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SAMPLE INFORMATION/CHAIN-OF-CUSTODY (FORM ETF2011Q Rev. 8/27/20)

Lab Sample ID
(Lab Use Only)

A	A	A	A	Y	Y	N	N	Project ID	

	CBI Login # _____
A	Spl

FACILITY INFORMATION

CLIENT/FACILITY NAME	CONTACT & PHONE #	
NPDES PERMIT NO	EXP. DATE	OUTFALL # OR LOCATION
EFFLUENT CHLORINATED? YES ___ NO ___	NOTE: IF YES, SAMPLE TOT. RES. CHLORINE MUST BE MEASURED	
WE MUST HAVE A COPY OF YOUR CURRENT PERMIT ON FILE TO INSURE CORRECT TESTS AND DILUTIONS		

TESTS REQUESTED (EPA METHOD NUMBERS INDICATED):

<input type="checkbox"/> 1002.0 CHRONIC CERIODAPHNIA DUBIA	<input type="checkbox"/> 1000.0 CHRONIC PIMEPHALES PROMELAS	<input type="checkbox"/> 1007.0 CHRONIC AMERICAMYSIS BAHIA	<input type="checkbox"/> 1004.0 CHRONIC CYPRINODON VARIEGATUS
<input type="checkbox"/> 2002.0 ACUTE LC50 CERIODAPHNIA DUBIA	<input type="checkbox"/> 2000.0 ACUTE LC50 PIMEPHALES PROMALES	<input type="checkbox"/> 2007.0 ACUTE LC50 AMERICAMYSIS BAHIA	<input type="checkbox"/> 2004.0 ACUTE LC50 CYPRINODON VARIEGATUS
<input type="checkbox"/> 2002.0 ACUTE NOAEC CERIODAPHNIA DUBIA	<input type="checkbox"/> 2000.0 ACUTE NOAEC PIMEPHALES PROMALES	<input type="checkbox"/> 2007.0 ACUTE NOAEC AMERICAMYSIS BAHIA	<input type="checkbox"/> 2004.0 ACUTE NOAEC CYPRINODON VARIEGATUS

OTHER TESTS OR SPECIAL INSTRUCTIONS:

*A SPECIFIC DILUTION SERIES MAY BE REQUIRED IN THE PERMIT. A DEFAULT SERIES OF 100, 50, 25, 12.5 AND 6.3%, OR CONCENTRATIONS USED IN PRIOR TESTING, WILL BE USED UNLESS INDICATED OTHERWISE. **IF IN DOUBT PLEASE ATTACH A COPY OF APPLICABLE PERMIT PAGES.**

SAMPLE COLLECTION DATA

SAMPLE START DATE & TIME (Composites; N/A Grab Samples) (e.g. 02/23/20 1635)	SAMPLE END DATE & TIME (Composite or Grab Sample) (e.g. 02/24/00 1631)	SAMPLE VOLUME
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ATTACH ADDITIONAL COMPOSITE WORKSHEETS AS APPLICABLE.

FIELD MEASUREMENTS

SAMPLE TEMP (°C)	AUTOSAMPLER TEMP (°C)	SAMPLE pH (S.U.)	SAMPLE TRC (mg/l)	DATE/TIME (e.g. 02/24/00 1620)

MEASUREMENTS MUST BE TAKEN WITHIN 15 MINUTES OF SAMPLE OR LAST SUBSAMPLE COLLECTION. TRC MUST BE MEASURED ONLY IF EFFLUENT IS CHLORINATED. IF AN AUTOSAMPLER IS USED, DEVICE TEMPERATURE SHOULD BE RECORDED TO DOCUMENT CHILLING DURING COLLECTION.

(PRINTED NAME/AFFILIATION SAMPLER/ANALYST)

(SIGNATURE)

(DATE)

RELINQUISHED BY	DATE	TIME	RECEIVED BY

UPS _____ FEDEX _____ CBI PICKUP _____ HAND DELIVERY _____

DO NOT SHIP FEDEX STANDARD OVERNIGHT. SAMPLES MUST ARRIVE AT LAB BY NOON.

LAB USE ONLY:

CONDITION ON ARRIVAL: ACCEPTABLE ___ OTHER _____
SAMPLE TEMP: (°C) _____ ARRIVED ON ICE? Y ___ N ___ CUSTODY SEAL: INTACT ___ BROKEN ___ ABSENT ___
CORRECT TESTS VERIFIED BY: _____

IMPORTANT: It is the responsibility of the sampler to insure that samples are properly collected, preserved (>0-6° C) and shipped. Sample hold time is 36 h. Additional costs may be incurred by improper preservation, shipping or sample receipt after 3 p.m. or on weekends and holidays.

SAMPLING INSTRUCTIONS – WET TESTS

IMPORTANT: If samples arrive in questionable condition and we cannot contact you we will still process the samples but must flag the data in the final report. Be sure to record a contact phone number on the sampling form. The regulatory authority may invalidate tests using questionable samples.

SAMPLE HOLD TIME IS 36 H Samples must arrive at the lab no later than 1500 (3:00 P.M.) the day following collection to insure sufficient processing time. This means that if samples are to be shipped then Priority Overnight service must be selected. Samples shipped by standard overnight delivery may not arrive until near the close of the business day and require after-hours processing to meet the sample holding time. Samples requiring after-hours, weekend or holiday set up are subject to a surcharge.

SAMPLES MUST BE CHILLED (>0 to 6°C) Samples must be immediately placed in a refrigerator or on ice to chill to < 6° C prior to packing in a shipping container. Ice and/or frozen ice packs used for shipping cannot both chill down a warm sample and hold the sample at $\leq 6^{\circ}\text{C}$ during transit. **Composite samples must be chilled during collection.** Record temperature of sample holding chamber of autosampler to document that ice was present or refrigeration used during collection.

SAMPLING MUST BE DOCUMENTED Use only black, waterproof pen for all entries on chain-of-custody form. Fill in information requested completely, using “military” time (e.g. 1400 for 2:00 p.m.).

SAMPLES MUST BE LABELLED When labeling sample containers record I.D. directly on the containers (not caps) with Sharpie® or other permanent marker. Gummed labels should not be used because they may fall off when wet.

SAMPLE VOLUME The correct sample volumes must be collected on the dates specified. Otherwise, insufficient sample will be available for daily test renewals or holding time may be exceeded. DO NOT ALTER SAMPLE DATES OR VOLUMES without first calling us to arrange a new schedule. Fill container(s) completely, minimizing headspace.

FIELD MEASUREMENTS Obtain within 15 minutes of collection of grab sample or last subsample of a composite:

1. **Sample pH:** Immerse pH probe directly into a sample aliquot.
2. **Sample temperature:** Immerse thermometer into an aliquot of the collected sample. Also record temperature of sample chamber in autosampler (composite samples; if applicable).
3. **Sample total residual chlorine (TRC) concentration (If chlorinated waste stream):** Measure on an aliquot of the collected sample. Must be measured only if effluent chlorinated.

SHIPPING Sample temperature and hold time are critical to proper shipping. **EPA METHODS REQUIRE THAT SAMPLES WHICH ARRIVE AT THE LAB $>6^{\circ}\text{C}$ OR OVER 36 H OLD BE REJECTED.** If samples are shipped:

1. Frozen ice packs or wet ice will maintain the temperature of a previously chilled sample but will not both cool down a warm sample and maintain it at $\leq 6^{\circ}\text{C}$ during transit.
2. IF WET ICE IS USED: Leaking boxes will be returned by FedEx and UPS (they treat leaking boxes as hazardous waste). Be sure to bag ice prior to placing it in with samples. Use heavy-duty trash bags with cable ties or knot.
3. Do not remove Styrofoam shippers (if used) from corrugated boxes prior to shipping. The boxes increase durability.
4. Ship samples by Priority (Not Standard) Overnight carrier (UPS or FedEx) or courier. DO NOT use US Postal Service or Airborne Express as these carriers do not provide reliable delivery service to our location.
5. FRIDAY SAMPLES (SATURDAY DELIVERY): Carefully follow UPS or FedEx Priority/Saturday Delivery instructions on the airbill.
 - a. Indicating only Priority Overnight will result in the sample arriving the next business day (i.e. Monday), invalidating the sample/test. The Saturday Delivery box must be checked.
 - b. Be sure that a Saturday Delivery sticker is attached next to the address label.
 - c. Please send us the tracking number for all Friday samples. This will enable us to track the sample on Saturday if there are delivery problems.

Ship to: Sample Receiving
 Coastal Bioanalysts, Inc.
 6400 Enterprise Ct.
 Gloucester, VA 23061