



Maine Environmental Laboratory

One Main Street | Yarmouth, Maine 04096 | Tel.: (207) 846-6569 | FAX: (207) 846-9066

MAINE ENVIRONMENTAL LABORATORY- Chain of Custody										ANALYSES			LABORATORY REPORT #	
One Main Street Yarmouth, Maine 04096-6716 (207) 846-6569 fax: (207) 846-9066 e-mail: melab@maine.rr.com														
PROJECT MANAGER Jean Smith		TELEPHONE (207) 555-1234		FAX # / E-MAIL jsmith@jss.com						Delivered by UPS				
COMPANY J.S. and Sons, Inc.		PURCHASE ORDER # / BILL TO Jean Smith								TURNAROUND REQUEST <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Priority (SURCHARGE) Quote #				
ADDRESS 10 Happy Street, Town, State, Zip-Code										TSS, Nitrate Oil & Grease Flash Point			LABORATORY IDENTIFICATION/SUB-CONTRACTOR	
PROJECT NAME Annual Sampling					SAMPLER NAME J. Smith									
SAMPLE IDENTIFICATION	# CONTAINERS	TYPE OF CONTAINERS	FIELD FILTRATION		SAMPLE MATRIX	GRAB	COMP.	METHOD PRESERVED	SAMPLING					
			YES	NO					DATE	TIME				
Effluent	1	P	X		ww		X	Cold	3/10-11/13	10:15-10:25	X			
"	1	G	X		ww	X		H2SO4	3/10/13	10:20	X			
Diluent	1	P	X		ww		X	Cold	3/10-11/13	11:30-	X			
"	1	G	X		ww	X		H2SO4	3/10/13	11:35	X			
"	3	G	X		ww	X		—	3/10/13	11:35		X		
FOR LAB USE ONLY										COMMENTS			Method: (circle one)	
Received within hold time <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> N/A										Please cc results to: tsmith@jss.com			<input checked="" type="checkbox"/> NPDES <input type="checkbox"/> RCRA <input type="checkbox"/> DW	
Received in good condition <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> N/A													Report Format: (circle one)	
Samples received preserved <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> N/A													<input checked="" type="checkbox"/> Standard <input type="checkbox"/> ME DEP EDD	
Temp. °C _____ / Frozen ice packs <input type="checkbox"/> N/A														
Custody seal present <input type="checkbox"/> yes <input type="checkbox"/> no														
RELINQUISHED BY SAMPLER: Jean Smith					DATE: 3/11/13	TIME: 12:00	RECEIVED BY:							
RELINQUISHED BY:					DATE:	TIME:	RECEIVED BY:							
RELINQUISHED BY:					DATE:	TIME:	RECEIVED BY LABORATORY:							

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How to Fill out a Chain of Custody (COC) Form

1. Your Information

- Please fill this out completely—don't forget your email address, as we will be emailing you your results and invoice.
- Project name is whatever you want to call your project, e.g. "Annual Testing."

2. Sample Information

- **Sample ID.** Each sample needs a Sample ID. This is whatever you would like to call your sample. Every bottle should have its Sample ID written on it. All bottles of the same sample should have the same Sample ID on it.
- **# Containers.** We may need a couple of bottles of a sample, depending on which tests you are requesting. For instance, Oil & Grease needs to be in a different container than Cyanide, VOCs require 3 bottles, etc.
- **Type of Containers.** Plastic ("P"), glass ("G"), vials, whirlpak, etc.
- **Field Filtration.** If you filtered your sample through a .45 µM filter when it was collected, check YES. Otherwise, check NO.
- **Sample Matrix.** Aqueous (AQ), Solid (S), Groundwater (GW), wastewater (WW), soil, woodchips, etc.



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- **Grab or Composite?** If you take your sample from one place at one time, it's a grab. If you take your sample from multiple locations and/or over a period of time, it's a composite.
- **Method Preserved.** How was the sample preserved after sampling? Cold ($\leq 6^{\circ}\text{C}$), H_2SO_4 , HNO_3 , HCl , etc. This should be written on the bottle and on the COC.
- **Sampling Date and Time. Very important!** Fill in the date and time that you take your sample. This should be written on the bottle and on the COC.

3. Analyses Requested

- This section tells us what tests you want us to run on each sample. If you need a specific method, write that on the same line as the analysis. Tests on sample coming from the same bottle can be written together on one line (e.g. Fe, Cu, Pb).

4. Turn-Around Time Request

- "Standard" is approximately 10 business days from the date we receive your sample. Rush/Priority turn-around times must be arranged with the lab in advance and may incur a surcharge.

5. Method

Different regulators require tests to be run by different methods.

- If you are complying with the Clean Water Act, circle NPDES.
- If you are complying with the Resource Conservation and Recovery Act, circle RCRA.
- If your sample needs to comply with the Safe Drinking Water Act, circle DW.

6. Report Format.

- We will send a Standard report to the Project Manager unless otherwise indicated. Standard report format is a .pdf emailed. Other available report formats are Maine DEP EDD, ME Drinking Water EDD, and custom report formats.

7. Comments

- Any additional information about your samples, reporting, or invoicing should go here.

8. Signatures to Relinquish Custody of the Samples

- If you are the sampler, your signature, date, and time go on the first line.
- If you are not the sampler, your signature, date, and time go on the second line.
- If you are shipping samples to the lab, sign and date the COC when you package the sample(s) for transport. Put signed and dated COC inside the container with the sample(s).

9. Custody Seal

- A signed custody seal may be put on the seam of the box or cooler that the samples are traveling in to show that the samples have not been tampered with. This is optional.

10. Compliance Testing

If you need us to submit your results directly to the state or other regulatory body for compliance purposes, you must let us know in advance to avoid the appearance of "cherry picking" the results you send to them. In the "Comments" section, write, "FOR COMPLIANCE" and enter the name of the regulatory contact to whom we should submit results.