



## Chain of Custody Form Instructions

**Forest/Wilderness/Park/Other (Circle one):** Circle one of these options and write the name of the Forest/Wilderness/Park or other in the space below. This could be a separate unit within the Forest, Wilderness, Park or Other (ie. Subcontractor)

**Address:** Address of the Forest, Wilderness, Park or Other (ie. Subcontractor) Please include the city, state, zip code of the Forest, Wilderness, Park or Other (ie. Subcontractor)

**Shipped to (Lab Name):** Name, address, email, etc. of the person the data results and original Chain of Custody form will be sent to.

**Lab Phone #:** Phone number of the person the data results and original Chain of Custody form will be sent to.

**Fax #:** Fax number of the person the data results and original Chain of Custody form will be sent to.

**Shipped to by UPS/Fed Ex/USPS/Other:** Which carrier you used. (**Remember to consider that on weekends and government holidays there is not anyone to receive samples in the laboratory**)

**Shipping #:** Tracking number assigned to the shipment by the carrier.

**Page \_\_\_ of \_\_\_:** Page number(s) of Chain of Custody forms sent.

**Date Sampled:** Date sample was taken.

**Time Sampled:** Time sample was taken.

**Sample ID:** Unique identification number assigned to sample to for tracking purposes. (ie. Bar code or unique identifier used to identify the sample for connectivity of field analysis with the laboratory analysis)

**Location:** Location description of sample site including Longitude, Latitude, and Datum (ie. Lake name, stream name.)

**Sample Type (regular, blank, dup):** Type of sample collected such as regular water, field blank, duplicate, triplicate, split, spike, etc. A Duplicate sample is collected at some short distance from the regular sample to assess short-range spatial variability; a Triplicate sample has the same objective as a duplicate only with yet a third sample collected at some other point; a Blank is a prepared sample of distilled or deionized water; a Split is a regular sample split into two bottles to evaluate sample homogeneity.



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**Filtered Where:** Was this sample filtered in the field, field laboratory, or laboratory?

**Preserved (Y/N):** Was this sample preserved in the field and with what kind of preservative (ie.  $H_2SO_4$ )

**Analyses Requested:** Instructions for laboratory requesting what type of analysis is to be performed (ie. ANC, pH, Conductivity, Major Cations, Anions, Totals, etc.) You may write (Same as usual) if you have an agreement with the laboratory a routine analysis.

**LabID:** A unique identifier created by the laboratory to track the samples (if they are not using the Sample ID).

**Comments:** Any extra remarks or instructions are placed in this space.

### **Received/Relinquished by:**

**Print Name:** Printed name of sampler relinquishing the samples to another person for shipment to the laboratory or directly to the laboratory.

**Signature:** Sampler's signature relinquishing the samples to another person for shipment to the laboratory or directly to the laboratory.

**Date & Time Received:** Date and time samples were received from the sampler.

**Date & Time Relinquished:** Date and time relinquished by the sampler or by person shipping samples to the laboratory.

### **Received at Laboratory by:**

**Print Name:** Printed name of laboratory personnel receiving the samples.

**Signature:** Signature of the laboratory personnel receiving the samples.

**Date:** Date the samples were received by the laboratory.

**Time:** Time the samples were received by the laboratory.

**Sender:** It is extremely important to send this form and accompanying field forms to the contracted laboratory so they may be entered into Air Resource Management database.