



Australian Laboratory Services

WebtrieveTM

User Guide

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General

Webtrieve™ has been developed by ALS to provide clients another service which makes project management easier. Being a direct link to the ALS StarLIMS data base allows users real-time access to their data and a complete source of work order history. This manual has been developed to assist in navigating the website and to provide the user the knowledge to fully utilise this powerful tool.

Webtrieve™ has a number of key features:

- Real-time internet access to analytical results
- Remote downloading of analytical reports
- Access to QC results
- Tools for data management such as merging multiple work orders and comparison of results against guidelines.
- Access to analytical method summaries
- Online sample container requests
- Online quotation requests
- Online dispatch notices

Webtrieve™ is fully supported by ALS Administrators and has a number of online help functions to make use of the service user friendly. There are a number of security features associated with the use of the website which need to be understood before starting. These are outlined in “Account and User Management” and the “Terms and Conditions” sections of the manual. Should the user have any problems with service, please contact ALS customer service.

Accounts and User Management

Security

ALS Environmental has taken precaution to secure the site against unauthorized access however the user must recognize that there are inherent security risks in using the Internet to transmit data. It is important to recognise however, the data access via the Webtrieve™ site is strictly read only and no modification to any data stored on ALS servers can be modified. The Security of data is primarily controlled by a users email address and password and hence the password needs to be kept strictly confidential (refer to “Information on Passwords”). Access to website is controlled by ALS administrators and authorization to access data is obtained from Client Administrators.

Client Administrators

Access to ALS Webtrieve™ is strictly controlled by ALS Administrators who can only grant access to approved users.

Access is approved by ALS Administrators gaining permission in writing from the nominated Client Administrator of the users company.

By using Webtrieve™, a client can view their work order data and download reports but cannot alter any data. Data is kept secure at ALS and all access is strictly read only.

Access Levels

Webtrieve™ allows for three levels of access:

- All work orders for the client – this allows a user to see all work orders for the client Australia wide¹.
- All work orders for this office – this allows a user to see all work orders for this clients office only.
- All work orders for this user – this allows a user to see only the work order which have their email on the original work order delivery.

It will be at the discretion of senior management at the users company to determine which level of access you receive.

Information on Passwords

The security of passwords is the sole responsibility of the user. Webtrieve™ requires both the correct email address and password to access the database. With both of these pieces of information a user can access data from anywhere there is internet access. It is therefore important for the user to keep their password strictly confidential.

Forgotten your Password?

When requesting access, you will be able to provide a password hint as part of your details. Should you forget your password, this hint can be emailed to your specified email address by clicking the “Forgot your password?” link on the Home page.

Requesting a Login Account

1. Firstly go to the ALS Webtrieve™ Home website at:

<https://envirowebtrieve.alsenviro.com>

2. Click the “I wish to register” Link

ALS Environmental Webtrieve Login

This is a secure service made available to registered users of the ALS Environmental Webtrieve website. If you have already registered to use this service, please log-in by entering your details below and clicking the 'login' button. If you are not a registered user, please click the [I wish to register](#) link.

IMPORTANT
AUTHORIZED ACCESS ONLY
Use of this site implies acceptance of the [Terms and Conditions of use](#) of the ALS Environmental Webtrieve service.

Email Address:

Password:

[Forgot your password?](#)

☒ I wish to register!

☒ I wish to register for unregistered users

☒ Advise ALS of samples dispatched

3. Enter your details ensuring your office details are accurate.

ALS Environmental Webtrieve

Home Terms User profile Quotes Sample dispatch notice Containers Workorders Logout

Edit Profile

Help ?

Your Details

Title:

Given Name:

Surname:

Telephone: (include area code)

Fax:

Mobile/Cell:

Email:

Contact Method:

Password:

Confirm Password:

Password hint:

Your Company Details

Company Name:

Sample Pickup Address:

Your ALS Laboratory:

* indicates mandatory field

4. Submit your request by clicking “Submit”

Logging in

To login, enter your registered email address and password. Click login to proceed.

ALS Environmental Webtrieve Login

This is a secure service made available to registered users of the ALS Environmental Webtrieve website. If you have already registered to use this service, please log-in by entering your details below and clicking the 'login' button. If you are not a registered user, please click the [I wish to register](#) link.

IMPORTANT
AUTHORIZED ACCESS ONLY
Use of this site implies acceptance of the [Terms and Conditions of use](#) of the ALS Environmental Webtrieve service.

ALS Environmental Webtrieve Login

Email Address:

Password:

☐ Forgot your password?

☒ I wish to register!

☒ Quote Requests for unregistered users

☒ Advise ALS of samples dispatched

Viewing work orders

Upon logging in, you will be sent to the Work Order page. Work Orders will be listed and displayed in descending Work Order Number. Work Orders can be displayed either in page view or can be listed and scrolled through by changing the "Page" function from "On" to "Off". All page changes are activated by the "Update" button.

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Work Orders

Selection Criteria

Status: All Date(s) start: 15/03/2005 (end): 15/06/2005 clear Sort by: Received Paging: On Update

All Work Orders View data for multiple work orders?

Work Order	Project	PO	Received (Local)	Samples	Status	Modified (Local)
EB0505237	E 1406-2		13/06/2005 8:40:00 PM	2	Logged	
EB0505224	Blanket		13/06/2005 5:30:00 PM	7	Logged	
EB0505204	E1006-3		13/06/2005 11:00:00 AM	8	Prelogged	
EB0505203	E1006-2		13/06/2005 11:00:00 AM	1	Active	
EB0505202	E1006-1		13/06/2005 11:00:00 AM	1	Prelogged	
EB0505113	Blanket		8/06/2005 3:50:00 PM	1	Logged	
EB0505112	Blanket	E0906-1	8/06/2005 3:50:00 PM	3	Active	
EB0505111	E0906-4		8/06/2005 3:50:00 PM	2	Logged	
EB0505110	E0906-2		8/06/2005 3:50:00 PM	1	Logged	
EB0505065	E0806-1		7/06/2005 3:20:00 PM	2	Released	13/06/2005 8:53:06 PM
EB0505018	E0706-1		6/06/2005 5:35:00 PM	3	Released	13/06/2005 10:39:50 PM
EB0504977	E0606-2		5/06/2005 9:00:00 PM	3	Active	
EB0504976	E0606-1		5/06/2005 9:00:00 PM	3	Active	
EB0504942	E0306-1		2/06/2005 9:30:00 PM	1	Released	9/06/2005 8:44:22 PM
EB0504877	O206-2		1/06/2005 7:15:00 PM	1	Released	8/06/2005 7:51:44 PM
EB0504864	Danby Lane	CD/91-040659	26/05/2005 5:00:00 PM	4	Released	30/05/2005 7:28:07 PM
EB0504862	E2605-1		25/05/2005 9:00:00 PM	1	Released	30/05/2005 8:43:58 PM
EB0504822	E2505-3		24/05/2005 8:25:00 PM	2	Released	1/06/2005 9:13:37 PM
EB0504516	Blanket	E2305-1	22/05/2005 9:00:00 PM	4	Released	30/05/2005 7:48:55 PM
EB0504510	E2305-2		22/05/2005 9:00:00 PM	2	Released	29/05/2005 9:26:40 PM

1 2 3 4 5 6

Work Order Status

Both Complete and Incomplete Work Orders may be viewed and sorted. Complete or Released work orders will have full results available for viewing and reports may be downloaded.

Incomplete work orders may or may not have data available for viewing as this will depend whether on of the ALS **NATA** signatories has authorised the data. There are a number of work order status types for incomplete work orders. Most of these have no relevance to the user as they refer to internal movements in the laboratory. The most important status for Webtrieve™ users is recognise is the "Active" status. "Active" status reflect the work order being processed in various area of the laboratory therefore preliminary results may be available to view (refer to section "Work Order Results – Incomplete Work Orders").

Sort Functions

A number of different sort mechanisms are available to help find your target work order.

These include:

- Work Order Status: All, Complete or Incomplete
- Date Received by the Lab
- Sort Descending by: ALS Work Order Number, Client Project, Received Date, Status & Released

By Selecting from these drop-down menus, work orders can be sorted to assist finding and collating data.

Sort Drop-Down Menus:

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Work Orders

Selection Criteria

Status: All Date(s) start: 15/03/2005 (end): 15/06/2005 clear Sort by: Received Paging: On Update

All Work Orders

Work Order	Project	PO	Received (Local)	Samples	Status	Modified (Local)
EB0505237	E 1406-2		13/06/2005 8:40:00 PM	2	Logged	
EB0505224	Blanket		13/06/2005 5:30:00 PM	7	Logged	
EB0505204	E1006-3		13/06/2005 11:00:00 AM	8	Prelogged	
EB0505203	E1006-2		13/06/2005 11:00:00 AM	1	Active	
EB0505202	E1006-1		13/06/2005 11:00:00 AM	1	Prelogged	
EB0505113	Blanket		8/06/2005 3:50:00 PM	1	Logged	
EB0505112	Blanket	E0906-1	8/06/2005 3:50:00 PM	3	Active	
EB0505111	E0906-4		8/06/2005 3:50:00 PM	2	Logged	
EB0505110	E0906-2		8/06/2005 3:50:00 PM	1	Logged	
EB0505065	E0806-1		7/06/2005 3:20:00 PM	2	Released	13/06/2005 8:53:06 PM
EB0505018	E0706-1		6/06/2005 5:35:00 PM	3	Released	13/06/2005 10:39:50 PM
EB0504977	E0606-2		5/06/2005 9:00:00 PM	3	Active	
EB0504976	E0606-1		5/06/2005 9:00:00 PM	3	Active	
EB0504942	E0306-1		2/06/2005 9:30:00 PM	1	Released	9/06/2005 8:44:22 PM
EB0504877	0206-2		1/06/2005 7:15:00 PM	1	Released	8/06/2005 7:51:44 PM
EB0504884	Danby Lane	CD/G-1-040659	26/05/2005 5:00:00 PM	4	Released	30/05/2005 7:28:07 PM
EB0504862	E2605 -1		25/05/2005 9:00:00 PM	1	Released	30/05/2005 8:43:59 PM
EB0504622	E2505-3		24/05/2005 8:25:00 PM	2	Released	1/06/2005 9:13:37 PM
EB0504515	Blanket	E2305-1	22/05/2005 9:00:00 PM	4	Released	30/05/2005 7:48:55 PM
EB0504510	E2305-2		22/05/2005 9:00:00 PM	2	Released	29/05/2005 9:26:40 PM

1 2 3 4 5 6

Work Order Results - Complete

Work Order results can be accessed by simply clicking the work order number and the automatic link will pull up the results.

Once in this screen, all the details pertinent to this Work Order are accessible through the top right hand menu bar.

Work order results and Menu Bar:

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Results

Work Order EB0503009

Apply Guidelines: - none -

Export to Excel

ALS	15/06/2005	Sample	ID 1	BH3 0.4-0.5	BH3 1.4-1.5	BH4 0.9-1.0	BH4 1.9-2.0
EB0503009	Results	ID 2					
Analyte	Method	Units	LOR	SOIL	SOIL	SOIL	SOIL
Moisture Content (dried @ 103°C)	EA055-103	%	1.0	10.4	18.8	11.7	15.0
Lead	E6005T	mg/kg	5	20	22	15	11
C6 - C9 Fraction	EP080	mg/kg	2	<2	<2	<2	<2
C10 - C14 Fraction	EP071	mg/kg	50	<50	<50	<50	<50
C15 - C28 Fraction	EP071	mg/kg	100	<100	<100	<100	<100
C29 - C36 Fraction	EP071	mg/kg	100	<100	<100	<100	<100
Benzene	EP080	mg/kg	0.2	<0.2	<0.2	<0.2	<0.2
Toluene	EP080	mg/kg	0.2	<0.2	<0.2	<0.2	<0.2
Ethylbenzene	EP080	mg/kg	0.2	<0.2	<0.2	<0.2	<0.2
meta- & para-Xylene	EP080	mg/kg	0.2	<0.2	<0.2	<0.2	<0.2
ortho-Xylene	EP080	mg/kg	0.2	<0.2	<0.2	<0.2	<0.2
1,2-Dichloroethane-D4	EP080	%	surrogate	81.2	80.8	81.3	82.6
Toluene-D8	EP080	%	surrogate	102	98.7	100	96.5
4-Bromofluorobenzene	EP080	%	surrogate	89.9	82.6	86.8	82.4

Work Order Results – Incomplete Work Orders

It is possible to view Authorized results for uncompleted work orders through Webtrieve™. Results will only be able to be viewed once an ALS **NATA** signatory has authorized the results. Results which are yet to be authorized will have “In Progress” or “IP” in the results grid.

Incomplete work order:

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Results

Work Order EM0503467

Apply Guidelines - none - Export to Excel

ALS	16/06/2005	Sample	ID 1	BH2 (0.1-0.2)	BH2 (0.3-0.4)	BH2 (0.8-0.9)	BH3 (0.4-0.5)	BH3 (1.3-1.4)	BH4 (0.1-0.2)	BH4 (0.5-0.8)	BH5 (0.4-0.5)	BH6 (0.1-0.2)	BH7 (0.1-0.2)	BH7 (0.5-0.6)	BH8 (0.1-0.2)	BH9 (0.4-0.5)
EM0503467	Results		ID 2													
Analyte	Method	Units	LOR	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL
pH Value	EA002	pH Unit	0.1	8.8	-	-	-	-	9.3	-	-	-	-	-	-	-
Moisture Content (dried @ 103°C)	EA055-103	%	1.0	11.8	11.0	12.9	15.2	11.1	-	14.7	11.7	13.3	13.3	13.8	4.4	8.7
Arsenic	EG005T	mg/kg	5	-	<5	<5	6	-	<5	6	17	<5	-	-	-	-
Cadmium	EG005T	mg/kg	1	-	<1	<1	<1	-	<1	<1	<1	<1	-	-	-	-
Chromium	EG005T	mg/kg	2	-	22	31	21	-	38	8	50	<2	-	-	-	-
Cobalt	EG005T	mg/kg	2	-	-	-	-	-	-	-	12	<2	-	-	-	-
Copper	EG005T	mg/kg	5	-	6	10	23	-	15	58	11	<5	-	-	-	-
Lead	EG005T	mg/kg	5	-	10	7	95	-	8	236	13	<5	-	-	-	-
Molybdenum	EG005T	mg/kg	2	-	-	-	-	-	-	-	<2	<2	-	-	-	-
Nickel	EG005T	mg/kg	2	-	49	60	15	-	52	20	30	<2	-	-	-	-
Selenium	EG005T	mg/kg	5	-	-	-	-	-	-	-	<5	<5	-	-	-	-
Tin	EG005T	mg/kg	5	-	-	-	-	-	-	-	<5	<5	-	-	-	-
Zinc	EG005T	mg/kg	5	-	188	29	137	-	39	390	14	<5	-	-	-	-
Mercury	EG035T	mg/kg	0.1	-	<0.1	<0.1	0.1	-	<0.1	0.5	0.1	<0.1	-	-	-	-
Total Cyanide	EK026	mg/kg	1	-	-	-	-	<1	-	-	1	<1	-	-	-	-
Fluoride	EK040T	mg/kg	40	-	-	-	-	-	-	-	470	520	-	-	-	-
Total Polychlorinated biphenyls	EP068			In Progress	-	-	-	-	-	-	-	-	-	-	In Progress	In Progress
Decachlorobiphenyl	EP068	surrogate		In Progress	-	-	-	-	-	-	-	-	-	-	In Progress	In Progress
alpha-BHC	EP068			In Progress	-	-	-	-	-	-	In Progress	In Progress	-	-	In Progress	In Progress
Hexachlorobenzene (HCB)	EP068			In Progress	-	-	-	-	-	-	In Progress	In Progress	-	-	In Progress	In Progress
beta-BHC	EP068			In Progress	-	-	-	-	-	-	In Progress	In Progress	-	-	In Progress	In Progress

Work Order Details

The details of the batch including Project and Client Details are accessible through the “Details” link in the Menu.



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Work Order Detail

Work Order EB0502946

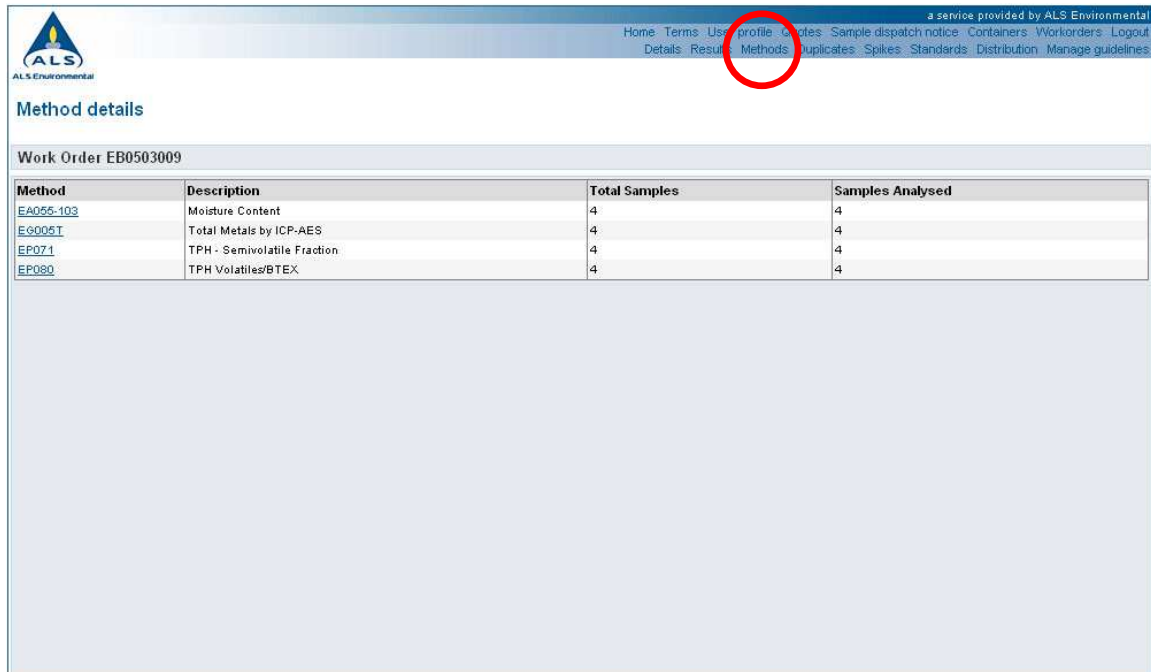
Work Order	EB0502946	Client	ALS ENVIRONMENTAL CANADA
Laboratory	Brisbane	Contact Code	5897
Date Received	6/04/2005	Contact	SCOTT HOEKSTRA
Project	Victoria Harbour	Phone	0011 604 253 4188
# of Samples	2	Fax	0015 604 253 6700
Quotation	BN/006/05	Address	1988 TRIUMPH STREET
PO	V4850		VANCOUVER BC
Carrier	FEDEX		CANADA, V5L 1K5
Status	Released		

Request Deliverables
Select the document type you would like, and submit your request for processing. Your document will be emailed to you as soon as possible.

Certificate of Analysis (PDF)

Work Order Methods

Method information can be accessed through the “Methods” link. The first screen will be a summary of the method numbers used for the entire work order.

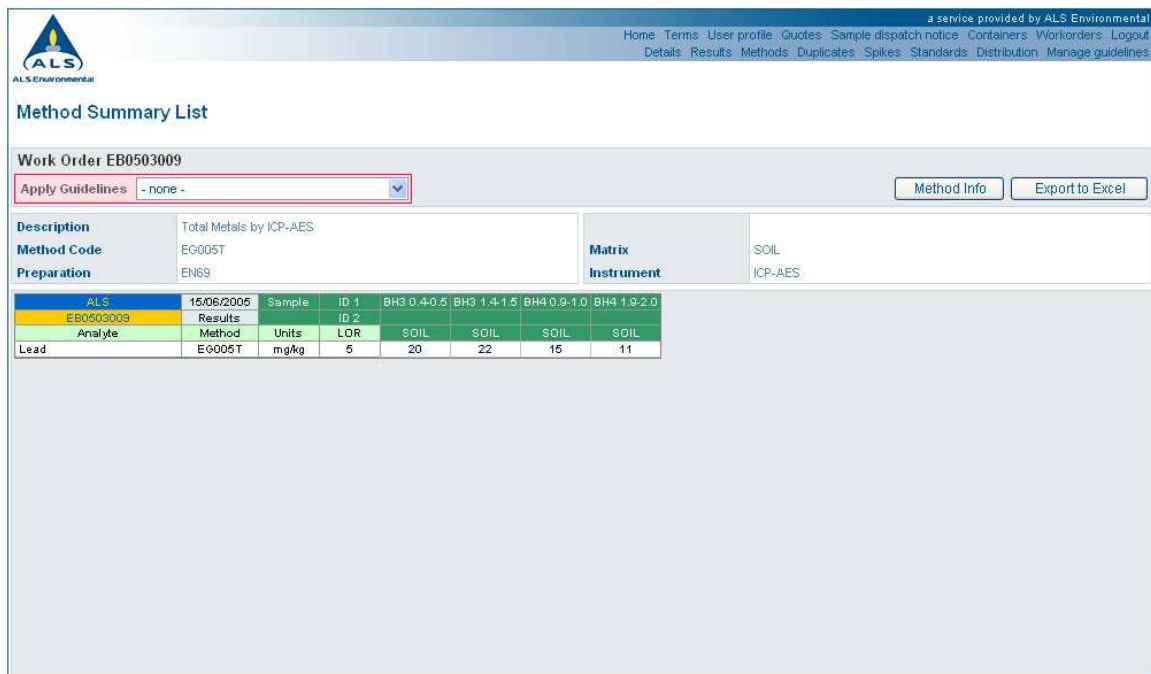


Method details

Work Order EB0503009

Method	Description	Total Samples	Samples Analysed
EA055-103	Moisture Content	4	4
EG005T	Total Metals by ICP-AES	4	4
EP071	TPH - Semivolatile Fraction	4	4
EP080	TPH Volatiles/BTEX	4	4

The results for this method are displayed by following the method code link.



Method Summary List

Work Order EB0503009


Apply Guidelines:

Method Info Export to Excel

Description	Method Code	Preparation	Matrix	Instrument
Total Metals by ICP-AES	EG005T	EN69	SOIL	ICP-AES

ALS	15/06/2005	Sample	ID 1	BH3 0.4-0.5	BH3 1.4-1.5	BH4 0.9-1.0	BH4 1.9-2.0
EB0503009	Results	Method	Units	LOR	SOIL	SOIL	SOIL
Lead	EG005T	mg/kg	5	20	22	15	11

The method summary can then be displayed by clicking the “Method Info” button.



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Method Summary List

Work Order EB0503009

Method Data

Description	Total Metals by ICP-AES	Matrix	SOIL
Method Code	EG005T	Instrument	ICP-AES
Preparation	EN69		

(APHA 20th ed., 3120; USEPA SW 846 - 6010) (ICPAES) Metals are determined following an appropriate acid digestion of the soil. The ICPAES technique ionises samples in a plasma, emitting a characteristic spectrum based on metals present. Intensities at selected wavelengths are compared against those of matrix matched standards. This method is compliant with NEPM (1999) Schedule B(3)

Work Order QC

The QC results for the Work Order can be accessed through the Menu bar. The options are:

- Duplicates – this displays the duplicate results for the analysis and the percent reproducibility (RPD)
- Spikes – this displays the matrix spike recoveries along with the recovery limits
- Standards – this displays the Blank results and the Laboratory Control Standard (LCS) results and recovery limits.

Duplicates Display

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Duplicates

Work Order EB0503009 Export to Excel

ALS	15/06/2005								
EB0503009	Duplicates								
Laboratory Sample ID	Client Sample ID	Matrix	Method	Analyte	Units	LOR	Original Result	Duplicate Result	RPD
EB0503009003	BH4 0.9-1.0	SOIL	EA055-103	Moisture Content (dried @ 103°C)	%	1.0	11.7	13.3	12.5
EB05030091001	Anonymous	SOIL	EA055-103	Moisture Content (dried @ 103°C)	%	1.0	14.4	14.0	2.4
EB0503009039	Anonymous	SOIL	E9006T	Lead	mg/kg	5	40	48	17.8
EB0503009045	Anonymous	SOIL	E9006T	Lead	mg/kg	5	33	31	6.4
EB0503016001	Anonymous	SOIL	EP071	C10 - C14 Fraction	mg/kg	50	<50	<50	0.0
EB0503016001	Anonymous	SOIL	EP071	C15 - C28 Fraction	mg/kg	100	<100	<100	0.0
EB0503016001	Anonymous	SOIL	EP071	C29 - C36 Fraction	mg/kg	100	<100	<100	0.0
EB0503028006	Anonymous	SOIL	EP071	C10 - C14 Fraction	mg/kg	50	<50	60	0.0
EB0503028006	Anonymous	SOIL	EP071	C15 - C28 Fraction	mg/kg	100	430	540	22.0
EB0503028006	Anonymous	SOIL	EP071	C29 - C36 Fraction	mg/kg	100	<100	<100	0.0
EB0502831009	Anonymous	SOIL	EP080	C6 - C9 Fraction	mg/kg	2	<2	<2	0.0
EB0502831009	Anonymous	SOIL	EP080	Benzene	mg/kg	0.2	<0.2	<0.2	0.0
EB0502831009	Anonymous	SOIL	EP080	Toluene	mg/kg	0.2	<0.2	<0.2	0.0
EB0502831009	Anonymous	SOIL	EP080	Ethylbenzene	mg/kg	0.2	<0.2	<0.2	0.0
EB0502831009	Anonymous	SOIL	EP080	meta- & para-Xylene	mg/kg	0.2	<0.2	<0.2	0.0
EB0502831009	Anonymous	SOIL	EP080	ortho-Xylene	mg/kg	0.2	<0.2	<0.2	0.0
EB0502831009	Anonymous	SOIL	EP080	1,2-Dichloroethane-D4	%	0.2	85.6	85.8	0.2
EB0502831009	Anonymous	SOIL	EP080	Toluene-D8	%	0.2	94.5	96.7	2.2
EB0502831009	Anonymous	SOIL	EP080	4-Bromofluorobenzene	%	0.2	78.3	80.0	2.2
EB0503009044	Anonymous	SOIL	EP080	C6 - C9 Fraction	mg/kg	2	64	67	4.1
EB0503009044	Anonymous	SOIL	EP080	Benzene	mg/kg	0.2	<0.2	<0.2	0.0
EB0503009044	Anonymous	SOIL	EP080	Toluene	mg/kg	0.2	<0.2	<0.2	0.0
EB0503009044	Anonymous	SOIL	EP080	Ethylbenzene	mg/kg	0.2	2.4	3.2	30.2
EB0503009044	Anonymous	SOIL	EP080	meta- & para-Xylene	mg/kg	0.2	0.6	0.5	0.0
EB0503009044	Anonymous	SOIL	EP080	ortho-Xylene	mg/kg	0.2	0.2	<0.2	0.0

Matrix Spike Display

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Spikes

Work Order EB0503009

Export to Excel

ALS	15/06/2005										
EB0503009	Spikes										
Laboratory Sample ID	Client Sample ID	QC Lot #	Matrix	Method	Analyte	Units	LOR	Spike Concentration	Sample Result	Spike Recovery	Recovery Limits
SOIL											
EB0503006040	Anonymous	59547	SOIL	EP005T	Lead	mg/kg	5	50.0	55	104 %	70 - 130 %
EB0503009002	BH3 1.4-1.5	59773	SOIL	EP071	C10 - C14 Fraction	mg/kg	25	314	<50	84.6 %	70 - 130 %
EB0503009002	BH3 1.4-1.5	59773	SOIL	EP071	C15 - C28 Fraction	mg/kg	50	496	<100	85.4 %	70 - 130 %
EB0502831010	Anonymous	59426	SOIL	EP080	C6 - C9 Fraction	mg/kg	2	28	<2	72.0 %	70 - 130 %
EB0502831010	Anonymous	59426	SOIL	EP080	Benzene	mg/kg	0.2	2	<0.2	82.8 %	70 - 130 %
EB0502831010	Anonymous	59426	SOIL	EP080	Toluene	mg/kg	0.2	2	<0.2	82.1 %	70 - 130 %
EB0502831010	Anonymous	59426	SOIL	EP080	1,2-Dichloroethane-D4	mg/kg	0.2	5	88.8	82.2 %	80 - 120 %
EB0502831010	Anonymous	59426	SOIL	EP080	Toluene-D8	mg/kg	0.2	5	96.2	94.1 %	81 - 117 %
EB0502831010	Anonymous	59426	SOIL	EP080	4-Bromofluorobenzene	mg/kg	0.2	5	79.2	86.6 %	74 - 121 %

Blank and Standards Display

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Home Terms User profile Quotes Sample dispatch notice Containers Workorders Logout
Details Results Methods Duplicates **Spikes** **Standards** Distribution Manage guidelines

Standards

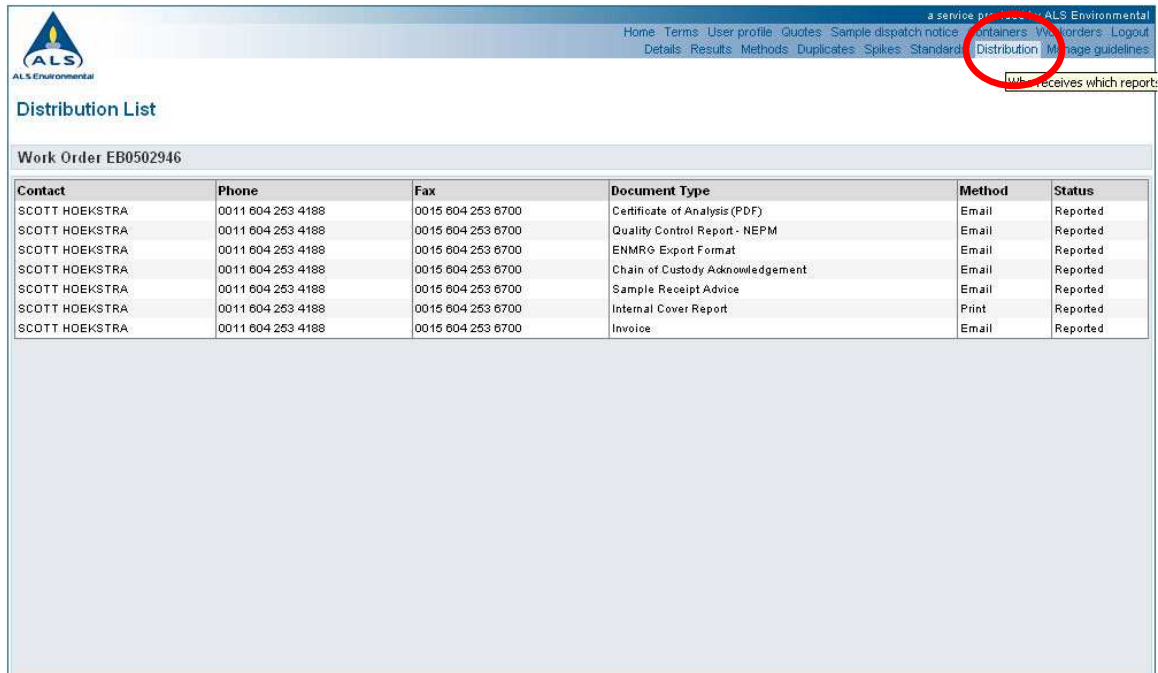
Work Order EB0503009

Export to Excel

ALS	15/06/2005										
EB0503009	Blanks and Standards										
METHOD BLANKS											
Laboratory Sample ID	QC Lot #	Matrix	Method	Analyte	Units	LOR	Result				
SOIL											
63264-001	59426	SOIL	EP080	C6 - C9 Fraction	mg/kg	2	<2				
63264-001	59426	SOIL	EP080	Benzene	mg/kg	0.2	<0.2				
63264-001	59426	SOIL	EP080	Toluene	mg/kg	0.2	<0.2				
63264-001	59426	SOIL	EP080	Ethylbenzene	mg/kg	0.2	<0.2				
63264-001	59426	SOIL	EP080	meta- & para-Xylene	mg/kg	0.2	<0.2				
63264-001	59426	SOIL	EP080	ortho-Xylene	mg/kg	0.2	<0.2				
63264-001	59426	SOIL	EP080	1,2-Dichloroethane-D4	%		81.7				
63264-001	59426	SOIL	EP080	Toluene-D8	%		90.3				
63264-001	59426	SOIL	EP080	4-Bromofluorobenzene	%		76.5				
63425-027	59547	SOIL	EP006T	Lead	mg/kg	5	<5				
63622-009	59773	SOIL	EP071	C10 - C14 Fraction	mg/kg	50	<50				
63622-009	59773	SOIL	EP071	C15 - C28 Fraction	mg/kg	100	<100				
63622-009	59773	SOIL	EP071	C29 - C36 Fraction	mg/kg	100	<100				
CONTROL STANDARDS											
Laboratory Sample ID	QC Lot #	Matrix	Method	Analyte	Units	Concentration	Recovery	Recovery Limits			
SOIL											
63264-002	59426	SOIL	EP080	C6 - C9 Fraction	mg/kg	28	101 %	85 - 113 %			
63264-002	59426	SOIL	EP080	Benzene	mg/kg	1	99.7 %	84 - 114 %			
63264-002	59426	SOIL	EP080	Toluene	mg/kg	1	96.9 %	83 - 118 %			
63264-002	59426	SOIL	EP080	Ethylbenzene	mg/kg	1	94.9 %	81 - 113 %			
63264-002	59426	SOIL	EP080	meta- & para-Xylene	mg/kg	1	88.8 %	80 - 114 %			
63264-002	59426	SOIL	EP080	ortho-Xylene	mg/kg	1	95.7 %	82 - 115 %			

Work Order Distribution

The original work order distribution list i.e. who received the deliverables upon release, can be reviewed by clicking the “Distribution” link in the Menu.



ALS Environmental

Home Terms User profile Quotes Sample dispatch notice Containers View orders Logout
Details Results Methods Duplicates Spikes Standards **Distribution** Message guidelines

Who receives which report?

Distribution List

Work Order EB0502946

Contact	Phone	Fax	Document Type	Method	Status
SCOTT HOEKSTRA	0011 604 253 4188	0015 604 253 6700	Certificate of Analysis (PDF)	Email	Reported
SCOTT HOEKSTRA	0011 604 253 4188	0015 604 253 6700	Quality Control Report - NEPM	Email	Reported
SCOTT HOEKSTRA	0011 604 253 4188	0015 604 253 6700	ENMR Export Format	Email	Reported
SCOTT HOEKSTRA	0011 604 253 4188	0015 604 253 6700	Chain of Custody Acknowledgement	Email	Reported
SCOTT HOEKSTRA	0011 604 253 4188	0015 604 253 6700	Sample Receipt Advice	Email	Reported
SCOTT HOEKSTRA	0011 604 253 4188	0015 604 253 6700	Internal Cover Report	Print	Reported
SCOTT HOEKSTRA	0011 604 253 4188	0015 604 253 6700	Invoice	Email	Reported

Exporting Data to Excel

All data reports can be exported excel by clicking the “Export to Excel” button. All formatting such as layout, font and colours will be replicated in excel.

Multiple Work Order Views

Webtrieve™ allows the viewing of a number of Work Order Results simultaneously on the one screen. By clicking the “View data for multiple work orders” link, this will take you to a screen where any number of work orders can be displayed.

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Home Terms User profile Quotes Sample dispatch notice Containers Workorders Logout

Work Orders

Selection Criteria
 Status: All Date(s) start: 15/03/2005 (end): 15/06/2005 clear Sort by: Received Paging: On Update

All Work Orders [View data for multiple work orders?](#)

Work Order	Project	PO	Received (Local)	Samples	Status	Modified (Local)
EB0505237	E 1406-2		13/06/2005 8:40:00 PM	2	Logged	
EB0505224	Blanket		13/06/2005 5:30:00 PM	7	Logged	
EB0505204	E1006-3		13/06/2005 11:00:00 AM	8	Prelogged	
EB0505203	E1006-2		13/06/2005 11:00:00 AM	1	Active	
EB0505202	E1006-1		13/06/2005 11:00:00 AM	1	Prelogged	
EB0505113	Blanket		8/06/2005 3:50:00 PM	1	Logged	
EB0505112	Blanket	E0906-1	8/06/2005 3:50:00 PM	3	Active	
EB0505111	E0906-4		8/06/2005 3:50:00 PM	2	Logged	
EB0505110	0906-2		8/06/2005 3:50:00 PM	1	Logged	
EB0505065	E0806-1		7/06/2005 3:20:00 PM	2	Released	13/06/2005 8:53:06 PM
EB0505018	E0706-1		6/06/2005 5:35:00 PM	3	Released	13/06/2005 10:39:50 PM
EB0504977	E0606-2		5/06/2005 9:00:00 PM	3	Active	
EB0504976	E0606-1		5/06/2005 9:00:00 PM	3	Active	
EB0504942	E0306-1		2/06/2005 9:30:00 PM	1	Released	9/06/2005 8:44:22 PM
EB0504977	0206-2		1/06/2005 7:15:00 PM	1	Released	8/06/2005 7:51:44 PM
EB0504684	Danby Lane	CD/G-1-040659	28/05/2005 5:00:00 PM	4	Released	30/05/2005 7:28:07 PM
EB0504662	E2605-1		25/05/2005 9:00:00 PM	1	Released	30/05/2005 8:43:58 PM
EB0504622	E2505-3		24/05/2005 8:25:00 PM	2	Released	1/06/2005 9:13:37 PM
EB0504515	Blanket	E2305-1	22/05/2005 9:00:00 PM	4	Released	30/05/2005 7:48:55 PM
EB0504510	E2305-2		22/05/2005 9:00:00 PM	2	Released	29/05/2005 9:26:40 PM

1 2 3 4 5 6

Multiple Work Order Select

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Multiple Work Orders

Selection Criteria
 Status: All Date(s) start: 15/03/2005 (end): 15/06/2005 clear Sort by: Received Paging: On Update

All Work Orders [Show results](#)

Select	Work Order	Project	PO	Received (Local)	Samples	Status	Modified (Local)
<input type="checkbox"/>	EB0505237	E 1406-2		13/06/2005 8:40:00 PM	2	Logged	
<input type="checkbox"/>	EB0505224	Blanket		13/06/2005 5:30:00 PM	7	Logged	
<input type="checkbox"/>	EB0505204	E1006-3		13/06/2005 11:00:00 AM	8	Prelogged	
<input checked="" type="checkbox"/>	EB0505203	E1006-2		13/06/2005 11:00:00 AM	1	Active	
<input type="checkbox"/>	EB0505202	E1006-1		13/06/2005 11:00:00 AM	1	Prelogged	
<input type="checkbox"/>	EB0505113	Blanket		8/06/2005 3:50:00 PM	1	Logged	
<input type="checkbox"/>	EB0505112	Blanket	E0906-1	8/06/2005 3:50:00 PM	3	Active	
<input checked="" type="checkbox"/>	EB0505111	E0906-4		8/06/2005 3:50:00 PM	2	Logged	
<input type="checkbox"/>	EB0505110	0906-2		8/06/2005 3:50:00 PM	1	Logged	
<input type="checkbox"/>	EB0505065	E0806-1		7/06/2005 3:20:00 PM	2	Released	13/06/2005 8:53:06 PM
<input type="checkbox"/>	EB0505018	E0706-1		6/06/2005 5:35:00 PM	3	Released	13/06/2005 10:39:50 PM
<input type="checkbox"/>	EB0504977	E0606-2		5/06/2005 9:00:00 PM	3	Active	
<input type="checkbox"/>	EB0504976	E0606-1		5/06/2005 9:00:00 PM	3	Active	
<input type="checkbox"/>	EB0504942	E0306-1		2/06/2005 9:30:00 PM	1	Released	9/06/2005 8:44:22 PM
<input type="checkbox"/>	EB0504977	0206-2		1/06/2005 7:15:00 PM	1	Released	8/06/2005 7:51:44 PM

1 2 3 4 5 6

By selecting individual Work Orders in the Tick boxes, and then clicking the “Show Results” button, the samples results are collated onto the one table, matching analyte rows to form effectively one work order.

Multiple Work Order Results Display

ALS Environmental a service provided by ALS Environmental
Home Terms User profile Quotes Sample dispatch notice Containers Workorders Logout

Multiple Work Orders

Results
Apply Guidelines - none -

WO # 1 Results WO # 2 Results

Return Export to Excel

ALS	15/06/2005		WO#	EB0502377	EB0502377	EB0502377	EB0502378	EB0502378	EB0502378	EB0502378	EB0502378	EB0502378	EB0502378	EB0502378
			ID 1	05/01942/4	05/02338-A/4	05/02726-A/4	05/02735/6	05/02735/7	05/02735/8	05/02735/9	05/02735/10	05/02735/11	05/02735/12	05/02735/13
Multiple Work Orders	Results		ID 2	T190205 S291	T260205 S308	T060305 9325	GW2073	GW2074	GW2075	GW2076	GW2077	GW2078	GW2079	GW2080
Analyte	Method	Units	LOR	WATER	WATER	WATER	WATER	WATER	WATER	WATER	WATER	WATER	WATER	WATER
Chloroform	EP074	µg/L	5	32	26	19	<5	65	<5	52	97	82	86	128
Bromodichloromethane	EP074	µg/L	5	19	24	20	<5	34	<5	40	43	38	43	40
Dibromochloromethane	EP074	µg/L	5	12	21	19	<5	17	<5	22	20	21	21	24
Bromoform	EP074	µg/L	5	<5	<5	<5	<5	<5	<5	<5	<5	<5	<5	<5
1,2-Dichloroethane-D4	EP074	% surrogate		86.0	100	90.3	115	99.2	112	104	114	98.7	109	119
Toluene-D8	EP074	% surrogate		102	108	91.1	104	92.4	103	95.6	106	95.5	97.8	108
4-Bromofluorobenzene	EP074	% surrogate		86.9	98.1	86.5	98.5	93.3	104	95.6	105	95.5	100	108

Report Downloads

All deliverable reports for the Work Order can be downloaded to the user's email address by going to the "Details" screen and selecting the report from the drop down menu. By selecting the appropriate report and clicking "Submit Request", the request is sent to the ALS Server to email the report back to the user's email. This usually takes about a minute.

The Work Order deliverables that are able to be downloaded comprise of:

- Chain of Custody
- Sample Receipt Advice
- Certificate of Analysis
- QC Report
- Interpretive QC Report
- Electronic Data Deliverables
- Invoice

The screenshot shows the 'Work Order Detail' page for Work Order EB0502946. The page is divided into two main sections: 'Work Order' details and 'Client' details. The 'Work Order' section includes fields for Laboratory (Brisbane), Date Received (6/04/2005), Project (Victoria Harbour), # of Samples (2), Quotation (BN/006/05), PO (V4850), Carrier (FEDEX), and Status (Released). The 'Client' section includes fields for Client (ALS ENVIRONMENTAL CANADA), Contact Code (5897), Contact (SCOTT HOEKSTRA), Phone (0011 604 253 4188), Fax (0015 604 253 6700), and Address (1988 TRIUMPH STREET, VANCOUVER BC, CANADA, V5L 1K5). A red circle highlights the 'Request Deliverables' dropdown menu, which is open and shows a list of available report types: Certificate of Analysis (PDF), Chain of Custody Acknowledgement, ENMRG Export Format, Invoice, Quality Control Report - NEPM, and Sample Receipt Advice.

Work Order	EB0502946	Client	ALS ENVIRONMENTAL CANADA
Laboratory	Brisbane	Contact Code	5897
Date Received	6/04/2005	Contact	SCOTT HOEKSTRA
Project	Victoria Harbour	Phone	0011 604 253 4188
# of Samples	2	Fax	0015 604 253 6700
Quotation	BN/006/05	Address	1988 TRIUMPH STREET
PO	V4850		VANCOUVER BC
Carrier	FEDEX		CANADA, V5L 1K5
Status	Released		

Request Deliverables

Select the document type you would like, and submit your request for processing. Your document will be emailed to you as soon as possible.


- Certificate of Analysis (PDF)
- Chain of Custody Acknowledgement
- ENMRG Export Format
- Invoice
- Quality Control Report - NEPM
- Sample Receipt Advice

Guidelines

A function which is provided by Webtrieve™ is the development and application of guidelines to results to assist in identifying results which may exceed a particular guideline value. Common Guidelines include ANZECC water quality guidelines or the NEPM contaminated soil guidelines. These have specific guideline values for a range of analytes which may require specific actions should any results exceed these. The guidelines function in Webtrieve™ allows the user to select a preset guideline and apply these to the results of the Work Order. All results having a respective guideline value is highlighted light green while result values exceeding the preset values are highlighted in colours provided in the guideline legend at the bottom of the results page. Not only are there preset guidelines to choose from, the user is able to create their own guidelines and apply it to all Work Orders for the Client.

Applying Guidelines

When reviewing Work Order Results, a drop down box called "Apply Guidelines" allows the user to select a guideline. By selecting a preset guideline, the results in the work order are checked against the guideline values and highlighted light green. Any value that exceeds the guideline is highlighted in a bright colour corresponding to the legend.

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Home Terms User profile Quotes Sample dispatch notice Containers Workorders Logout
Details Results Methods Duplicates Spikes Standards Distribution Manage guidelines

Results

Application of guidelines is provided "as is" without warranty of any kind, either express or implied, including, but not limited to, fitness for a particular purpose, or non-infringement. ALS assumes no responsibility for errors or omissions in the information.

Work Order EM0501823

Apply Guidelines NEPM Table 5-A - Background Ranges Export to Excel

ALS	15/06/2005	Sample	ID 1	SRIN2	SFD2	SFD3	SDVM1	SDVM2	SDVM3	SDVM4	SDVM5	SDVM6	SDVB1	SDVB2	SDVB3	SDVB4	SDVM7	SDVM8	SD
EM0501823	Results		ID 2																
Analyte	Method	Units	LOR	WATER	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL
Moisture Content (dried @ 103°C)	EA055-103	%	1.0	-	<1.0	2.5	2.4	2.6	1.6	3.4	1.0	3.0	<1.0	1.9	2.7	2.6	1.6	<1.0	6.3
Sulphate as SO4 2-	ED040N	mg/kg	50	-	<50	-	-	<50	-	-	-	-	-	-	-	-	<50	-	1
Antimony	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Arsenic	EG005T	mg/kg	5	-	144	-	372	-	64	-	-	-	43	-	44	-	263	127	-
Barium	EG005T	mg/kg	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Beryllium	EG005T	mg/kg	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cadmium	EG005T	mg/kg	1	-	<1	-	<1	-	<1	-	-	-	<1	-	<1	-	<1	<1	-
Chromium	EG005T	mg/kg	2	-	11	-	12	-	77	-	-	-	3	-	19	-	7	10	-
Cobalt	EG005T	mg/kg	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Copper	EG005T	mg/kg	5	-	22	-	14	-	9	-	-	-	16	-	11	-	20	23	-
Lead	EG005T	mg/kg	5	-	96	-	97	-	60	-	-	-	5	-	69	-	33	119	-
Manganese	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Molybdenum	EG005T	mg/kg	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nickel	EG005T	mg/kg	2	-	10	-	7	-	31	-	-	-	12	-	7	-	7	10	-
Selenium	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tin	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vanadium	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Zinc	EG005T	mg/kg	5	-	124	-	74	-	68	-	-	-	16	-	17	-	130	121	-
Mercury	EG035T	mg/kg	0.1	-	1.4	-	3.8	-	1.6	-	-	-	0.5	-	0.8	-	7.7	2.0	-
Total Cyanide	EK026	mg/kg	1	-	4	-	-	-	-	-	-	-	-	-	-	-	4	-	-
Fluoride	EK040T	mg/kg	40	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Polychlorinated biphenyls	EP066	mg/kg	0.10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dechlorobiphenyl	EP066	mg/kg	0.10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Developing User Defined Guidelines

Webtrieve™ allows users to set up User Defined guidelines that are specific for the Client. This allows users to select specific analytes and create guidelines to highlight any results outside the set range.

For example using the following results:

ALS Environmental

Home Terms User profile Quotes Sample dispatch notice Containers Workorders Logout
Details Results Methods Duplicates Spikes Standards Distribution Manage guidelines

Results

Work Order EM0501823

Apply Guidelines - none - Export to Excel

ALS	15/06/2005	Sample	ID 1	SRIN2	SFD2	SFD3	SDVW1	SDVW2	SDVW3	SDVW4	SDVW5	SDVW6	SDVB1	SDVB2	SDVB3	SDVB4	SDVM7	SDVW8	SDVW9	SD
EM0501823	Results	ID 2																		
Analyte	Method	Units	LOR	WATER	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL
Moisture Content (dried @ 103°C)	EA055-103	%	1.0	-	<1.0	2.5	2.4	2.6	1.6	3.4	1.0	3.0	<1.0	1.9	2.7	2.6	1.6	<1.0	5.3	11
Sulphate as SO4 2-	ED040N	mg/kg	50	-	<50	-	-	<50	-	-	-	-	-	-	-	-	-	<50	-	10
Antimony	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<
Arsenic	EG005T	mg/kg	5	-	144	-	372	-	64	-	-	-	43	-	44	-	253	177	-	10
Barium	EG005T	mg/kg	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6
Beryllium	EG005T	mg/kg	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<
Cadmium	EG005T	mg/kg	1	-	<1	-	<1	<1	-	-	-	-	<1	-	<1	-	<1	<1	-	<
Chromium	EG005T	mg/kg	2	-	11	-	12	-	77	-	-	-	3	-	19	-	7	10	-	4
Cobalt	EG005T	mg/kg	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<
Copper	EG005T	mg/kg	5	-	22	-	14	-	9	-	-	-	<5	-	11	-	20	23	-	2
Lead	EG005T	mg/kg	5	-	96	-	97	-	60	-	-	-	5	-	69	-	33	119	-	6
Manganese	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4
Molybdenum	EG005T	mg/kg	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<
Nickel	EG005T	mg/kg	2	-	10	-	7	-	31	-	-	-	<2	-	7	-	7	10	-	;
Selenium	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<
Tin	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<
Vanadium	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2
Zinc	EG005T	mg/kg	5	-	124	-	74	-	68	-	-	-	<5	-	17	-	130	121	-	7
Mercury	EG035T	mg/kg	0.1	-	1.4	-	3.8	-	1.5	-	-	-	0.5	-	0.8	-	7.7	2.0	-	1
Total Cyanide	EK026	mg/kg	1	-	4	-	-	-	-	-	-	-	-	-	-	-	-	4	-	30
Fluoride	EK040T	mg/kg	40	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Total Polychlorinated biphenyls	EP066	mg/kg	0.10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<0
Dechlorobiphenyl	EP066	mg/kg	0.10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7

If the user wanted to identify samples in which Arsenic was greater or equal to 100mg/kg in soil, the user could create a guideline for this test.

Step 1 - Click the “Manage Guidelines” link in the menu bar. This will bring the user to the guideline management page:

ALS Environmental

Home Terms User profile Quotes Sample dispatch notice Containers Workorders Logout

Guidelines

No Guidelines Available Help ?

Sort Criteria

Sort by [None] Update

Add

Edit

Limits ...

EM0501823

Export to Excel

PLEASE NOTE
Application of guidelines is provided "as is" without warranty of any kind, either express or implied, including, but not limited to, fitness for a particular purpose, or non-infringement. ALS assumes no responsibility for errors or omissions in the information.

Step 2 – Click the “Add” button to define the guideline name plus a short description of what the guideline does:

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Home Terms User profile Quotes Sample dispatch notice Containers Workorders Logout

Guidelines

No Guidelines Available Help ?

Sort Criteria
Sort by Name Update

EM0501823
Export to Excel

PLEASE NOTE
Application of guidelines is provided "as is" without warranty of any kind, either express or implied, including, but not limited to, fitness for a particular purpose, or non-infringement. ALS assumes no responsibility for errors or omissions in the information.

Add a New Guideline

Name: Arsenic Check Description: Flags Arsenic values >= 100mg/kg

Add Cancel

Step 3 – Once the guideline is added, the user can develop the limits which the guideline is to apply. Click the “Limits” button to create these:

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Guidelines

Help ?

Sort Criteria
Sort by Name Update

Add
Edit
Delete
Limits ...
EM0501823
Export to Excel

PLEASE NOTE
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Name	Created	Created By	Office
Arsenic Check	6/06/2005 12:46:28 PM	ACCOUNTS PAYABLE	FOOTSCRAY

Step 4 – Click the “Add” button to add a limit. Webtrieve™ will then prompt the user to pick the analyte and the units from drop down menus. The analyte and the units must exactly match the values in the Work Order which require a guideline applied. Then the limits may be entered into the fields at the bottom of the screen. There are four fields: Lower Limit, Lower Warning, Upper Warning and Upper Limit. The underlying conditions on which these Limits and Warnings operate are:

- Upper Limit → highlight value if greater than or equal to Upper Limit
- Upper Warning → highlight value if greater than or equal to Upper Warning but less than Upper Limit (if specified)
- Lower Warning → highlight value if less than or equal to Lower Warning but greater than Lower Limit (if specified)
- Lower Limit → highlight value if less than or equal to Lower Limit

In this example, we need only to add 100 for the Upper Limit to highlight high Arsenic values.

Select Analyte:

The screenshot shows the 'Limits for Arsenic Check' interface. On the left, there's a sidebar with the ALS logo and a 'Sort Criteria' section where 'Sort by' is set to 'Analyte'. Below this is a text box containing 'EM0501823'. The main area displays a list of analytes, with 'Arsenic' highlighted and circled in red. Below the list, the 'Add a New' section is active, showing 'Analyte' as 'Arsenic' and 'Units' as 'mg/kg'. At the bottom, there are four input fields for 'Lower Limit', 'Lower Warning', 'Upper Warning', and 'Upper Limit', along with 'Add' and 'Cancel' buttons.

Enter Limits:

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Limits for Arsenic Check

No Limits Available Help ?

Sort Criteria
Sort by: Analyte [v] Update

EM0501823

Add a New Limit


Analyte: Arsenic [v] Units: mg/kg [v]

Multiple

Lower Limit [] Lower Warning [] Upper Warning [] Upper Limit 100 []

Add Cancel

Multiple guideline values can be added through clicking the “Multiple” button. This allows the user to add a number of analytes and apply guideline values to each analyte.


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Limits for Arsenic Check

Sort Criteria

Sort by
Analyte

Update

Analyte	Lower Limit	Lower Warning	Upper Warning	Upper Limit	Units
Arsenic				100	mg/kg

Add

Edit

Delete

Guidelines...

EM0501823

The newly created guideline can be applied as described in the previous section:

ALS

ALS Environmental

Home

Terms

User profile

Quotes

Sample dispatch notice

Containers

Workorders

Logout

Details

Results

Methods

Duplicates

Spikes

Standards

Distribution

Manage guidelines

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Results

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Work Order EM0501823

Apply Guidelines

Arsenic Check

▼

Export to Excel

ALS	15/06/2005	Sample	ID 1	SRIIN	SFD2	SFD3	SDVW1	SDVW2	SDVW3	SDVW4	SDVW5	SDVW6	SDVB1	SDVB2	SDVB3	SDVB4	SDVW7	SDVW8	SDVW9	SDVW10
EM0501823	Results		ID 2																	
Analyte	Method	Units	LOR	WATER	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL	SOIL
Moisture Content (dried @ 103°C)	EA055-103	%	1.0	-	<1.0	2.5	2.4	2.6	1.6	3.4	1.0	3.0	<1.0	1.9	2.7	2.6	1.6	<1.0	5.3	11
Sulphate as SO4-2	ED040N	mg/kg	50	-	<50	-	-	<50	-	-	-	-	-	-	-	-	-	<50	-	10
Antimony	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<
Arsenic	EG005T	mg/kg	5	-	164	-	372	-	64	-	-	-	43	-	34	-	253	177	-	6
Barium	EG005T	mg/kg	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<
Beryllium	EG005T	mg/kg	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<
Cadmium	EG005T	mg/kg	1	-	<1	-	<1	-	<1	-	-	-	<1	-	<1	-	<1	<1	-	<
Chromium	EG005T	mg/kg	2	-	11	-	12	-	77	-	-	-	3	-	19	-	7	10	-	4
Cobalt	EG005T	mg/kg	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<
Copper	EG005T	mg/kg	5	-	22	-	14	-	9	-	-	-	<5	-	11	-	20	23	-	2
Lead	EG005T	mg/kg	5	-	96	-	97	-	60	-	-	-	5	-	69	-	33	119	-	6
Manganese	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4
Molybdenum	EG005T	mg/kg	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<
Nickel	EG005T	mg/kg	2	-	10	-	7	-	31	-	-	-	<2	-	7	-	7	10	-	;
Selenium	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<
Tin	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<
Vanadium	EG005T	mg/kg	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2
Zinc	EG005T	mg/kg	5	-	124	-	74	-	68	-	-	-	<5	-	17	-	130	121	-	7
Mercury	EG035T	mg/kg	0.1	-	1.4	-	3.8	-	1.5	-	-	-	0.5	-	0.8	-	7.7	2.0	-	1
Total Cyanide	EK026	mg/kg	1	-	4	-	-	-	-	-	-	-	-	-	-	-	-	4	-	36
Fluoride	EK040T	mg/kg	40	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Total Polychlorinated biphenyls	EP066	mg/kg	0.10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<0
Dechlorobiphenyl	EP066	mg/kg	0.10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	72

Quotations

Requesting a quotation

A quotation can be requested from ALS whether someone is a registered user or not.

As a non-registered user, a quotation can be requested by clicking the “Quote Request” link on the Webtrieve™ Home Page.

ALS Environmental Webtrieve Login

This is a secure service made available to registered users of the ALS Environmental Webtrieve website. If you have already registered to use this service, please log-in by entering your details below and clicking the 'login' button. If you are not a registered user, please click the [I wish to register](#) link.

IMPORTANT
AUTHORIZED ACCESS ONLY
Use of this site implies acceptance of the Terms and Conditions of use of the ALS Environmental Webtrieve service.

Email Address:
Password:
Forgot your password? ☒ [Login](#)
[Want to register!](#) ☒
[Quote Requests for unregistered users](#) ☒
[Receive ALS of samples dispatched](#) ☒

As a registered user will login and follow the link in the menu bar of “Quotes”. This will automatically give the user the choice of “Request a new quote” or “View List of requested quotes”. By selecting “Request a new quote”, the user will be linked to the Quotation Request page:

Quotation Request

Contact & Company Details

Email:
Contact Name:
Telephone *:
(include area code)
Mobile/Cell:
Fax:
Company Name:
ALS Laboratory:

Associated Information

Date Quote Required *:
Preferred Mode of Reply:
Job Reference *:
or
Project Name *:
Attach documentation (eg. Quotes, Guideline Values, Tender Briefs, etc in Word, Excel, PDF or Zip file formats; where multiple files need to be attached to the quotation request, they should be combined into a single Zip file and attached. Max. 1MB file):

Quotation Details

Samples & Analytes

Use the "Add Samples" button to add a matrix and the number of samples to the grid and the "Add Analytes" button to add analytes to the grid. Indicate which samples require which analysis by checking the boxes.

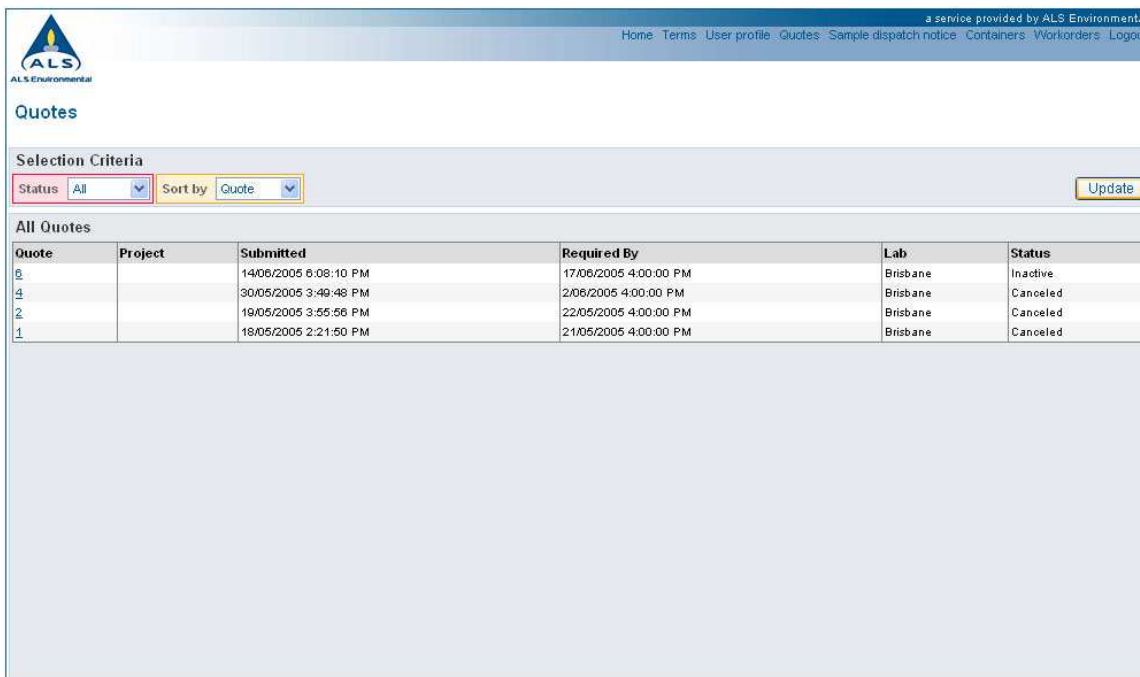
In the request screen, the user can identify when the quotation is required, select the method of delivery, attach a file and/or outline the requirements in a text box. By clicking "Submit", the quotation is mailed to ALS customer services. A Webtrieve™ quotation request number will be provided for tracking purposes. An acknowledgement will be emailed back from the ALS Webtrieve™ server to the users email with this quotation request number.

A quotation or direct contact by ALS customer service staff will be forthcoming within the requested response date.

Reviewing Quotation Requests

Through the Quotes menu, the user can review previous quotation requests and determine the status at which they are at. There are four status conditions:

1. Inactive – the request has been submitted but no action has been taken
2. Active – the request is being attended to by ALS customer service
3. Cleared – the quotation has been completed and the request fulfilled
4. Cancelled – the request has been cancelled with no quotation issued



Quote	Project	Submitted	Required By	Lab	Status
6		14/06/2005 6:08:10 PM	17/06/2005 4:00:00 PM	Brisbane	Inactive
4		30/05/2005 3:49:48 PM	2/06/2005 4:00:00 PM	Brisbane	Canceled
2		19/05/2005 3:55:56 PM	22/05/2005 4:00:00 PM	Brisbane	Canceled
1		18/05/2005 2:21:50 PM	21/05/2005 4:00:00 PM	Brisbane	Canceled

Review Request Details

The user can review individual request details by clicking the relevant request number. This will link to the original request form and display the details.

Cancelling Requests

It is possible through the Request Details screen to cancel Active/Inactive container requests. The user can click the "Cancel" button on the details screen and submit the request to cancel.

Sample Container requests

Webtrieve™ allows the user to order bottles remotely and offers two ways to order.

The first is a Simple request where the user can simply outline in the text box or append a document to outline your container requirements. You don't necessarily need to know what containers/preservation is required, just outline the analytes required for testing and the number of samples and ALS will deliver the appropriate containers.

The second is an Advanced request function which allows the user to select the containers directly from a table. This function also has an advanced pop-up guide to check the analytes for the specific containers.

As with the quotation request module, when the user places an order, an order number is generated and sent to the user's email for confirmation that the lab has received your order.

To make a container request, just click the "Containers" link on the menu bar and then choose "Container order" from the drop down list.

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Sample Container Delivery Request

Help ?

Contact & Consignment Details		Delivery Date & Instructions	
Delivery Address * (include state/province and zip code where applicable)	82 Shand St Stafford	Date Delivery Required *	15/06/2005
Contact Name	Mr. Jason Hubbard	Time Delivery Required *	10:00
Telephone * (include area code)	07 3243 7222	Special Directions/Instructions	
Company Name	ALS	Attach documentation (eg. Guideline Values, Tender Briefs, etc in Word, Excel, PDF or Zip file formats; where multiple files need to be attached to the quotation request, they should be combined into a single Zip file and attached. Max: 1MB file)	Browse...
Project			
ALS Quote #			

Container Requirements	
Select Type of Request	Simple <input checked="" type="radio"/> Advanced <input type="radio"/>
Details * (eg. 5 ground waters for TPH/BTEX, dissolved metals or 5 one liter amber glass, 5 sets of 40 ml vials, 5 nitric acid preserved plastic bottles)	

Packing & Inclusions Details	
Packaging Required	Inclusions (Charges may apply. Contact your ALS Laboratory for details):
Coolers: 0	Filters: 0
Foam Sleeves: 0	Syringes: 0
Chiller Bricks: 0	Swabs: 0
	Soil Bags: 0

* indicates mandatory field

submit | cancel

When placing an order, the user must ensure the following details are provided and correct.

- Delivery Address – This will automatically default to your details entered upon registering. You can change this if you have a different delivery address.
- Contact Name – This will automatically default to your details entered upon registering. You can change this if you have a different delivery contact.
- Telephone Number – This will automatically default to your details entered upon registering. You can change this if you have a different contact number.
- Delivery Date & Time – You need to select a date and time when you require the containers. For urgent deliveries such as same day or next day delivery, it is highly recommended you make telephone contact with ALS customer services as shipping times may prove difficult to meet verbal consultation.

Other helpful information that can be entered are “Project” or “Quote” details, especially if the user is referencing a job specific quote and “Special Directions/Instructions” to outline any specific requirements.

It is possible through the “Browse” button, to attach a document which outlines your requirements.

Simple Container Request

In the section headed "Container Requirements", the user can choose either a Simple or Advanced request by a toggle button. By default it is set to Simple.

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Sample Container Delivery Request

Help ?

Contact & Consignment Details		Delivery Date & Instructions	
Delivery Address * (include state/province and zip code where applicable)	32 Shand St Stafford	Date Delivery Required *	15/06/2005
Contact Name	Mr. Jason Hubbard	Time Delivery Required *	10:00
Telephone * (include area code)	07 3243 7222	Special Directions/Instructions	
Company Name	ALS	Attach documentation (eg. Guideline Values, Tender Briefs, etc in Word, Excel, PDF or Zip file formats; where multiple files need to be attached to the quotation request, they should be combined into a single Zip file and attached. Max.: 1MB file)	Browse...
Project			
ALS Quote #			

Container Requirements	
Select Type of Request	Simple <input checked="" type="radio"/> Advanced <input type="radio"/>
Details * (eg. 5 ground waters for TPH/BTEX, dissolved metals or 5 one liter amber glass, 5 sets of 40 ml vials, 5 nitric acid preserved plastic bottles)	

Packing & Inclusions Details	
Packaging Required	Inclusions (Charges may apply. Contact your ALS Laboratory for details).
Coolers: 0	Filters: 0
Foam Sleeves: 0	Syringes: 0
Chiller Bricks: 0	Swabs: 0
	Soil Bags: 0

* indicates mandatory field

submit | cancel

Simple request details can be entered into the "Details" section. If the information is provided in an attached document, just type in "refer document" as it is mandatory to enter something here.

Eskys/Coolers, chiller bricks and other additional items can be ordered in the "Packing and Inclusion Details" section.

To finish container order, click the "Submit" button at the bottom of the screen.

Advanced Container Request

The user is able to select containers directly from the ALS range by selecting the "Advanced" toggle button.

When this is selected, a bottle order form is generated where the user is required to enter the number of bottles of the appropriate size, according to the bottle type.

Container Requirements

Select Type of Request: Simple ☐ Advanced ☒

Details

Click Label For Details	Name	40 mL	125 mL	150 mL	250 mL	500 mL	600 mL	1 L	2 L	100 g	250 g	500 g	2.5 L	4 L
Green WATER	Green Natural				0	0		0	0					
Orange WATER	Semi Volatile Organic Compounds							0						
Green WATER	Chlorophyll A							0						
Red WATER	Metals		0		0									
Red WATER	Ultratrace Metals		0											
Click Label For Details	Name	40 mL	125 mL	150 mL	250 mL	500 mL	600 mL	1 L	2 L	100 g	250 g	500 g	2.5 L	4 L

If unsure of the containers suitability for the required analysis, the user can find out this information by clicking the “Label” for the bottle. A pop-up screen will appear which displays information about the container, the preservation and the analytes that can be tested from this container.

Once the required containers are selected, the user can proceed with Packing and Inclusion details and submit the request.

The screenshot shows a software window titled "Container Info - Micro..." with a "close" button. The window is divided into several sections:

- Container Information:** Displays "WATER" and "Orange".
- Sample Container:** Lists "Semi Volatile Organic Compounds".
- Container Volume:** Shows "1 L".
- Preservation:** Shows "Unpreserved".
- Analytes:** Lists "2-Bromonaphthalene", "Aliphatic > C16-C35", "Amitrole", "Amount", "C10 - C14 Fraction", "Dummy Analyte", "Glyphosate", "Metsulfuron Methyl", "Naphthalene", and "Total Nitrogen as N".

Below the list of analytes is a "close" button. To the right of the list is a "Click Label For Details" button, which is circled in red. This button is associated with the "Orange" container label.

The main area of the window displays a table of container options with columns for Name, Volume (40 mL, 125 mL, 150 mL, 250 mL, 500 mL, 600 mL, 1 L, 2 L, 100 g, 250 g, 500 g, 2.5 L, 4 L), and a "Click Label For Details" column. The table is filtered to show only "WATER" containers. The "Orange" container is highlighted with a red circle.

Click Label For Details	Name	40 mL	125 mL	150 mL	250 mL	500 mL	600 mL	1 L	2 L	100 g	250 g	500 g	2.5 L	4 L
Green	Green Natural				0	0		0	0					
Orange	Semi Volatile Organic Compounds							0						
Green	Chlorophyll A							0						
Red	Metals		0		0									
Red	Ultratrace Metals		0											

Below the table is a "Packing & Inclusions Details" section with the following fields:

- Packaging Required:** Coolers (0), Foam Sleeves (0).
- Inclusions:** (Charges may apply. Contact your ALS).
- Filters:** (0).
- Syringes:** (0).

Reviewing Container Requests History

Through the Containers menu, the user can review previous container requests and determine the status at which they are at. There are four status conditions:

1. Inactive – the request has been submitted but no action has been taken
2. Active – the request is being attended to by ALS customer service
3. Cleared – the order has been completed and the order dispatched
4. Cancelled – the request has been cancelled with no containers dispatched

Review Request Details

The user can review individual request details by clicking the relevant request number. This will link to the original request form and display the details.

Cancelling Requests

It is possible through the Request Details screen to cancel Active/Inactive container requests. The user can click the “Cancel” button on the details screen and submit the request to cancel.

Sample Dispatch Advice

The user can advise ALS of incoming samples by clicking “Sample dispatch notice” from the menu bar and filling out the dispatch details. There are a number of mandatory fields which need information to submit the form:

- Number of Packages – this will alert the lab of an incomplete shipment
- Transport Company & Consignment Number – this information is required chase up wayward deliveries and will help assist through customs

Once the details are complete, click “Submit” and ALS customer service will be notified.

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Samples Dispatched to ALS

Help ?

Your Details		Dispatch Details	
Given Name *	Jason	Number of Packages *	
Surname *	Hubbard	Transport Company *	
Telephone * (include area code)	07 3243 7222	Consignment No. *	
Fax	07 3243 7218	Flight Number (if applicable)	
Mobile/Cell	0439 790 471	Date Dispatched *	15/06/2005
Email *	jason.hubbard@alsenviro.com	Time Dispatched	10:00
Address *	32 Shand St Stafford	Dispatched By *	<input checked="" type="radio"/> Land <input type="radio"/> Air
		Dispatched To *	Brisbane

* indicates mandatory field

submit | cancel

Terms and Conditions

The use of the ALS Environmental Webtrieve™ site implies acceptance of these terms and conditions of use. Please review these terms and conditions and if you do not accept them, discontinue the use of the site.

Access to this site is to be by authorization of ALS Environmental only. If you have gained access to this site in error, exit immediately. Use of this site is logged. Unauthorized access may lead to prosecution.

ALS Environmental has taken precaution to secure the site against unauthorized access however the user must recognize that there are inherent security risks in using the Internet to transmit data. Initial and continued use of the site indicates acknowledgement and acceptance of these risks. General Terms and Conditions of ALS Environmental Webtrieve™ Use Users of the ALS Environmental Webtrieve™ site agree to the following terms and conditions:

Control and security of user IDs and passwords is the responsibility of the client. Sharing of IDs and passwords between client users is discouraged.

ALS Environmental Webtrieve™ users agree to use their account to access only data for which they have authorization from the owners of that data to view.

ALS Environmental Webtrieve™ users agree to cease using their accounts immediately in the event that the access rights of the user are diminished. This includes but is not limited to termination of employment or a change in the responsibilities of their job.

Client representatives must ensure that ALS Environmental is duly notified in the event that account access levels need to be disabled or modified. ALS Environmental will not be responsible for the inadvertent release of data to unauthorized users if notification has not been received in writing.

Security of the ALS Environmental Webtrieve™ system is protected through the use of firewalls, virus scanning, and other security measures. The client acknowledges, however, that there are risks inherent in any transmission or viewing of data across the Internet. Use of the ALS Environmental Webtrieve™ site implies acceptance of these risks.

ALS Environmental strives for 99.9% uptime on the Webtrieve™ system. Unscheduled service interruptions will occur, however, from time to time. ALS Environmental does not accept any liability for delays in delivering results due to system outages, Internet connectivity problems or for other reasons.

ALS Environmental reserves the right to terminate access to the Webtrieve™ system without notice in cases of suspected hacking or other abuse of the system.