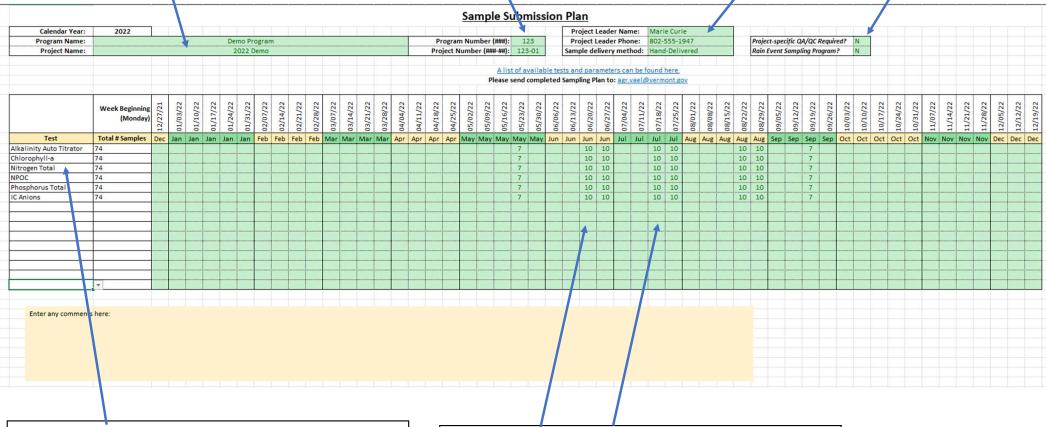
Fill in your Program and Project Name

Fill in your Program and Project number, leave blank if new.

Fill in the Project leader, contact information, sample delivery method and answers to these two questions.



Use drop down list to select the tests you are interested. A list of the tests and the analytes included in each one can be found on the VAEL website.

Contact us if you don't see a test that you're looking for.

Enter the number of samples that will be submitted for each sample on a weekly basis.

The **TOTAL** column (far left) will automatically populate

Create Test Groups...



Test Groups and Sub Groups control which tests get assigned to a given 2022 Calendar Year: sample. Using them effectively within WinLIMS can speed up your pre-registration of Program Name: Demo Program Program Number (###): 123 samples, or alternatively, can decrease the amount of time it takes for Sample Receiving Project Name: 2022 Demo Project Number (###-##): 123-01 to process your samples. Most projects will only require a single test group with a few sub-Use same test/sub groups as last year? N groups. VAEL Reserves the right to change or update test groups and/or sub-groups to minimize server and administrative overhead. Test Group 1 Create a brief name for your Test Group, ie "Core" Test Group Name {Testgrp1} Sub Group Name(s) default tests* Shallow [subgrp3] [subgrp4] [subgrp5] Phosphorus Total NPOC NPOC Nitrogen Total Alkalinity Auto Titrator Alkalinity Auto Titrator Using the drop-down window, select the test you'd like to add IC Anions Chlorophyll-a to your default test group. You will only be able to choose from the tests you've selected in your Sample Plan (previous page). These tests will be added to all samples for which this Test Group is assigned Name and add tests to your sub-groups (Ie "shallow" and "deep". If a sub-group is assigned to a sample, these tests will be added (in addition to the test(s) in you your default Test *These tests will be added to every sample assigned this test group Group) Add as many subgroups as you need (usually only 1 or 2)

Example: If you were to create a sample with the "Core" test group and the "shallow" sub-group, you would be requesting TP, TN, NPOC,

Alkalinity and IC Anions for that sample. Only one sub-group can be assigned to a sample.

To use the same test/sub-groups as last year, select "Y" and do not fill in table(s) below

Save file using convention "Sample Plan 20XX_Proj#" (for this example: Sample Plan 2023_12-01)

Submit to agr.vael@vermont.gov

Please allow 10 business days between submission of your SSP and your first sample submission. You will receive an email confirmation when we are ready to submit your samples

Questions??

Email <u>agr.vael@vermont.gov</u> Call 802-585-6073