USEPA Region 5 ARD

Effective: 5/17/2021

Chain of Custody Record & Analytical Service Request

Project Name: ***Burns Harbor B[a]P Air Sampling***

Operator Name (print & sign): Scott Keller Scott Keller

STA. ID	DATE	TIME (CST)	STATION LOCATION	NO. OF CON-TAINERS	SAMPLE ID/NOTES
BHP-A	7/11/21	0:00	Burns harbor - Port of INDIANA	1	BHP-A-17
PTG-A	7/11/21	0:00	portage - Hwy 12	1	PTG-A-17
XAC-A	7/11/21	0:00	XACT - NIPSCO	1	XAC-A-17
BLK-A	7/11/21	0:00	Surrogate Stability Check	2	BLK-A-17

Relinquished by: *(Signature)*	Date:	Time: (CDT)	Received by: *(Signature)*
Scott Keller	7/13/21	10:40	Kathleen Healy
Relinquished by: *(Signature)* Kathleen Healy	Date: 7/13/21	Time: (CDT) 1:25pm	Received by: *(Signature)*
Relinquished by: *(Signature)*	Date:	Time: (CDT)	Received for Laboratory by: *(Signature)* ASB

*Ship To:

*ATTN:

*Tracking No:

*Chain of Custody Seal: Intact Broken (circle one)

Date:	Time: (CDT)	Sample Temperature Upon Receipt: (°C)
07.13.21	1327	2.3°C

Laboratory Custodian Comments:

**Applicable only if samples are shipped*

FORM INSTRUCTIONS

FIELD NAME	INSTRUCTIONS
Operator Name	Operator/technician who collected the samples in the field must both print and sign their name in this box.
STA. ID	"Station ID" • If the sample is a normal sample (not a field blank, trip blank, or extra blank sample), fill out the 3-letter site ID and "-A" for active sampler, "-P1" for main passive sampler, or "-P2" for duplicate passive sampler. For example: *BHP-A*. • If the sample is a field blank, fill out "FB" for field blank and "A" for active sampler or "P" for passive sampler, and "-" the 3-letter site ID. For example: *FBA-BHP*. • If the sample is a trip blank, fill out "TB" for trip blank and "A" for active sampler or "P" for passive sampler. For example: *TBA*. • If the sample is an extra blank sample, fill out "BLK" and "-A" for active sampler or "-P" for passive sampler. For example: *BLK-A*.
DATE	Fill out the date that the sample or field blank was taken. If it is a trip blank, use the same date as is used for the field blanks. If it is an extra blank sample, use the same date as is used for the normal samples it is accompanying.
TIME (CST)	• If the sample is a normal active sample, trip blank active sample, or extra blank active sample, fill out 00:00. • If the sample is a field blank active sample, fill out the time in CST that the field blank was taken. • If the sample is a normal passive sample, fill out the time in CST that the sample was retrieved from the field. • If the sample is a trip blank passive sample or extra blank passive sample, fill out 00:00. • If the sample is a field blank passive sample, fill out the time in CST that the field blank was taken.
STATION LOCATION	Fill out the full name of the sampling site, or write "Trip Blank" for designated trip blanks or "Surrogate Stability Check" for extra blank samples that were not opened.
NO. OF CONTAINERS	Fill out the number of containers containing sample media that correspond to the sample ID.
SAMPLE ID/NOTES	Fill out the sample ID of the sample: Station ID and "-" deployment number. For example: *BHP-A-1*. For normal passive samples, also write down the date and time in CST that the sample was originally deployed.
Relinquished by/Received by	The field operator/technician who collected the samples must sign with date and time in CDT to relinquish the samples to the next person in the sample delivery chain who must then sign to receive the samples. All intermediaries in the delivery chain must sign with date and time to maintain chain of custody.
Received for Laboratory by	The laboratory custodian in charge of checking samples into the laboratory and inputting their information into the laboratory tracking system must sign with date and time in CDT to maintain chain of custody.
Sample Temperature Upon Receipt: (°C)	The laboratory custodian must check the representative temperature of samples in the cooler when they are received using an IR gun. The temperature in degrees Celsius of one representative sample within the cooler must be entered in this field.
Laboratory Custodian Comments	The laboratory custodian can make comments about the condition of the samples or issues with the chain of custody form in this field.
Ship To:	This field is only applicable if the samples will be shipped on ice using a verified shipping service. The address of the Region 5 laboratory should be entered here, attention: Rob Snyder.
Tracking No:	This field is only applicable if the samples will be shipped on ice using a verified shipping service. The tracking number associated with the shipment should be entered here.
Chain of Custody Seal:	This field is only applicable if the samples will be shipped on ice using a verified shipping service. The condition of the chain of custody seal on the cooler should be noted by circling either "intact" or "broken".