

**CHAIN OF CUSTODY RECORD**
**Number** \_\_\_\_\_

*Instructions on back*

|                           |                          |  |   |
|---------------------------|--------------------------|--|---|
| <b>Lab Report Address</b> | <b>Invoice Address</b>   | <b>Turnaround Time</b>   |   |
| <b>Client Name:</b>       | <b>Client Name:</b>      | <input type="checkbox"/> Routine (10 business days)  | <b>Temperature Upon Receipt (°C)</b>  |
| <b>Address:</b>           | <b>Address:</b>          | <input type="checkbox"/> RUSH* (notify lab)  | <b>Therm ID</b>   |
| <b>City, State, Zip:</b>  | <b>City, State, Zip:</b> | (needed by)  | <b>Holding Time</b>   |
| <b>Contact:</b>           | <b>Contact:</b>          | <b>Report Type</b>   | <b>Samples Received on Ice?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| <b>Telephone No.:</b>     | <b>Telephone No.:</b>    | <input type="checkbox"/> Results Only <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 4 <input type="checkbox"/> EDD | <b>Custody Seals Intact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A    |

|  |   |
|--|---|
| <b>Send Report via:</b> <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> e-mail (address) | <b>Send Invoice via:</b> <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> e-mail (address) |
|--|---|

|                 |                  |                |  |
|-----------------|------------------|----------------|--|
| <b>Project:</b> | <b>Location:</b> | <b>PO No.:</b> | <b>Compliance Monitoring?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                 |                  |                | <input type="checkbox"/> Agency/Program  |

|                            |                           |                           |
|----------------------------|---------------------------|---------------------------|
| <b>Sampled by (PRINT):</b> | <b>Sampler Signature:</b> | <b>Sampler Phone No.:</b> |
|----------------------------|---------------------------|---------------------------|

\* Matrix Types: Soil/Solid (S), Sludge, Oil, Wipe, Drinking Water (DW), Groundwater (GW), Surface Water (SW), Waste Water (WW), Other (specify)

\*\* Preservative Types: (1) HNO3, (2) H2SO4, (3) HCl, (4) NaOH, (5) Zinc Acetate, (6) Methanol, (7) Sodium Bisulfate, (8) Sodium Thiosulfate, (9) Hexane, (U) Unpreserved

**REQUESTED ANALYSIS**

| Lab ID | Client Sample ID | Date Collected | Time Collected | No. of Containers | Matrix | Grab / Comp | Preservative Types ** | Additional Notes |
|--------|------------------|----------------|----------------|-------------------|--------|-------------|-----------------------|------------------|
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|  |  |
|--|--|
| <b>Possible Hazard Identification</b> <input type="checkbox"/> Hazardous <input type="checkbox"/> Non-Hazardous <input type="checkbox"/> Radioactive | <b>Sample Disposition</b> <input type="checkbox"/> Dispose as appropriate <input type="checkbox"/> Return <input type="checkbox"/> Archive |
|--|--|

|                 |                                    |                  |                                |                  |
|-----------------|------------------------------------|------------------|--------------------------------|------------------|
| <b>Comments</b> | <b>Relinquished By (signature)</b> | <b>Date/Time</b> | <b>Received By (signature)</b> | <b>Date/Time</b> |
|                 |                                    |                  |                                |                  |
|                 |                                    |                  |                                |                  |
|                 |                                    |                  |                                |                  |

## Sample Acceptance Policy for Environmental Chemistry and Microbiology

### Chain of Custody

A chain of custody MUST accompany all samples received at the laboratory. The following information on the Chain of Custody must be complete: client name and address, sample collector's name, sample description/identification, matrix, date and time of collection, number of containers, preservative and requested analysis. Any missing receipt information will be documented in the final report. The laboratory will analyze those target analyses identified by the client on a project-specific basis. If project-specific information is not available, then the laboratory's default reference methods and target list of analyses will be used.

### Sample Containers

Upon receipt at the laboratory sample containers will be evaluated to ensure that all of the containers are intact, that the container type meets the requirement of the specific analytical method, and that the Sample Containers are properly filled.

### Preservatives

Chemical preservatives are required by many analytical methods in order to render a specific analyte stable until analysis can be performed at the laboratory. Chemical preservatives are to be added AT THE TIME OF SAMPLING (either added directly or via pre-preserved bottles), unless it is unsafe to do so.

### Transport/Receipt Temperature

Many of the analytical methods utilized require that samples be kept cool during sample transport. Microbac will assess and document the receipt temperature of each cooler received at the laboratory. Where thermal preservation is required, the receipt temperature must be in a range of 0.1 – 6°C for environmental chemistry samples or <10 °C for environmental microbiology samples. Samples received on the same day as collection will be measured for temperature but will be evaluated based on the sample transport conditions. Samples delivered on the same calendar day as collection must be presented to the lab such that an attempt has been made to cool the samples, such as storage in a cooler on ice.

### Holding Time

Samples should be provided to the laboratory as soon as possible after collection to ensure that analysis can be performed within the method specified Holding Time. Upon receipt at the laboratory, the sample date and time as well as the required chemistries will be evaluated to identify if any of the samples may be past the maximum holding time.

If it is determined that a container or sample condition has been compromised, is inappropriate for the requested analysis, improperly filled, improperly preserved or received outside of the required temperature range or received with inadequate holding time available, your Microbac Project Manager will contact you for direction. Documentation of decisions made to proceed with analysis will be provided to you as part of the Cooler Inspection form in the final report.

In the absence of a written agreement to the contrary, by delivering or arranging for delivery of samples to the lab, the customer agrees to our standard terms and conditions which can be found at <https://www.microbac.com/standard-terms-conditions>.