

Chain of Custody Instructions

When submitting samples to ESB, it is important to also provide the proper documentation. The Chain of Custody & Sample Information Record form must have the following items filled out:

1. **Contact info:** Client/company name, contact person for questions regarding samples, fax, phone and email address
2. **Project name and location:** this is optional-may appear on report to help client further identify samples.
3. **Turn Around Time (TAT):** Routine TAT is 7-10 business days. Other TATs require laboratory approval and incur additional charges. If not noted, it is assumed a Routine TAT is ok.
4. **Additional Reporting Requests:** Does the client require QC? Do they need the results faxed, emailed, sent to DHS via EDT? If EDT is required, please include source codes in the Notes section.
5. **Sampler Information:** the person who collects the samples needs to fill this out.
6. **Sample ID:** how the client wants to identify the sample
7. **Date/Time:** when the sample was collected.
8. **# of Containers and preservatives:** how many of each container type is submitted by the client, helps the lab make sure all bottles are accounted for and identify what types of preservatives were used.
9. **Sample Type** (routine, resample, special): this is mainly used for bacti samples, but can also be used to identify other chemical analyses. For client's purposes.
10. **Analysis Requested:** what analysis is required, may also provide attachments if list is too long
11. **Matrix:** what type of sample is submitted (DW, WW, GW, soil, sludge, liquid, misc.)
12. **Relinquished by/Received by:** this is a way of documenting who handled the sample from the time it was collected to when it was delivered to ESB. This should begin with the person who collected the sample and will either be "received by" any one else transporting the sample until it is ultimately received by the lab.
13. **Sample Integrity Upon Receipt:** this will be filled out by ESB staff. It describes the sample's condition when it arrives at ESB (was it on ice? did it have a custody seal? were there any broken bottles? what was the temperature of the samples upon arrival?)