



SuburbanClientConnect[™]

User Guide

A powerful web-based communications tool, bringing your data to life.

For client questions, contact our team:

1.800.433.6595

Powered by: **PRŌMIUM** | Element

Online Access

Navigate to: <https://clientconnect.suburbantestinglabs.com:8443/>

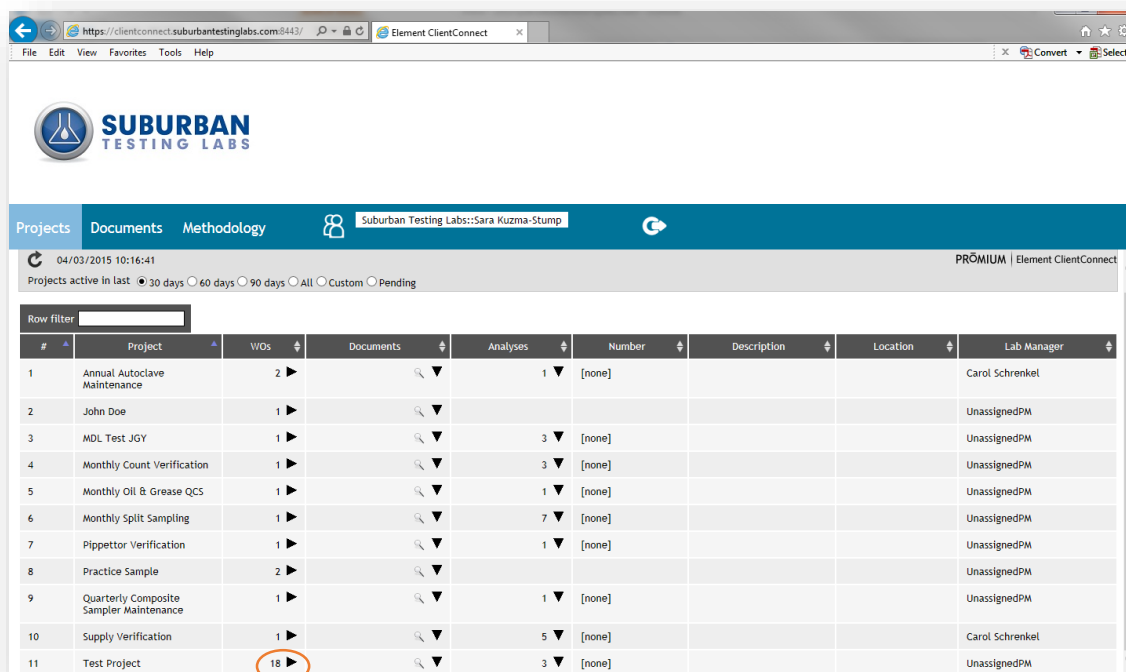
Username: *your email address*

Password: *4 letters of your last name (first letter, capital), last 4 digits of primary account phone number*

Click the arrow to gain access.



SuburbanClientConnect™ will automatically open in the “Projects” tab. To view the work orders for a particular project, click on an arrow under the WOs column, as circled below.



#	Project	WOs	Documents	Analyses	Number	Description	Location	Lab Manager
1	Annual Autoclave Maintenance	2 ▶	🔍	1 ▼	[none]			Carol Schrenkel
2	John Doe	1 ▶	🔍					UnassignedPM
3	MDL Test JGY	1 ▶	🔍	3 ▼	[none]			UnassignedPM
4	Monthly Count Verification	1 ▶	🔍	3 ▼	[none]			UnassignedPM
5	Monthly Oil & Grease QCS	1 ▶	🔍	1 ▼	[none]			UnassignedPM
6	Monthly Split Sampling	1 ▶	🔍	7 ▼	[none]			UnassignedPM
7	Pipettor Verification	1 ▶	🔍	1 ▼	[none]			UnassignedPM
8	Practice Sample	2 ▶	🔍					UnassignedPM
9	Quarterly Composite Sampler Maintenance	1 ▶	🔍	1 ▼	[none]			UnassignedPM
10	Supply Verification	1 ▶	🔍	5 ▼	[none]			Carol Schrenkel
11	Test Project	18 ▶	🔍	3 ▼	[none]			UnassignedPM

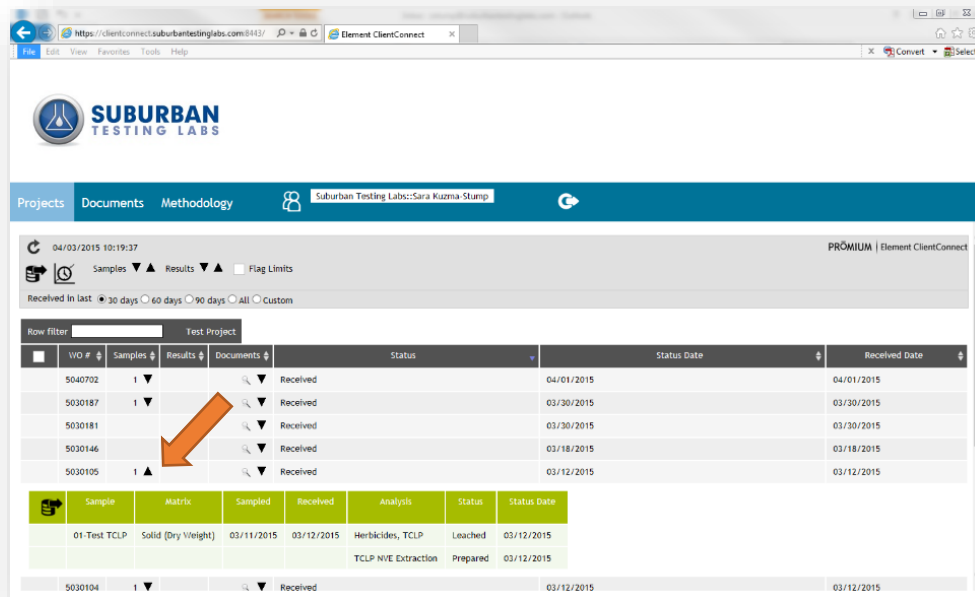
Viewing Your Data

After opening the work orders, you will see a list of all orders that we have in our system.

Click on [Samples](#) (as circled below) to view the sample information.

Click on [Results](#) to view the results that have been entered for that order.

View Sample Information:



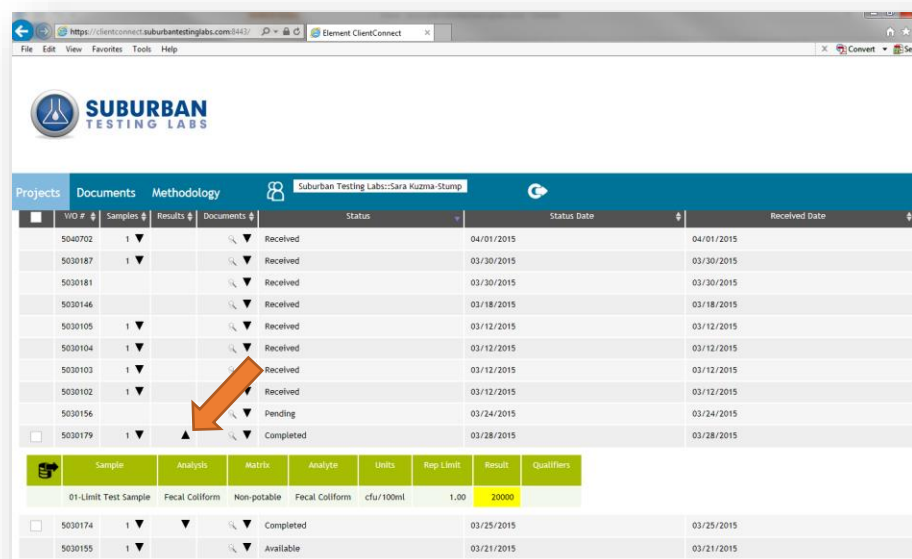
The screenshot shows the Suburban Testing Labs web application interface. The 'Samples' tab is selected, and an orange arrow points to the 'Samples' column header in the table below.

WO #	Samples	Results	Documents	Status	Status Date	Received Date
5040702	1			Received	04/01/2015	04/01/2015
5030187	1			Received	03/30/2015	03/30/2015
5030181				Received	03/30/2015	03/30/2015
5030146				Received	03/18/2015	03/18/2015
5030105	1			Received	03/12/2015	03/12/2015

Sample	Matrix	Sampled	Received	Analysis	Status	Status Date
01-Test TCLP	Solid (Dry Weight)	03/11/2015	03/12/2015	Herbicides, TCLP	Leached	03/12/2015
				TCLP NVE Extraction	Prepared	03/12/2015

WO #	Samples	Results	Documents	Status	Status Date	Received Date
5030104	1			Received	03/12/2015	03/12/2015

View Results:



The screenshot shows the Suburban Testing Labs web application interface. The 'Results' tab is selected, and an orange arrow points to the 'Results' column header in the table below.

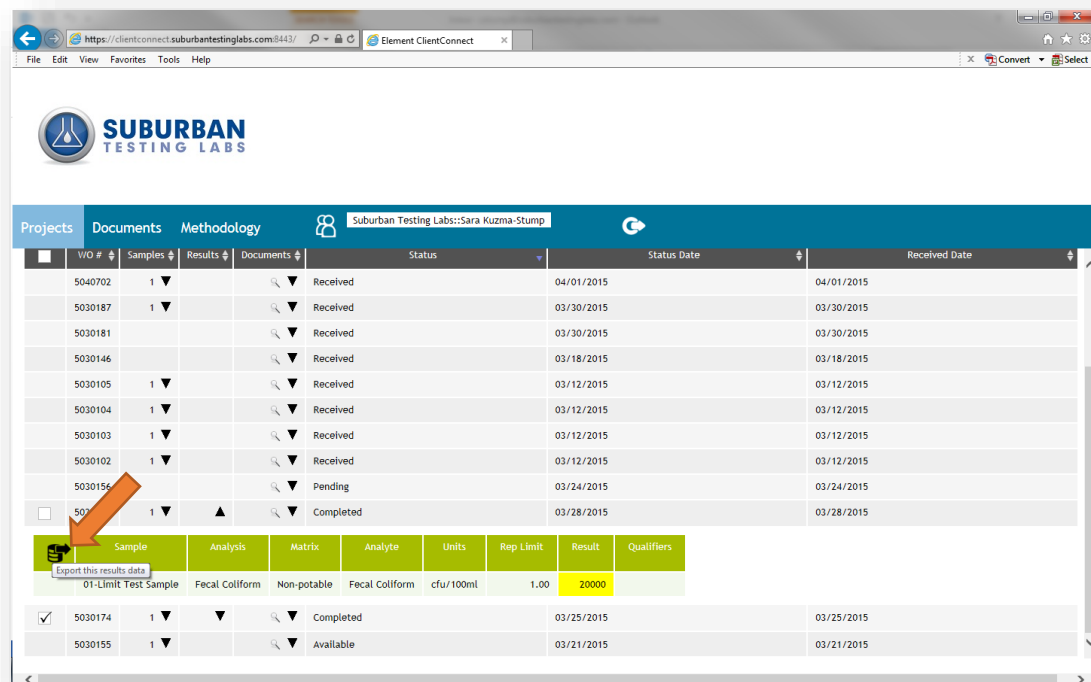
WO #	Samples	Results	Documents	Status	Status Date	Received Date
5040702	1			Received	04/01/2015	04/01/2015
5030187	1			Received	03/30/2015	03/30/2015
5030181				Received	03/30/2015	03/30/2015
5030146				Received	03/18/2015	03/18/2015
5030105	1			Received	03/12/2015	03/12/2015
5030104	1			Received	03/12/2015	03/12/2015
5030103	1			Received	03/12/2015	03/12/2015
5030102	1			Received	03/12/2015	03/12/2015
5030156	1			Pending	03/24/2015	03/24/2015
5030179	1			Completed	03/28/2015	03/28/2015

Sample	Analysis	Matrix	Analyte	Units	Rep Limit	Result	Qualifiers
01-Limit Test Sample	Fecal Coliform	Non-potable	Fecal Coliform	cfu/100ml	1.00	20000	

WO #	Samples	Results	Documents	Status	Status Date	Received Date
5030174	1			Completed	03/25/2015	03/25/2015
5030155	1			Available	03/21/2015	03/21/2015

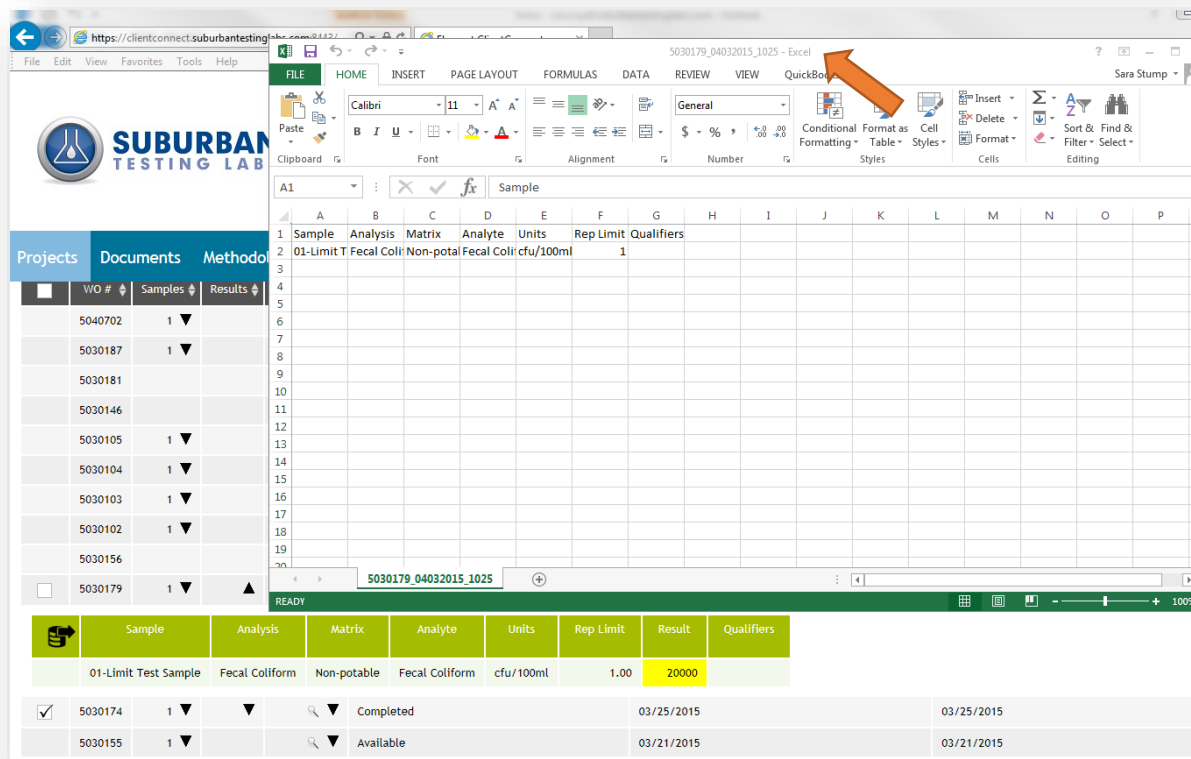
SuburbanClientConnect™ also allows you to also export your lab results to an excel spreadsheet to create your own Electronic Data Deliverable (EDD). You can customize your EDD and do historical trend analysis (Tip: be sure to allow pop-ups from this site.)

Create EDD's



The screenshot shows the Suburban ClientConnect web interface. At the top, there's a navigation bar with 'Projects', 'Documents', and 'Methodology'. Below this is a table of test results. An orange arrow points to the 'Export this results data' button located at the bottom left of the table.

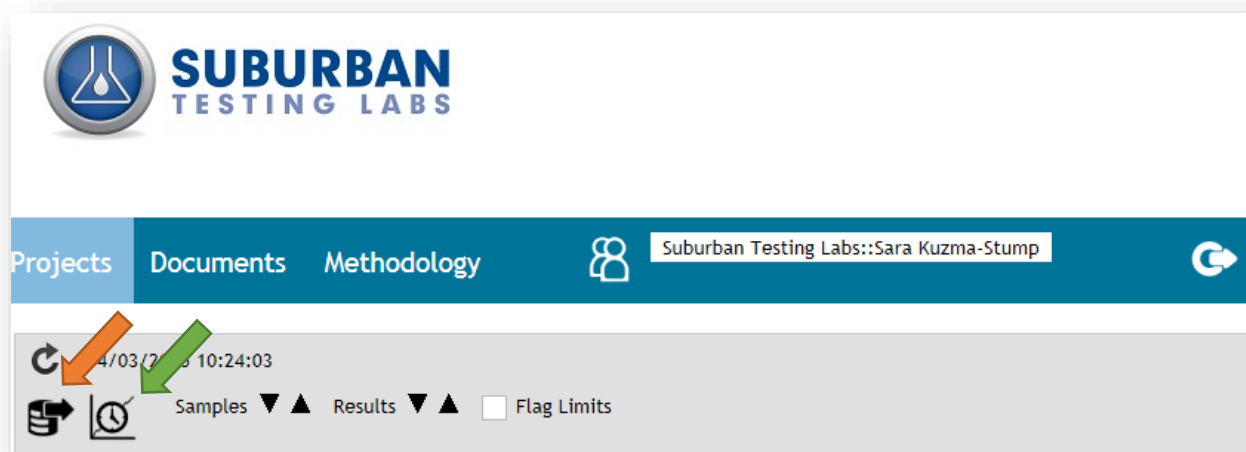
WO #	Samples	Results	Status	Status Date	Received Date
5040702	1		Received	04/01/2015	04/01/2015
5030187	1		Received	03/30/2015	03/30/2015
5030181			Received	03/30/2015	03/30/2015
5030146			Received	03/18/2015	03/18/2015
5030105	1		Received	03/12/2015	03/12/2015
5030104	1		Received	03/12/2015	03/12/2015
5030103	1		Received	03/12/2015	03/12/2015
5030102	1		Received	03/12/2015	03/12/2015
5030156			Pending	03/24/2015	03/24/2015
5030179	1		Completed	03/28/2015	03/28/2015



The screenshot shows the Suburban ClientConnect web interface with an Excel spreadsheet open. The spreadsheet is titled '5030179_04032015_1025 - Excel'. An orange arrow points to the 'Export this results data' button in the bottom left corner of the results table.

WO #	Samples	Results	Status	Status Date	Received Date
5040702	1		Received	04/01/2015	04/01/2015
5030187	1		Received	03/30/2015	03/30/2015
5030181			Received	03/30/2015	03/30/2015
5030146			Received	03/18/2015	03/18/2015
5030105	1		Received	03/12/2015	03/12/2015
5030104	1		Received	03/12/2015	03/12/2015
5030103	1		Received	03/12/2015	03/12/2015
5030102	1		Received	03/12/2015	03/12/2015
5030156			Pending	03/24/2015	03/24/2015
5030179	1		Completed	03/28/2015	03/28/2015

Customized Data Export and Trend Analysis



Data Export – Mark at least one OR MORE work orders at the same time

Sample History – View multiple samples' historical trend

Final Report Documents

You can view our final reports, invoices and EDD's on the "Documents" tab. Simply click on the file name and your file will open.

Projects	Documents	Methodology	Suburban Testing Labs::Sara Kuzma-Stump	
Invoice			5030174_1 inv_default 03/28/2015 1116.PDF	03/28/2015 11:16 51 KB
Invoice			5030174_1 inv_default 03/28/2015 1121.PDF	03/28/2015 11:21 51 KB
Invoice			5030174_1 inv_default 03/31/2015 1436.PDF	03/31/2015 14:36 51 KB
Invoice			5030179_1 inv_default 03/28/2015 1308.PDF	03/28/2015 13:08 51 KB
Invoice			5030179_1 inv_default 03/28/2015 1309.PDF	03/28/2015 13:09 51 KB
Invoice			5030179_1 inv_default 03/30/2015 1333.PDF	03/30/2015 13:33 51 KB
Work Order	5020026	Test Project - Metals	5020026 FINAL EXCEL 25 Mar 15 1402.xls	03/25/2015 14:03 24 KB
Work Order	5020039	Test Project	5020039 FINAL EXCEL 25 Mar 15 1334.xls	03/25/2015 13:34 12 KB
Work Order	5030174	Test Project	5030174 FINAL EXCEL 25 Mar 15 1558.xls	03/25/2015 15:58 14 KB
Work Order	5030174	Test Project	5030174 FINAL EXCEL 25 Mar 15 1559.xls	03/25/2015 15:59 14 KB
Work Order	5030174	Test Project	5030174 FINAL EXCEL 25 Mar 15 1608.xls	03/25/2015 16:08 14 KB
Work Order	5030174	Test Project	5030174 FINAL EXCEL 25 Mar 15 1611.xls	03/25/2015 16:11 14 KB
Work Order	5030174	Test Project	5030174 FINAL EXCEL 25 Mar 15 1622.xls	03/25/2015 16:22 14 KB

Sample and Analysis Information

Client Connect gives you the tools you need to research important information about your testing on the “Methodology” tab. Here you can view: Sampling information, Detection Limits and QC Control Limit information, valuable when preparing to sample and/or performing data review.

The screenshot displays the Suburban Testing Labs Client Connect interface, specifically the Methodology tab. The interface is divided into several sections:

- Header:** Suburban Testing Labs logo and navigation tabs: Projects, Documents, Methodology.
- Search Bar:** Search by Analysis. Results include: Pesticides, 608, PPL; Pesticides, 8081; Pesticides, 8081, PPL; Pesticides, 8081, TCL; Pesticides, 8081, TCLP.
- Matrix Selection:** Non-potable Solid (Dry Weight).
- Row Filter:** Analysis Matrix. Pesticides, 8081, PPL Non-potable.
- Table:** A table showing detection limits and QC control limits for various analytes. The table has columns for Analysis, Matrix, Analyte, Units, MDL, MRL, FlagLevel, and HazLevel.

Analysis	Matrix	Analyte	Units	MDL	MRL	FlagLevel	HazLevel
Pesticides, 8081, PPL	Non-potable	4,4'-DDD	ug/L	0.00196	0.0200		
Pesticides, 8081, PPL	Non-potable	4,4'-DDD [ZC]			0.0200		
Pesticides, 8081, PPL	Non-potable	4,4'-DDE			0.0200		
Pesticides, 8081, PPL	Non-potable	4,4'-DDE [ZC]			0.0200		
Pesticides, 8081, PPL	Non-potable	4,4'-DDT			0.0200		
Pesticides, 8081, PPL	Non-potable	4,4'-DDT [ZC]			0.0200		
Pesticides, 8081, PPL	Non-potable	Aldrin			0.0200		
Pesticides, 8081, PPL	Non-potable	Aldrin [ZC]			0.0200		