

# CHAIN-OF-CUSTODY RECORD



SECTION A – CLIENT & SAMPLER INFORMATION						SECTION B – SAMPLE RECEIPT INFORMATION (LAB USE ONLY)						
Client Name						Temperature, °C:		Observed: / Corrected:		Receipt #:		
Project Name						Thermometer ID / Correction Factor:		THERM- / CF:		Client Notification:		
Phone #						Preservative & pH paper Standard ID #s:				Comments:		
Sampler Name						Subcontract Lab / PO #:		Sub Lab: PO #:				
SECTION C – SAMPLE CONTAINERS AND PRESERVATION						SECTION D – INSTRUCTIONS/KEYS						
Container Letter						Label each individual sample container with a letter (A, B, C, etc.). If multiple analyses come from the same container, assign them the same letter, or write them in the same column.				Matrix Codes: <b>DW</b> = Drinking Water, <b>NP</b> = Non-Potable Water, <b>S</b> = Soil, <b>SL</b> = Sludge		
Container Type												
Preservative						Preservative Codes: <b>1</b> = None, <b>2</b> = Sulfuric Acid (H <sub>2</sub> SO <sub>4</sub> ), <b>3</b> = Sodium Thiosulfate (Na <sub>2</sub> S <sub>2</sub> O <sub>3</sub> ), <b>4</b> = Nitric Acid (HNO <sub>3</sub> ), <b>5</b> = Sodium Hydroxide (NaOH), <b>6</b> = Hydrochloric Acid (HCl)				Sample Type Codes: <b>C</b> = Composite, <b>G</b> = Grab, <b>SP</b> = Special (DW matrix only)		
SECTION E – SAMPLE INFORMATION AND ANALYSES REQUESTED						SECTION F – FIELD ANALYSES/INFORMATION				SECTION G – SAMPLE ID		
Item #	Analyses	Matrix (see Section D)	Sample Type (see Section D)	Collection Date	Collection Time	Enter the applicable parameters in the fields below.				LAB USE ONLY		
										pH of preserved containers (e.g. A <2)	Work Order #:	
Sample Description											Sample ID #s	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
SECTION H – COMPOSITE DATA (if Composite marked above)						SECTION I – TRANSFER OF SAMPLE CUSTODY						
Date	Time	Totalizer	Relinquished by (Signature)			Date	Time	Transported on ice	Received by (Signature)		Date	Time
Start								<input type="checkbox"/> Yes <input type="checkbox"/> No				
End								<input type="checkbox"/> Yes <input type="checkbox"/> No				
Total Flow (MGD)								<input type="checkbox"/> Yes <input type="checkbox"/> No				

NOTE: Section I – Transfer of Sample Custody must reflect all transfers from sample collection to receipt at the ANRA Environmental Laboratory.  
NOTE: Chain-of-Custody must be completed by the customer (or corrected, if needed, at the time of sample drop-off) before ANRA staff will accept samples and sign the COC as received.