

## Instructions for completing Chain of Custody (COC)

1. Complete all client information at the top left of the sheet: Company name, address, phone/fax, contact (the person to contact if there are questions, and who will receive the final report), e-mail address (if available), PO#, Project Name and/or Project Number as you would like it to appear on the report.
2. Billing Information: name and address of the person who is receiving the invoice
3. Site Collection Information: A separate COC must be filled out for each day of sample collection. Record the 2 letter postal code for the US state where samples were collected as well as the county/city and time zone.
4. Regulatory Agency: List the program that is guiding the work to ensure proper regulations are followed in the customer remarks section.
5. Quote #: should be completed if a quote was provided by Pace Analytical.
6. Mark if the sample was filtered in the in the field by marking Y or N in the "Field Filtered" box.
7. The sampler should print and sign their name in the spaces provided.
8. Complete a sample description in the CUSTOMER SAMPLE ID section as you would like it to appear on the laboratory report. Include: sample matrix, sample type (G (grab) or C (composite)). When collecting a composite, the start time and end time should be documented in the respective boxes. Also record the sample temp at collection (if required by state), the total number of containers, and preservative used.
9. Requested Analysis: List required analysis and methods on the lines provided and place a check mark in the column for the samples requiring the analysis. Additional comments should be referenced in the Customer Remarks section or included in attachments for extended lists of parameters.
10. Relinquishing custody of the samples: sign relinquished by, date and time, and include you affiliation.

**\*Important Note:**

**Standard Turnaround Time is 2 Weeks/10 business days.** Results will be delivered by end of business on the date due unless other arrangements have been made with your project manager.

**Special Project Requirements** such as Low Level Detection or level of QC reported must be included on the chain of custody in the Customer Remarks box.

**\*If you have additional questions about how to complete the Chain of Custody (COC) please contact a Pace Project Manager\***