



## CHAIN OF CUSTODY

### Procedure

1. A two-copy chain of custody shall be used. A ballpoint pen, either black or blue shall be used, pressing hard to make all two copies.
2. Writing legibly, or print, fill out the chain of custody as follows:
  - a. Name of Company  
Address of Company  
Phone and Fax Number  
Attention or Project Manager
  - b. Project Name / Location  
Project Number
  - c. Report to
  - d. Name and Address, if different from above  
Invoice to
  - e. Name and Address, if different from above  
Purchase Order (P.O.) Number
  - f. Sample Information  
Sample Matrix: Solid / Liquid / Sludge / etc.  
Sampling Method: Composite / Grab / etc.  
Sample Identification / Description  
Number of containers
  - Preserved with:
  - g. Parameters to be tested on samples  
Check parameter squares with sample descriptions
  - h. Remarks  
Special Methods and Detection Limits  
MSDS sheets included
  - i. Relinquished by  
Date and Time
  - j. Sample disposal instructions  
SATL will hold samples for thirty (30) days from the sample login date.

THE WORK WILL BE UNDERTAKEN IN ACCORDANCE WITH SAN ANTONIO TESTING LABORATORY, INC. STANDARD TERMS AND CONDITIONS, WHICH INCLUDE THE REQUIREMENT THAT PAYMENT IS DUE WITHIN THIRTY (30) DAYS FROM THE DATE OF INVOICE.

TURNAROUND TIME: To ensure QA/QC, and other circumstances beyond our control, turnaround times cannot be guaranteed. All reasonable efforts will be made to meet the turnaround time requested.

### Preservatives:

HCl	=	Hydrochloric Acid - BTEX, FOG, TOC, TPH, VOC
HNO <sub>3</sub>	=	Nitric Acid - Metals
H <sub>2</sub> SO <sub>4</sub>	=	Sulfuric Acid - Ammonia, COD, FOG, Nitrate ± Nitrite, Phenols, Phosph, TOC, TKN
NaOH	=	Sodium Hydroxide - Cn, Sulfide
Na <sub>2</sub> S <sub>2</sub> O <sub>3</sub>	=	Sodium Thiosulfate - Bacteria, Herb, PCB, Pest, SVOC