

Instructions for the External Chain of Custody Record/Field Test Data Sheets for USEPA Methods TO-15 and 3C

At the request of several laboratories and consultants, the NJDEP will allow combined External Chain of Custody Record/Field Test Data Sheets to be utilized in place of separate sheets. These combined sheets must be developed by the laboratory and contain all the information that is currently required on both the NJDEP External Chain of Custody Record and the NJDEP TO-15 Field Test Data Sheets. Single or multiple page External Chain of Custody Record/Field Test Data Sheets are acceptable. The Laboratory must also develop instructions for the sampler on what fields must be filled in and how to complete the required fields on the form.

Approval from the NJDEP Office of Data Quality, Division of Remediation Management and Response, is required prior to the implementation of the combined External Chain of Custody Record/ Field Test Data Sheet by the laboratory. The instructions must also be included for approval.

Upon approval from the Office of Data Quality, the integrated Chain of Custody Record /Field Test Data Sheet must be added to in the Laboratory's Standard Operating Procedures for USEPA Method TO-15 and any other applicable Laboratory Standard Operating Procedures. The revised Standard Operating Procedures must be submitted to the NJDEP Office of Quality Assurance for their records.

An example of a combined External Chain of Custody Record/ Field Test Data Sheet for USEPA Methods TO-15 and 3C is provided in the attached document. The one page example is courtesy of STL-Burlington and Severn Trent Laboratories, Inc.