



## Chain of Custody Instruction Form

The following boxes should be filled out with the corresponding information

- **Client ID:** Company Name
- **Contact Name/ Results to:** The name and email/phone number of the person who you would like us to send the results to.
- **Invoice to:** The name and email/address of the person who you would like us to send the invoice to.
- **TAT:** The turnaround time you would like on the sample. Check the appropriate box.
- **P.O.#:** The project number (if it has been assigned)
- **Project Name/Location:** What you would like the project to be called or the location of the project
- **Samplers:** The signature of the person who took the sample(s)
- **Matrix Code:** The 1-2 letter code that identifies the matrix of the individual sample (found in a box to the right of the Parameter box).
- **Date:** The date the sample was taken
- **Time:** The time the sample was taken
- **Comp/Grab:** If the sample is a combination of multiple samples then the **COMP.** box is checked. All other samples are **GRAB** samples.
- **No. of Containers:** The number of containers that each sample has.
- **Station Location/Sample ID:** What you would like the sample to be called or the location where the sample was taken.
- **Parameter:** Where you list the tests that you would like to have run on each sample. (The big boxes are for the test name(s) and the little boxes are where you put a check by the tests that are assigned to each sample)
- **Remarks:** Any notes or information you would like to include about the sample(s)
- **Preservative #:** The preservative number that accompanies the type of preservative that is used in the sample/bottle (this is located in the box above the parameter/matrix code box)
- **NCEL ID#:** This is for laboratory use.
- **Relinquished by:** Signature of the person who is giving the sample to the lab or another individual for transport.
- **Received by:** The signature of the person who is receiving the sample for transport or at the lab.

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