Fermilab

CHAIN-OF-CUSTODY RECORD

Project Name	Group/Section	□ Waste Characterization □ Environmental Sample □ QA/QC □ Other _____	Procedure	Analysis	Work Request #
Sampler (print & sign)			Number, Size & Type of Containers (i.e., 1 - 125 ml poly)		

#	Sample ID#	Date	Time	GRAB	COMP	Location					Sample Description, Remarks, etc.	Return to Submitter
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												

Relinquished By (Signature)	Date	Time	Received By (Signature)	**RAF Remarks Only**

R.P. Form # 33
Revised September 2018

INSTRUCTIONS FOR COMPLETION OF THE CHAIN-OF-CUSTODY RECORD

1. **Project Name:** Provide the name of the project or sampling program for which the samples were taken.

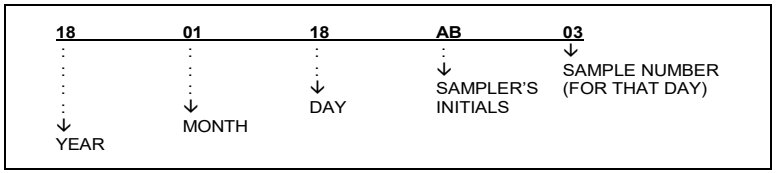
2. **Group/Section:** Record the group/section of the individual performing the sampling.

3. **Sampler (print & sign):** The individual who physically collected the sample(s) and initiated the chain-of-custody must sign and print their name. **NOTE: Only <u>one</u> sampler per Chain-of-Custody is allowed.**

4. **Reason for Analysis:** Check the appropriate box showing why the sample(s) is/are being submitted for analysis.

5. **Procedure #:** Record the procedure ID (if any) used in the collection of the sample(s). Any deviation from the recorded procedure must be written in the remarks section.

6. **Sample ID #:** Assign a Sample Identification (SID) alpha-numeric to each physical sample according to the following format:



7. **Date:** Record the sample collection date (m/d/yy).

8. **Time:** Record the sample collection time in 24-hour format (hh:mm).

9. **Sample Collection Type:** By checking the appropriate box, indicate whether the sample was collected as a grab or was composited.

10. **Location:** Using established standardized nomenclature, identify the sample location.

11. **Number, Size, and Type of Containers:** Indicate the total number, volume, and composition of the containers used for each respective SID.

12. **Analysis Type:** Indicate the desired Analysis Type according the following table (also indicate any sample splits):

ANALYSIS TYPES	
TYPE	**DESCRIPTION**
API	Accelerator Produced Isotopes (gamma decay isotopes without less-than values)
H3	^{3}H (tritium)
API-L	Accelerator Produced Isotopes with less-than values
Be-7	Be-7 Only
Na-22	Na-22 Only
Other	Special (List radionuclides for analysis in the remarks section)

13. **Sample Media, Descriptions, Remarks, etc.:** Identify the sample medium, preservative, and any additional comments about the sample.

14. **Return to Submitter:** Check to indicate whether sample should be returned to the submitter after reporting. If the sample does not need to be returned, leave it blank and the sample will be disposed of by the ESH&Q HCT Team.

15. **Work Request #:** When custody is relinquished to the RAF, obtain and enter the computer-generated RAF Work Request number. If the sample is for off-site vendor analysis (excluding Argonne National Laboratory) leave it blank.

16. **Relinquished By:** Individuals relinquishing possession and custody of the sample(s) to another individual at any time must sign and date the COC at the time the sample(s) are relinquished. The first signature will be that of the sampler.

17. **Date:** Record the date the sample was relinquished (m/d/yy).

18. **Time:** Record the time the sample was relinquished in 24-hour format (hh:mm).

19. **Received By:** The individual accepting possession and custody of the sample(s) must sign their name opposite the signature of the person relinquishing the sample(s) at the time the sample(s) are accepted.

NOTE: The Chain-of-Custody is a legal document and must be completed as fully and accurately as possible *at the time of sampling*.