Please print clearly and use black ink. If you make a mistake, do not white out or scratch out your error. You may start again on a new form, or draw a single line through the error, make the correction, sign your initials and date.

Alloway
Your Resource for Defensible Data®

Chain of Custody Record

This is a legal document that authorizes Alloway to perform testing on samples submitted under this agreement.

○ 1101 North Cole Street, Lima, OH 45805
(P) 419-223-1362 (F) 419-227-3792
○ 1776 Marion-Waldo Road, Marion OH 43302
(P) 740-389-5991 (F) 740-389-1481
○ 1502 W. Fourth Street, Mansfield, OH 44906
(P) 419-525-1644 (F) 419-524-5575

Report To:		Invoice To (If Different):		Please Fax Results	Notes/Comments:
Name:	John Doe	Name:	*If not completed, the invoice will be sent to the report contact.*	**Use the notes section for any additional information you want the lab to know.**	**If you select anything other than standard turnaround, please call the laboratory first. Not all tests can be rushed. There maybe a charge associated with a rush sample.**
Company:	Village of Anywhere	Company:			
Address:	100 N. River St. Anywhere, OH 43801	Address:			

Phone #:	123-456-7890	Fax #:	098-765-4321
E-mail:	johndoe@anywhere.com	PO#:	DO003028

Project Name	June 2015 Monthly	**Name the project based on what's sampled. This is for your reference.**	Turnaround: *(Rush Charges May Apply)*

Next Day ☐   3 Working Days ☐

Routine ☑

Sampler	John Doe	2 Working Days ☐ 5 Working Days ☐
	(Print)	*(Signature)*

	Customer Sample ID / Sample Location	Sample Date	Sample Time	Composite	Grab	Matrix Code	Number of Containers	Preservation Code #	Analysis Required	Alloway LIMS # For Lab Use Only
1	Final 001	06/03/2015	7:00	X		WW	3	1, 2, 3	BOD, NH3-N, TSS, Cd, Cr, Pb	
2	EP 001	06/03/2015	7:35		X	DW	6	2,3,7,11	THM, HAA5, NO3-N, Pb, Cu	
3	**The sample ID is the sampling point or location.**	**Use military time or indicate A.M./P.M. for sample time**				**Reference the matrix codes and preservation codes listed below.**			**Be specific. If you need metals, specify which metals. If you abbreviate, use standard chemical abbreviations.**	
4										
5	**If you have multiple bottles for one sample, you can keep it on one line as long as you filled the bottles within a few minutes of each other.**									
6	**Record the latest time as the sample time.**									
7										
8	**If you need more than 8 sample lines, use an additional chain of custody.**									

	Relinquished by:	Received by:	Date	Time	Method of Delivery	Matrix Codes:	Preservation Codes:		Sample Receiving
						ww - wastewater gw - groundwater			*(For Lab Use Only)*
1	John Doe		6/3/2015	7:45	UPS ☐		1 - None	7 - Sodium Thiosulfate	13 - Zinc Acetate
2	**Everyone who handles the sample must sign and date the chain of custody.**				Fed Ex ☐	dw - drinking water sw - surface water	2 - HNO3	8 - Ascorbic Acid	14 - Sodium Sulfite
3					Client ☐	w - water oil - oil	3 - H2SO4	9 - Maleic Acid	15 - Potassium Dihydrogen Citrate
4					Alloway Pick Up ☐	s - solid sg - sludge	4 - HCl	10 - EDA	16 - Sodium Sulfite/Sodium Bisulfate
5					Alloway Sampling ☐	l - leachate a - acid	5 - NaOH	11 - Ammonium Chloride	
6					Other ☐	p - product o - other	6 - NaOH & Zinc Acetate	12 - (NH4)2SO4 & NH4OH	

Ice Present?
Y ☐ N ☐

Proper Preservation?
Y ☐ N ☐

Received for Laboratory By: (circle one):   **Mansfield   Lima   Marion**

Container Temperature:

(Signature) _____