H2O Quality Lab
Certified Water Testing

CHAIN-OF-CUSTODY

1851 Rippon Blvd
Woodbridge, VA 22191
Phone: (703) 335-8923
Fax: (703) 393-2096

Order ID (Lab Use Only)

Project (Lab Use Only):

Customer (Lab Use Only):

Client must fill out sections on front side of form that are NOT shaded in blue:

CLIENT INFORMATION		PROPERTY INFORMATION (if applicable)
Company:	**Contact Name:**	**Property Owner Name:**
Address:		**Address:**
Email:	**Phone:**	**City/State/Zip:**
Comments:	**PWSID:**	**Comments:**

Analysis Requested

LIMS ID (Lab Use Only)	Sample Location	Collection Date	Collection Time	Sampler Initials	Matrix Type*	Field Analysis (if available) Temp (°C)	pH (units)	Cl_2 (mg/L)	Example: Alkalinity	# of Containers 1							
EXAMPLE	123 Main St. - Bath Tap	1/1/2016	11:15 AM	ABC	Well	NA	7.5	1	X								

Comments:

Container Type		P, sterile bottle								
Container Size		125 mL								
Preservative										
Date										
Time										
Lot #										
Initials										

	Signature	Print Name	Date	Time
Relinquished by:				
Received for Laboratory by:				

Matrix Codes: DW = drinking water, WW = wastewater, S = solids, DWW=drinking water well

Preservative Codes: 1 = H_2SO_4, 2 = HNO_3, 3 = HCl, 4 = H_2SO_4, 5 = <4°C

PWCSA-DOC293 front updated 9/18/2017

THIS SIDE FOR LABORATORY USE ONLY

Temp Upon Receipt (°C): Date/Initials:

Sample Receipt Criteria	Y	N	Comments (Indicate Samples/Tests Affected by Deficiency)
Sample containers received in acceptable condition (no damage, leaks, deficiencies)?			
Samples in the appropriate container type with sufficient volume?			
Samples requiring thermal preservation are 4 ± 2°C or show signs of cooling? (Indicate type of thermal preservative used)			Circle Coolant: loose ice ice bags samples bagged & on loose ice blue/artificial ice none other (describe)
Are any samples frozen?			
All samples received within holding time?			
If applicable, vials are free of headspace / bubble-free?			
Are all required fields of COC complete?			
Sample IDs, date, and time on COC match information on bottles?			
# of containers received match number indicated on COC?			
COC is properly signed in relinquished/received sections?			
Are entries legible and properly recorded (black/blue ink, no correction tape/liquid, errors corrected with single strike-out with date/initials, etc.)?			

Comments / Deviations Noted