

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.

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|----|-----------------------|---|
| 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. <u>The first signature must be from the sample collector.</u>
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.

