

Chain of Custody Form



The Chain of Custody (COC) form is a legal document used to track samples from the time of collection to analysis by the laboratory. The COC plays an important role in the communication between clients and analysts in the lab, ensuring the order is completed correctly. Fill it out as completely as possible. If you have any questions, your WETLAB team is happy to help.

Fill out and print the PDF at WETLaboratory.com or pick up carbon forms at your local WETLAB.

Filling Out the Chain of Custody

★ These steps left blank or filled incorrectly may lead to increased processing times.

- 1 Client + Billing Info ★ Fill out the client's information and billing methods.
- 2 Turnaround Time Select your required turnaround time. Standard turnaround time is 10 business days, but varies by analysis.
- 3 Collected From State Select if the samples were collected in NV, CA, or Other.
- 4 Report Results Via Reports will be sent via email as a PDF or Excel/EDD. Results will also be available in your MyWETLAB.com account.
- 5 Compliance Monitoring Select if samples are for compliance monitoring.
- 6 Report to Reg. Agency Select if report needs to be emailed to a regulatory agency.
- 7 Sample ID/Location ★ How the sample will be identified in the report.
- 8 Date & Time ★ When the sample was collected.
- 9 Preservative Type ★ Write the preservative used from the list of 1 through 9.
- 10 Sample Matrix Note the matrix sampled from the list. Ex: "DW"
If using OT (Other/Unknown), write the matrix in comments if it is known.
- 11 No. of Containers ★ Write the number of containers you have for each Sample ID.
- 12 Analysis Requested Write the analysis required for each sample.
- ! Signature Chain **From sample collection to delivery to the lab, every individual who handles the samples must provide their signature on the COC. The first signature must be from the sample collector.**
If the samples are handed off to another individual, shipping service, or delivery service: Each person handling the samples, including delivery personnel, must provide their signature on the COC.

Submitting the Chain of Custody

The completed COC form must be submitted to the lab with your samples.

If necessary, email the COC to SampleControl@wetlaboratory.com.

Include with mailed samples: Sign under Samples Relinquished By and add the Date and Time of the signature.
For carbon forms: Send the white + yellow copies to the lab and keep the pink copy for your records.

Chain of Custody Reference Guide



www.wetlaboratory.com
 475 E. Greg Street #119 | Sparks, Nevada
 tel (775) 355-0202 | fax (775) 355-0817
 1084 Lamoille Highway | Elko, Nevada 89801
 tel (775) 777-9933 | fax (775) 777-9933
 3230 Polaris Ave., Suite 4 | Las Vegas, Nevada 89102
 tel (702) 475-8899 | fax (702) 776-6152

WETLAB Order ID. _____
 Sparks _____
 Elko _____
 LV _____
 Report Due Date _____
 Page _____ of _____

Client 1		2 Turnaround Time Requirements	
Address		Standard _____	
City, State & Zip		5 Day* (25%) _____ 72 Hour* (50%) _____ 48 Hour* (100%) _____ 24 Hour* (200%) _____ * Surcharges Will Apply	
Contact		3 Sample Collected From Which State?	4 Report Results Via
Phone	Collector's Name	NV _____ CA _____ OTHER _____	PDF EDD
Fax	Project	5 Compliance Monitoring? Yes No	
P.O. Number	PWS Number	6 Report to Regulatory Agency? Yes No	

Email		10 11 12	
Billing Address (if different than Client Address)			
Company 1		S A M P L E M A T R I X N O. O F C O N T A I N E R S	A n a l y s i s R e q u e s t e d
Address			
City, State & Zip			
Contact			
Phone _____ Fax _____			
Email 7	8 9		

SAMPLE ID/LOCATION	DATE	TIME	PRES TYPE	XX	#	Analysis Requested	Analysis Requested	Analysis Requested							Spl. No.
Write Sample ID/Location Here	M/D/Y	00:00	#	XX	#	✓									
Write Sample ID/Location Here	M/D/Y	00:00	#	XX	#		✓								
Write Sample ID/Location Here	M/D/Y	00:00	#	XX	#			✓							

Instructions/Comments/Special Requirements.
BR=Brine **DW** = Drinking Water **GW** = Ground Water **HW** = Hazardous Waste **LE** = Leachate **LW** = Liquid Waste **MW** = Monitor Well **OI** = Oil **OS** = Organic Solvent

Sample Matrix Key ** **PL** = Pit Lake **PS** = Process Solution **SD** = Solid **SL** = Sludge **SO** = Soil **ST** = Storm Water **SW** = Surface Water **WW** = Waste Water **OT** = Other/Unknown

***SAMPLE PRESERVATIVES:** 1=Unpreserved 2=H2SO4 3= NaOH 4=HCl 5=HNO3 6=Na2S2O3 7=ZnOAc+NaOH 8=NH4Cl 9=H3PO4

# of containers	Temp	On Ice	Custody Seal	DATE	TIME	Samples Relinquished By	Samples Received By
	°C	Y/N	Y/N				
	°C	Y/N	Y/N				
	°C	Y/N	Y/N				
	°C	Y/N	Y/N				



WETLAB'S Standard Terms and Conditions apply unless written agreements specify otherwise. Payment terms are Net 30.

Client/Collector attests to the validity and authenticity of this (these) sample (s) and, is (are) aware that tampering with or intentionally mislabeling the sample(s) location, date or time of collection may be considered fraud and subject to legal action (NAC445.0636). _____ initial
 To the maximum extent permitted by law, the Client agrees to limit the liability of WETLAB for the Client's damages to the total compensation received, unless other agreements are made in writing. This limitation shall apply regardless of the cause of action or legal theory pled or asserted. _____ initial
WETLAB will dispose of samples 90 days from sample receipt. Client may request a longer sample storage time for an additional fee.
 Please contact your Project Manager for details _____ initial