

CHAIN-OF-CUSTODY PROCEDURES

GUIDANCE DOCUMENTS

- Field Measurement Certification Document SCDHEC Office of Environmental Laboratory Certification, February 2018.
- APTI Slide/Tape Course 443, Chain of Custody Guidebook, EPA 450/2-82-018, February 1983.
- ASTM, Standard Guide for Sampling Chain of Custody Procedures, ASTM D4840 - 99(2010), (\$45)

PART 1

WHY?

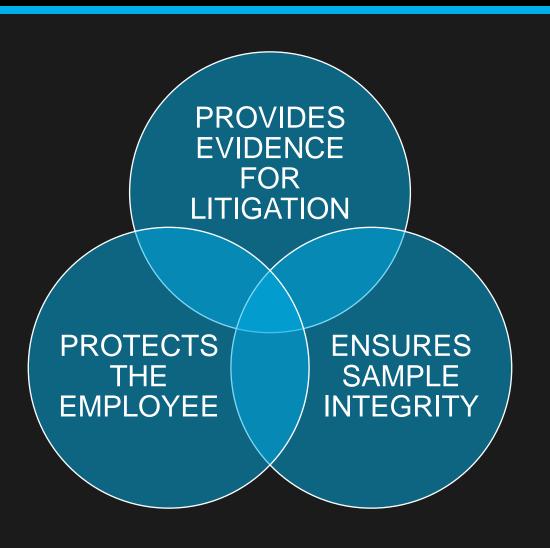
WHY MAINTAIN PROPER CHAIN-OF-CUSTODY?

- Proof that the samples were properly collected and preserved.
- Proof that the samples were constantly in the possession of certified personnel or shipping services.
- Proof that the samples were maintained with proper temperature control during transfer.
- Proof that the collection, preservation, and transfer of the sample did not impact test results.

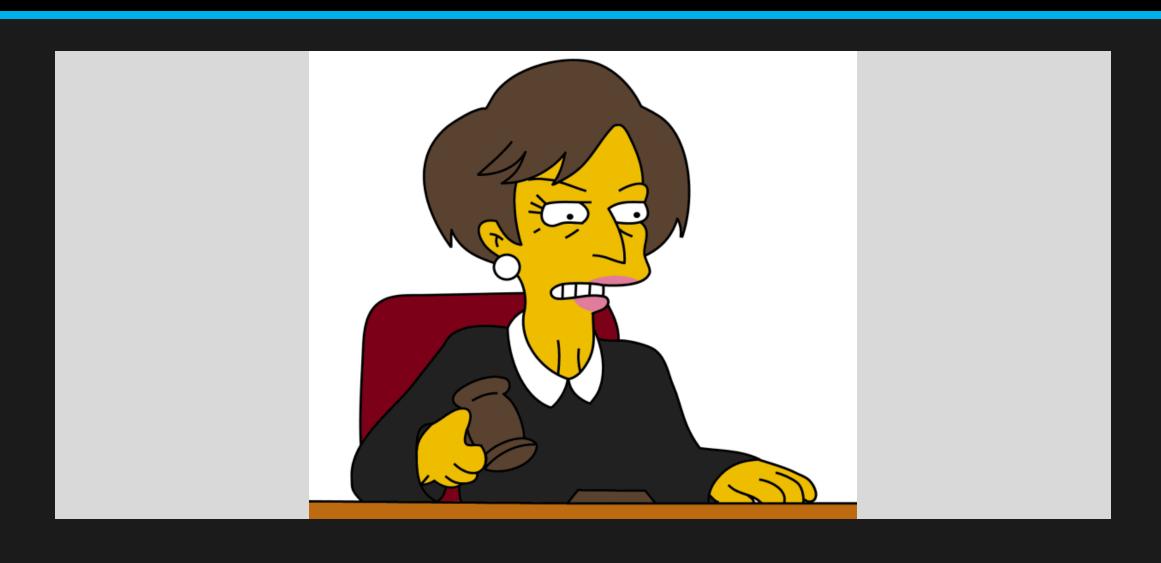
BOD ANALYSIS WAS OVER THE LIMIT!?



THE BIG PICTURE



THE CASE OF HOMER SIMPSON UTILITIES VS THE STATE OF SC IS DISMISSED!



PART 2

ELEMENTS OF A CHAIN-OF-CUSTODY FORM

SAMPLE COLLECTION INFORMATION

- FACILITY NAME AND ADDRESS
- PROJECT NAME
- SAMPLE COLLECTOR'S SIGNATURE
- HARVEST TEMPERATURE



SHEALY CONSULTING, LLC CHAIN OF CUSTODY RECORD

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SAMPLE IDENTIFICATION

- SAMPLE COLLECTION DATE
- SAMPLE COLLECTION TIME
- SAMPLE LOCATION/DESCRIPTION
- SAMPLE TYPE GRAB OR COMPOSITE
- MATRIX-LIQUID, SOIL, ETC



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SAMPLE ANALYSIS REQUIRED

- BOTTLE SIZE/TYPE
- NUMBER OF CONTAINERS PER ANALYSIS
- PRESERVATIVES USED
- ANALYSIS REQUIRED



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SAMPLE TRANSFER

- RELINQUISHED BY...
- RECEIVED BY...
- CARRIERS USED
- DATES/TIMES MUST MATCH!
- SECURE AREAS MUST BE DOCUMENTED



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DEFINITION OF CUSTODY

A sample is in one's possession or custody if:

- It is within one's physical possession,
- It is within one's physical possession as it is secured in a locked or restricted area,
- It is within one's view,
- It is stored in a secured area.

SAMPLE RECEIPT

- FINAL LABORATORY RECEIPT
- TEMPERATURE UPON RECEIPT
- UNIQUE LABORATORY ID# MUST BE ASSIGNED
- NOTE IF RECEIVED ON ICE
- SECURE AREAS MUST BE DOCUMENTED



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OTHER INFORMATION

- PAGE NUMBERS IN CASE MULTIPLE CHAINS ARE NEEDED.
- **CONTACT INFORMATION** FOR LABORATORY
- **CONTINUATION OF CUSTODY RECORD**
- ATTACHE SHIPPING **DOCUMENTS TO CHAIN**



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PART 3





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WRONG: MUCH DATA MISSING! WE KNOW LITTLE ABOUT THE SAMPLE.



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Cient Springfield WWTP Addresse 111 Wastewater & City Springfield State Project Name Compliance Monitoring Sampler Name Homer Simpso	y ωετ	- Control	Bottle Size # of Bottle Preservative Codes	1	J' ± ' ₹			Preservalve 1. Urgees 5. HCL 2. NeOHZaA 6. Na. T 3. H2SO4 2. NeOH 4. HNO3		
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WRONG: CHAINS MUST DOCUMENT SECURE AREAS!



CWA / NPDES Chain of Custody Record

arrangements are made

Shealy Environmental Services, Inc. 106 Vantage Point Drive

West Columbia, South Carolina 29172
Telephone No. (803) 791-9700 Fax No. (803) 791-9111

Number

www.shealylab.com Sampler (Printed Name) $\omega\omega TP$ Jimpson Simpson # ## Homer Field parameters (i.e., pH, temp, DO) can be recorded in check Page SD3-Number of Containers Unpres. 4. HNO3 7. NaOH D Botle NaOH/ZnA Preservative 3. H2 SO4 6. Na Thio. Monthly Lot No. Project Number P.O Number Matrix 3.33X 050416 Collection Tiple Temp Analysis Composi FELD PHY BODVTSS Sample ID / Description GW Time (Containers for each sample may be 24 HE Remarks / Cooler ID ww ماا0 ^{۲۲.} 2 24-HOUR combined on one line) San 4 0830 FLOW 50 MGD 6.0 × ww X -001 0830 PH 8.01 T- 214 21.4 ww × х х - 00 0840 METER # XM4 Finish Start inish Possible Hazard Identification
| Non-Hazard | | Plammab QC Requirements (Specify) Turn Around Time Required (Prior lab approval required for expedited TAT) ☐ Rammable Skin Irritant Oisposal by Lab Return to Client Rush (Please Specify) Unknown Relinquished by / Sample 5/5/16 1. Received by Date 1000 Relinquished by 2. Received by Date 3. Received by Relinguished by 4. Relinquished by LAB USE ONLY Note: All samples are retained for six weeks from receipt unless other

Received on Ice (Check)



CWA / NPDES Chain of Custody Record

Shealy Environmental Services, Inc. 106 Vantage Point Drive

West Columbia, South Carolina 29172

Telephone No. (803) 791-9700 Fax No. (803) 791-9111

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Sample ID / Description (Containers for each sample may be combined on one line)	Date ۲۲۰۰ 2 0۱م	Time 24-HOUR	G=Grab	Collection Sample Temp	GW DW WW S	Analysis	BODVISS	000	FELD PWT	PLOW	24 HR ISCO							Remarks / Cooler ID
	5-4	0830												\neg	1			FLOW 50 MCD
Effuent - OO Figsh	Finsh 5-5	0830	C	6.0	ww		×	×										FLOW SO MED
	Start	0030					\vdash					1	_	+	+	1		
Effuent - OO	Finish 5 - 4	0840	G	21.4	ww		L		×	x	x			┸	\perp			PH 8.01 T- 214
	Start Finish		-															METER # Xm4
	Start		1				\vdash	1			\vdash	1	-	+	+	+	\vdash	
	Finish	-	-			13.6	1	1			1		- 1	1		1		
	Start					165	⊢	-	-		-	\vdash	-	-	-	+	-	
	Finish						1	1				1 1				1		
	Finsh					general Contraction												
Turn Around Time Required (Prior lab approval required for expedited TAT) Standard Rush (Please Specify)				Disposal n to Client	⊡ 6isp	osal by	Lab	QC R	equire	ments	(Speci	fy)	13	saitle Non-H Poison		Ran	mmabb	Skin Irritant
1. Relimbuished by / Sampler			Date /	5/16	Time	000	_	1. Re	ceive d	by					Date			Time
2. Relinquished by			Date		Time			2. Re	ceived	by					Date	•		Time
			Date		Time			3. Re	ceived	by					Date	,		Time
4. Relinquished by			Date		Time			4. La	bocator	y Rea	eived i	y -) / (9h	22	Dete 5	151	16	Time 1045
Note: All samples are reta	ained for si rangement			eipt unle	ss other			USE C	n loe ()		<		•	Rec	Dipt Ten	mo.	Temp. Blank Y №N



Nº 3118

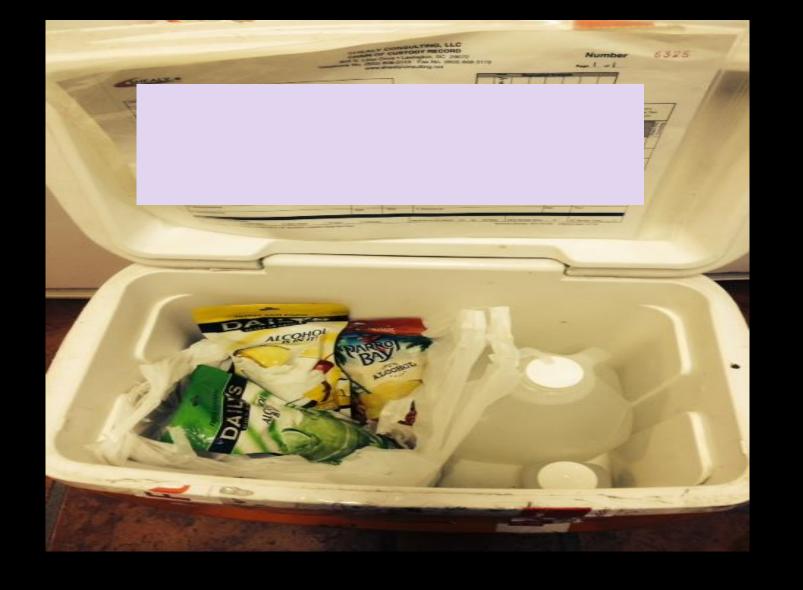
343 W. Columbia Avenue • Batesburg-Leesville, SC 29006 Telephone No. (803) 808-3113 www.shealyconsulting.net

Page ____ of ___

						1000		requested family		
Address III Wastewater City Springfield State Project Name Compliance Monit	.eν - ωω)	Bottle Size:		J . I .			Preservalve 1. Utapres 5. H/CL 2. NaOH/ZeA 6. Na. To 3. H2SO4 7. NaOH 4. HINOS		
Trough Simpsore				Preservative Codes:	1	1			Showly Lab ID	
Sample ID / Description (Contents for each semple may be combined on one line.)	Composite or Grab	Marie	Sample Date	Time	Sampler End Date Time					
Final Effluent	c	ww	5/4/16	0800	5/5/16 0800	×	×			
1. Relinquished by Simpsec)		5/5/14	Time /200	1. Received by	10	vis		Date 5/5 (16	Time 1200
2 Relinquishpet by	Time 130		An	a -	SC	375/16	7m1300			
a Relinquished by Area SC	5/3/16	08 3C	3. Received by.	w	- The	moso	5/6/16	0830		
4. Relinquished by		Date	Time	4. Received by			7	Date	Time	
		200		No. of Concession, Name of Street, or other Persons, Name of Street, or ot		-50	10000	1000		
Continuation of Custody on attached sheet					Received on ice (Circle) Y	es No	ice Pack	SESI Receipt	TempC	SC Receipt Temp 49

DISTRIBUTION: WHITE - Return to laboratory with Sample(s); CANARY - Field/Client Copy

Document Number: SCF-TS-248 Effective Date: 2/1/2016



WRONG WAY: CHAIN-OF-CUSTODY FORMS *MUST* REFLECT WHAT'S ACTUALLY IN THE COOLER!



THANK YOU!

ELIZABETH THOMPSON

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