



# Project Setup Checklist

Thank you for trusting CARO with your project!

We are committed to ensuring that this program runs smoothly from start to finish. To ensure that the details of your project requirements are crystal clear, please complete Sections 1 – 6 of this form and return to your CARO contact prior to your first submission. If you don't have a specific contact at CARO, completed forms can be sent to [teamcaro@caro.ca](mailto:teamcaro@caro.ca) and our team of Client Services Scientists will get you all set up.

## 1. Reporting



CARO's reports are sent via email, in a standard signed PDF format, accompanied by the corresponding electronic data deliverables (EDDs). Please indicate who you would like to receive these REPORTS:

### A. Primary Contact

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### B. Secondary Contact(s) (added as CC'ed contacts)

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_



C. Do you require any Electronic Data Deliverables (EDDs)? Please Circle:

EXCEL PIVOT    ESDAT    EQWIN    EQUIS    MP5    N/A

Other\*:

\*CARO maintains templates for most of the commercially available data uploading software. If you require a custom format, please include a sample output file with this form.

D. Do you require data to be uploaded? Please Circle:

BCEMS    Water Trax    Wireless Water    AEP

E. Would you like to have a copy of the Chain of Custody included with the report?

YES                  NO

## 2. Invoicing



Our invoices are sent via email, with the corresponding report. Please indicate the name of the invoice to company, as you would like it to appear on all financial document(s), including invoices:

Same as "Report To"

Other:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Main Email: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

PO Number: \_\_\_\_\_

## 3. Rates



Have you been provided with project-specific rates for this work? If so, please indicate the quote name below. If no quote is referenced, your Master Bid prices will be applied by default.

Quote Name: \_\_\_\_\_



## 4. Regulations



CARO's standard PDF reports can report a single regulation alongside your data, while our standard EXCEL file can report up to 3 regulations side-by-side. Please indicate below which regulation(s) you would like to have included on your report. If you are following site-specific guidelines, please provide a copy of these standards for future discussion on incorporation.

| Guideline                                  | Primary (PDF & EXCEL) | Secondary (EXCEL ONLY) |
|--|-----------------------|------------------------|
| Canadian drinking water guidelines (CDWQG) |                       |                        |
| BC CSR                                     |                       |                        |
| BC HWR                                     |                       |                        |
| BC WQG                                     |                       |                        |
| AB Tier 1                                  |                       |                        |
| CCME                                       |                       |                        |
| Disposal at Sea (CCME)                     |                       |                        |
| Other:                                     |                       |                        |

## 5. Analytical Package Customization



Please indicate if you will be requiring customized analyte lists within a given category (for example gasoline/drycleaning VOCs, specific metals, etc.) If many custom packages are required, please include as a separate attachment.

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CARO's standard methods report to the detection limits specified by the regulatory regime you are following (see Item 4, above.) If lower detection limits are required, please indicate the parameter and requested detection limit in the space below.

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## 6. Additional Support



As your laboratory service provider, we understand the important role we play in helping you run a successful environmental program. If you or anyone on your team requires additional support including sampling guidance, chain of custody training, online bottle order support, or any other value-added service, we are here to help!

Please indicate the type of support or service you are looking for in the space below, and one of our Project Scientists will follow-up with additional information:

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Please note that a variety of client resources are available on our website here:

<https://www.caro.ca/services/client-resources-faq/>, including COCs, sampling instructions, and much more! You can also visit our YouTube channel “[CARO Analytical Services](#)” or check out our blog <https://www.caro.ca/news/> for updates on all things new and nifty at CARO.

**We look forward to working with you to help make the world safer and healthier!**