



Appendix C

Field Sampling Forms

Form 1
Field Sampling Log
Hamlet of Kugluktuk

Date	Time	Sample Location	Number	Sampler
Weather			Sample Type	
Protocol Check List ☐ Laboratory Supplied Bottles ☐ Preservatives ☐ Gloves and Personal Protective Equipment ☐ Extension Pole if Needed ☐ Field instruments Calibrated ☐ Sufficient Time to Deliver Samples Within Hold Times ☐ Chain of Custody Prepared			☐ GPS Locations Required ☐ Laboratory Instructions ☐ Review Health and Safety ☐ Camera ☐ Tape Measure ☐ Flow Velocity Meter ☐ Other:	
Sample Station Details				
System Description (dimensions, vegetation, odours, etc.)		Describe, Sketch, and/or Photograph		
Flow Measurements				
Vegetation				
Field Readings	Instrument	Sample Description (colour, odours, etc.)		
Temperature				
Ph				
Conductivity				
Do				
Other				

Sample Collection			
Collection Method			
Bottle Filling Method			
Sample Collected From (mid stream at mid-depth etc.)			
QA/QC (duplicate, field banks, lab QA/QC requested)			
Sample Vessel Details			
Bottle Size	Type	Preservative	Parameters to be Analyzed
Comments and Details			



Form 2
Monitoring Program Planning Form
Hamlet of Kugluktuk

Purpose: This form provides a list of items to be considered when planning and conducting the monitoring programs.

Item	Issue/Concern/To Do	Assigned To	Comments
Water Board License			
Other Regulatory Requirements			
DIAND Inspector			
Staff Training			
Field Equipment			
Laboratory Supplies			
Health and Safety Supplies			
Sampling Locations and Frequency			
Field Collection			
Handling and Storage			
Chain of Custody			
Delivery to Laboratory			

Item	Issue/Concern/To Do	Assigned To	Comments
Field Notes and Results			
Laboratory Analysis			
QA/QC			
Comparison of Results to Regulatory and License Criteria			
Action if Criteria Exceeded			
Annual Reporting			
Other Issues:			



Appendix D

Laboratory Forms

Account #:	10526	Company:	INUVIALUIT ENVIRONMENTAL & GEC
Order Taken By:	SWATSON	Client Contact:	SARAH DANDO
Expected Date:	29-SEP-05 00:00	Address:	PO BOX 673 5013 51 AVE
Order Priority:	R		
Ship/Pickup Inst:	COURIER		
Waybill Number:		Job Number:	sarah.dando@ieg.ca
Lab to fill order:	ED	City/Province:	YELLOWKNIFE NT
Prepared Date:		Postal Code:	X1A 2N5
Prepared By:		Phone Number:	867 920 4065
Checked By:		Fax Number:	867 873 2377

Qty	Type	Analysis	Color	Container	Preservatives	Handling	Instructions #
☒ 10	IN/WT	Metals	Blue	250 mL P.E.T.E. (widemouth)	5 mL 20% Nitric Acid	Cool to 4 Degrees C	13, 23
☒ 10	IN/WT	Phenols	FI Red	100 mL Amber Glass Bottle	1 mL 1:1 H2 SO4	Cool to 4 Degrees C	3, 11
☒ 10	IN/WT	BOD		1 L Polyethylene (widemouth)	No Preservative	Cool to 4 Degrees C	3, 8, 27
☒ 10	IN/WT	Routine		500 mL Polyethylene	No Preservative	Cool to 4 Degrees C	3, 8
☒ 10	IN/WT	Oil & Grease	Yellow	1 L Amber Bottle (widemouth)	2 mL 1:1 HCl	Cool to 4 Degrees C	12
☒ 10	IN/WT	Nutrients	Purple	500 mL Polyethylene	2 mL 1:1 H2SO4	Cool to 4 Degrees C	11
☒ 10	IN/WT	Bacteriological	Dark green	250 mL Sterilized Plastic	Sodium Thiosulfate	Cool to 4 Degrees C	5, 9
☐ 3	XX	1 ice pack			No Preservative		

Comments:

Please note the "Instructions #" above for the sample containers shipped to you.

Instructions #	Guideline
3	Keep cool (4oC).
5	CAUTION: preservative already in container
8	No preservative.
9	Sodium Thiosulphate (Na2O3S2): irritant- in case of contact with skin, rinse affected area several times with cold water.
11	Sulfuric acid (H2SO4): oxidizer/corrosive- in case of contact with skin, rinse affected area with excess cold water.
12	Hydrochloric acid (HCl): highly toxic/corrosive- in case of contact with skin, rinse affected area with excess cold water.
13	Nitric acid (HNO3): highly toxic/corrosive- in case of contact with skin, rinse affected area with excess cold water.
23	Total Metals: acidify in the field without filtering, further digested in the laboratory.
23	Extractable metals: acidify in the field without filtering.
23	Dissolved Metals: filter in the field, then acidify.
27	Submit samples to the laboratory IMMEDIATELY after sampling.

Fill in the company name and address here. The contact name will appear on the analysis report.

Fill in the invoicing information if the invoice is to be sent to a different contact, company or address.

Indicate the level of service that you need.

The lab will assign a unique identifier to each of your files for easy tracking and reference.

Identifying your samples or highly contaminated helps us process your samples quickly and efficiently and helps protect lab staff.

ETL Enviro-Test
LABORATORIES

CHAIN OF CUSTODY / ANALYTICAL REQUEST FORM

CANADA TOLL FREE 1-800-668-9878

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REPORT TO: COMPANY: ACME CONSULTING INC. CONTACT: JOE SMITH ADDRESS: 123 MAIN STREET EDMONTON, AB T6K 0P1 PHONE: (780) 555-1234 FAX: (780) 555-5678		REPORT DISTRIBUTION: EMAIL: YES FAX: YES EMAIL 1: JOESMITH@ACME.CA EMAIL 2: SELECT: pdf: yes digital both		DATE: 1 JANUARY 2004 LAB WORK ORDER #	
INVOICE TO: SAME Y / N COMPANY: ABC ENERGY COMPANY CONTACT: JANE DOE ADDRESS: 555 PINWOOD DRIVE EDMONTON, AB T5L 4E3 PHONE: (780) 555-9123 FAX: (780) 555-8542		INDICATE BOTTLES: FILTERED/PRESERVED (F/P) JOB # 001-423-569-8553 PO / AFE: 2003-5678 LSD: 17-64-43-21-W5M QUOTE # Q5033		SERVICE REQUESTED ☒ REGULAR SERVICE (DEFAULT) ☐ PRIORITY SERVICE (50% SURCHARGE) ☐ EMERGENCY SERVICE (100% SURCHARGE)	
		YOUR JOB #, PO, LSD AND QUOTE # GO HERE. THEY WILL APPEAR ON THE ANALYSIS REPORT & INVOICE.		ANALYSIS REQUEST	
SAMPLE ID NW DYKE 1-8		SAMPLING LOCATION BIG LAKE		SAMPLED BY / DATE / TIME YZ / 31-DEC-03 / 1315	
SAMPLING METHOD GRAB		SAMPLE TYPE WATER		HAZARDOUS ? (Y/N) ☒	
YOUR NAME OF YOUR SAMPLE GOES HERE. THIS WILL APPEAR ON YOUR ANALYSIS REPORT.		THE SAMPLING LOCATION HELPS TO DELINEATE WHICH SAMPLES CAME FROM WHERE.		THE DATE AND TIME THE SAMPLES WERE TAKEN WILL APPEAR ON THE REPORT. THEY ARE ALSO IMPORTANT TO DETERMINE IF HOLD TIMES ARE EXPIRED.	
THESE NOTES ARE IMPORTANT AND SHOULD BE READ AND UNDERSTOOD. ANY QUESTIONS CAN BE ANSWERED BY ETL STAFF.		DETAILS SPECIFYING WHICH REGULATION OR GUIDELINES THAT YOUR SAMPLES REQUIRE CAN AID ETL STAFF IN GIVING YOU THE APPROPRIATE ANALYSIS.		THE TEST CODE DETERMINES WHICH ANALYSIS IS REQUESTED. THE CODES CAN BE FOUND IN THE ETL PRICE GUIDE OR BY ASKING ETL STAFF. GENERAL PARAMETERS CAN ALSO BE LISTED HERE.	
NOTES & CONDITIONS: 1. Quote number must be provided to ensure proper pricing.		2. Turnaround times will vary dependent on complexity of analysis & Lab workload at time of submission. Please contact the Lab to confirm turnaround time.		3. All hazardous samples submitted must be labeled to comply with WHMIS and TDG regulations. This must include the nature of the hazard, as well as a contact name & phone number that the Lab can contact for further information.	
GUIDELINES/REGULATIONS Records who sent the samples and when.		SPECIAL INSTRUCTIONS / NATURE OF HAZARDOUS MATERIAL Records when the samples arrived at the lab and who received them.		NOTE: Failure to properly complete all portions of this form may delay analysis.	
SHIPPED BY:		DATE & TIME:		RECEIVED BY:	
DATE & TIME:		DATE & TIME:		SAMPLE CONDITION FROZEN MEAN TEMPERATURE ☒ COLD ☐ AMBIENT	
				SAMPLE CONDITION ACCEPTABLE UPON RECEIPT ?	

SAMPLING INSTRUCTIONS REFERENCE SHEET

Please note the "Sampling Instructions # " for the sample containers shipped to you. Find the corresponding number on this page and follow the general directions.

SAMPLING INSTRUCTION NUMBER	SAMPLING INSTRUCTION, HANDLING AND / OR PRESERVATIVE HAZARD INFORMATION
1	Sample in triplicate
2	No headspace
3	Keep cool (4°C)
4	Keep frozen
5	Caution: preservative already in container
6	Add preservative to 1/2 full bottle (avoid skin contact). Fill bottle and avoid headspace. Invert the bottle 3 times to mix. Check for headspace - add more water if necessary.
7	Fill container to capacity, wipe off threads and cap tightly
8	No preservative
9	Sodium thiosulphate: irritant - in case of contact with skin, rinse affected area several times with cold water.
10	Ascorbic acid: no hazard.
11	Sulfuric acid: oxidizer/corrosive - in case of contact with skin, rinse affected area with excess cold water.
12	Hydrochloric acid: highly toxic/corrosive - in case of contact with skin, rinse affected area with excess cold water.
13	Nitric acid: highly toxic/oxidizer - in case of contact with skin, rinse affected area with excess cold water.
15	Sodium hydroxide: corrosive/toxic - in case of contact with skin, rinse affected area with excess cold water.
16	Zinc acetate: toxic - in case of contact with skin, rinse affected area several times with cold water.
17	MnSO ₄ - Manganous Sulphate: toxic - in case of contact with skin, rinse affected area several times with cold water.
18	KOH - Potassium hydroxide: corrosive/toxic - in case of contact with skin, rinse affected area with excess cold water.
19	Alkaline iodide azide: corrosive/toxic - in case of contact with skin, rinse affected area with excess cold water.
20	Liquid nitrogen: extremely cold! - in case of contact with skin, warm gently, seek medical attention in case of frost bite.
21	Dissolved oxygen: 1. Fill the bod bottle with sample until just overflowing. If sampling from a line under pressure, extend line to bottom of sample bottle 2. Insert the bod bottle stopper through the excess water into the bottle, ensuring that no air bubbles are trapped inside. Pour off excess water from rim of the bottle. 3. Add the contents from 1 pillow of manganous sulfate (reagent #1), cap and mix by inverting at least 10 times. Add the contents from 1 pillow of alkaline iodide azide (reagent #2), cap and mix. 4. A brown coloured flocc will form 5. Transport to lab immediately, avoiding direct sunlight and extreme temperature changes during transport 6. Upon arrival at the laboratory, the sample will be acidified 7. Always notify the laboratory, preferably at least 1 day in advance, exactly when you will be bringing in the samples, as they must be acidified and titrated immediately after receiving. Preserved samples are stable up to 6 hours only!
22	Add the zinc acetate to an almost full bottle, cap and shake, then add the sodium hydroxide and shake.
23	Dissolved metals - filter in field, then acidify Extractable metals - acidify in field without filtering Total metals - acidify in field without filtering, further digested in laboratory.
24	Filter sample in the field, then acidify
25	Filter sample in the field for dissolved species
26	Upon receipt by the lab, sample will be filtered, then preserved
27	Submit samples to lab immediately after sampling