

Section 1 – Sample ID / Date & Time of Collection

Sample ID – A unique identification that will be on the final analytical report.

The sample ID will appear on the final report with the analytical results. The sample ID usually reflects the sample location or type (Composite vs. Grab or soil vs. aqueous from the same sampling point) and may be anything that uniquely identifies the sample.

A single sample ID can have multiple analyses and containers. Individual IDs for each container or analysis are not needed if all are taken from the same sampling point at the same time.

Date & Time of Collection – This is the beginning of all analytical hold times for samples.

For composite samples, State / EPA Regulations require that the “hold time” of a sample begins at the end of the composite time. For lab information, please list both the start and end time of all composite sampling done.

One date / time is needed per sample ID – individual container collection times do not need to be listed.

The sample ID and the date / time of collection written on the COC should match any information on the container label. If discrepancies are found, samples will be held until the questions have been resolved.

Section 2 – List of Analyses Requested

Analyses are listed by general department. If you do not see your specific analysis, please use the blank “Other” columns at the far right to write it in. Each analysis needed should be circled. Please confirm, when applicable, that both the method and analyte list have been selected. (For example, a TCLP Method 1311 extract must have the corresponding analysis selected.)

Check marks should be placed in the corresponding sample ID row of each column for each sample that needs the selected analysis.

For Metals analysis, “Total” or “Dissolved” metals should be checked for the corresponding sample and the specific elements needed should be specified in the “Metals” section found in the lower right hand corner of the COC.

Section 3 – Project Manager / Project Information

This section designates the person who will receive the final report. If multiple copies of the report are needed or billing information is different, please note this in the blank “Notes” section in the lower right hand corner.

Site names, quotes, and PO numbers allow for internal tracking and confirmation that projects are being analyzed and billed for the correct analytes.

Section 4 – Reporting Information

The reporting level selected affects the QA/QC data that is provided with your final report. Information regarding these packages can be found either on our website (EasternAnalytical.com) or by calling our front office staff. Some companies may have default reporting levels and requests on file with EAI. Please note if a specific project needs something unique.

Please let us know if you prefer to receive your reports via an Electronic Data Delivery (EDD) option.

Section 5 – Notes Section

Specific detection limits needed, known contaminants, special methodology and alternative billing / reporting addresses as well as any additional information regarding the site should be placed here.

Section 6 – Signature Required

The Chain of Custody is a legal document authorizing us to perform the requested analysis. A client signature is required to proceed with any analysis.

The “Relinquished by” and “Received by” signatures allow us to track the samples from collection to receipt. Any change of possession prior to our receipt of the samples should be documented in this section.

Sample labels and the COC should be completed in pen, using black or blue water resistant ink. If changes are needed, please cross off the incorrect information with a single line before correcting it. All changes should be initialed by the modifier. White out should not be used for any corrections.

***Please contact us at 1-800-287-0525 if you have additional questions about completing our COC.
We are always happy to help!***