SAMPLE CHAIN OF CUSTODY

lient	City of Round Rock	Date	12/6/20	10		Page 1 of 1		
ddress	2008 Enterprise Dr. Round Rock, TX 78664	PO#				_		
hone	Fax	Site Location	ion	ES Lab				
ata Reported to:		 Client Proje	ject #		Collector	Tracy Herring		

							ES	ER	VA	TI	ON	ANALYSIS										
Field Sample ID	Lab #	Date	Time	Matrix	Container Type	# of containers	HCI	HNO3		NaOH	ICE		Metals		Oil and Grease		Cyanide					FIELD NOTES
Outfall 001		12/5/10	800		plastic	1		х			X		X									24 hr composite sample
																						Cd,Cu,Cr,Pb,Zn,Ni,Ag
Outfall 001		12/5/10	800		glass	1			х		x				x							Grab sample
Outfall 001		12/5/10	1100		glass	1			х		x				x							Grab sample
Outfall 001		12/5/10	1400		glass	1			х		x				x							Grab sample
Outfall 001		12/5/10	1700		glass	1			х		x				x							Grab sample
Outfall 002		12/5/10	1730		plastic	1				х	X						X					Composite of 4-part grab
																						Grabs taken at:
																						0830, 1130, 1430, & 1730

At a minimum a chain of custody (COC) should have the following:

- 1. Location of where sample is taken (outfall #)
- 2. Date and time sample was taken.
- 3. List what preservatives if any were used.
- 4. State whether ice was used during sampling.
- 5. Identify what parameters are to be tested for.

- 6. Describe the sample type composite or grab
- 7. Identify name of person taking the sample (This will be the first person to relinquish sample)
- 8. Chain of Custody should have no time gaps from the time of sampling to the time the sample was received in the laboratory.



Relinquished by: (Signature)	DATE/TIME	Received by: (Signature)	DATE/TIME
Tracy Herring	12/06/10 900	Courier to lab	12/6/10 900
Relinquished by: (Signature)	DATE/TIME	Received by: (Signature)	DATE/TIME
Courier to lab	12/06/10 1530	Lab personnel	12/6/10 1530
Relinquished by: (Signature)	DATE/TIME	Received by: (Signature)	DATE/TIME