



Compliance and Regulatory Affairs Office

Multiple Chain of Custody Glossary

Revised: 3/12/2015

NUMBER OF BOTTLES:

The total number of sample bottles being delivered, including all duplicate and triplicate bottles. Do not include septum vials or travel blanks in this count. TOC and DOC vials are counted as bottles.

PROJECT:

Written description of the actual facility location which corresponds to the particular permit number (see Project Number).

PROJECT NUMBER:

Unique to a specific project or facility. Comprised of a one part, 5-digit permit number (XXXXX).

SAMPLES START DATE:

Enter the earliest date that sample collection or field testing was initiated for all samples listed on Chain of Custody. Required for Composite samples.

SAMPLES END DATE:

Enter the latest date that sample collection or field testing was completed for all samples listed on Chain of Custody. Required for Discrete and Composite samples.

CLIENT:

Name of the organization or facility which is required to perform sampling.

SAMPLER(S):

Print the last name(s) only of all personnel involved with the collection of the sample(s) or with the performance of field testing during the sampling event.

COMMENTS:

Any additional notes from the sampler which indicates additional information needed. (Not required)

WORK ORDER ID:

Filled out by lab personnel, assigned by LIMS.

SAMPLE #:

Filled out by lab personnel, assigned by LIMS.

LOCATION DESCRIPTION:

Written description of the actual sample location which corresponds to the particular location number (Location Number).

LOCATION NUMBER:

Unique to a specific sample location. New locations & numbers must be assigned by the Data Management Unit and correspond to the Location Description. Comprised of a one part, 4-digit location number (XXXX).

D or C:

Discrete or Composite sample collection type.

COMPOSITE SAMPLE START TIME:

Enter the earliest time that sample collection was initiated for that particular location in 24 hour format. Required for Composite samples.

SAMPLE END TIME:

Enter the latest time that sample collection was completed for that particular location in 24 hour format. Required for Discrete and Composite samples.

INITIALS:

Enter the initials of the sampler for that particular location that completed the sample.

RELINQUISHED BY SAMPLER:

The signature of the person who relinquishes the sample(s) to another person or refrigerator.

RECEIVED BY:

The signature of the person who receives the sample(s) from the person or refrigerator relinquishing the sample(s).