



TTI ENVIRONMENTAL LABORATORIES

800 106th Street ♦ Arlington, Texas 76011 ♦ Phone: (817) 861-5322

Chain of Custody Instructions

(Please refer to Example of Completed COC)

Please Note: If at anytime you need to make a correction on the COC, please cross one line through the error then initial and date next to the line.

- **BL 1 : Complete All Information in this Section and Please Print/Type :**
 - Client Name (Company's Name)
 - Address, City, State, Zip,
 - Client Contact (the Project Manager – This is who will receive the FINAL Report)
 - Phone #, Fax #, Email
 - PO No. – Purchase Order Number (if Applicable, if not then Please put N/A)
 - Project No. - Project Name (if Applicable, if not then Please put N/A)
 - Project Name / Site Location (if Applicable, if not then Please put N/A)
 - Sampler's Name – The Sampler must print their Name here.

- **BL 2 : Sample Collection :**
 - Date/Time: Must be filled out with the Date (EX: mm/dd/yyyy) and Time (Ex: hh:mm) the sample was collected. *Please note that TTI uses Military Time. So please indicate if it is am or pm if not in Military Time.
 - C/G : Please check whether the sample is a (C)omposite or a (G)rab sample
 - Matrix: Please check the matrix that applies to the sample (water, soil, sludge, etc.) You can find a listing on the bottom of the Chain of Custody found in **BL 14**.

- **BL 3 : Sample Description :**
 - Fill in a Sample ID/Description, as you would like it to appear on the laboratory report to identify each sample.

- **BL 4 : No./Type Containers :**
 - Please write the number of containers used for the applicable sample under the corresponding bottle (VOA, A/G 1LT, 4 oz, P/O).
 - Pres 3, write the preservatives used for each applicable analysis and container. Preservative details are available towards the bottom of the Chain of Custody found in **BL 14**.

- **BL 5 : Test Parameters :**
 - Please list all of the Analysis and Methods needed for the sample(s). On the grid, please check off which analysis is needed for each Sample ID listed in **BL 3: Sample Description**.

- **BL 6 : DRY WT. / TRRP / HOLD :**
 - Please check if you need DRY WT., TRRP, or anything that needs to be placed on HOLD that may be needed for the project, if applicable. If you do place anything on HOLD please make sure you make a note of what you need in the "Remarks" section of the COC which you can find in **BL 10**.



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➤ **BL 7 : Turnaround Time :**

- This is the required Turnaround Time needed for this project. *Please Note that all rush projects have surcharges and should also be approved by the laboratory prior to laboratory submittal.
*Also certain Analysis has their own time frame that can not be rushed.

➤ **BL 8 : Relinquished by (Signature), Date, Time :**

- This is for relinquishing the custody of the samples to a Representative of either the Laboratory or the Representative who will be dropping the samples off to the laboratory. He/She must sign this Block. This should be the Sampler, but if for any reason the Sampler hands over the samples to someone else to bring to the laboratory then he/she must sign it over to the Representative that will be dropping off the samples.

Example: If Joe Smith is the Sampler and Jane Doe is the representative who brings it to the Lab. Joe Smith will sign the Relinquished By/Date/Time and Jane Doe will sign the Received By/Date/Time. Once at the Lab, Jane Doe will then sign the Relinquished By/Date/Time and the Representative of the Lab will sign the Received By/Date/Time.

- Please make sure you indicate the Name, Date, and Time of the transfer. *Please note that TTI uses Military Time. So please indicate if it is am or pm if not in Military Time.
- If you need to Ship the samples to TTI Labs, you will still need to sign the Relinquished by, Date and Time the COC. Then place the Original COC in a sealable Ziploc Bag and tape it to the Top of the cooler with the samples to be shipped accordingly.

➤ **BL 9 : Received by (Signature), Date, Time :**

- This is for the Receiver of the samples. This is the person receiving the samples. Please follow the similar steps from **BL 8: Relinquished by (Signature), Date, Time.**

➤ **BL 10 : REMARKS :**

- Please list any remarks or additional comments that pertain to the Project. For instance if you are Holding samples for any reason, this is where you would put your need for holding.

➤ **BL 11 : Page _____ of _____ :**

- This is to indicate the numbers attached for the Chain of Custodies.
 - I.E. 1 of 1 or 1 of 5, 2 of 5, etc.

➤ **BL 12 : LAB USE :**

- This BL is designated for Laboratory Use Only.

➤ **BL 13 : TTI LAB ID :**

- This BL is designated for Laboratory Use Only

➤ **BL 14 : Note/Help Area :**

This area is to help with Matrix, Containers, Preservations, or Hold. This is where you will find the prefixes for the Matrix, Containers and the number associated with what preservation if any was used.



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Example of Completed Chain of Custody

800 106th Street
Arlington, Texas 76011



TTI ENVIRONMENTAL LABORATORIES CHAIN OF CUSTODY RECORD



BL 11: Page 1 of 1

Telephone: (817) 861-5322

FAX: (817) 261-1717

www.ttilabs.com

CLIENT NAME BL 1: ABC INC.		CLIENT CONTACT SALLY SMITH	
CLIENT ADDRESS 123 MAIN ST		PHONE (123) 456-7890	
CITY, STATE, ZIP DALLAS TEXAS 77123		FAX (987) 654-3210	
P.O. NO. 54321 or N/A if not applicable		EMAIL SSMITH@ABC.COM	
PROJECT NO. 0123 or N/A if not applicable		QUOTE NO N/A	
PROJECT NAME 55 Omega or N/A if not applicable		SAMPLER'S NAME John Smith	

TEST PARAMETERS	TSS	
	OIL & GREASE	
	TPH - 1005	
	BTEX/MTBE	
	pH	
	Metals: As, Ba, Cd, Cr, Pb, Se, Ag, Zn, Ni, Al	

LAB USE	
LAB NO	8070913 (15)
ON ICE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
TEMP OF COOLERS °C	
3	4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> >6
CUSTODY SEAL	
Cooler	Samples
<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
SEAL INTACT	
Cooler	Samples
<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N

BL 2: Sample Collection			
Date Ex: mm/dd/yyyy	Time Ex: hh:mm	C/Comp (G)Grab	Matrix
07/15/2008	10:00	G	W
07/15/2008	14:00	G	WW
07/15/2008	16:00	C	S
07/15/2008	08:00	G	W
07/15/2008	09:00	C	SL

BL 3: Sample Description	
071508.01 Drinking Water	
071508.02 Outfall 002	
071508.03 Mud	
Parking Lot A	
Omega Sludge	

No. / Type Containers*				
VOA	A/G 1 LT.	4 OZ.	P/O	P R S
			1	6
	3			
		1		6
6			2	3,2,6
			1	6

DRY WT.	TRIP	HOLD	TTI Lab ID
			0913 -01
			0913 -02
			0913 -03
		x*	0913 -04
			0913 -05

TURNAROUND TIME: BL 7: STANDARD 5 Business Days 50% RUSH 3 Business Days 100% RUSH 1 Business Day / ASAP E.R. 300% RUSH Same Day / ASAP

MATRIX: WW-Wastewater; W-Water; S-Soil; SO-Solid; L-Liquid; A-Arbag; C-Charcoal Tube; SL-Sludge; O-Oil
 P-CONTAINERS: VOA-40ml vial; A/G-Amber or Glass 1 Liter; 4 oz-Glass Wide Mouth; PID-Plastic or Other
 PRES: 1-None; 2-1:1HNO₃; 3-1:1 HCL; 4-1:1 H₂SO₄; 5-NaOH; 6-Ice; 7-Other
 H-HOLD: Lab will hold samples for 30 (thirty) days.

Relinquished by (Signature) John Smith	Date 07/16/2008	Time 10:00
Relinquished by (Signature)	Date	Time
Relinquished by (Signature)	Date	Time

Received By (Signature) Brandi Rose	Date 07/16/2008	Time 10:00
Received By (Signature)	Date	Time
Received By (Signature)	Date	Time

REMARKS: TTI Drop Off TTI Pickup
 BL 10: *Hold BTEX/MTBE until further notice 7/15/08 JS
 Temp Gun# 793 BR 1-16-08
 Clients delivery of samples to TTI constitutes acceptance to reimburse TTI as per the terms and conditions listed in the price schedule.