# Chain of Custody

**POTABLE WATER SAMPLING FOR LEAD CONCENTRATION SAMPLE COLLECTION FORM**

**School Project Manager & Contact Information Laboratory Information**

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| **NAME:** |
| **PHONE:** |

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| **NAME:** |
| **ADDRESS & PHONE:** |
| **LAB MGR:** |
| **LAB QA DIRECTOR:** |

**School Facility Information**

**MATRIX: DRINKING WATER Y/N \_\_\_\_\_\_**

**SAMPLE TYPE: GRAB Y/N \_\_\_\_\_\_**

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| **SCHOOL FACILITY NAME:** |
| **BLDG ID:** |
| **BLDG ADDRESS:** |
| **CONTACT NAME & PHONE:** |

**SAMPLER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AFFILIATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF SAMPLING: \_\_\_\_\_\_\_\_\_\_\_\_**

**SAMPLE DATA FOR LEAD ANALYSIS**

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| --- | --- | --- | --- | --- | --- | --- |
| Sample Description ID (ID must match container label) | |  |  | | | |
| **Field Sample ID #** | **Sample Location ID**  **(If different)** | **Check if Filter Present** | **Check if Flush** | **Time of Collection**  **(military time)** | **# of Sample Bottles** | **pH<2** | **Observations** |
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**€** **All containers are pre-cleaned 250 ml wide mouth plastic bottles.**

**Date and Time Range of initial preservation of sample(s) (conc. HNO3): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- |
|  | **Print Name** | **Sign Name** | **Affiliation** | **Date and Time** |
| **Relinquished:** |  |  |  |  |
| **Received By**: |  |  |  |  |
| **Relinquished:** |  |  |  |  |
| **Received By:** |  |  |  |  |
| **Relinquished:** |  |  |  |  |
| **Received By:** |  |  |  |  |

**Method of shipment/delivery:** \_\_Fed-Ex \_\_Hand Delivery US Mail \_\_UPS \_\_Courier \_\_Other: \_\_\_\_\_

**To be completed by School Facility:**

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| Follow signed QAPP.  If initial first draw and follow up flush samples were collected on the same day:   * Analyze initial first draw and follow up flush samples together: Y/N \_\_\_\_\_ * Analyze initial first draw samples only and analyze follow up flush samples upon instruction from School Project Manager: Y/N\_\_\_\_\_\_ * Analyze follow up flush samples when the corresponding initial first draw results exceed 15μg/L without contacting the School Project Manager: Y/N\_\_\_\_\_\_ |
| Comments: Provide Laboratory Data Report (LDR) Package, Excel Spreadsheet, and Chain of Custody |

**INSTRUCTIONS TO THE LABORATORY**