

CHAIN OF CUSTODY RECORD

STEWART ENVIRONMENTAL CONSULTANTS, LLC.
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Sample Receipt Checklist

STEWART ENVIRONMENTAL CONSULTANTS, LLC.

3801 Automation Way, Suite 200, Fort Collins, CO 80525

Client: Meadow Mtn Initials: JS Date: 4/30/13 Time: 13:00 MST/MDT

To be filled out by laboratory courier, if applicable:

1 Were samples retrieved by a laboratory courier?

2 Were samples on ice or in a refrigerated state upon retrieval?

Courier Initials: _____ Date: _____ Time: _____

Yes	No	NA
	<input checked="" type="checkbox"/>	
		<input checked="" type="checkbox"/>

To be filled out by laboratory sample receiving:

3 Shipping container/cooler intact?

4 Chain of Custody (COC) present?

5 Sample bottles intact? *

6 Samples on blue-ice?

7 Samples on wet ice?

8 Samples received within 4 hours of sampling?

		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		

9 Record temperature of sample bottles within cooler with infra-red thermometer.

Container #				
Temp °C				

10 Sample thawed and free of any ice? *

11 COC complete, legible, signed and dated?

12 Labels on bottles complete and legible? *

13 COC in agreement with sample bottle labels? *

14 Proper container used for analyses requested? *

15 Samples requiring preservation preserved correctly? *

16 Sufficient sample volume for analyses requested? *

17 Samples within holding times for analyses requested? *

18 Samples requiring no headspace are free of headspace? *

(VOC, TVPH, BTEX, Ethanol, Radon) If no, size of bubble: _____ < green pea, _____ > green pea

Yes	No	NA
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		
		<input checked="" type="checkbox"/>

* If no, document on Chain of Custody.

Notes: _____

