



Chain of Custody Record

Customer

Name:

Address:

Project Manager

Name:

Phone:

Email:

Turn Around Time

Normal RUSH*

Needed By:

Compliance

Yes No

Agency:

QC Level

I

II**

III**

IV**

Project Information

Name:

Number:

PO:

Sampler

Name:

Phone:

Cert ID:***

Report Options

EDD

Email

Fax

This space is reserved for lab use only.

Client Sample ID	Matrix****	Grab	Composite	Filtered	Date Collected	Time Collected	No. of Containers	Requested Analysis										Comments						

Possible Hazard Identification Hazardous Non-Hazardous Radioactive

Sample Disposition Dispose as appropriate Return Archive

Number of Containers: Cooler Number: Temp upon receipt(°C): Sample Received on Ice or Refrigerated from Client: Yes / No Radiation Scan Acceptable Yes / No	Sampled By (signature)	Printed Name/Affiliation	Date/Time	Received By (signature)	Printed Name/Affiliation
	Relinquished By (signature)	Printed Name/Affiliation	Date/Time	Received By (signature)	Printed Name/Affiliation
	Relinquished By (signature)	Printed Name/Affiliation	Date/Time	Received for Lab By (signature)	Printed Name/Affiliation

Instructions for completing the Chain of Custody Record

- 1 Please complete all applicable sections of the form.
- 2 At the top of the form, identify the Microbac facility to which you are submitting your samples.
- 3 Indicate the **Client Name, Address, and Contact** to identify who will receive the report. Indicate **Contact Telephone** number.
- 4 Indicate the **Project** name and **Location** for reporting purposes.
- 5 List an appropriate **PO#** for billing purposes.
- 6 Identify sample as for **Compliance Monitoring** or not (Yes or No). If Yes, indicate program.
- 7 Indicate requested **Turnaround Time**. Contact your Project Manager for details. Please notify the lab prior to delivering samples if a RUSH TAT is requested.
- 8 Identify the **Report Type** needed for this project.
 - Level II: Analytical Results plus LIMS generated QC Summary Reports
 - Level III: Analytical Results plus LIMS generated QC Summary Reports and Organics raw data
 - Level IV: Analytical Results plus LIMS generated QC Summary Reports and raw data for all analyses
 - EDD: Contact your Project manager for details
- 9 Please provide appropriate information about the **Sample Collector**.
- 10 **Send Report** - Identify the desired means for Microbac to deliver the final report.
- 11 Provide the **Client Sample ID** (unique description) as to how you want your samples identified on the report.
- 12 Indicate sample **Matrix** and type (**Grab or Composite**), and indicate if the sample was **Filtered** prior to delivery.
- 13 Identify the **Date and Time** of collection.
- 14 List the **No. of Containers** and **Preservative Types**. See the key (**) for the various chemical preservatives. Multiple preservatives may be listed on a single line.
- 15 List the **Requested Analyses**. Be as specific as possible. It is preferred that analyses be listed by to identify analyte and method (e.g. VOA's by 8260).
- 16 Identify any **Possible Hazard** information as well as your desired means of **Sample Disposition**.
- 17 Use the **Comments** field to relay additional information to the lab. The lab will measure and document the temperature of the samples upon receipt.
- 18 Sign the **Relinquished By** field and record the **Date/Time** that you transfer the samples to the custody of someone else.
- 19 Identify the number of pages to ensure that all paper work is accounted.