



CHAIN-OF-CUSTODY RECORD

Project Name		Group/Section		REASON FOR ANALYSIS: <input type="checkbox"/> Waste Characterization <input type="checkbox"/> Environmental Sample <input type="checkbox"/> Other _____		Procedure		ANALYSIS TYPE (i.e., 1, 2-API, etc.)		Work Request #	
Sampler (print & sign)						NUMBER, SIZE, AND TYPE OF CONTAINERS (i.e., 1 - 125 ml poly)				SAMPLE MEDIA, DESCRIPTIONS, REMARKS, ETC.	
SAMPLE I.D. #	DATE	TIME	GRAB	COMP	LOCATION						
RELINQUISHED BY (Signature)			DATE	TIME	RECEIVED BY (Signature)			RAF USE		RAF REMARKS (Lot #, Vendor, etc.)	
								<input type="checkbox"/> Analysis <input type="checkbox"/> Shipment			
								<input type="checkbox"/> Analysis <input type="checkbox"/> Shipment			
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INSTRUCTIONS FOR COMPLETION OF THE CHAIN-OF-CUSTODY RECORD

The following describes the required information for each section of the Chain-of-Custody.

1. **Project Name:** Provide the name of the project 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 one 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 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:

<u>12</u>	<u>01</u>	<u>18</u>	<u>AB</u>	<u>03</u>
⋮	⋮	⋮	⋮	↓
⋮	⋮	↓	↓	SAMPLE NUMBER
⋮	↓	DAY	SAMPLER'S	(FOR THAT DAY)
↓	MONTH		INITIALS	
YEAR				

7. **Date:** Record the sample collection date (dd/mm/yy).
8. **Time:** Record the sample collection time in 24-hour format (hhmm).
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)
1	All Accelerator Produced Isotopes (with less-than values)
2	³ H (tritium)
3	³ H and ²² Na (with less-than values)
4	Ca by chemical separation
5	Gross Alpha and Gross Beta
6	³ H, ⁷ Be, ²² Na, ⁵⁴ Mn, ⁶⁰ Co, and ⁴⁵ Ca (with less-than values)
7	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. **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.
15. **Relinquished By:** The individual relinquishing possession and custody of the sample(s) must sign their name. The first signature will be that of the sampler.
16. **Date:** Record the date the sample was relinquished (mm/dd/yy).
17. **Time:** In 24-hour format (hhmm), record the time the sample was relinquished.
18. **Received By:** The individual accepting possession and custody of the sample(s) must sign their name.

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