

### **Completing a chain of custody - What needs to be included?**

A chain of custody report is the detailed history of the sample. Contact your laboratory for a list of specific items needed for their operating procedures (most labs provide a chain of custody form for you to complete). The following items at a minimum need to be included in a proper chain of custody report:

- Sample identification
- Material being sampled
- Date and time of sample collection
- Location and/or source of sample
- Lab analyses requested
- Sample preservation method
- Well purge time (if applicable)
- Person collecting samples
- Date and time sample was delivered to the laboratory
- Printed name and signature of person delivering samples to the lab
- Printed name and signature of person receiving samples at the lab