

APPENDIX J

EXAMPLE CHAIN-OF-CUSTODY FORM

The following is an example of a chain-of-custody (CoC) form. Chain-of-custody procedures should be employed for all samples collected to demonstrate compliance and any samples that might be used for other regulatory or litigation situations. The example provided reflects samples collected to demonstrate industrial pretreatment procedures, not sludge samples for land application. However, the example was selected because it includes (in great detail) the appropriate information to include on a CoC form.

Source: <http://water.ci.lubbock.tx.us/Iwmp/C°Cs/ChainofCustodyExample2.pdf>

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CHAIN OF CUSTODY / ANALYSIS REQUEST INSTRUCTIONS

To be completed by the sample collector:

(Note: The number of each step corresponds to an indicated portion of the example Chain-of-Custody on the previous page.)

1. Print sample collector's name (must be legible).
2. Print the sample source description (must be legible).
3. Enter the laboratory ID number (supplied by the laboratory).
4. Enter the date(s) the samples were collected.
5. Enter the time(s) the samples were collected.
6. Mark the appropriate column for the sample type.
7. Mark the appropriate column for the type of container used.
8. Enter the sample size.
9. Mark the appropriate column for the sample matrix.
10. Mark the appropriate column for the sample handling.
11. Mark the appropriate column for the preservative used.
12. Fill in the requested analysis and mark the appropriate column for each sample.
13. Analyze pH samples immediately and enter the results.
14. Analyze the temperature samples immediately and enter the results.
15. Enter any notes about a sample or the analysis.
16. The sample collector signs the block and enters the time and date the samples are relinquished.
17. The sample condition block is filled out and initialed by the laboratory representative receiving the samples.
18. Any other subsequent personnel handling the sample must sign the block in this section (18) of the form.