



# **CHAIN OF CUSTODY / ANALYSIS REQUEST INSTRUCTIONS**

**To be completed by the sample collector.**

- 1. Print Sample Collector's Name (Must Be Legible)**
- 2. Print the Sample Source Description (Must Be Legible)**
- 3. Enter the Laboratory ID Number (Your lab can supply this number)**
- 4. Enter the Date/Dates the Samples were Collected**
- 5. Enter the Time/Times the Samples were Collected**
- 6. Mark the Appropriate Column for the Sample Type**
- 7. Mark the Appropriate Column for the Type of Container used**
- 8. Enter the Sample Size**
- 9. Mark the Appropriate Column for the Sample Matrix**
- 10. Mark the Appropriate Columns for the Sample Handling**
- 11. Mark the Appropriate Column for the Preservative Used**
- 12. Fill in the Requested Analysis and Mark the Appropriate Column for Each Sample**
- 13. Analyze pH Samples Immediately and Enter the Results**
- 14. Analyze Temperature Samples Immediately and Enter the Results**
- 15. Enter any Notes about a Sample or the Analysis**
- 16. The Sample Collector Signs the Block and Enters the Time & Date the Samples are relinquished**
- 17. The Sample Condition Block is Filled Out & Initialed by the Lab Person receiving the Samples**
- 18. Signed by the Next Person Handling the Samples or the Lab Receiving them**