

SECTION 8.16

SAMPLE CHAIN-OF-CUSTODY

1.0 Purpose

To provide and maintain sample accountability and integrity.

2.0 Responsibilities

- The site coordinator is responsible for assuring that this procedure is implemented.
- Survey team personnel are responsible for following this procedure.

3.0 Procedure

3.1 Equipment

- ✓ Samples in appropriate containers
- ✓ Indelible pen
- ✓ Chain-of-Custody forms

3.2 Initiation of sample custody

3.2.1 Chain-of-custody forms must be prepared daily.

3.2.2 A sample collector assumes responsibility as custodian and initiates a chain-of-custody form in duplicate.

3.2.3 The sample(s) must be under direct surveillance of the sample custodian, secured in a locked vehicle or building, or in a tamper-proof container at all times.

3.2.4 Each sample may be listed on the chain-of-custody form separately or a group of samples having common characteristics from a single site may be recorded as a single entry using a sample identification number range. If an item is not applicable "NA" is entered.

3.2.5 Samples collected by other organizations that are provided to field personnel will have chain-of-custody initiated for them by the individual receiving the samples. When the organization has an established chain-of-custody in place, a copy of the form will be attached to the ESSAP form.

3.3 Transfer of custody

- 3.3.1 Samples are inspected prior to custody transfer to determine any evidence of tampering. Evidence of tampering and/or any deviations must be explained in the “remarks” section of the form. If sample integrity is questionable for any reason, a nonconformance report will be initiated, including, as part of the corrective action plan, determination of the effect on the usefulness of the analytical data.
- 3.3.2 Sample custody is transferred by the custodian signing the “relinquished by” block and the receiver signing the “received in good condition by” block.

3.4 Security & transport

- 3.4.1 Sample security seals may be placed on the container of samples to ensure container is tamper-proof. The number of the seal must be entered on the chain-of-custody form. Numbered seals may be replaced by tape with the samplers or custodians initials.

NOTE: Containers with security seals do not have to remain in a secured area but precautions should be taken to restrict access to the samples to authorized individuals.

- 3.4.2 The original (white copy) of the chain-of-custody form must contain all signatures and other pertinent records regarding custody. Therefore, the original is retained in the possession of the individual who has custody at any specific time.
- 3.4.3 As long as samples remain with the custodian, both copies of the Chain-of-Custody Form are to accompany the samples.
- 3.4.4 When shipping samples ahead of the custodian, the white copy of the chain-of-custody record must be signed and mailed to the ESSAP Laboratory Manager or designee. The yellow copy accompanies the samples.

3.5 Laboratory sample custody

- 3.5.1 The Laboratory Manager or designee will inspect sample container and contents for tampering, compare to original chain-of-custody form, note any deficiencies in the remarks column, and sign form to accept custody.
- 3.5.2 Sample information is entered into the ESSAP Database System (EDS).

- 3.5.3 Samples remain in the Laboratory Manager's or designee's custody. White copy of form is kept in the laboratory file; yellow copy is kept in the project file.
- 3.5.4 During analysis, the samples will remain in a locked building during working hours and in a locked room in the building during non-working hours.
- 3.6 Sample archival & disposal
 - 3.6.1 Samples are considered active until disposed, consumed, transferred, or destroyed.
 - 3.6.2 Archived samples are stored in a locked building with limited access.
 - 3.6.3 Sample disposal must be approved by the agency/customer.