

Chain-of-Custody Record

Bold Fields Required. Please Circle Requested Analysis.

For Lab Use Only

Sample I.D.	Sampling Date/Time <small>*If Composite, indicate both Start & Finish Date/Time</small>	Matrix (see below) Grab /*Composite	VOC	SVOC	TCLP	INORGANICS	MICRO	METALS	OTHER	# of CONTAINERS	NOTES MEOH VIAL #
1			524.2 524.2 MTBE ONLY VTICs 8260 624 1, 4 DIOXANE 8021	8015 GRO MANPH		8270 625 ABN PAH EDB DBCP TPH8100 LI L2 8015 DRO MAEPH PEST 608 PCB 608 PEST 8081 PCB 8082 OIL & GREASE 1664 TPH 1664	TCLP 1311 ABN METALS VOC PEST HERB 800 CBOD TSS TDS Br Cl F SO ₄ NO ₂ NO ₃ NO ₃ NO ₂ TKN NH ₃ TN T. PHOS. O. PHOS. PH T. RES. CHLORINE SPEC. CON. T. ALK. COD PHENOLS TOC DOC TOTAL CYANIDE TOTAL SULFIDE REACTIVE CYANIDE REACTIVE SULFIDE FLASHPOINT IGNITABILITY	TOTAL COLIFORM FECAL COLIFORM E. COLI ENTEROCOCCI HETEROTROPHIC PLATE COUNT	DISSOLVED METALS (LIST BELOW) TOTAL METALS (LIST BELOW)		
MATRIX: A-AIR; S-SOIL; GW-GROUND WATER; SW-SURFACE WATER; DW-DRINKING WATER; WW-WASTE WATER PRESERVATIVE: H-HCL; N-HNO ₃ ; S-H ₂ SO ₄ ; Na-NaOH; M-MEOH											

PROJECT MANAGER: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EXT.: _____

E-MAIL: _____

SITE NAME: _____

PROJECT #: _____

STATE: NH MA ME VT OTHER: _____

REGULATORY PROGRAM: NPDES: RGP POTW STORMWATER OR
GWP, OIL FUND, BROWNFIELD OR OTHER: _____

QUOTE #: _____ PO #: _____

QA/QC REPORTING

A B C
MA MCP
4

TEMP. _____ °C

ICE? Yes No

REPORTING OPTIONS

PRELIMS: YES OR NO

ELECTRONIC OPTIONS

PDF EXCEL
EQUIS
OTHER _____

TURN AROUND TIME

24hr* 48hr*
3-4 Days*
5 Day 7 Day
10 Day
*Pre-approval Required

METALS: 8 RCRA 13 PP Fe, Mn Pb, Cu

OTHER METALS: _____

SAMPLES FIELD FILTERED? YES NO

NOTES: (IE: SPECIAL DETECTION LIMITS, BILLING INFO, IF DIFFERENT)

SAMPLER(S): _____

RELINQUISHED BY: DATE: _____ TIME: _____ RECEIVED BY: _____

RELINQUISHED BY: DATE: _____ TIME: _____ RECEIVED BY: _____

RELINQUISHED BY: DATE: _____ TIME: _____ RECEIVED BY: _____

SITE HISTORY: _____

SUSPECTED CONTAMINATION: _____

FIELD READINGS: _____

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!***