



Samples Delivered By	Samples Received By	Date	Time	Lab Numbers

### Explanation of Terms Used in Chain-of-Custody Record

<b>Sample Site:</b>	The name of the site being sampled.
<b>Tracking Code:</b>	The resource tracking code for the project.
<b>Sampler:</b>	The name of the individual(s) performing the sampling.
<b>Witness:</b>	The name of any witnesses to the sampling event, if so desired or required.
<b>Sample ID:</b>	The specific sample identification number, unique to each sample set.
<b>Media:</b>	The sample media (e.g. ground water).
<b>Sample Date:</b>	The date on which the sample was taken, including month, day, and year.
<b>Sample Time:</b>	The time at which the sample was taken, using military time (e.g. 9:40 AM would be 0940; 2:15 PM would be 1415).
<b># of Containers:</b>	The number of containers for that particular sample set.
<b>Analysis:</b>	The type(s) of analysis required for that particular sample or sample set. NOTE: Confer with a laboratory representative to ensure that the analysis you are requesting is clearly understood and that the lab is capable of performing those analyses.
<b>Samples Delivered By:</b>	The signature of the individual who is delivering the samples to the laboratory. Under most circumstances, this will be one of the individuals who performed the sampling.
<b>Samples Received By:</b>	The signature of the individual who receives the samples for the laboratory.
<b>Date:</b>	The date on which the samples are delivered to the lab, including month, day, and year.
<b>Time:</b>	The time at which the samples are delivered to the laboratory, in military time.
<b>Lab Numbers:</b>	The number(s) that the laboratory assigns to the samples for internal tracking purposes.