

Chain of Custody Form (COC)

The use of a chain of custody (COC) is to provide information for the laboratory to correctly process the sample(s) that are received. The information provided informs the laboratory what samples and types of samples are provided, where the samples have been taken (location of site), how they should be labeled, how quickly the results are needed, who relinquished the samples to the laboratory, who should receive a copy of the results, and who should be billed for the analysis.

The COC also provides information to the clients. Information provided includes who received the samples, the date and time the samples were received, the workorder number assigned, the condition of the sample as received, and the file reference number.

Instructions to complete a Chain of Custody (COC)

| | | |
|----|-----------------------|---|
| 1. | Date | The date the COC is completed |
| 2. | Location | The land location from where the sample(s) have been taken |
| 3. | Report to | Who the results of the analysis are to be sent a. The company of the individual b. Who at the company c. The mailing address for hard copy reports and/or invoices d. The phone number and/or cell number e. The fax number, if results are to be faxed f. The email address for electronic copies |
| 4. | Invoice to | Either select Same as Report or As Below a. If Same as Report , the invoice will be sent to the company the report is sent. Please include an AFE or PO number if applicable b. If As Below , the invoice will be sent to the individual or company whose information is provided. |
| 5. | Service Requested | Indicate whether the sample is RUSH or not by circling Yes or No. |
| 6. | Sample Identification | This will be how the client would like the sample to be labeled on the report. The labeling could be of sampling points (A1, A2, B1, B2, etc.), the Pit or Tank the waste is present (Pit A, Pit 2, Tank 312, etc.), or it could be a description of the sample (Offsite, Onsite, Surface, Subsoil, etc.). Generally, this will become whatever the client has decided to label the sample |

| | | |
|-----|----------------------|---|
| 7. | Sample Type | This should be primarily one of the 7 choices available on the form. A definition of each type of waste as defined by the laboratory is provided, if required. If the same sample is given to the laboratory but in different manners (example, one as sample and one altered or stabilized) they will be considered as different samples |
| 8. | Analysis Required | Indicate the analyses to be performed on the sample(s). If the laboratory codes are known, please use. If not, please indicate precisely the analyses you are requiring. Also, indicate here if the sample is to be on hold and not analyzed until requested. |
| 9. | Number of Containers | This is the number of containers provide to the laboratory for each sample. If cuttings are provided in two jars, the number of containers is 2. |
| 10. | Comments | If any additional information is necessary by the laboratory to efficiently process the sample and distribute the results, they should be included here. Examples are additional individuals or companies that should receive a copy of the results, analysis of samples under specific conditions. |
| 11. | Released by | The person who is giving the samples to another individual or the laboratory |
| 12. | Company | The company the above person is employed or working on behalf of |
| 13. | Date/time | The date and time the samples were given over to someone else |
| 14. | Delivery Method | The method of transporting or delivering the samples. This could be courier, drop off, left in drop box, picked up. |
| 15. | Received by | The person who received the samples |
| 16. | Date/time | The date and time the samples were received |