



## soilSHOP Tutorial Series

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### Part 3 of 5: Log-in/ Registration Staff

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# Expectations

## By the end of Part 3, you should be able to:

- Explain the role of the log-in/registration staff and why they are important.
- Identify action items for log-in/registration staff.
- Understand how a soilSHOP event works.
- Identify proper equipment and materials used at the log-in station.
- List the resources available for screeners.

# Log-in/Registration

## What is the role of the registration team?

The registration/log-in staff (typically a team of 2 to 3):

- Receives soil samples and collects information from participants.
- Labels samples and associated paperwork.
- Provides participants with information about the soil screening process and where to go for results and health education.

# Log-in/Registration

## Why is this role needed?

- The log-in procedure serves as a way to track the soil sample through the screening process and deliver results to the appropriate participant. soilSHOPs do not collect any personal identifying information.

# Action Items

## Pre-event

- Complete soilSHOP trainings.
- Learn how to use soilSHOP forms.
- Assist with development of registration materials and event signs.
- Work with planning team to develop system of organization (how soil sample and forms are processed through each station, and how participants will get results and educational information).

## During event

- Ensure all materials are available for registration.
- Assist participants with event flow and schedule.
- Label and organize samples for screeners.

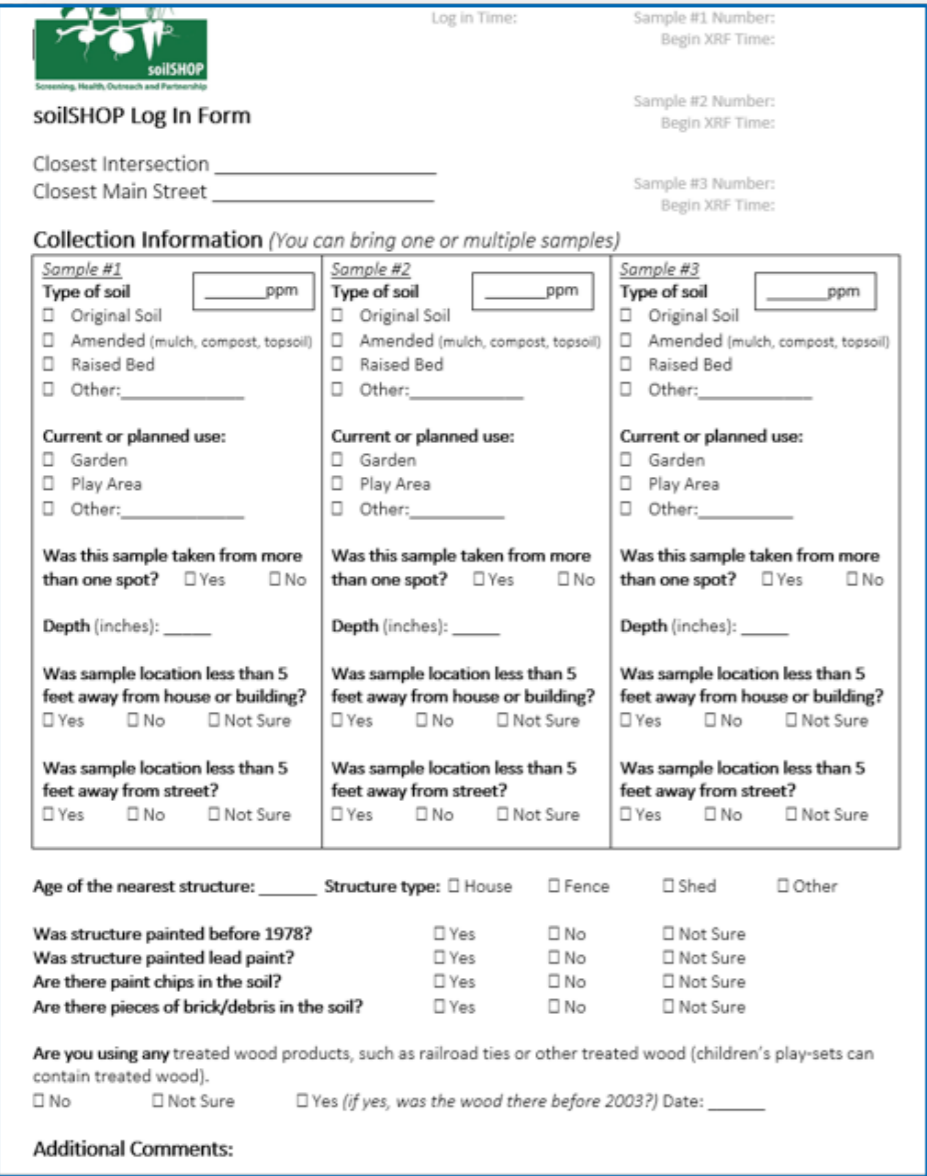
## Post-event

- Meet with soilSHOP team for follow-up.
- Evaluate your station: what worked, lessons learned.

# Pre-event

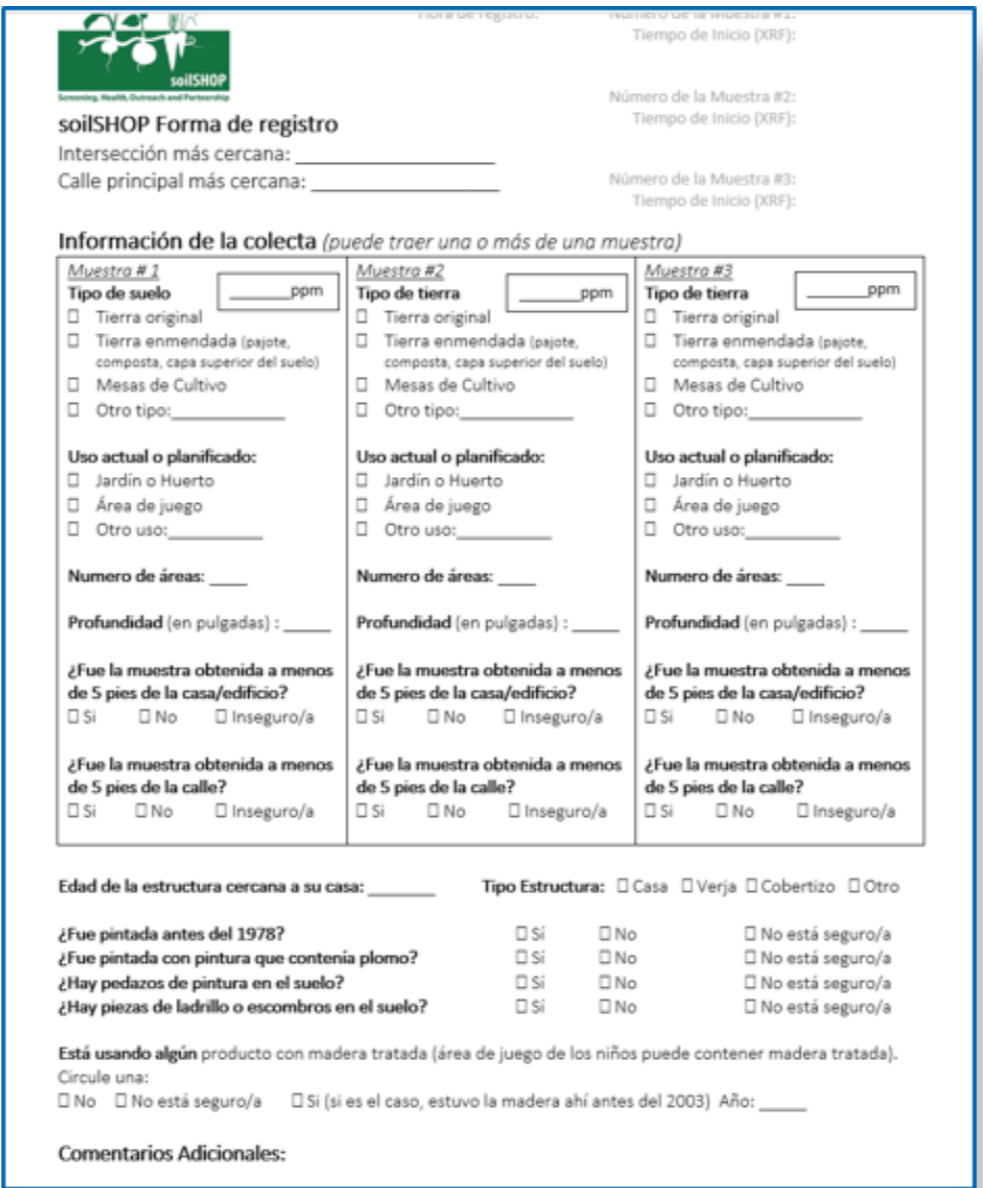
## Log-in form and sample label examples:

Labels typically contain sample number, name of soilSHOP event, and date of the event.



The English log-in form includes fields for Log in Time, Sample #1-3 Numbers, and Begin XRF Times. It asks for the closest intersection and main street. The 'Collection Information' section allows for up to three samples, each with fields for soil type (Original, Amended, Raised Bed, Other), current/planned use (Garden, Play Area, Other), and location details (depth, distance from house/building, distance from street). It also includes questions about the age of the nearest structure, whether it was painted before 1978, and if there are paint chips or brick/debris in the soil. A section for treated wood products and an 'Additional Comments' field are also present.

Log-In Form English



The Spanish log-in form, titled 'soilSHOP Forma de registro', includes fields for 'Intersección más cercana' and 'Calle principal más cercana'. The 'Información de la colecta' section allows for up to three samples, each with fields for soil type ('Tipo de suelo'), current/planned use ('Uso actual o planificado'), and location details ('Numero de áreas', 'Profundidad', '¿Fue la muestra obtenida a menos de 5 pies de la casa/edificio?', '¿Fue la muestra obtenida a menos de 5 pies de la calle?'). It also includes questions about the age of the structure ('Edad de la estructura cercana a su casa'), whether it was painted before 1978, and if there are paint chips or brick/debris in the soil. A section for treated wood products and an 'Comentarios Adicionales' field are also present.

Log-In Form Spanish



The sample labels are arranged in a 3x10 grid. Each label contains the following information: SAMPLE #, EVENT NAME, soilSHOP, DATE, and TIME IN.

Sample Labels



# Pre-event

## Tips:

### Train staff on all forms and steps

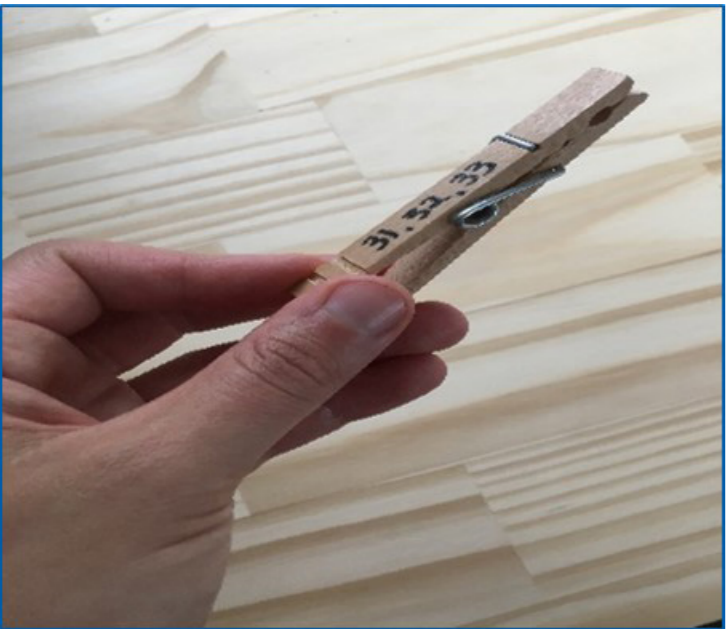
- Avoids confusion and prevents delay in obtaining screening results
- Helps staff avoid losing a soil sample





# Pre-event

## Material examples for log-in station:



Participant Sample Number Reminder



Welcome and Instructions Poster



Participant reminders could be clothespins, postcards, or extra sample labels.

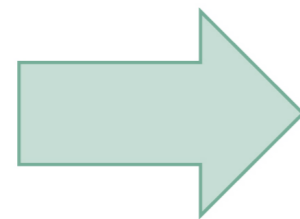
soilSHOP Directional Wayfinding and Station Signs

# During event

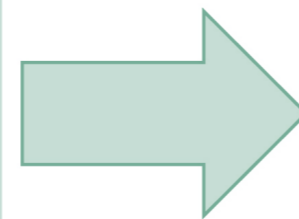
“Sample package” includes the completed Log-In Form, labeled bag(s) of soil, and any other relevant materials.



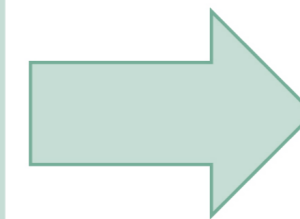
Residents arrive with soil sample(s).



Staff collect information from participant and complete log-in form.



Assign sample number to each soil sample. Label all associated forms and soil sample bags.



Provide participant with sample number so they can collect sample results once they are available.



# During event



Log-in forms are in clear view for participants and signs are displayed.



# During event

## Tips:

### Provide a waiting area

- Prepare for any delays or back-up at the log-in table
- Offer shade and seating to people who need it

### Stay organized

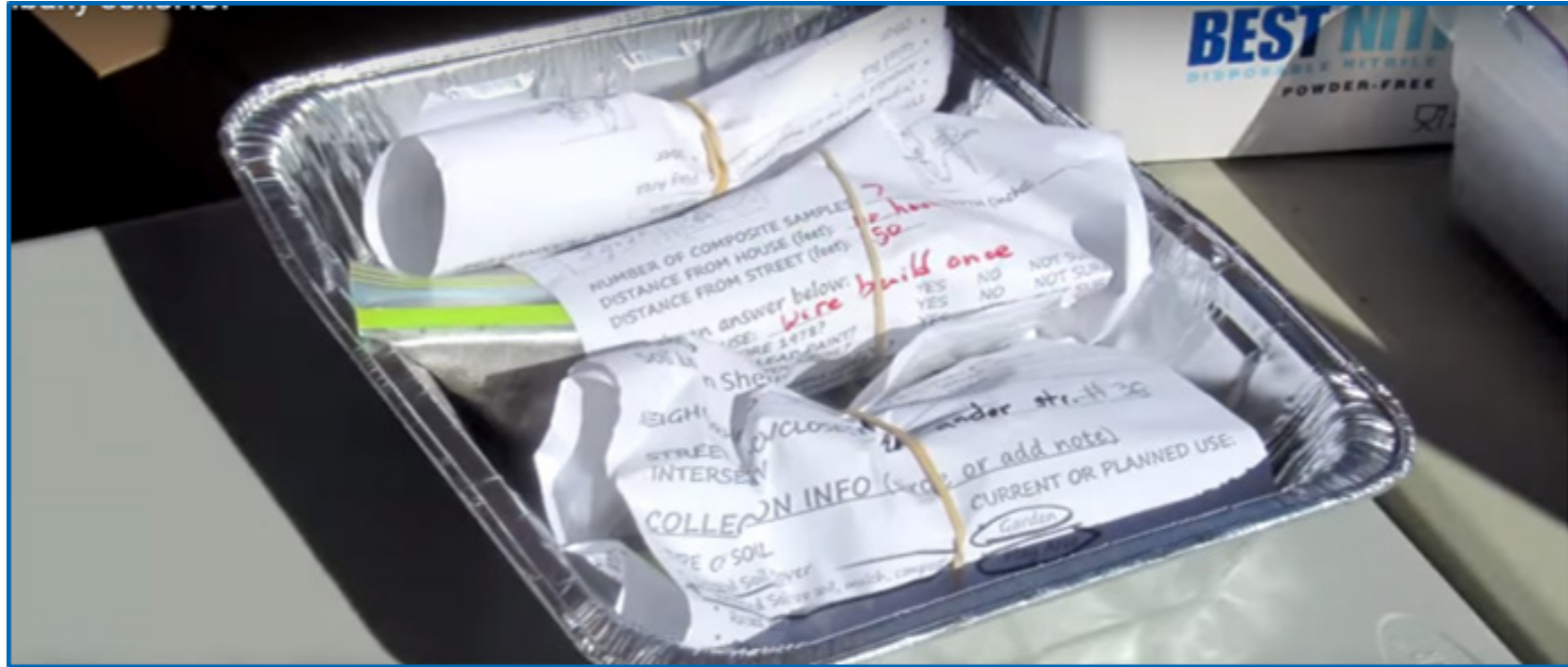
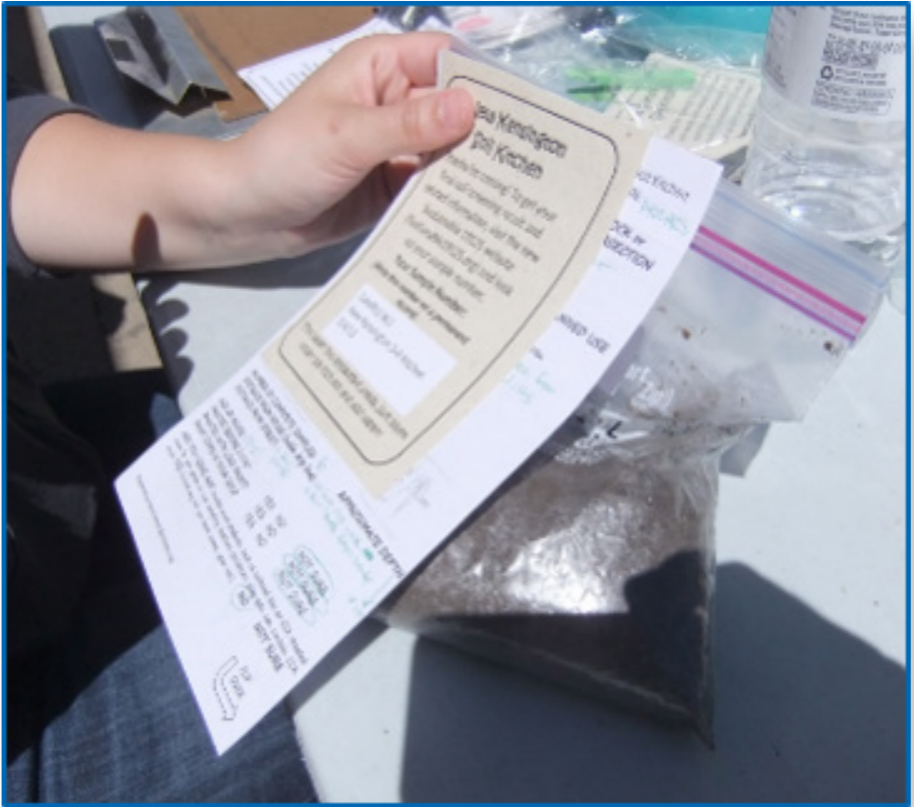
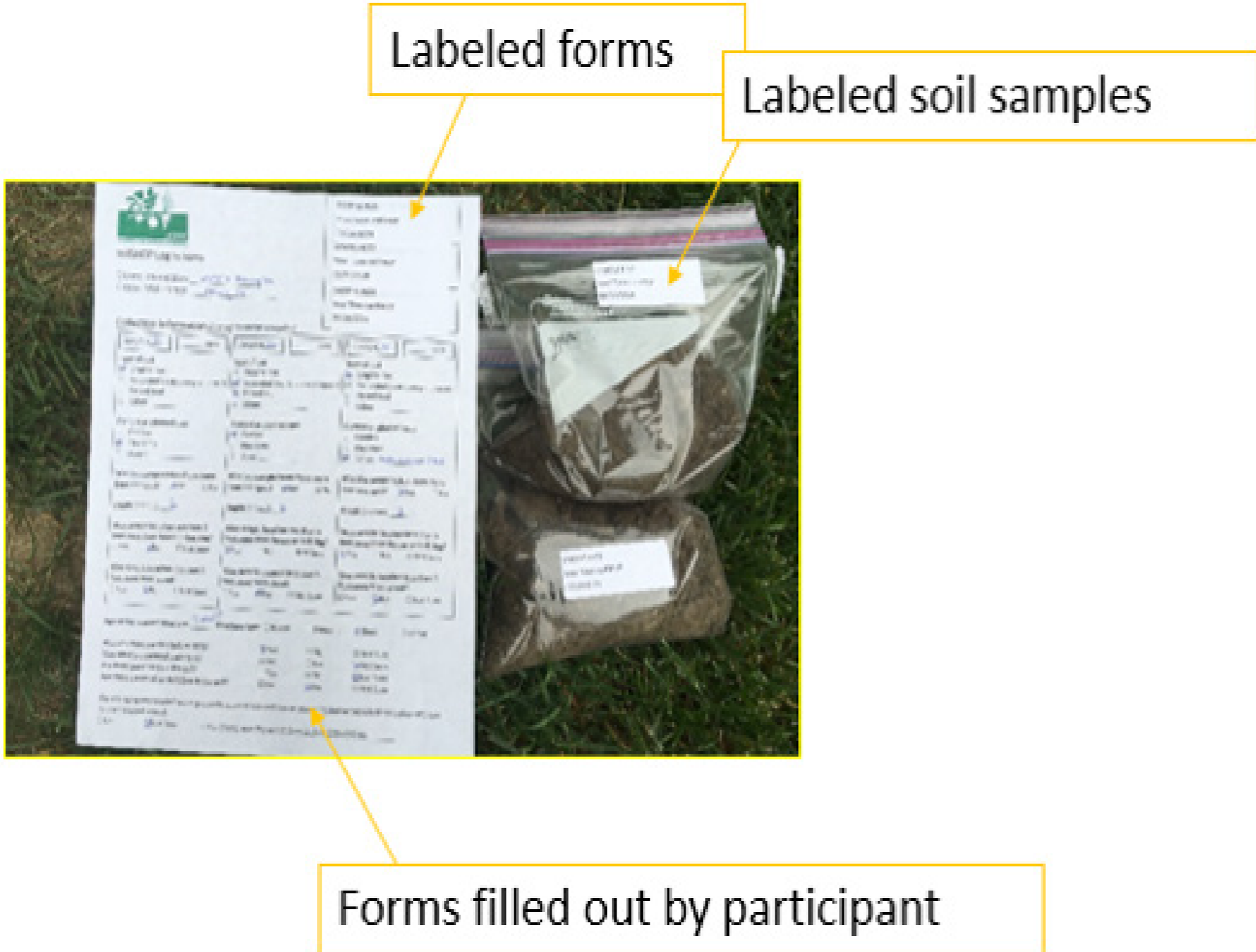
- Group multiple samples from one participant together in aluminum trays, plastic bins, or larger plastic baggies
- Select an area away from log-in/registration where the XRF runner can collect completed packages without interrupting the registration process.





# During event

## Completed sample package example:





# Post-event

- Meet with your soilSHOP team.
- Evaluate your event: Identify what worked, what did not work, and lessons learned.
- Send thank you letters to organizers, partners, and event summary/results.

# Resources

All tools are available on the soilSHOP website:

[www.atsdr.cdc.gov/soilSHOP](http://www.atsdr.cdc.gov/soilSHOP)

## Planning and Preparation Materials

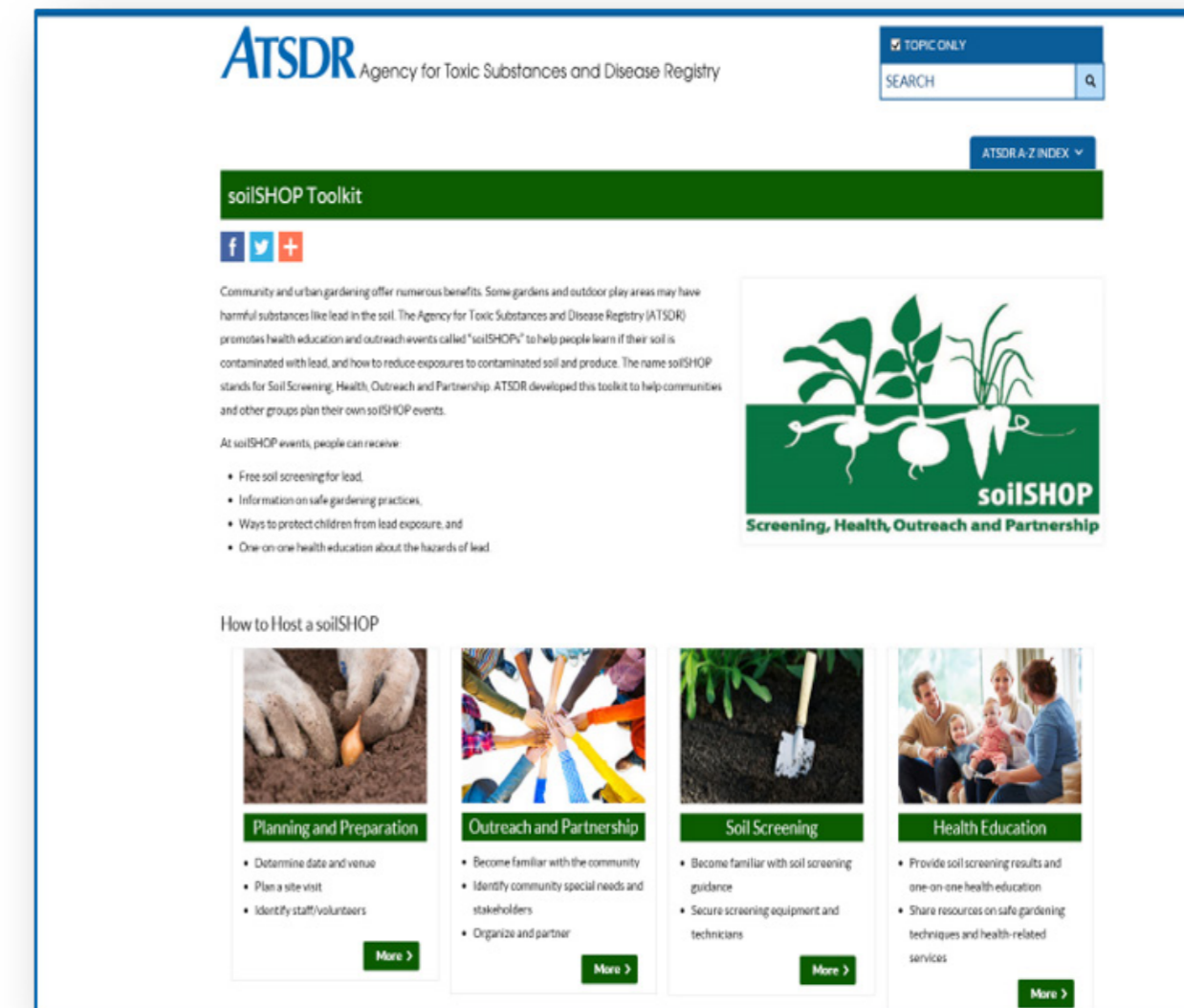
[Log-In Form](#)

[Example soilSHOP Sample Labels](#)

[Example Staff Roles and Functions](#)

## Contact

[soilSHOP@cdc.gov](mailto:soilSHOP@cdc.gov)



**Please continue to Part 4 of the series for  
Soil Screeners Training.**

Agency for Toxic Substances and Disease Registry

