2017 Water Quality Monitoring
Phosphorus Sample Shipping Guide
**Example Phosphorus Lab Slip (Front)**

### Test Request – Inorganic Surface Water & Microbiology

<table>
<thead>
<tr>
<th>Form Number</th>
<th>Page</th>
<th>Date of Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>4800-024</td>
<td>1/2</td>
<td>8/15</td>
</tr>
</tbody>
</table>

#### Billing and Reporting

- **Account Number**: [9999]
- **Field Number (Bottle Label ID)**: 10047916-5-2017
- **Report to Address** (Non-DNR only): 865 N Farwell Ave, Suite #100
- **State**: Wisconsin
- **City**: Milwaukee
- **Zip**: 53202

#### Date and Time of Sample Collection

- **Date (mm/dd/yyyy)**: [Fill in]
- **Time**: [24-hr clock]
- **End Date (mm/dd/yyyy)**: [Fill in]
- **End Time**: [Fill in]

#### Sample Type

- **Sample Type (select one)**:
  - [ ] SI: Surface Water
  - [ ] NP: Storm Water
  - [ ] EF: Effluent (Treated Wastewater)
  - [ ] D: Public Drinking Water
  - [ ] MOW: Monitoring Well
  - [ ] PO: Private Well
  - [ ] SL: Sludge
  - [ ] SQ: Soil
  - [ ] TI: Tissue

#### Who collected the sample

- **Collected By**: [Fill in]
- **Telephone**: [Fill in]
- **Email**: [Fill in]

#### Where the sample was collected

- **Station ID (STORET #)**: 10047916
- **Sample Address or Location Description**: Crestwood Creek at Marine Avenue
- **County**: Milwaukee
- **Watershed Code/Name**: W19540

#### Sample Details

- **Sample Description / Device Description**: [Fill in]
- **River Sample collected by Milwaukee Riverkeeper’s Water Action Volunteer (WAV)**: [Yes] / [No]
- **If Field QC Sample (select one)**: [Select]
- **If yes, include chain of custody form**: [Yes] / [No]
- **Point / Outfall (or SWIMS Fieldwork Seq No)**: [Fill in]

#### Analysis Requested

- **Is Sample Disinfected**: [Yes] / [No]
- **Grant / Project Number**: [Fill in]
- **Or Top and Bottom of Sample Interval**: [Fill in]

#### Analytes Requested

- **250 ml Metals Bottle (Acidity w/ Nitric Acid)**
  - [ ] Sample field filtered
  - [ ] BOD Dissolved
  - [ ] BODs Total (500 ml needed)
  - [ ] CODs Total (carbonaceous)
  - [ ] Chl a
  - [ ] Chlorophyll a (if Field Filtered, titratable)
  - [ ] Total Suspended Solids
  - [ ] Total Solids
  - [ ] Total Volatile Solids (includes total solids)

- **60 ml Bottle (No chemical preservation)**
  - [ ] Sample field filtered
  - [ ] Orthophosphate
  - [ ] NO3+N2O3 as Nitrogen (drinking water)
  - [ ] Silica

- **250 ml Glass Amber (Acidity w/ Sulfuric Acid)**
  - [ ] TOC
  - [ ] DOC

#### Other

- **E. coli by MPN, non-potable**: [Yes] / [No]
- **Sample Temp**: [Fill in]
- **Enterococcus by MPN, non-potable**: [Yes] / [No]

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**Notes:**
- Fill in the Date and Time of Sample Collection from your dataset.
- Label your sample bottle with the Field Number and Sample Address or Location Description.
- **Warning**: This season samples will not have a Point/Outfall number. Please leave this section blank here on your dataset.
### Field Parameters - Optional

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temperature - Sample (°C)</td>
<td></td>
</tr>
<tr>
<td>Temperature - Ambient (°C)</td>
<td></td>
</tr>
<tr>
<td>DO (mg/l)</td>
<td></td>
</tr>
<tr>
<td>% Saturation</td>
<td></td>
</tr>
<tr>
<td>pH (su)</td>
<td></td>
</tr>
<tr>
<td>Secchi Depth (feet or meters)</td>
<td></td>
</tr>
<tr>
<td>Secchi Depth Hit Bottom?</td>
<td>Yes</td>
</tr>
<tr>
<td>Cloud Cover (%)</td>
<td></td>
</tr>
<tr>
<td>Cond (µS/CM@25°C)</td>
<td></td>
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</tbody>
</table>

### Tips

See Chapter 4 "Lab Slips" of the Field Procedures Manual (see [http://intrnl.dnr.state.wi.us/intranet/sf/Forms/Instructions.htm](http://intrnl.dnr.state.wi.us/intranet/sf/Forms/Instructions.htm)) for further instructions and definitions.

The **Account Number** must be completed in order for the samples to be billed to the correct funding source. If you are unsure what the proper account number is refer to [http://intrnl.dnr.state.wi.us/Account.htm](http://intrnl.dnr.state.wi.us/Account.htm) or contact the DNR Laboratory Coordinator or the State Laboratory of Hygiene.

The **Lake Grant or Project Number** field should include the Lake Planning Grant Number or the Project Number.

**Sample Depth** – If you sample in a lake, this is required.

**Field Parameters** – If you do fill this out, the data will go into SWIMS automatically. Please do not re-enter. Also, you must QA the data once it arrives in SWIMS.
How to Ship Your Phosphorus Samples

Step 1: Label Sample Bottles

Place an X before Nutrients.

Label your sample bottles with its corresponding Field Number (Bottle Label ID) and Sample Address or Location Description from your Lab Slip. (Given the space constraints, fit as much as you can on the label.)

Place an X before H2SO4 (0.1%) This indicates you added the sulfuric acid preservative

Step 2: Fill out Lab Slip

Under the Date and Time of Sample Collection section, fill in the Date, Time, End Date, and End Time.

Step 3: Prepare Shipping Box

If you have one, line your Styrofoam cooler with plastic shopping bag or garbage bag. This step is optional, but recommended.

Place ice in two gallon Ziploc bags. Not much ice is needed.
Place your labeled sample bottle in one gallon Ziploc bag. If you’re shipping more than one sample bottle, they can be placed in the same Ziploc bag.

Sandwich your sample bottle(s) between the two Ziploc gallon bags of ice.

If you used a bag to line your Styrofoam cooler, tie it off to prevent any water from leaking out.

Place the Styrofoam lid and your Lab Slip(s) on top. Check to send as many lab slips as you do sample bottles. In this case we have one sample bottle and one lab slip.
Step 4: Affix UPS Shipping Label

Seal your box with tape. Print, cut, and affix your UPS Shipping Label to the top of your box.

Step 5: Check the Return Address Index Card

Make sure that your return address index card is turned to not show your address. The State Lab of Hygiene staff will flip it over when shipping the empty box back to your address.