Chain of Custody (COC) Instructions

(1) Fill out the **Client Name**, **Company Address**, **Phone,** and **Fax Number**. Also write to contact **email address** where the report deliverable to.

(2) Write the **Project Name**, **Project Number**, **Project Address**, and **P.O. number** (if applicable).

(3) Have the Sampler write and then sign their name in the Chain of Custody.

(4) Have the person **relinquishing** the samples print and then sign name on the Chain of Custody. Include **date and time**.

(5) Have the Project Manager/Submitter write then sign their name on the Chain of Custody in **Project Contact**. This is to authorize the work which is indicated on the Chain of Custody.

(6) If the report needs to be sent to a different address than that stated in Section 1, then fill out the **"Remarks"** with different information. If there are special instructions that the laboratory needs to be informed, write the instruction in this section.

(7) If the bill needs to be sent to a different address than that stated in Section 1, then fill out **"Bill to"** with different information.

(8) Write sample identification in **SAMPLE I.D**. It is very important to include the **Date and Time** of sample collection for holding time calculation.

(9) Put a check on analysis(es) required for each SAMPLE I.D on **Analysis Request**. If the analysis(es) are not pre-printed, then write in the appropriate analysis(es) in the blank spaces.

(10)   Put a check on the **TAT** (Turn Around Time) for the sample analysis(es):
         Rush (12 Hour, 24 Hour, 48 Hour, 5 Days).
         Standard TAT (10 Days).

(11)   Put a check on the matrix type for each SAMPLE I.D

(12)   Write in the number of containers. Put a check on the type of container, and the preservative.