



CHAIN OF CUSTODY FORM

(Also fill out detailed site and sample information on either the Lake or Stream Water Sampling Record Form)

Forest / Wilderness / Park / Other (Circle One) Name: _____ Contact Individual and Affiliation: _____ _____ Address _____ _____ Phone Number _____	Shipped to (Lab Name and Address): _____ _____ _____ Lab Phone # _____ Lab Contact _____ Lab Email _____	Page ____ of ____ Shipped by: UPS/ FedEx/USPS/Other _____ Shipping # _____
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Date Sampled	Time Sampled (24-hour) <input type="checkbox"/> Standard <input type="checkbox"/> Daylight Savings	Sample ID (Barcode)	Sample Location Lake/Stream Name or Latitude/Longitude	Sample Type (Normal, Rep 1, Rep 2, Blank, Split)	Filtered (Y/N) Where? (Field or Field Lab)	Preserved (Y/N/Type)	Analyses Requested	Lab ID Assigned
__/__/__								
__/__/__								
__/__/__								
__/__/__								
__/__/__								

Comments:

Received/Relinquished by:			
Print Name	Signature	Date & Time Relinquished	Date & Time Received
Received at Laboratory by:			
Print Name	Signature	Date Received	Time Received

Sender: Please send original of this form and accompanying samples to the contracted laboratory. Keep a legible copy for your local files.



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 (e.g., separate Unit within the Forest) in the space below. Provide the name and affiliation of the project contact individual.

Address and Phone Number: Provide address and phone number of the Forest, Wilderness, Park or Other. Please include the city, state, and zip code.

Shipped to (Lab Name): Name, address, and email of the laboratory the water samples and original Chain of Custody Form will be sent to.

Lab Phone #: Phone number of the laboratory the water samples and original Chain of Custody Form will be sent to.

Lab Contact and Email: Contact person and email address in the analytical laboratory.

Shipped by UPS/Fed Ex/USPS/Other: Identify the carrier you used. (Remember to consider the arrival date of the shipped samples because on weekends and government holidays there may not be anyone to receive samples in the laboratory). In general, you should try to ship samples on Monday, Tuesday, or Wednesday.

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 (mm/dd/yyyy).

Time Sampled: Time sample was taken (24-hr ___ __ __). Indicate whether standard or daylight savings time.

Sample ID: Unique identification number assigned to the sample in the field for tracking purposes. (i.e., bar code or unique identifier used to identify the sample for connectivity of field analysis with the laboratory analysis). Ideally, multiple stick-on copies of the sample ID label are prepared as a computer-generated barcode which can be affixed in the field to multiple forms and sample containers.

Location: Location description of sample site including lake or stream name, latitude and longitude in decimal degrees.

Sample Type (normal, blank, replicate, etc.): Type of sample collected, such as normal water sample, field blank, replicate, etc. Replicate (R1, R2) samples are collected at the same location as the normal water sample (N) but at slightly different times (typically one minute apart). Replicates are usually collected for quality assurance purposes or as backup samples should the normal sample be lost or damaged. A field *blank* is a prepared sample of deionized water that is carried into the field and then shipped to the laboratory with the samples; a field *split* is the second bottle when a normal sample has been split in the field into two bottles. The first bottle is labeled as the normal sample; the second is labeled as the field split (S).

Chain of Custody Form Instructions (continued)

Filtered Where: Was this sample filtered in either the field or field laboratory? If so, where?

Preserved (Y/N): Was this sample preserved in the field and, if so, with what kind of preservative (e.g., H₂SO₄)?

Analyses Requested: Instructions for the laboratory requesting what type of analyses are to be performed (e.g., ANC, pH, conductivity, major cations, anions, etc.) You may write “same as usual” if you have an agreement with the laboratory for routine analyses.

Lab ID: 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 Relinquished: Date and time relinquished by the sampler or by person shipping samples to the laboratory.

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

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 Lake or Stream Water Sampling Record Form to the laboratory so that proper connections can be made between field and laboratory information and so that relevant data may be entered into the Air Resource Management database.