CHAIN OF CUSTODY

INSTALLATION - ______________________________

PROJECT NUMBER - ______________________________

PROJECT OFFICER - ______________________________

TURN AROUND TIME - (PLEASE X ONE)

☐ **STD (28 CALENDAR DAYS)** ☐ **HIGH (14 CAL. DAYS)** ☐ **TOP (7 CAL. DAYS)**

PRESERVATIVE (See Codes)

ANALYSIS REQUESTED

FIELD SAMPLE ID	Sampled DATE	Sampled TIME	Grab	Comp	Matrix (See codes)	# of Containers											
						Total Number of Containers:											

Shipment Method - __________ **Date Shipped-** __________

Relinquished By:	Date & Time	Accepted By:	Date & Time	Comment/Remarks

MATRIX CODES: Air(**A**); Biological Liquid(**BL**); Biological Solid(**BS**); Bulk(**B**); Drinking Water(**D**); Frag.(**F**); Oil(**O**); Paint Chip(**P**); Soil/Sediment/Sludge(**S**); Waste Water(**WW**); Water(**W**); Wipe(**WI**)

PRESERVATIVE CODES: 4C - Ice only **H** - HCl+ice **N** - HNO3+ice **S** - H2SO4+ice **Na** - NaOH+ice **AA** - Ascorbic Acid **O** - Other (specify)

Guidance and Instructions for Filling out LIDS 235

Field Personnel : The sample collector is responsible for assuring that proper COC requirements are met during collection of environmental and occupational health sample(s). Field personnel have the responsibility to notify the laboratory prior to shipment that incoming samples are being submitted under COC. All actions associated with COC will be documented on COC documents in the field; information which is assigned to each field sample must include the following:

Source/installation where sample was collected.
Date and time of collection of field sample.
Field assigned sample I.D. number.
Analyses desired for sample.
Sample collector's name.
USAPHC Project Number (if applicable).
Total number of containers per sample.
Date of shipment of sample to laboratory.
Method of shipment (e.g. UPS, Federal Express, hand delivered).
Preservative used, if applicable.

When transferring the "possession" of the container to the next party, i.e. laboratory personnel, the transferring official will sign and record the date/time of transfer on the COC document(s) included with each group of sample(s) for each transportation container. The original COC document(s) must be placed in a sealed plastic bag to prevent wetting and placed inside the respective sample's shipping container. They must also write the name of the carrier (FedEx, UPS, etc) in the "Relinquished to" box of the COC. Transportation containers will then be sealed with tamper proof shipping tape and forwarded to the laboratory for subsequent analyses. This USAPHC COC document (LIDS 235) can also be viewed and obtained at the USAPHC public website @ http://phc.amedd.army.mil/topics/labsciences/lsm/Pages/LIDS.aspx

Lab Personnel : Unless hand carried, transportation containers must be shipped to the laboratory via common carrier (UPS, Federal Express, etc.). Common carriers should abide by Department of Transportation regulations governing shipment of COC sample(s). Upon receipt of containers from a common carrier or from the customer, COC shall be relinquished to the laboratory sample receiving area. Any evidence of tampering (e.g. breakage of seal) during shipment by common carrier must be documented upon receipt and inspection of transportation containers by sample receiving personnel during duty hours or by those individuals assigned such responsiblity during non-duty hours. Responsible off-duty personnel shall follow guidelines of the non-duty sample receipt policy. As soon as sample(s) is/are transferred to analytical laboratory personnel, custody must be formally relinquished to them. If, for any reason, the chain is broken between transfer of sample(s) from field to sample receiving/responsible off-duty personnel, or from transfer of sample(s) from sample receiving/responsible off-duty personnel to the laboratory, a contingency plan will be implemented to determine cause of breakage of chain and to perform corrective action to reconstruct chain, if possible.