Instructions for MPCA priority pollutant COC

Project/Client info	
Facility code	Include MNPCA_NPDES. This is specifically for NPDES reporting.
Project name	Use the dropdown menu to select your facility.
Project task code	Include PRJ08497. This is specifically for priority pollutant monitoring.
Report to	Include the name of the individual to receive the PDF lab report and Lab_MN EDD.
Report and EQuIS EDD to email	Include email address of the individual to receive the PDF lab report and Lab_MN EDD. Note: The permittee is required to submit the PDF lab report and the Lab_MN EDD to MPCA water quality submittals.
Laboratory	
Lab name & address	Include the lab name and address.
EPA lab ID	Include the lab EPA lab ID
Sample details	
MN location identifier	Automatically populates when facility is selected under the Project name.
Field name	Automatically populates with location description when facility is chosen under project name. Delete any location and associated MN location identifier's that will not be sampled. If more than one row is needed for the priority pollutant location description copy and paste (value option) into additional row fields.
Sample type Sample = Routine sample QC-FB = Field blank sample QC-FR = Field replicate sample QC-TB = Trip blank sample QC-EB = Equipment blank sample	Use the dropdown menu to select the sample type. For a routine sample select "Sample". Where a field blank, field replicate, trip blank, or equipment blank is required choose the appropriate sample type. Note: For VOC's, a tri blank is required, include on an additional row, and select QC-TB from the dropdown menu. Include QC-Trip Blank for the MN location identifier and Field Name. Include the same start date and time as the sample it applies to. Select VOC's (mark with an "X") for analysis.
Start date and time	For a composite sample include the start date and time. For a grab sample include the collection date and time.

Sample method G = Grab sample CF-F = Composite, flow-paced with autosampler CF-T = Composite, time-paced with autosampler CG-T = Composite of grab samples, time paced Other = Other	Use the dropdown menu to select how the sample was collected. Permit note: Priority pollutant samples should be collected using a 24-hour flow proportional composite, except for volatile organic compounds (VOC's), cyanide, and mercury*, which must be collected as a grab. *Mercury monitoring, if not already required by the permit, is not required with priority pollutant sampling events.
End date and time	For a composite sample, include the end date and time. For a grab sample, leave the end date and time fields blank.
Lab matrix DW = Drinking water NW = Nonpotable water SD = Soil/Solid AR = Air	Use the dropdown menu to select the lab matrix. For a wastewater sample select NW = Nonpotable water.
Field matrix Wtr-Snow = Snowmelt Wtr-Storm = Stormwater Wtr-Surf = Surface water Inf-WWTP = Wastewater influent Eff-WWTP = Wastewater effluent QC-BLANK = Artificial blank water	Use the dropdown menu to select the field matrix associated with the sample type. Where a field blank, field replicate, trip blank, or equipment blank is required choose QC-BLANK = Artificial blank water.
Number of containers	Include the total number of containers/bottles used for the analysis requested.
Sampler comments	Include any comments about the sample. Suggest attaching permit section and include the comment "effluent priority pollutants – see attached permit section".
Analysis requested	Include parameters requested for analysis along with a method where required. Send a copy of your NPDES permit priority pollutant section if you are unsure of parameters and methods needed. (The COC for Priority Pollutants includes typical parameters for priority pollutant monitoring). Mark with an "X" the analysis needed. Preservation: Use the preservation key to include preservation details for the sample. Field filtered: Include Y if sample was filtered in the field and N if it was not.
Sampler's name, phone, signature, and organization	Include information about who collected the sample.
Billing organization, account, and address	Include information for billing.
Courier name and tracking #	If courier is used to transport and deliver samples to the lab, include information for courier used along with the tracking number.
Relinquished by and accepted by	Include signatures with dates and times for those transferring custody of the sample including the sample collector.