



BABCOCK Laboratories, Inc.
The Standard of Excellence for Over 100 Years

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