

## NEW PROJECT CHECKLIST

- \_\_\_\_\_ Contact Project Manager for meeting or discussion of new or special project  
Date & Time \_\_\_\_\_ Location \_\_\_\_\_
- \_\_\_\_\_ Forward any necessary documentation to Project Manager  
(Monitoring requirements, Permits, or Analyte lists)
- \_\_\_\_\_ List main contacts of project and how they may be reached in case of further questions
- \_\_\_\_\_ Are there any special turnaround time requirements? (RUSHES)  
\_\_\_\_\_ Notification of Preliminary Results via:  
\_\_\_\_\_ Verbal - Attn: \_\_\_\_\_ Phone# \_\_\_\_\_  
\_\_\_\_\_ Faxed - # \_\_\_\_\_  
\_\_\_\_\_ Email - Email address \_\_\_\_\_
- \_\_\_\_\_ Schedule of Sampling and Deliveries  
\_\_\_\_\_ Requires courier pick-up  
\_\_\_\_\_ Special hours of delivery  
\_\_\_\_\_ Special Weekend or Holiday requirements  
\_\_\_\_\_ What is the expected load of samples? (Per day, week, or month)  
\_\_\_\_\_ Frequency and duration of sampling  
\_\_\_\_\_ Expected start date of Project: \_\_\_\_\_
- \_\_\_\_\_ Any required special handling of samples?  
\_\_\_\_\_ Compositing  
\_\_\_\_\_ Filtering  
\_\_\_\_\_ Is the lab able to meet all short hold times with project sampling schedule?
- \_\_\_\_\_ Reporting Requirements  
\_\_\_\_\_ cc's required – To \_\_\_\_\_  
\_\_\_\_\_ QC Data Package required (What level is needed?)  
\_\_\_\_\_ Special detection limits (or J-Flagged results, if not achievable)  
\_\_\_\_\_ Electronic Data Deliverables (What format?-Excel, Access, or special)
- \_\_\_\_\_ Supplies  
\_\_\_\_\_ Bottles ordered with sufficient notice of start date  
\_\_\_\_\_ Pick-up, deliver, or ship by \_\_\_\_\_  
\_\_\_\_\_ Sufficient coolers and ice for holding or transportation to lab  
\_\_\_\_\_ Chain of Custody forms or special attachments for submittal