

HydroAnalytical - Chain of Custody Example

Customer Completion Required Areas Lab Employee Completed Areas



Customer Contact and Billing Information			
Company: <u>HydroAnalytical</u>	Email: <u>HydroAnalytical@wku.edu</u>	Address: <u>2413 Nashville Road</u>	
Phone: <u>(270)745-5287</u>	City: <u>Bowling Green</u>	State: <u>Kentucky</u>	Zip Code: <u>42101</u> PO#: _____
Special Instructions: _____			

Sample Information	Requested Turn-Around Time <i>(check one)</i>	<i>Sections Below for Lab Use Only</i>
<input checked="" type="checkbox"/> Compliance Samples <input type="checkbox"/> Investigative/Monitoring <input type="checkbox"/> Boil Water Advisory <input type="checkbox"/> DMR Entry Requested	<input checked="" type="checkbox"/> Standard (14 working days) <input type="checkbox"/> 24 Hours <input type="checkbox"/> Rush (5-7 working days) Rush and 24 hour turn-arounds are analysis dependent. Notify the lab before dropping samples off.	Lab Project # : _____

Legend for Sample Data Entry				Sample Temp. at Receipt (°C): <u>12.5</u>	
Collection Method ¹	Matrix ²	Container Type ³	Preservatives ⁴		
G - Grab	S - Soil/Solid	P - Plastic	VOA - VOA vial with septa	S - H ₂ SO ₄ pH <2	H - HCl pH <2
C - Composite	A - Aqueous	G - Glass	GA - Glass, Amber	N - HNO ₃ pH <2	SH - NaOH pH > 9
				ST - Na ₂ S ₂ O ₃	Ice - Cooled < 6°C

All containers per Table II of 40 CFR Part 136 unless noted otherwise.

Sample Collection <i>Times are CST unless noted</i>			Sample Identification	Matrix ²	Container Type ³	Number of Containers	Preservative ⁴	Requested Analysis	Sample Notes <i>If rejected, indicate a reason.</i>	Bacteriological Samples <i>Accept (A) / Unaccept (U)</i>		
Date	Time	Method ¹								Bottle Code	Volume	A / U
MM/DD/YYYY	0800	G	Sample 001	A	P, GA	3	Ice, H	Total Suspended Solids, Chloride, Oil and Grease		>100mL 100mL <100mL	A U U	
MM/DD/YYYY	0805	G	Sample 002	A	P	1	ST	TC/EC (MPN)		A25 >100mL 100mL <100mL	A U U	
										>100mL 100mL <100mL	A U U	
										>100mL 100mL <100mL	A U U	
										>100mL 100mL <100mL	A U U	
										>100mL 100mL <100mL	A U U	
										>100mL 100mL <100mL	A U U	

Signature of Sampler: <u>Sampler Signature</u>				Print Name of Sampler: <u>Sampler Name</u>			
Relinquished by: <u>Sampler Signature</u>	Date: <u>MM/DD/YYYY</u>	Received by: <u>Lab Employee Signature</u>	Date: <u>MM/DD/YYYY</u>	DOW-BGRO Notification: _____			
Representing: _____	Time: <u>Drop-Off Time</u>	Representing: <u>HydroAnalytical</u>	Time: <u>Receival Time</u>	PWS Notified: _____			
Relinquished by: _____	Date: _____	Received by: _____	Date: _____	DOW RTRC Mgr Notification: _____			
Representing: _____	Time: _____	Representing: _____	Time: _____	Client Contact Notification: _____			
Relinquished by: _____	Date: _____	Received by: _____	Date: _____	Analysis Report Sent: _____			
Representing: _____	Time: _____	Representing: _____	Time: _____	Invoiced: _____			
				<input type="checkbox"/> After-Hours Charge <input type="checkbox"/> Rush Charge			

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Visit us at www.hydroanalytical.com