



| Samples Delivered By | Samples Received By | Date | Time | Lab Numbers |
|----------------------|---------------------|------|------|-------------|
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### Explanation of Terms Used in Chain-of-Custody Record

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|------------------------------|---|
| <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.  |