Sample Receipt Checklist

Laboratory: _____ Inspection Date: _____

Lab Contact: _____ Lab Contact: _____

Inspector: _____ Inspector: _____

Sample Check-In and Receipt Documentation (*1)

☐ Chain of Custody ☐ Receipt Document (non-custody) ☐ Sample Condition Upon Receipt

☐ Other: _____

Thermal Preservation Verification (*2*1*4)

Thermometer: ☐ Glass ☐ Digital ☐ Infra Red ☐ Other: _____

Calibration Checks: ☐ Yes ☐ No

IR verification: ☐ Quarterly (Required) ☐ Daily (Recommended)
If verification is greater than 0.5 °C, recalibrate.

Samples Received: ☐ Ice ☐ Dry Ice ☐ Blue Ice (not acceptable for NC samples) ☐ Walk-in (≤15 min.)

☐ Environmental Sample Temp. ☐ Temp. Blank ☐ Other: _____

Chemical Preservation Verification (*2*1)

☐ Checked in field ☐ Checked in receiving ☐ Checked at bench ☐ Paper ☐ Meter

Documentation of pH Meter Calibration (*4*1)

☐ Cal. Buffers ☐ Cal. Check ☐ Annual Temperature Sensor Check

Buffer/Exp. Dates: _____ _____ _____ _____

Chlorine Checks (*2*1)

☐Checked in field ☐ Checked in receiving ☐ Checked at bench ☐ Test Strips ☐ Meter ☐ DPD Visual

Samples Checked At Bench: ☐Bacteria ☐ VOC ☐ Other: _____

Sample Anomaly Procedures for Collection, Preservation/Hold Time Violations (*3)

Client Notification: ☐ Yes ☐ No

Laboratory Certification Notification: ☐ Yes ☐ No

Data and DMR Qualification: ☐ Yes ☐ No

12-2009

Additional Comments: _____

_____

_____

_____

_____

_____

_____

Inspector: _____ Date: _____

Lab Contact/Q.A: _____
(Print Name Please)

Lab Contact/Q.A: _____ Date: _____
(Signature)

Footnote 1:	Requirements specific to quality control plans, documentation of proper analytical practices, supporting documentation, and document retention are found in 15A NCAC 2H .0805 (a) (7), (A) and (E) and (G).
Footnote 2:	Requirements specific to sample documentation, sample containers, pre-treatment, preservation, shipping and storage are found in 40 CFR Part 136 Table II and 15A NCAC .0805 (a) (7) (M).
Footnote 3:	Requirements specific to documentation and notification for sample anomalies and quality control failures are located in 15A NCAC 2H .0805 (a) (7) (N).
Footnote 4:	Where methods and/or regulations are not specific or require clarification, a North Carolina Wastewater/Groundwater Laboratory Certification (NC WW/GW LC) Policy statement is cited.