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JENSEN INVESTIGATIONS

Chain of Custody (COC) Form

Instructions for Use of the Chain of Custody Form

Chain of Custody No.: Provide a unique identification for each Chain of Custody (COC) submitted, usually case number followed by an Alpha character.

Project Title: Simplify the project analysis being performed.

Analyses: List the analyses requested for each sample/item submitted.

Scope of Work Document(s): Specify the Statement of Work associated with the project's analytical request and any other related documents.

Project Point of Contact: Usually the requestor's Project Manager; includes a phone number.

Sample Identification: Provide a unique identification for each sample/item submitted for analysis. This may include the date and time of sampling or items obtained.

of Containers: Indicate the number of containers the samples/items are contained in.

Matrix: If applicable, indicate the matrix type of the sample (e.g., solid, aqueous, sludge).

Comments: Provide any additional information/instructions/comments for the samples/items submitted.

Samples Preserved?: Indicate by circling "Yes" or "No" and indicate the preservative in the Comments block.

Relinquished By: The relinquisher of the samples/items signs, dates and indicates the time of sample/item transfer.

Received By: The receiver of the samples/items signs, dates and indicates the time of sample/item receipt.