

Standard Operating Procedure for:

Chain of Custody
(1030R01 Chain of Custody.doc)

Missouri State University

and

Ozarks Environmental and Water
Resources Institute (OEWRI)

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1 Identification of the method

Using sample collection and chain of custody forms.

2 Scope of the method

This standard operating procedure provides Missouri State University (MSU) field and laboratory personnel with guidance on the procedure for completion of sample collection and chain of custody forms.

3 Summary of method

The form included with this method is used to describe the written record of the collection, possession and handling of samples. Each sample will be tracked by a chain of custody record that serves to efficiently document the individuals who were responsible for the sample during each successive transfer of that sample to various laboratories and departments. This information can be used to legally establish the integrity of the samples and therefore the analytical results derived from the samples. This information is in addition to the standard data sheets used for field collection

4 Definitions

4.1 Chain of Custody: Is a term that refers to the maintenance of an unbroken record of possession of a sample from the time of its collection through some analytical or testing procedure.

5 Health and safety

There are no health or safety concerns when using this procedure.

6 Personnel qualifications

This procedure should be followed by Missouri State University (MSU) field and laboratory personnel who have received appropriate training and have field experience regarding the collection of grab samples and who are familiar with all of MSU's sample handling and labeling procedures.

7 Equipment and supplies

7.1 Field Book: to record conditions in the field at the time of collection

7.2 Pen or marker: to record information in field book and on sample container labels

7.3 Sample collection / Chain of custody forms

8 Procedure

8.1 The form is comprised of two sections; a sample collection section and the chain of custody section.

8.2 The sample collection section has columns for recording information that is common with all samples. Fill all columns with permanent ink. Print the data in the columns. Cross out any errors that occur with one line and initial the correction.

- 8.3 Record the date that samples are collected on the Sampling Date line.
- 8.4 Indicate which project the samples are being collected for on the Project line. The project identification is a short phrase (two or three words and a year) that clearly identifies which project the samples are connected to (for example, Finley Creek 2006 or Rain Garden 2006).
- 8.5 The Site ID column should be filled with the correct site identification code. The site ID is selected by the project assistant and is unique for each sample collection site.
- 8.6 Sample Type: indicate either a grab or composite sample.
- 8.7 Sample Matrix will usually be water. Other sample types may also be collected, for example; sediment, plant tissue, or filters.
- 8.8 Container Type: indicate the bottle size used, for example, 250 mL glass bottle, 1 L plastic bottle, etc.
- 8.9 Preservative: indicate the concentration and type of any preservative used. All samples should be transported in a cooler containing ice.
- 8.10 Enter the time that samples are collected. Use scientific time (e.g., 1330 = 1:30 PM).
- 8.11 The person who fills the sample bottle should initial in the Sampler's Initials column.
- 8.12 The Chain of Custody section allows for tracking of the possession of a set of samples from the time of collection in the field until the samples are delivered and stored at the laboratory.
- 8.13 Signatures (not initials) should be used when completing the Collected by, Released by, and Received by lines. Whoever collected the samples should sign the Collected by line. That same person should deliver the samples to the laboratory and meet with the laboratory personnel who will be responsible for the samples from that point on. The person receiving the samples should sign the Received by line and record the date and time on the appropriate lines. One person may sign all three lines.
- 8.14 Store the completed forms in a folder for the project.

9 Computer hardware and software

- 9.1 Microsoft Word: this document is prepared using Word.
- 9.2 The Word document file name for this SOP is: 1030R01 Chain of Custody.doc

10 References

None

11 Tables, diagrams and flowcharts

There are no tables, diagrams or flowcharts for this method.

Missouri State University
Ozarks Environmental and Water Resources Institute
Springfield, Missouri
Sample Collection

Sampling Date: _____

Project: _____

Analyses Required: _____

Site ID	Sample Type ¹	Sample Matrix ²	Container Type ³	Preservative ⁴	Time Collected	Sampler's Initials

1. Sample Type: Grab or Composite. 2. Sample Matrix: water, sediment, etc.
3. Container Type: e.g., 1 L plastic bottle, 250 mL glass bottle, 100 mL Whirl-Pak bag, etc.
4. Preservative: indicate the concentration and amount used if applicable (e.g., H₂SO₄ to pH < 2).

Chain of Custody

Samples Collected by: _____

Released to lab by: _____ Date: _____ Time: _____

Received for lab by: _____ Date: _____ Time: _____

Laboratory storage location: _____