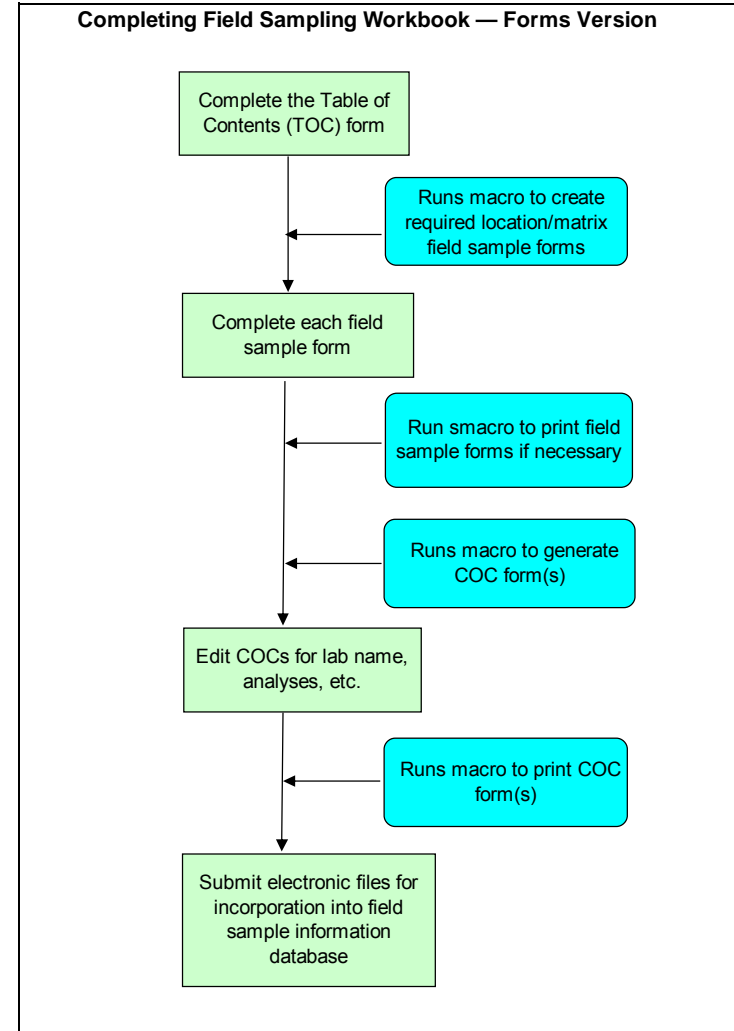
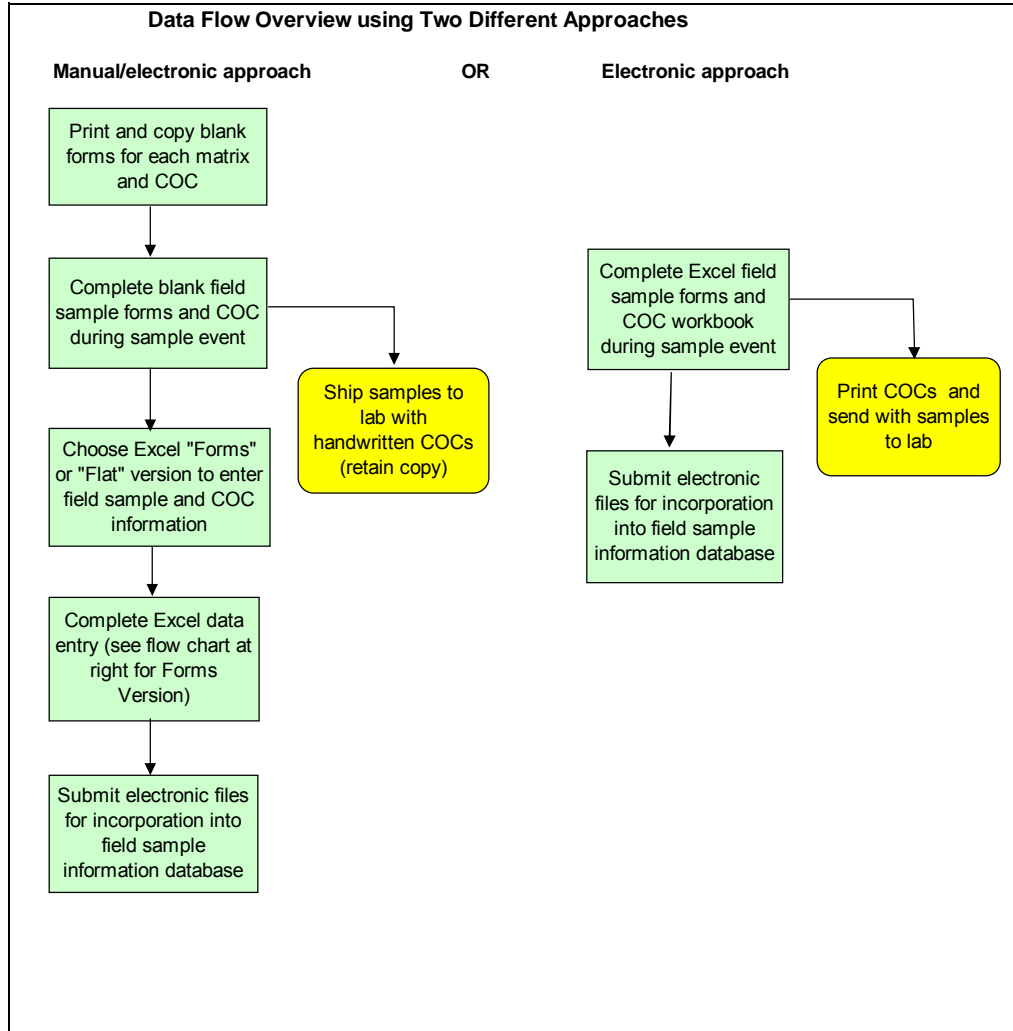


NOAA Field Sample and Chain-of-Custody Information using NOAA Field Sampling Workbooks



NOAA Field Sampling Workbook — Forms Version: Quick Steps

Manual/Electronic Approach: Preparation for Field Activities

1. If you need forms for all three matrix types (oil/water, tissue, sediment/soil) and a COC form, go to the “Main Menu” worksheet and “Print Blank Forms” button to print these forms and the associated form backs. The macro associated with the button will open the print dialog box to allow you to select the printer. If you press the cancel button during the operation, it will only cancel the print of one of the 8 pages, so you will need to press cancel multiple times to cancel all the page that would be printed using this button.
2. If you only need one or two matrix types and/or the COC form, use the “Show/Hide Administrative Forms” to see all the available form templates. Select the appropriate tab for the form(s) to suit the sampling needs (i.e., “FORM Sed Soil”, “FORM Oil Water”, “FORM Tissue” and/or “FORM COC”) and use the Print button on that form to facilitate printing of the form and the back in one step. The macro associated with the button will open the print dialog box to allow you to select the printer.
3. Forms can also be printed from the Field_Sample_Forms_Printouts folder. Take forms into the field, record notes, observations, and samples as necessary.

Manual/Electronic Approach: After a Day of Field Collections OR Electronic Approach in the Field

4. Return to command post or office and complete data entry starting with the “TOC” (table of contents) tab which will complete the header information on each worksheet that you will require. In the table provided in section B, complete “Location Description”, “Habitat”, and select yes/no with the pull-down arrows for the appropriate matrices for each location. The “Location Abbreviation”, should be automatically completed for you based on the first 8 characters of the general location description. The abbreviation will appear on the tab names that are generated in step 5. In the table provided in section C, complete information on the lab analyses required, lab name and lab abbreviation if you are submitting samples to a lab. All analyses for a specified lab must be grouped on consecutive rows.
5. Use the “Generate Sample Collection Forms” button to create the required worksheets for each location and matrix.
6. Newly generated forms with pre-loaded data appear as new tabs at right end of the workbook. Edit the field sample collection forms with data from the handwritten forms. To the right side of the main sample collection information table, there is a smaller table where you select which samples are submitted to each lab specified on your “TOC” worksheet.
7. When you have completed the field sampling information for all locations and matrices, go to the “Main Menu” worksheet and click on the “Generate Lab Specific COCs” button. This will create one worksheet for each lab at the right end of the workbook. Data from multiple location/matrix worksheets will be compiled together to minimize the number of worksheets created. For those labs receiving many samples, multiple forms will be shown, one below the other on the worksheet.
8. Review the COC forms generated and select the specific analyses requested and any special instructions for the sample handling (e.g. archive sample; jar for VOC analyses and bag for grain size).
9. If you submitted hand written COC forms with the samples to the lab, complete Date/Time and Printed Name/Org. sections under the Relinquished by heading, but in the section for the signature, enter “see handwritten form”.
10. Save the file using the file naming convention 2010_MMDD_LastName_FirstName. Provide the file(s) electronically in a zip file with your data to the RPI FTP website and notify dwhndra@gmail.com what has been uploaded. See protocol for full instructions.