

Sample Log-In Sheet

Customer ID: (formerly program #)		
Collected by:	Phone #:	Date Collected: Time Collected*:
Submitted by:	Phone #:	Date Submitted: Time Submitted:
Lab Report To:	Mailing Address:	Preserved Y N
Project ID # (formerly Activity Code #):	Project ID # Description:	Samples Arrived on Ice: Y N Temperature Control** °C
Sample Comments: (notes apply to all samples logged in with this batch unless otherwise noted – the comments ONLY appear on the log-in receipt – analytical staff DO NOT see the comments.)		

Tests Requested
(applies to each "sample location" unless noted otherwise)

***For VOCs, the Lab staff must be alerted if the concentration of VOC is expected to be greater than 1ppm.**

Customer Sample ID	
(include time of collection for all samples), i.e. St. Albans - MW1 13:30	

Comments to Laboratory personnel:

* If time collected is different for each sample list the times next to Customer Sample IDs.

****Temperature Control - select a representative sample from the group and use the IR thermometer to take its temperature. Record this temperature and also note whether the samples arrived on ice or not.**