

8988 WILLOUGHBY RD, BLDG E2100 ABERDEEN PROVING GROUND, MD 21010-5403 410-436-2208

| MATRIX CODES ** | A (AIR) | BL (BIOLOGICAL LIQUID) | BS (BIOLOGICAL SOLID) | P (PAINT CHIP) | DW (DRINKING WATER) | WW (WASTEWATER) | |
|--------------------|------------|------------------------------|-----------------------------|-------------------|---------------------------|--------------------|---|
| PRESERVATIVE | Н | N | S | 4C | 0 | | Ī |
| CODES * | (HCL+ICE) | (HN03) | (SULFURIC | (ICE/CHILLED) | (OTHER/SPECIFY) | | |

SW

(SURFACE

WATER)

WI

(WIPE)

SR

(USDA REGULATED

SOIL)

S

(SOIL

/SEDIMENT/SLUDGE)

CHAIN OF CUSTODY

| 41 | U-436-22U8 | C11/ (| IN OI CO | | | | | | | | | | | | | | _ | |
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| PROJECT NAME | | | | | ANALYSIS REQUESTED | | | | | | | | | | | | | |
| PROJECT NUMBER (WBS) | | | PRESERVA | TIVE CODE* | | | | | | | | | | | | | | |
| LIDS ID # | | TURN ARG | | | | | | | | | | | | | | | | |
| PROJECT OFFICER | | STD HIGH | | | | | | | | | | | | | | | | |
| | COLLECTION | COLLECTION | ТОР | | | | | | | | | | | | | | | |
| CLIENT SAMPLE ID | DATE | TIME | MATRIX ** | # OF CONTAINERS | | | | | | | | | | | | | | |
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| SHIPPING METHOD | | | | | DATE SHIPPED | | | | | | | | | | | | | |
| RELINQUISHED BY | DATE | TIME | RECEIVED BY | | DATE | | | TIME | | | PURPOSE/CO | | | | OMMENTS | | | |
| | | | | | | | | | | | | | | | | | _[| |
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LIDS 621 Rev 0 EFFECTIVE: Nov 2023 AUTHORIZED: TEAM LEAD, SMT BRANCH Page ___ of ___



LIDS 621: GUIDANCE AND INSTRUCTIONS

To ensure that the Chain of Custody (COC) requirements are met and maintained, field personnel are to fill out the COC form during the collection of Environmental (ENV), Industrial Health (IH), and Occupational Health samples. Field personnel hold the responsibility to alert the laboratory of incoming samples under COC prior to their arrival. The information assigned to each field sample must include the following (as applicable):

Project Name
Project Number (WBS)
LIDS ID Number
Project Officer
Preservative Code
Matrix Code
Client Sample ID
Collection Date/Time
Analysis Requested
Shipping Method
Date Shipped
Relinquished By

| assigned to each held sa | mpie mas | · moraa | C (. | | 7 | | ا جا ت | • • • • | | | | | | | | | _ | | |
|--------------------------|------------------------------|---------|--------------|--------------------|--------------------|--------------------|--------|----------|-------|------|------------|------------------|--|--|--|--|---------------|---|--|
| PROJECT NAME | SOURCE/INSTALLATION LOCATION | | | | | ANALYSIS REQUESTED | | | | | | | | | | | | | |
| PROJECT NUMBER (WBS) | S.001234 | | | PRESERVATIVE CODE* | | | 0 | | | | | | | | | | | | |
| LIDS ID # | 1234 | | | TURN AROUND TIME | | | L S | | | | | | | | | | | | |
| PROJECT OFFICER | JANE DOE | | STD | X | TAI | HERRICIDES | 2 | | | | | | | | | | | | |
| | COLLECTION COLLECTION | | ON | ТОР | | MET. | 8 | Ž | | | | | | | | | | | |
| CLIENT SAMPLE ID | DATE | TIME | | MATRIX ** | # OF CONTAINERS | ı | Ħ | | | | | | | | | | | | |
| H123-45678-910-1112 | 08/01/2026 | 0930 | | D | 3 | 1 | 2 | | | | | | | | | | | | |
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| SHIPPING METHOD | FED EX | | | | | | | DATE | SHIPE | ED | 08/02/2026 | | | | | | | | |
| RELINQUISHED BY | DATE | TIME | | RECEIVE | | DA | | DATE | | TIME | | PURPOSE/COMMENTS | | | | | | | |
| JOHN DOE | 08/02/2026 | 1530 | CARRIER/HAND | | IED PERSONNEL | 8/02/2026 | | 1600 | | | | | | | | | | | |
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Relinquishing Sample Containers for Transportation

Personnel are to include their signature and the date/time of the transfer on the original COC document(s) in the "Relinquished By" box.

The designated carrier (e.g., Federal Express/UPS, etc.) is recorded in the "Shipping Method" box.

Documents <u>must</u> be sealed in a waterproof, sealable plastic bag before being placed inside the shipping container.

Shipping containers are to be sealed with tamper-proof shipping tape and forwarded to the laboratory for subsequent analysis.

Unless hand carried, transportation containers <u>must</u> be shipped to the laboratory via common carrier (e.g., Federal Express/UPS, etc.) who are to abide by the Department of Transportation regulations regarding the 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. USDA Regulated Soils shall not be hand carried and must be shipped.

Any evidence of tampering (e.g., breakage of seal) during shipment by common carrier <u>must</u> be documented upon receipt. An inspection of the transportation containers by sample receiving personnel will be performed during duty hours or by those individuals assigned such responsibility 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.