

## **Chain of Custody Instructions**

**(Please refer to the back for a sample version of a completed COC form)**

### **Block 1:**

Complete all information in the "Report To" block: company name, address phone, fax, e-mail, contact (the person to contact if there are questions regarding the project and who will receive the final report).

### **Block 2:**

Complete all information in the "Invoice To" block. This is the billing information section and should include the contact information of the company or person who will be receiving the invoice.

### **Block 3:**

This block is for the purchase order that corresponds with the project and should be used when required by a company for invoice payment and tracking purposes.

### **Block 4:**

This block is for the required turnaround time needed for this project. Please note that all rush projects have surcharges and should also be approved by the laboratory prior to laboratory submittal.

### **Block 5:**

This block is for the client project number for the project being done. The client chooses this number, if applicable.

### **Block 6:**

This block is for the project name and site location.

### **Block 7:**

This block is for TRRP requirements or other instructions pertaining to the level of QC needed for the project, if applicable.

### **Block 8:**

The sampler should print and sign their name in the space provided and also notate the date of the sampling event.

### **Block 9:**

Complete a Sample ID and Description, as you would like it to appear on the laboratory report to identify each sample.

### **Block 10:**

This block should be filled out with the date and time of the sampling of the sample.

### **Block 11:**

Please check whether the sample is a composite sample or a grab sample.

### **Block 12:**

In this block, check the matrix that applies to the sample (water, soil, sludge, oil, air or other).

### **Block 13:**

Please write the number of containers used for the applicable sample.

### **Block 14:**

Please mark the containers used for each applicable analyses. Container details are available towards the bottom left of the Chain of Custody titled \*Containers.

### **Block 15:**

In this block, write the preservatives used for each applicable analysis and container. Preservative details are available towards the bottom of the Chain of Custody titled \*\*Preservatives.

### **Block 16:**

This block is not applicable and is designated for the laboratory only.

### **Block 17:**

Please list all of the analyses and methods needed for the samples. On the grid, please check off which analysis is needed for each sample ID listed on Block 9.

### **Block 18:**

This block is for additional remarks and or comments you may have.

### **Block 19:**

This block is for relinquishing custody of the samples to a representative of the laboratory. The person releasing the sample must sign this block. Please indicate the name, time and date of the transfer.

### **Block 20-21:**

This block is not applicable and is designated for the laboratory only.

### **Block 22:**

Please list any known hazards regarding the samples or additional comments.

