



GENERAL CHAIN-OF-CUSTODY INSTRUCTIONS

The following instructions are provided to assist clients in accurately and completely filling out the Chain-of-Custody Record (C-o-C).

The Top Section of the C-of-C

“PO#:” Enter PO number if required for your company

“EMAIL” Enter an email address – this address is where the results will be sent.

“Project Name:”- This project name will appear on the final report

“Company Name:”- Company name. Include a phone # the lab may contact.

“Mailing Address:”- Enter physical address.

“Billing Address:”- For companies with an Endyne account only.

“Sampler Name:”- The name of the person who collected the sample.

The Middle Section of the C-o-C, by the column

“Sample Location”- Sample specific collection site. Site ID, Holding Tank, etc.

“Matrix”- Type of sample. Ex.: Soil, Water, etc.

“Grab/Comp”- Grab is sample taken at a specific instant. Comp is when the sample is collected over an extended time. Ex: 8 hrs, 24 hrs

“Date/Time Sampled”- When the sample was collected. End date and time if composite

“# of Containers”- The number of bottles used to collect the sample for each test or sample location

“Sample Preservation”- Preservation techniques used for sample Ex: HCl, refrigeration.

“Analysis Required”- The tests needed to be performed. Please reference a number code from below. You may also circle the numbers below.

“Field Results/Remarks”- Comments the sampler would like noted. Ex: Field Filtered, PID Target

The Bottom Section of the C-o-C.

“Relinquished by:”- Signature of whomever delivers or ships the sample to the lab and the Date and Time signed