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# JENSEN INVESTIGATIONS

Chain of Custody (COC) Form



### Instructions for Use of the Chain of Custody Form

**Chain of Custody No.:** Provide a unique identification for each Chain of Custody (COC) submitted, usually case number followed by an Alpha character.

**Project Title:** Simplify the project analysis being performed.

**Analyses:** List the analyses requested for each sample/item submitted.

**Scope of Work Document(s):** Specify the Statement of Work associated with the project's analytical request and any other related documents.

**Project Point of Contact:** Usually the requestor's Project Manager; includes a phone number.

**Sample Identification:** Provide a unique identification for each sample/item submitted for analysis. This may include the date and time of sampling or items obtained.

**# of Containers:** Indicate the number of containers the samples/items are contained in.

**Matrix:** If applicable, indicate the matrix type of the sample (e.g., solid, aqueous, sludge).

**Comments:** Provide any additional information/instructions/comments for the samples/items submitted.

**Samples Preserved?:** Indicate by circling "Yes" or "No" and indicate the preservative in the Comments block.

**Relinquished By:** The relinquisher of the samples/items signs, dates and indicates the time of sample/item transfer.

**Received By:** The receiver of the samples/items signs, dates and indicates the time of sample/item receipt.