



Instructions for Completing an ASI Chain-of-Custody Form

Chain-of-Custody (COC) forms are important to document the act of sampling and the transport of the sample from the sampling site to the laboratory. A COC is a legal document that guides the laboratory to perform the proper analyses. Analytical Services, Inc. (ASI) is offering the following explanation to our customers to help them properly complete a COC.

Attached is an ASI COC. It is a three-part carbonless form. Once it is completely filled out, the bottom copy is yours. The original (top copy) of the COC form must remain with the sample until it is returned with the final report. The numbered sections on the form are explained below.

Shaded areas of the ASI Chain-of-Custody are for laboratory use only.

- 1. Client Name:** The name of the company paying for the analysis.
- 2. Client Address/Phone Number/Fax Number:** The address of the company named in Item 1. Include the telephone and fax number of the contact person listed in Item 3 in case ASI needs additional information about the sample or analyses.
- 3. Attention:** The person to whom the original final analytical results should be addressed.
- 4. CC (optional):** The person to whom a copy of the report should be sent. Please include individual's address if different than in Item 2.
- 5. Requested Completion Date:** The date by which you would like to have draft results. Please remember that turnaround times shorter than 5 working days will incur extra charges. If left blank, we will assign our standard turnaround time (10 working days).
- 6. PO #:** Purchase Order Number (if required by your company's accounting department).
- 7. Project Name/State:** Name of the project or site where the samples originated, and the state in which the samples originated (i.e. GA, FL, SC).
- 8. Project #:** A numerical project identification.



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- 9. Date:** The date the sample was collected.
- 10. Time:** The time the sample was collected.
- 11. Matrix Code:** See the right side of the COC to determine the code that best describes your sample.
- 12. Comp/Grab:** The sampling technique (composite or grab sample). Check the box that applies.
- 13. Sample Identification:** Client assigned description of the sample for identification purposes. Should match the ID on the container label.
- 14. # of Containers:** List the number of sample containers submitted for each sample ID.
- 15. Analysis Requested:** The analyses you want ASI to run on your samples.
- 16. Remarks:** A place to indicate special information about the samples (i.e., QC requirements, preservatives, PID readings, detection limits, etc.).
- 17. Sampled By and Title:** The person that performed the sampling should sign here.
- 18. Date/Time:** The date and time that the sampling was finished.
- 19. Relinquished By:** Signature of the person turning the samples over to another person (such as a co-worker, courier, Fed-Ex, UPS, or the laboratory).
- 20. Date/Time:** The date and time the samples were relinquished.
- 21. Received By:** Signature of the person receiving the samples as they are relinquished.
- 22. Date/Time:** The date and time that the person received the relinquished samples.

ASI hopes that this information will be valuable in helping our clients to maintain legal Chain-of-Custody. If you have any questions, please contact your ASI Project Manager.