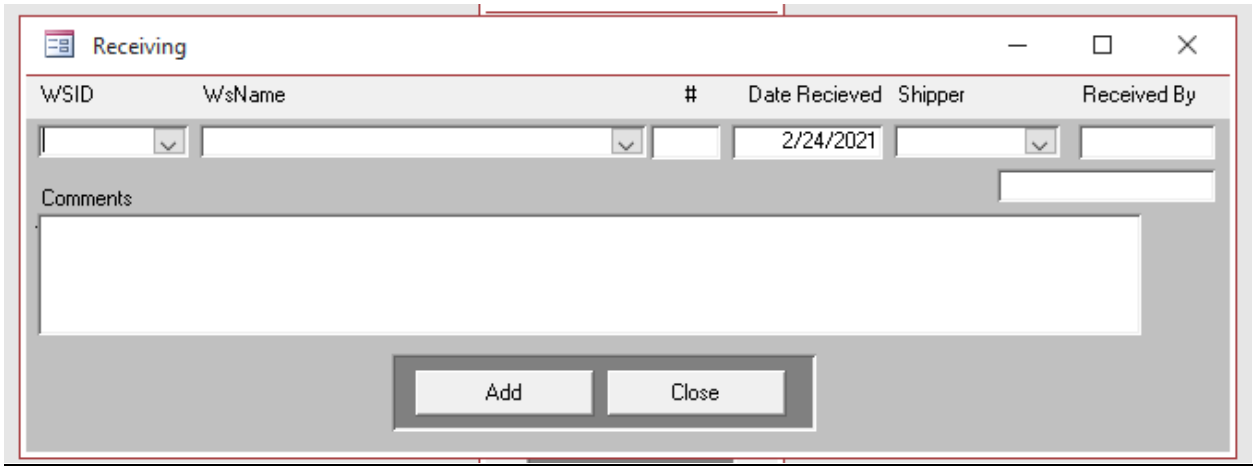
3: Logging in:



: place your initials in “Received By”
:click on “Shipper” to show how shipment was received
:date received is automatically filled in
:put in “WSID #” and the “Ws Name” will come up
: under “#” place how many bottles came in with that system
: if it is a walk in you will follow all instructions above BUT!... under “Shipper” you will put “Other” and in the comments section type in “Walk In”
: after EACH log in click add

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UPDATES

- Table of Contents page Numbers changed 1-2
- $ETO test code added p. 25
- PFAS prelogin and login added p.33
- IOC label count to print out change p. 41
- Prelogin information added to SOCs p. 47-48
- THM/HAA scan bottles into SDWS and enter Chlorine residual and temperature instructions p. 50
- Added page numbers as to location of Test Code Guide, p. 67, 69, 79, 81, 83, 87, 89, and 95
- Added dissolved metals test code to the list of test codes for WP samples, p. 98

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