Unit 4- Logging Samples in the Lab.

When samples are received in the lab, the first thing you should do is log them into the logging spreadsheet. Each sample that is received should be accompanied by a field samples sheet, like the one shown.

Let’s begin filling out the lab log.

Write the lab log number that the sample received on the container that you will dry the results from the processed sample on this form once processing is completed.

After all of the information has been entered, file hard copy of the field sample form using the filing system that has been implemented in your lab. You will need to record the results from the processed sample on this form once processing is completed.

The next two columns of date can not be entered when the sample is received. We will return to this spreadsheet once the sample has been processed by the lab.

Finish entering the information from the field sample form into the lab log.

The lab log number that the sample received on the container that you will dry the sample in. You are not ready to begin processing the sample.

Enter that sample ID found on the field sample form.

Enter the date the sample was collected.

Enter the collector’s name.

Let’s assume you receive the field sample form as shown here.

You will go to your excel spreadsheet for logging samples.

Log the sample in on the next available line in the spreadsheet. In this case, we are logging lab sample number 3. It is important to understand that the sample ID from the field, is not the same as the lab sample ID or log number. The lab number is a sequential number that is found in this file. This is the number that should be used when referring to the sample in the lab.

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