



Trace Analytical Chain of Custody (COC) Instructions

Report Results To: Fill out this section completely to ensure your results are sent to the correct contact. Include a company name and address, the name of the person who the report is being sent to, and their contact information including an email address and phone number.

Bill To: Fill this portion out if the billing information differs from the reporting information. Include a PO #, name, address, phone number and email to ensure proper and expedient invoicing.

Turnaround Requirements: Please select one box. The standard turnaround time is five to ten business days. Expedited turnaround times are available, but require prior approval by the Project Manager.

Project Name/Sampled By: Please provide a project name that will appear on your report and include the initials or full name of the person who collected the sample.

Samples: When dropping off samples, it is important you complete all information requested. If you have varying sample names, matrices, locations or dates for multiple samples, it is best to write each one on a separate line. A single sample point with multiple containers can be recorded on a single line.

Date/Time/Client Sample ID: Include a date and time for every sample point, this ensures the laboratory meets any hold times. The Sample ID should be a name that differentiates it from the other sample points submitted.

Metals Field Filtered: If a dissolved analysis has been requested, mark this box with a Y/N (yes or no) to inform the lab as to whether the required sample was filtered during collection.

Matrix/Containers/Preservation: Mark down the sample matrix for each line using the Matrix Key. Record the total number of bottles for each sample point and place an "x" in each preservation type included for that sample point.

Analysis Requested: Specify the analyses you want for each sample point by writing them in the vertical boxes in this section and marking an 'x' next to the sample point it corresponds to.

Release of Samples: Sign your name in box number one showing that you are releasing the samples to Trace for testing.

Check the box at the bottom of the COC only if you would not like your samples analyzed if received outside of the conditions outlined in the Trace Acceptance Policy at www.trace-labs.com/downloads. If samples are received outside of these conditions, the data may be qualified.