

S-F Analytical's Chain of Custody (COC) Instructions:

Client Information: This is whom we send the results to and where we send them. It is important to fill this area out completely, accurately, and legibly to get the report to you in a timely fashion. A copy of your results is always mailed out, but this area gives you the option of receiving the results by fax or e-mail. A fax or e-mail is only available if you have prepaid for your testing or if you have an account in good standing with us.

Condition on Receipt: This section along with Laboratory ID Number and pH Check is filled out by S-F personnel when your sample arrives at the lab.

Sample Information: This section tells us about your sample and should be filled out as completely as possible. An example appears below. Sample Identification is the description of your sample that will appear on your report. This description should also be written on the sample container along with client name. The description should be a unique description from other samples on the same chain of custody unless it is from the same sampling point (if from the same sampling point, date and/or time collected should be added to the description). Date Collected and Time Collected are when the sample was taken (for a composite sample, please indicate the date and/or time range the sample was collected). Matrix Code is a description of the matrix that the sample is composed of (soil, wastewater, drinking water, etc.) A list of codes appears on the right side of the COC. Each sample is either a grab or a composite sample. A Grab sample is taken at one time from one place. There are three types of composites. A Flow Proportional Composite (FPC) sample is composited by taking a portion of sample based on the amount of sample going past a sampling point (such as every 50 Liters). A Time Proportional Composite (TPC) sample is composited by taking a portion of sample at regular intervals over time (such as 24 hours) from one location. A Composite Sample (C) is composited by taking a portion of sample(s) from multiple locations and combining them into one sample. For the Container and Preservative Codes, a list of codes appears on the right side of the COC. Container Code describes the type of container the sample is in. Similarly, Preservative Code describes what preservative (if any) is in the sample. Some analyses require specific preservatives for the results of the tests to be valid. Analyte(s) is where you tell us what you want run on each sample. For metals analysis, please be specific as to which metals you want run. Multiple analytes can be listed on each line where sample preservative is appropriate. See example below.

Custody Information: This is information of who had the samples and when they had possession. When you sign the Relinquished by: you are authorizing S-F Analytical to perform the analysis that is written in the Analyte(s) section. After you have signed the Relinquished by: and the sample has been signed for under Received by:, it is a good idea to keep a copy of the COC for yourself.

Special Instructions: This is where you let us know of any special needs associated with your sample(s). This can include if you need the report or invoice going to another address other than the one in the Client Information Section, if you need a Purchase Order number on your report, if you want each sample on a separate report, if you need Rush analysis (subject to availability and additional fees), etc.

If all reports are mailed along with an invoice, show if you would like results by FAX or e-mail.
 _____ E-mail _____ FAX

LY NO	Sample Information: Sample Identification	Date Collected	Time Collected	Collected by (Initials)	Matrix Code	Flow (FPC) / Time (TPC)	Composite (C) or Grab (G)	Container Code	Preservative Code	Analyte(s)												
										pH Check (LAB USE ONLY)	Asbestos	Lead	Mercury	Cadmium	Copper	Chloride	Nitrate	Nitrite	Ammonia	Other		
	outfall 001	3-2-xx	11AM	BH	WW	TPC	P	N	X													
	outfall 002 TPC	2-3-xx	11AM	BH	WW	TPC	P	N	X													
	outfall 002 grab	3-3-xx	11:15AM	BH	WW	G	G	U		X												
	outfall 003	3-3-xx	11:15AM	BH	WW	G	P	S			X											
	faucet	3-3-xx	11:20AM	BH	WW	G	P	OH				X										
		3-4-xx	2PM	TM	DW	G	P	U					X									

Print Name:	Date:	Time:	Received by:	Print Name:
Print Name:	Date:	Time:	Received by:	Print Name:
Print Name:	Date:	Time:	Received by:	Print Name:

Special Instructions:

Matrix Codes

DW = Drinking Water
 WW = Wastewater
 W = Water (other)
 SL = Solids
 BS = Biosolids (sludge)
 WP = Wipe
 O = Oil/Fuel
 P = Product
 F = Food/Feed
 Ph = Pharmaceuticals
 M = Miscellaneous

Container Codes

P = Plastic
 PS = Plastic Sterile
 G = Glass
 GT = Glass/TFE
 GA = Glass, amber
 V = VOA vial

Preservative Codes

U = Unpreserved
 N = HNO₃, pH=2
 S = H₂SO₄, pH=2
 OH = NaOH, pH=12
 Other (Specify)

Client Information:

CHAIN OF CUSTODY

Name: _____

Company: _____

Address: _____

Phone: _____

FAX: _____

E-Mail: _____

Condition on Receipt		
S-F Courier	Y	N
Container OK?	Y	N/A N
Sample(s) Leaking?	Y	N/A N
Received Refrigerated?	Y	N/A N
Temperature	_____	



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WDNR Lab No. 241249360

Original copies of all reports are mailed along with an invoice.
 Please indicate below if you would like results by FAX or e-mail.
 _____ E-mail _____ FAX

FOR LAB USE ONLY
 Laboratory ID Number

Sample Information:
 Sample Identification

		Date Collected	Time Collected	Collected by (Initials)	Matrix Code	Flow (FPC) / Time (TPC)	Composite (C) or Grab	Preservative Code	pH Check (LAB USE ONLY)	Analyte(s)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Matrix Codes
 DW = Drinking Water
 WW = Wastewater
 W = Water (other)
 SL = Soil/Solids
 BS = Biosolids (sludge)
 WP = Wipe
 O = Oil/Fuel
 P = Product
 F = Food/Feed
 Ph = Pharmaceuticals
 M = Miscellaneous

Container Codes
 P = Plastic
 PS = Plastic Sterile
 G = Glass
 GT = Glass/TFE
 GA = Glass, amber
 V = VOA vial

Presevative Codes
 U = Unpreserved
 N = HNO₃, pH<2
 S = H₂SO₄, pH<2
 OH = NaOH, pH>12
 Other (Specify)

Relinquished by:	Print Name:	Date	Time	Received by:	Print Name:
Relinquished by:	Print Name:	Date	Time	Received by:	Print Name:
Relinquished by:	Print Name:	Date	Time	Received by:	Print Name:
Relinquished by:	Print Name:	Date	Time	Received by:	Print Name:

Special Instructions: