



Please print clearly and use black ink.

If you make a mistake, do not white out or scratch out your error. It is easiest to start again on a blank chain of custody. If you do not have another form, draw a line through the error, make the correction, note why it was corrected, and write your initials.

If you don't specify who to send the invoice to, you will receive both the invoice and the report. You may include a purchase order number (PO#).

### 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
- 508 Bissman Court, Mansfield, OH 44903  
(P) 419-525-1644 (F) 419-524-5575

Name the project anything that makes sense for what you're sampling. This is for your reference.

The Sample ID is the sampling point or location.

Use the notes for any additional information that you want the lab to know. The more specific you are, the better service we can provide.

<b>Report To:</b> Name: John A. Doe Company: Village of Anywhere Address: 100 N. River St. Anywhere, OH 43801		<b>Invoice To (if Different):</b> Name: Jane M. Smith Company: Village of Anywhere Address: P.O. Box 800 Anywhere, OH 43801 PO#:		<b>Notes/Comments:</b> Please fax results. Thanks!				
Phone #: 123-456-7890		Fax #: 321-456-7899						
E-mail: johndoe@anywhereoh.com								
<b>Project Name:</b> February 2011 Monthly <b>Sampler:</b> John A. Doe		<b>Signature:</b> John A. Doe		<b>Matrix Codes:</b> ww - wastewater gw - groundwater dw - drinking water s - solid w - water oil - oil sg - sludge o - other				
Customer Sample ID / Sample Location	Sample Date	Sample Time	Comp.	Grab	Matrix	Number of Containers	Analysis Required	Alloway Lims # (For Lab Use Only)
1 Outfall 001	2/4/11	10:21 AM	X		WW	3	BOD, COD, NH <sub>3</sub> -N, TSS, Cd, Cr, Cu, Pb	
2 EP 001	2/4/11	10:55 AM		X	DW	6	THMs, HAAs, NO <sub>3</sub> -N, Pb, Cu	
3								
4								
5								
6								
7								
8								
<b>Relinquished by:</b> John A. Doe		<b>Received by:</b>		Date: 2/4/11	Time: 11:16 AM	<b>Sample Receiving (For Lab Use Only)</b>		<b>Priority (for Client use)</b> Note: Rush Charges May Apply
		Everyone who handles the sample must sign and date the chain of custody.				Ice Present? Y <input type="checkbox"/> N <input type="checkbox"/> Proper Preservation? Y <input type="checkbox"/> N <input type="checkbox"/>		24 Hrs <input type="checkbox"/> 48 Hrs <input type="checkbox"/> 3 Working Days <input type="checkbox"/> Routine (5-10 Working days) <input checked="" type="checkbox"/>
<b>Method of Sample Delivery:</b> UPS/FedEx <input type="checkbox"/> Client Delivery <input checked="" type="checkbox"/> Other <input type="checkbox"/> Alloway Pick-up <input type="checkbox"/>		<b>Received for Laboratory By:</b> (Signature)				Container Temperature:		

If you have multiple bottles for one sample, you can keep it on one line if you filled the bottles within a few minutes of each other. Record the latest time as the sample time. If the bottles were filled more than a few minutes apart, use different lines.

Indicate if it was a "composite" or "grab" sample.

Be specific. For example, don't just write "metals". Specify which metals. If you abbreviate, use standard chemical abbreviations.

Please be accurate with sample time.

It is important to specify the matrix. Some tests can be performed on multiple matrices. Use the appropriate code.

If you need more than 8 sample lines, use an additional chain of custody.

If you select anything other than standard turnaround, please call the laboratory first. Not all tests can be rushed. There may be a charge associated with a rush sample.