



Compliance and Regulatory Affairs Office

Single Chain of Custody Glossary

Revised: 3/12/2015

WORK ORDER & SAMPLE(S)

Filled out by lab personnel, assigned by LIMS.

PROJECT & LOCATION:

Written description of the actual sample location which corresponds to the particular permit number and location number (see Project-Location Number).

PROJECT-LOCATION NUMBER:

Unique to a specific sample location. New locations & numbers must be assigned by the Data Management Unit and correspond to the Project & Location Description. Comprised of two parts, a 5-digit permit number and a 4-digit location number (XXXXX-XXXX).

SAMPLE START DATE:

Enter the earliest date that sample collection or field testing was initiated. Required for Composite samples.

SAMPLE START TIME:

Enter the earliest time that sample collection or field testing was initiated in 24 hour format. Required for Composite samples.

CLIENT:

Name of the organization which is required to perform sampling.

SAMPLE END DATE:

Enter the latest date that sample collection or field testing was performed and completed. Required for both Discrete and Composite samples.

SAMPLE END TIME:

Enter the latest time that sample collection or field testing was performed and completed in a 24 hour format. Required for both Discrete and Composite samples.

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.

PERMIT TYPE:

The type of permit for which this sampling event is complying. Multiple types can be selected.

MATRIX:

The characteristic of the sample type.

TOT or DISS:

Total or Dissolved analysis request.

D or C:

Discrete or Composite sample collection type.

COMPLIANCE FIELD MEASUREMENTS:

Mark the corresponding box of any field measurement which was conducted. If a field measurement other than those listed was conducted, mark the box next to "Other" and print the name & method of the field measurement, result and units.

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).

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.