



TSgt Mark Quinn
157th Civil Engineering Squadron
302 Newmarket St. Bldg 151
Pease ANGB, Newington, NH 03803
Mark.quinn.10@us.af.mil

Project ID#: 64498
Date of Assessment: Feb. 10, 2023
Type of Assessment: Mold

Project: Building 243

Attached please find results for the assessment performed on the date referenced above.

Unless otherwise noted in the attached report, the assessment performed met the requirements of Absolute Resource Associates Standard Operating Procedures or industry guidelines and standards for the investigation of contaminants within a building. The Standard Operating Procedures for sampling and investigations are based upon IESO standards and AIHA field guide, Recognition, Evaluation and Control of Indoor Mold. Recommendations for remediation follow guidelines set forth in IICRC-S520 and 500, 2003ed. The results in this report pertain only to the samples as indicated on the chain of custody.

Absolute Resource Associates maintains certification and/or membership with the agencies listed below. We appreciate the opportunity to provide services to you. If you have any questions regarding the enclosed report, please contact us and we will be glad to assist you.

Sincerely,
Absolute Resource Associates

Alison M. Keith



Date: February 17, 2023

Alison Keith, CMI
Indoor Air Quality Investigator

Absolute Resource Associates maintains the following certifications and memberships:

- American Conference of Governmental Industrial Hygienists
- American Industrial Hygiene Association
- American Council for Accredited Certification
- Indoor Air Quality Association Inc.





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I. Job and Contact Information

A. Contact Information:

Contact: TSgt Mark Quinn
Title: 157th CES Operations Manager
Firm: 157th Civil Engineering Squadron
Address: 302 Newmarket St., Bldg 151
Address: Pease ANGB Newington, NH 03803
Email: mark.quinn.10@us.af.mil
Phone: 603-430-2419

B. Site Information

Contact: TSgt Mark Quinn
Firm: 157th Civil Engineering Squadron
Address: Building 243
Address: Pease ANGB Newington, NH 03803
Email: mark.a.quinn26.mil@mail.mil
Phone: 603-430-2419

Project#: 64498



II. Scope of Work

The assessment was conducted on February 10, 2023, at the request of Mark Quinn, CES Operation Manager, representing the 157th CES, located at the Pease ANG in Newington, NH. The object of the assessment was to establish the indoor air quality and to inspect areas for mold in Building 243.

A. Scope of Work:

1. Assess the location(s) and size of visible mold contamination.
2. Consider the possibility of hidden mold.
3. Identify the source of the water-damaged materials or moisture problem(s).
4. Throughout the process, consult other qualified professionals if necessary.
5. Outline follow-up options for next steps to clean-up.
6. Test and analyze viable, non-viable and surface samples where appropriate to identify sources and possible Indoor Air Quality concerns. (The physical inspection is always the paramount to a successful indoor air quality assessment).

III. Building Overview

The building houses the Fire Department. The primary areas of concern were the dining area, FACC/Captain's office, and several of the bunk rooms on the second floor. The specific concern is that air handling duct associated with these areas.

IV. Findings

A. Visible Mold

1. Heavy visible dust was observed on the diffusers in the FACC area, dining room, and several of the bunk rooms on the second floor. Samples were collected to determine if mold was present.



Fig 1. Diffuser in Room 203

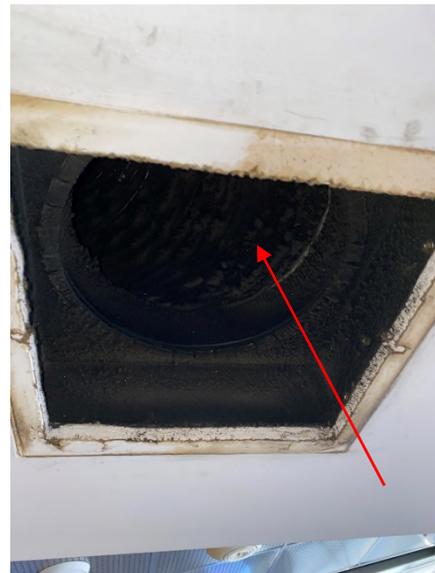


Fig 2. Dining room duct



Fig 3. Diffuser in FACC

B. Environmental Measurements

1. Moisture Contents of Building Materials

Moisture measurements collected indicate **normal** (<16% moisture is considered normal) water or moisture on certain materials tested. Moisture readings above 20% can lead to mold growth.

- i. **All areas tested were dry at the time of the assessment.**

C. The Source of moisture

1. Moisture is the main reason mold will grow on organic material. It is always imperative to find the source of mold and correct the moisture intrusion, or the mold will return.
2. The source for the mold growth on the diffusers is condensation associated with the HVAC system.

D. Environmental Surface Samples

Tape lift samples were collected from suspect areas of mold growth and analyzed via microscopy.

1. A surface sample was collected from the diffuser in FACC (Fig 3 above). The sample results identified heavy growth of the mold types ***Cladosporium sp.***
2. A surface sample was collected from the uncovered duct in dining room located over the sinks. The sample results identified the spores only for the mold types ***Cladosporium sp.***, ***Curvularia sp.***, and ***Pithomyces sp.*** No growth was identified in the sample or settled mold spores.



E. Indoor Air Quality (IAQ) spore trap samples

Spore traps were utilized for sample collection. Countable spore traps quantify and identify the types of mold, regardless of whether they are viable or non-viable. The samples are analyzed by microscopy. An outdoor sample was collected as a baseline for comparison. By comparing the indoor results to the outdoor results, the consultant can use that data to determine whether or not the indoor conditions have “normal fungal activity”. Ideally, the indoor mold levels should be lower than the outdoor levels. The lab data with spore counts are also attached at the end of this report.

Mold: There are no thresholds or standards for mold levels. Mold is an allergen, which means reactions to mold varies from person to person. The concentrations of mold spores in an air sample, as well as the mold types, are compared to an outdoor sample and are taken into consideration when interpreting the data. This type of sample is essentially a “snap-shot in time”. Airborne mold levels can change throughout the day and will vary depending on the season. Below are the findings from each sampled location.

1. An indoor air quality (IAQ) sample was collected in bunk room 203 while the heat was running. The sample results identified **normal** indoor air quality conditions.
2. An IAQ sample was collected in the FACC/Captain’s Office area. The sample results elevated levels of the mold type ***Cladosporium sp.*** This type of was also identified from the surface sample collected from the diffuser in the same room.

V. Conclusions and Recommendations

Recommendations are based upon guidelines written by the professional industry agencies listed on the reference page. Due to the lack of standards in the “mold” industry, judgment is paramount with both the Indoor Environmental Professional and a Remediator. Professional judgment is always required to further increase or lessen the remediation and clean-up methods. The EPA states that you are to “Use professional judgment, consider potential for remediator/occupant exposure and size of contaminated area.”

The following recommendations have been made, fully understanding that all remedial action will follow guidelines and industry standards referenced. **Based on the findings from the physical inspection and the sample results, remediation from a professional remediation firm is recommended for the air handling system in the building. A list of recommended remediation firms can be provided upon request.**

Best professional judgment is always required before, during and after clean-up by the remediation firm. Therefore, additional steps or delineation of steps may occur to achieve the best remediation results. One set of standards for clean-up are written by the Institute of Inspection, Cleaning, Restoration and Certification (IICRC). Mold remediation is standard “S520” and should



be followed as a guideline. The EPA Indoor Air Quality Division and the American Industrial Hygiene Association (AIHA) also have industry guidelines.

A. Set up Protocol:

- 1 Containment is to be in place.
- 2 Negative air is to be in place throughout the cleanup process.
- 3 Appropriate PPE should be worn during cleanup.
- 4 Remediation shall follow the IICRC S520 Standard and Reference Guide.

B. Clean-up recommendations: HVAC systems and associated ducts.

1. The mechanical parts of the air handling systems are to be hygienically cleaned. The AHU system, parts, associated mechanics and ducting is to be HEPA vacuumed and wiped down with an appropriate EPA licensed disinfectant. *(Note) Precaution is always to be used when using any chemicals within an AHU system or ducting. All precautions are to be understood to avoid further health effects of individuals that may or may not be sensitized to these chemicals or any product being used to clean or is placed into an AHU system and ducting.*
2. All internal housing is to be cleaned.
3. The blower fan is to be removed and cleaned.
4. All coils are to be cleaned.
5. All drip pans are to be cleaned.
6. All associated ducting is to be cleaned. Ensure vents are covered to prevent contamination inside the home.
7. All return and supply vents are to be cleaned.
8. The drop ceiling tiles around the supply vents should be replaced.
9. Install new filters after all cleanup is complete and the system has been run to remove any residual debris.

C. Clean-up recommendations: Rooms associated with dirty air ducts (FACC, bunk rooms, and dining area).

1. HEPA vacuum all surfaces, including any carpeting.
2. Wipe down all surfaces with a mild detergent or approved disinfectant.
3. A final HEPA vacuuming of the work area is highly recommended prior to air scrubbing.
4. When remediation is complete, no dust, debris, or mold growth should be visible in the area of remediation.
5. Air scrubbers should run for a minimum of 48 hours after cleaning.

D. General Housekeeping Recommendations

Molds can be found almost anywhere; they can grow on virtually any organic substance, as long as moisture and oxygen are present. There are molds that can grow on wood, paper, carpet, foods, and insulation. When excessive moisture accumulates in



buildings or on building materials, mold growth will often occur, particularly if the moisture problem remains undiscovered or unaddressed. **It is impossible to eliminate all mold and mold spores in the indoor environment. However, mold growth can be controlled indoors by controlling moisture indoors.**

When mold spores land on a damp spot indoors, they may begin growing and digesting whatever they are growing on in order to survive. Molds gradually destroy the things they grow on.

Since mold requires water to grow, it is important to prevent moisture problems in buildings. Moisture problems can have many causes, including uncontrolled humidity.

Prevention

The key to mold control is moisture control. Solve moisture problems before they become mold problems.

Mold Prevention Tips

1. Keep food refrigerated or in sealed containers until ready for use.
2. Dust may contain enough organic material to provide nutrient for mold growth. Always keep your home dust free, neat and clear of potential organic foods/nutrient for mold.
3. Fix leaky plumbing and leaks in the building envelope as soon as possible.
4. Watch for condensation and wet spots. Fix source(s) of moisture problem(s) as soon as possible.
5. Prevent moisture due to condensation by increasing surface temperature or reducing the moisture level in air (humidity). To increase surface temperature, insulate or increase air circulation. To reduce the moisture level in air, repair leaks, increase ventilation (if outside air is cold and dry), or dehumidify (if outdoor air is warm and humid).
6. Keep heating, ventilation, and air conditioning (HVAC) drip pans clean, flowing properly, and unobstructed.
7. Vent moisture-generating appliances, such as dryers, to the outside where possible.
8. Maintain low indoor humidity, below 60% relative humidity (RH), ideally 30-50%, if possible. Once RH gets above 70% for an extended period of time, mold growth can occur. Optimum RH range for health purposes for the general population is 40-60%
9. Perform regular building/HVAC inspections and maintenance as scheduled.
10. Clean and dry wet or damp spots within 48 hours.
11. Don't let foundations stay wet. Provide drainage and slope the ground away from the foundation.



12. Ensure dehumidifiers are running properly and draining in an appropriate manner (either in a floor drain, sump pump, French drain, or being pumped outside and draining away from the foundation).

VI. Expectations

If ARA is called in to conduct a post-remediation verification, the following items will be included in the post-remediation verification.

1. Verify remediation followed the scope of work set forth at the start of the project.
2. Verify that moisture sources have been effectively addressed unless otherwise noted.
3. Verify all identified mold contaminated materials have been removed and or “treated” and that all surfaces are free of visible dust and debris.
4. Employ qualitative or quantitative testing (such as air sampling or surface sampling) as needed as a non-visual evaluation tool in determining whether conditions are acceptable for re-occupancy.

VII. References

- A. EPA: A brief guide to mold, moisture, and your building
- B. EPA: Mold remediation in school and commercial buildings
- C. ACGIH: Bioaerosols assessment and control
- D. AIHA: American Industrial Hygiene Association
- E. IICRC: Institute of Inspection, Cleaning and Restoration Certification
- F. AIHA: The Occupational Environment- It’s Evaluation and Control
- G. AIHA/ACGIH: Journal of Occupational & Environmental Hygiene
- H. OSHA: Technical Manual

VIII. Limits of Liability

The IAQ assessment does not cover concealed areas or items not inspected. The extent of the limited area also depends on the building construction and conditions, weather, building usage and other factors. Due to the nature of the investigation and the limited data available, Absolute Resource Associates cannot warrant against undiscovered environmental liabilities.

Any use which a third party makes of this report, or reliance on decisions made based upon it, is the responsibility of such third parties. Absolute Resource Associates accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.



The conclusions presented in this report represent the best technical judgment of Absolute Resource Associates based on the data collected from the work. The conclusions are based on the site conditions encountered by Absolute Resource Associates at the time the assessment was performed. The assessment does not cover concealed area or items not inspected. The assessment does not cover information that was concealed, or information that was not revealed during the assessment.

Airborne sample collection should be a part of the IAQ assessment when investigating the potential for unwarranted exposure. Limiting the number and/or type of samples collected may limit the defensibility of the data and results of the overall assessment. The consultant cannot be responsible for associated liabilities due to cost restraints or customer requests.

Due to the nature of the investigation and the impact natural conditions may have on the findings and conclusions, the limit of viability for the use of this report to make decisions is limited to 30 days

IX. Attachments

- A. Test Results
- B. Chain of Custody

Laboratory Report



Absolute Resource *associates*

124 Heritage Avenue Portsmouth NH 03801

Alison Keith
Absolute Resource Associates
124 Heritage Avenue
Unit 16
Portsmouth, NH 03801

PO Number: None
Job ID: 64498
Date Received: 2/10/23

Project: Pease ANG Bldg 243

Attached please find results for the analysis of the samples received on the date referenced above.

Unless otherwise noted in the attached report, the analyses performed met the requirements of Absolute Resource Associates' Quality Assurance Plan. The Standard Operating Procedures are based upon USEPA SW-846, USEPA Methods for Chemical Analysis of Water and Wastewater, Standard Methods for the Examination of Water and Wastewater and other recognized methodologies. The results contained in this report pertain only to the samples as indicated on the chain of custody.

Absolute Resource Associates maintains certification with the agencies listed below. The reported results apply to the sample(s) in the condition as received at the time the laboratory took custody. This report shall not be reproduced except in full, without written approval of the laboratory. The liability of ARA is limited to the cost of the requested analyses, unless otherwise agreed upon in writing.

We appreciate the opportunity to provide laboratory services. If you have any questions regarding the enclosed report, please contact the laboratory and we will be glad to assist you.

Sincerely,
Absolute Resource Associates

A handwritten signature in black ink, appearing to read 'Charles Leahy', written in a cursive style.

Charles Leahy
Authorized Signature

Date of Approval: 2/17/2023
Total number of pages: 5

Absolute Resource Associates Certifications

New Hampshire 1732
Maine NH902

Massachusetts M-NH902



Project ID: Pease ANG Bldg 243

Job ID: 64498

Sample Number: 64498-001
Sample ID: Bunkroom 203
Sample Type: Cassette
Date Sampled: 2/10/2023
Date Analyzed: 2/13/2023
Analyst: amk
Background Debris: Moderate
Volume of Air (L): 100
Multiplier: 4

Sample Number: 64498-002
Sample ID: Dining Room Duct
Sample Type: Tape Lift
Date Sampled: 2/10/2023
Date Analyzed: 2/13/2023
Analyst: amk
Background Debris: N/A
Volume of Air (L): N/A
Multiplier: N/A

Sample Number: 64498-003
Sample ID: FACC diffuser
Sample Type: Tape Lift
Date Sampled: 2/10/2023
Date Analyzed: 2/13/2023
Analyst: amk
Background Debris: N/A
Volume of Air (L): N/A
Multiplier: N/A

| Organism | Raw Count | Count/m3 |
|----------------------|-----------|------------|
| Alternaria | | |
| Ascospores | 3 | 120 |
| Basidiospores | 2 | 80 |
| Bipolaris/Drechslera | | |
| Botrytis | | |
| Chaetomium | | |
| Cladosporium | | |
| Coprinus | | |
| Curvularia | | |
| Epicoccum | | |
| Fusarium | | |
| Ganoderma | | |
| Hyphal Fragments | | |
| Mucor | | |
| Nigrospora | | |
| Other | | |
| Pen/Asp | | |
| Pithomyces | | |
| Rhizopus | | |
| Smuts, Peri., Myx. | 1 | 40 |
| Stachybotrys | | |
| Torula | | |
| Ulocladium | | |
| Zygomycetes | | |
| Totals | 6 | 240 |
| Pollen | | |

| Organism | Raw Count | Count/m3 |
|----------------------|-----------|----------|
| Alternaria | | |
| Ascospores | | |
| Basidiospores | | |
| Bipolaris/Drechslera | | |
| Botrytis | | |
| Chaetomium | | |
| Cladosporium | 1+ | |
| Coprinus | | |
| Curvularia | 1+ | |
| Epicoccum | | |
| Fusarium | | |
| Ganoderma | | |
| Hyphal Fragments | | |
| Mucor | | |
| Nigrospora | | |
| Other | | |
| Pen/Asp | | |
| Pithomyces | 1+ | |
| Rhizopus | | |
| Smuts, Peri., Myx. | | |
| Stachybotrys | | |
| Torula | | |
| Ulocladium | | |
| Zygomycetes | | |
| Totals | | |
| Pollen | | |

| Organism | Raw Count | Count/m3 |
|----------------------|-----------|----------|
| Alternaria | | |
| Ascospores | | |
| Basidiospores | | |
| Bipolaris/Drechslera | | |
| Botrytis | | |
| Chaetomium | | |
| Cladosporium | 4+ | |
| Coprinus | | |
| Curvularia | | |
| Epicoccum | | |
| Fusarium | | |
| Ganoderma | | |
| Hyphal Fragments | | |
| Mucor | | |
| Nigrospora | | |
| Other | | |
| Pen/Asp | | |
| Pithomyces | | |
| Rhizopus | | |
| Smuts, Peri., Myx. | | |
| Stachybotrys | | |
| Torula | | |
| Ulocladium | | |
| Zygomycetes | | |
| Totals | | |
| Pollen | | |

Comments:

1+ = spores are present but no growth, 2+ = limited growth where colonies have either scattered small colonies or sparse widespread ones.

3+ = moderate growth where the growth is visible, 4+ = heavy growth, spores and growth are very dense. Spores may be so numerous as to obscure the mycelium.

All analyses performed at 400X magnification with 25% of the slide analyzed on an Olympus CX21 microscope.



Project ID: Pease ANG Bldg 243

Job ID: 64498

Sample Number: 64498-004
Sample ID: FACC/Captains office
Sample Type: Cassette
Date Sampled: 2/10/2023
Date Analyzed: 2/13/2023
Analyst: amk
Background Debris: Light
Volume of Air (L): 100
Multiplier: 4

Sample Number: 64498-005
Sample ID: outdoor
Sample Type: Cassette
Date Sampled: 2/10/2023
Date Analyzed: 2/13/2023
Analyst: amk
Background Debris: Light
Volume of Air (L): 100
Multiplier: 4

| Organism | Raw Count | Count/m3 |
|----------------------|------------|--------------|
| Alternaria | | |
| Ascospores | | |
| Basidiospores | | |
| Bipolaris/Drechslera | | |
| Botrytis | | |
| Chaetomium | | |
| Cladosporium | 332 | 13280 |
| Coprinus | | |
| Curvularia | | |
| Epicoccum | | |
| Fusarium | | |
| Ganoderma | | |
| Hyphal Fragments | | |
| Mucor | | |
| Nigrospora | | |
| Other | | |
| Pen/Asp | | |
| Pithomyces | | |
| Rhizopus | | |
| Smuts, Peri., Myx. | | |
| Stachybotrys | | |
| Torula | | |
| Ulocladium | | |
| Zygomycetes | | |
| | | |
| Totals | 332 | 13280 |
| Pollen | | |

| Organism | Raw Count | Count/m3 |
|----------------------|-----------|------------|
| Alternaria | | |
| Ascospores | 5 | 200 |
| Basidiospores | 1 | 40 |
| Bipolaris/Drechslera | | |
| Botrytis | | |
| Chaetomium | | |
| Cladosporium | | |
| Coprinus | | |
| Curvularia | | |
| Epicoccum | | |
| Fusarium | | |
| Ganoderma | | |
| Hyphal Fragments | | |
| Mucor | | |
| Nigrospora | | |
| Other | | |
| Pen/Asp | | |
| Pithomyces | | |
| Rhizopus | | |
| Smuts, Peri., Myx. | | |
| Stachybotrys | | |
| Torula | | |
| Ulocladium | | |
| Zygomycetes | | |
| | | |
| Totals | 6 | 240 |
| Pollen | | |

Comments:

1+ = spores are present but no growth, 2+ = limited growth where colonies have either scattered small colonies or sparse widespread ones.
 3+ = moderate growth where the growth is visible, 4+ = heavy growth, spores and growth are very dense. Spores may be so numerous as to obscure the mycelium.

Comments:

All analyses performed at 400X magnification with 25% of the slide analyzed on an Olympus CX21 microscope.

Sample Receipt Condition Report

64498

Absolute Resource Associates

Job Number: _____

Samples Received from: -UPS -FedEx -USPS -Lab Courier -Client Drop-off -_____

Custody Seals - present & intact: -Yes -No -N/A CoC signed: -Yes -No

Receipt Temp: N/A °C Samples on ice? -Yes -No -N/A Sampled < 24 hrs ago? -Yes -No

PFAS-only real ice? -Yes -No -N/A Any signs of freezing? -Yes -No

Comments:

| Preservation / Analysis | Bottle Size/Type & Quantity | | | | | | Check pH for ALL applicable* samples and document: | |
|---|-----------------------------|----------|----------|----------|-----------|-------|--|--|
| HCl | 40mL(G) | 250mL(P) | 500mL(P) | 1L(G) | | | | |
| HNO ₃ | 125mL(P) | 250mL(P) | 500mL(P) | | | | | |
| H ₂ SO ₄ | 40mL(G) | 60mL(P) | 125mL(P) | 250mL(P) | 500mL(P) | | | |
| NaOH | 125mL(P) | 250mL(P) | | | | | | |
| (NH ₄) ₂ SO ₄ | 60mL(P) | 125mL(P) | 250mL(P) | | | | | |
| ZnAc-NaOH | 125mL(P) | 250mL(P) | | | | | | |
| Trizma | 125mL(P) | 250mL(P) | | | | | | |
| NH ₄ Ac | 125mL(P) | 250mL(P) | | | | | | |
| NaS ₂ O ₃ | 40mL(G) | 120mL(P) | | | | | | |
| MeOH | 20mL(G) | 40mL(G) | | | | | | |
| None (solid) | 2oz(G) | 4oz(G) | 8oz(G) | Syringe | | | | |
| None (water) | 40ml(G) | 60mL(P) | 125mL(P) | 250mL(P) | 500mL(P) | 1L(G) | 1L(P) | |
| Mold | Cassette | 3 | Bulk | Plate | Tape Lift | 2 | | |
| Asbestos | Cassette | | Bulk | | | | | |
| Lead | Cassette | | Bulk | Wipe | | | | |

| Login Review | Yes | No | NA | Comments |
|--|-----|----|----|--|
| Proper lab sample containers/enough volume/correct preservative? | X | | | |
| Analyses marked on COC match bottles received? | X | | | |
| VOC & TOC Water-no headspace? | | | X | |
| VOC Solid-MeOH covers solid, no leaks, Prep Expiration OK? | | | X | |
| PFAS: ARA bottles & samples/FRB same Lot#? QC rec'd, if req'd? | | | X | Lot ID#: _____ |
| Bacteria bottles provided by ARA? | | | X | |
| Samples within holding time? | X | | | |
| Immediate tests communicated in writing: NO ₃ , NO ₂ , PO ₄ , pH, BOD, Coliform/E. coli (P/A or MPN), Enterococci, Color Surfactants, Turbidity, Odor, CrVI, Ferrous Iron, Dissolved Oxygen, Unpres 624 | | | X | |
| Date, time & ID on samples match CoC? | X | | | |
| Rushes communicated to analyst in writing? | | | X | |
| Subcontracted samples sent to sub lab? | | | X | Date Prep'd: _____ Date sent: _____ |
| Pesticides EPA 608 pH5-9? | | | X | |
| Compliance samples have no discrepancies/require no flags? | | | X | (Or must be rejected) |
| Log-in Supervisor notified immediately of following items: | | | X | Discrepancies, compliance samples (NHDES, MADEP, DoD etc.) or uncommon requests. |

Inspected and Received By: K.W. Date/Time: 2/10/23 15:03

| Peer Review Checklist | | | |
|--|---|---|---|
| <input type="checkbox"/> Client ID/Project Manager | <input type="checkbox"/> On Ice, Temperature OK? | <input type="checkbox"/> Sample IDs | <input type="checkbox"/> Analyses in Correctly |
| <input type="checkbox"/> Project Name | <input type="checkbox"/> PO# (if provided) | <input type="checkbox"/> Matrix | -references |
| <input type="checkbox"/> TAT/rushes communicated | <input type="checkbox"/> Sub samples sent? Shipping Charge? | <input type="checkbox"/> Date/Time collected | -wastewater methods |
| <input type="checkbox"/> Received Date/Time | <input type="checkbox"/> Issues noted above communicated? | <input type="checkbox"/> Short HTs communicated | <input type="checkbox"/> Notes from CoC in LIMS |
| Reviewed By: _____ | | Date: _____ | |

Notes: (continue on back as needed)

| | Initials | Date | What was sent? |
|----------------------|----------|-------|-------------------------------|
| Uploaded / PDF _____ | _____ | _____ | Report / Data / EDD / Invoice |
| Uploaded / PDF _____ | _____ | _____ | Report / Data / EDD / Invoice |
| Uploaded / PDF _____ | _____ | _____ | Report / Data / EDD / Invoice |