**SAMPLE RECEIPT LOG [Version 6/30/23]**

**Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Initials** | **Sample ID** | **Sample collection date and time provided?** | **Bottles OK?** | **TP pH** | **NH3 pH** | **Temp**  **(°C)** | **Comments** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Assess the samples for potential qualification or need to request a new sample:

• Not enough sample • sample past hold time • TP or NH3 not pH<2 (preserve w/in 15 minutes of collection) • Damaged or wrong bottles • Temp frozen or >6°C *[Note: if >6oC qualification is not needed if it was collected less than 24 hrs prior to receipt, ice was present when received, and samples were on ice at the time of collection]*.

WI DNR supplied form - This form is only a guide, and it is the lab’s responsibility to ensure that requirements are met.