

# 2024 Lay Monitoring Program Sample Labeling, Storage and Data Recording Guide

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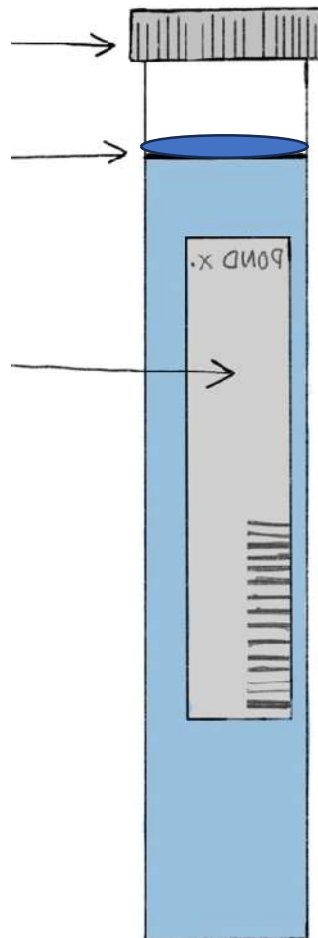
## Phosphorus Test

The phosphorus test is in the glass vial with the white cap

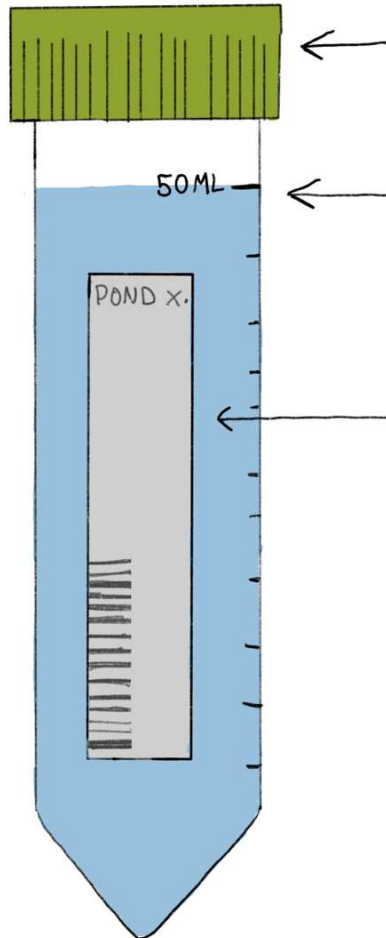
Fill the glass vial to the black line (bottom of the meniscus)

Place the “total phosphorus” label vertically on the glass vial

**Storage: phosphorus does not require refrigeration**



## Caffeine Test



The caffeine test is in the plastic test tube with the green cap

Fill to the top 50 ML line

Place the “caffeine” label vertically on the test tube

**Storage: caffeine samples must be refrigerated**

## Chlorophyll-a Test



The chlorophyll-a test is the small filter that you place inside the larger filter jacket or foil wrap.

Please tear off the “chlorophyll-a” label from your sheet of labels with the backing still on the sticker. Then, secure the label to the filter jacket or foil wrap using a paper clip.

**Storage: the chlorophyll filter must be kept in the freezer.**

**This test is light sensitive. The chlorophyll filter should be kept in a dark jar in the freezer. A good method is wrapping a glass jar in duct tape to keep the light out, and using that as your designated storage container in the freezer.**

# Field Sheet

Please fill out your designated sections of the field sheet and provide it with your samples for pickup. Please only fill out the indicated sections. You can refer to your field sheet for proper storage of tests. You can also refer to your field sheet for which tests belong in which container, though please note caffeine has a **green** cap, not a blue cap indicated on the sheet.

Please fill out date and time

This section is only for the lab to fill out. Disregard this section

**VERMONT** Field Sheet  
 VAEEL Vermont Agriculture and Environmental Laboratory  
 Order ID: 2301190  
 Page 1 of 1

VAEL Use Only  
 Temperature (°C): \_\_\_\_\_  
 Received By: g. Kuehne  
 Date/Time Received: 6/15/23 @ 16:00 AM / PM  
 On-Ice?

VAEL ID: 2301190-001  
 Project: 010-01-Lay Monitoring  
 Customer Sample ID: INDBK 00.5

- Collected previously
- Not Collected; Delete
- Not Collected; Keep

Date/Time Collected: 6/14/23 10:00 am

Collected By: Mark Mitchell

Comments: \_\_\_\_\_

Test	Container	Preservative	Filtered/Acidified?
Caffeine in Water	50 ml Plastic Blue Cap	Cool 4° C	Yes / No / <u>NA</u>
Chlorophyll-a	None	freeze	Yes / No / <u>NA</u>
Phosphorus Total	60 mL Glass Vial	None	Yes / No / <u>NA</u>

VAEL ID: 2301190-002  
 Project: 010-01-Lay Monitoring  
 Customer Sample ID: INDBK 06.0

- Collected previously
- Not Collected; Delete
- Not Collected; Keep

Date/Time Collected: 6/14/23 10:00 am

Collected By: Mark Mitchell

Comments: \_\_\_\_\_

Test	Container	Preservative	Filtered/Acidified?
Caffeine in Water	50 ml Plastic Blue Cap	Cool 4° C	Yes / No / <u>NA</u>
Chlorophyll-a	None	freeze	Yes / No / <u>NA</u>
Phosphorus Total	60 mL Glass Vial	None	Yes / No / <u>NA</u>

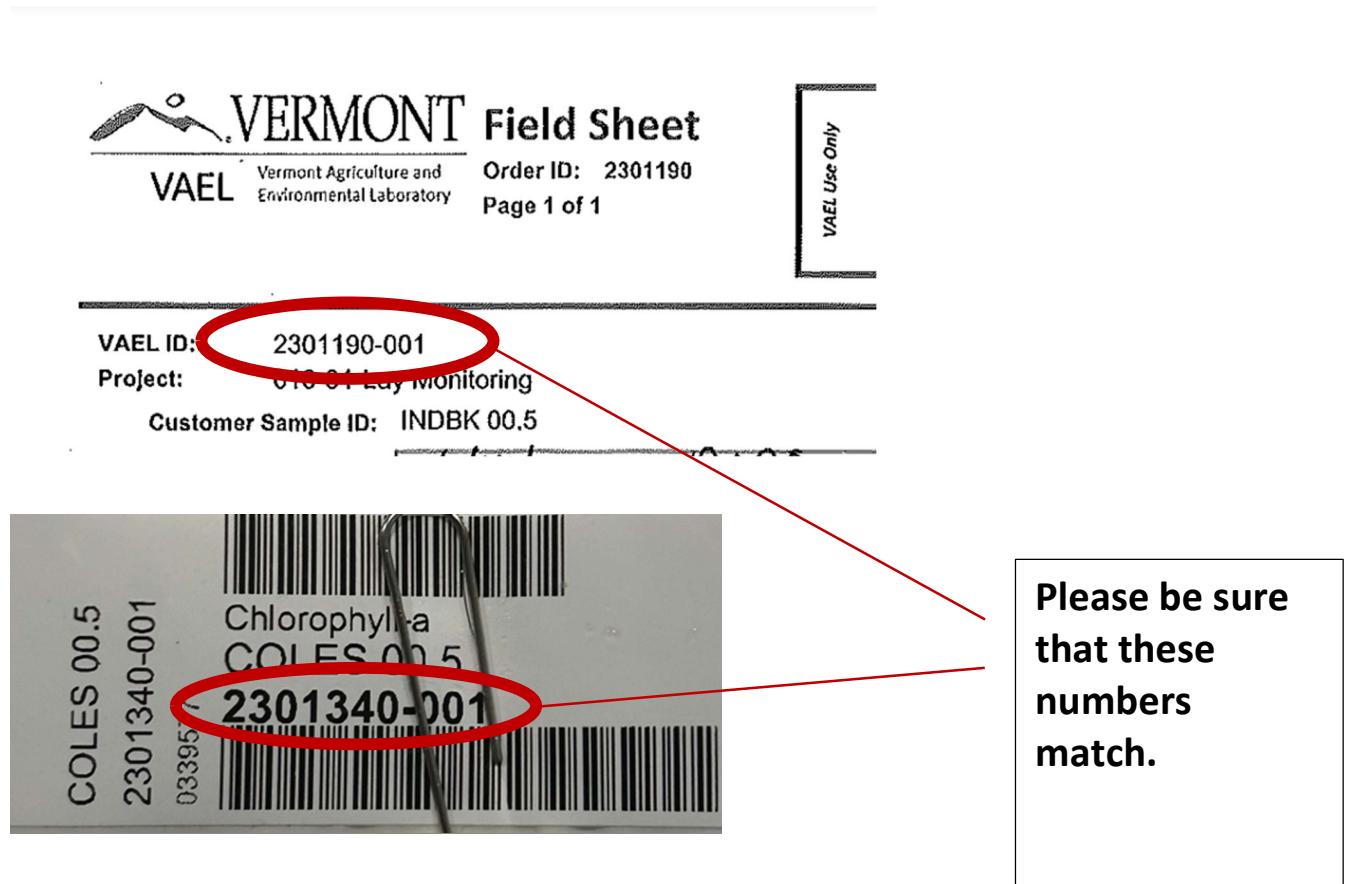
Please indicate in the comments if you did not collect a certain test by writing "delete (x)." For example, if I did not have a phosphorus sample I would write "delete phosphorus."

You can also write a comment if there is something notable about your sample. However, most observations can be recorded on the online webform.

Please circle N/A

## Order Numbers

Please be sure that the order number on your field sheet matches the order number on your labels for each sample. The order number can be found next to where it says "VAEL ID" on your field sheet, and below the lake code on your labels.



The image shows a 'VERMONT Field Sheet' from the Vermont Agriculture and Environmental Laboratory (VAEL). The sheet includes the following information:

- VAEL ID: 2301190-001 (circled in red)
- Project: 010-01 Lay Monitoring
- Customer Sample ID: INDBK 00.5

Below the field sheet is a sample label for 'Chlorophyll-a' with the following information:

- COLES 00.5
- 2301340-001 (circled in red)
- 03395

A red box on the right contains the text: "Please be sure that these numbers match." Red lines connect the circled numbers on the field sheet and label to this box.

## LMP Secchi Depth & Water Sampling Webform

For recording Secchi depth data and sampling data as well as other observations such as weather conditions, please use the Survey123 webform at <https://arcg.is/b1rnv>.