

Appendix E: Chain of Custody Forms



REPORT TO:

INVOICE TO:

① Company _____
 Address _____

 Attn. _____
 Phone # _____
 Fax # _____

② Company _____
 Address _____

 Attn. _____
 Phone # _____
 Fax # _____
 P.O. # _____

⑧ ANALYSIS REQUESTED

Sampler's Name (please print) _____

Sampler's Signature _____

Project Number _____

③ Project Name _____

⑦ Containers _____

Remarks:

Date	Time	⑤ C/G	DO	PH	Cl ₂	Flow	Temp	⑥ Matrix	# Con	Size	Type	Pres
④ Sample ID												

Relinquished By: (Signature) _____ Received By: (Signature) _____ Date _____ Time _____

Received Iced: Yes / No

Relinquished By: (Signature) _____ Received By: (Signature) _____ Date _____ Time _____

Received Iced: Yes / No

Relinquished By: (Signature) _____ Received and/or Checked in By: (Signature) _____ Date _____ Time _____

Received Iced: Yes / No

LAB USE ONLY
 Sample Condition Acceptable: Yes / No _____
 Temp °C _____ Therm ID _____
 Alternate Check In: (Signature) _____ Date _____ Time _____

Logged in By: (Signature) _____ Date _____ Time _____

White Copy-Follows Samples
 Yellow Copy-Laboratory
 Pink copy-Client Copy
SEE BACK FOR INSTRUCTIONS

EASTEX ENVIRONMENTAL LAB, INC.

P.O. Box 1089 P.O. Box 631375
 Coldspring, TX 77331 Nacogdoches, TX 75963-1375
 (936) 653-3249 * (800) 525-0508 (936) 569-8879 * FAX (936) 569-8951

ANALYSIS REQUESTED

Company: Environmental Institute of Houston						Bill to: H-GAC Attn: Jean Wright								E. coli & Entero. (100mL, Na ₂ S ₂ O ₃)	Entero. (100mL, Na ₂ S ₂ O ₃)	TSS (1000mL)	NH ₃ , T PO ₄ , NO ₂ + NO ₃ (1000mL, H ₂ SO ₄)	TKN (500mL, H ₂ SO ₄)	Cl, SO ₄ (500mL)																		
Address: 2700 Bay Area Blvd, Box 540 Houston TX 77058						Address: P.O. Box 22777, Houston, TX 77227-2777																															
Attn: Jenny Oakley						Phone: 713-627-3200 Email: jean.wright@h-gac.com																															
Phone#: 281-283-3947						Remarks:																															
Fax#: 281-283-3953 Email: oakley@uhcl.edu																																					
P.O. #																																					
Sampler's Name (print)						Sampler's Signature																															
Project Number			Project Name: Clean Rivers Program									Containers																									
Sample ID	Spec. Cond (µS)	Date	Time	C or G	DO	pH	Cl ₂	Flow	Temp	Matrix	Tot #	Size	Type	Pres	E. coli & Entero. (100mL, Na ₂ S ₂ O ₃)	Entero. (100mL, Na ₂ S ₂ O ₃)	TSS (1000mL)	NH ₃ , T PO ₄ , NO ₂ + NO ₃ (1000mL, H ₂ SO ₄)	TKN (500mL, H ₂ SO ₄)	Cl, SO ₄ (500mL)																	
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Relinquished By:		Date		Time		Received By:		Date		Time		Received Iced: YES / NO																									
Relinquished By:		Date		Time		Received By:		Date		Time		Received Iced: YES / NO																									
Relinquished By:		Date		Time		Received By and/or Checked in By:		Date		Time		Received Iced: YES / NO																									
LAB USE ONLY Sample Condition Acceptable:					YES / NO		Temp °C		Logged In By:		Date		Time																								
Alternate Check In:			Date		Time																																



Pollution Control Services Department

101 S. Richey, Suite H

Pasadena, Texas 77506 FAX: 713-274-6475 713-920-2831

SAMPLING RECORD: Clean Rivers Program Sites

ID NO.: _____ PERMIT NO.: _____ OUTFALL: _____ DATE: _____ TIME: _____ AM/PM

NAME: _____ KEY MAP: _____ MS4?(Y/N): _____

LATITUDE: _____ LONGITUDE: _____

SITE: _____ KEYS: _____

SITE DIRECTIONS: _____

TESTS AND MEASUREMENTS

<input type="text"/>	TEMPERATURE °C	<input type="text"/>	SALINITY (ppt)
<input type="text"/>	pH (standard units)	<input type="text"/>	SPECIFIC CONDUCTIVITY (us/cm)
<input type="text"/>	DISSOLVED OXYGEN (mg/l)	<input type="text"/>	SECCHI DISK TRANSPARENCY (meters)

FIELD OBSERVATIONS

<input type="text"/>	SURFACE CONDITIONS: 1-clear 2-scum 3-foam 4-debris 5-sheen	<input type="text"/>	PRESENT WEATHER: 1-clear 2-partly cloudy 3-cloudy 4-rain 5-other _____
<input type="text"/>	TURBIDITY: 1-low 2-medium 3-high	<input type="text"/>	DAYS SINCE LAST SIGNIFICANT RAINFALL(Runoff)
<input type="text"/>	WATER SURFACE: 1-calm 2-ripples 3-waves	<input type="text"/>	WIND INTENSITY: 1-calm 2-slight 3-moderate 4-strong
<input type="text"/>	WATER COLOR: 1-brownish 2-reddish 3-greenish 4-blackish 5-clear 6-other	<input type="text"/>	TIDE STAGE: 1-low 2-falling 3-slack 4-rising 5-high
<input type="text"/>	WATER ODOR: 1-sewage 2-chemical 3-rotten egg 4-musky 5-fishy 6-none 7-other	_____ - Total depth (meters)	

SAMPLES

GRAB DIRECT REPORT: YES NO
 SPLIT INDIRECT

Amt. Col.	Container	Preservative	Analysis Requested	Comments

REMARKS

89978 = _____

89979 = _____

NOTIFICATION

CONTACT PERSON: _____ PHONE: _____ DATE: _____

TIME: _____ AM/PM

PERSON CONTACTED/TITLE: _____ AFFILIATION: _____

RESPONSE: _____

CUSTODY

INSPECTED/SAMPLED BY: _____ RECEIVED IN LABORATORY BY: _____

DATE: _____ TIME: _____ AM/PM RUN NUMBER: _____

City of Houston
 Department of Health and Human Services
 Bureau of Pollution Control and Prevention
 7411 Park Place Blvd
 832.393.5730 FAX 832-393-5726
**FIELD FORM &
 CHAIN OF CUSTODY FORM**



Date of Sample _____ Sampler _____

Run Number _____ Station ID _____ Time Sampled _____ (24 hr.)

Stream Name & Intersecting Street _____

Field Meter #: _____

FIELD OBSERVATIONS

Aqueous Matrix

Number of days since significant rainfall _____

Flow Severity	Tidal Stage	Color	Odor	Water Surface	Current Weather
1 - no flow 2 - low 3 - normal 4 - flood 5 - high 6 - dry	1 - low 2 - falling 3 - slack 4 - rising 5 - high	1 - brownish 2 - reddish 3 - greenish 4 - blackish 5 - clear 6 - other*	1 - sewage 2 - oily/chemical 3 - rotten egg 4 - musky 5 - fishy 6 - none 7 - other *	1 - calm 2 - ripples 3 - waves 4 - whitecaps	1 - clear 2 - partly cloudy 3 - cloudy 4 - rain 5 - other

Wind Intensity _____

Flow Method _____

Flow _____ cfs

Sample Depth _____ ft

- 1 - calm
- 2 - slight
- 3 - moderate
- 4 - strong

- 1 - flow-gauge station
- 2 - electronic
- 3 - mechanical
- 4 - weir or flume
- 5 - Doppler

Secchi Depth _____ cm

Total Depth _____ ft

Evidence of Primary Contact Rec _____

- 1 - Observed
- 0 - Not Observed

people observed _____
(1-10, >10)

*Other Observations: _____

INSTRUMENT READINGS

Temp _____ (1.0 to 38.0 °C) Conductivity _____ (0.03 to 60 mS/cm) DO _____ (0.5 to 15.0 mg/L) pH _____ (5.0 to 10.0) Salinity _____ (0.09 to 45.0 PSS)

REQUEST FOR ANALYSIS (Circle what is requested)

- | | | | | |
|-----------------|----------|--------|----------|--------------------------|
| 1--pH | 3--TSS | 5--Cl- | 7--N-NH3 | 9-- E. coli/Enterococcus |
| 2--Conductivity | 4--N-NO3 | 6--SO4 | 8--T-PO4 | |

Number of Containers: _____ 100 mL sterilized bottle _____ 1 L plastic _____ 1 L plastic w/2 mL H₂SO₄ _____ 200 mL sterilized bottle
 Samples Received on Ice: Yes / No

Samples delivered by: _____ Date: _____
 (signature only)

Microbiology
 Sample No. _____ Received by: _____ Date: _____
 (signature only)

Chemistry
 Sample No. _____ Received by: _____ Date: _____
 (signature only)

WATER QUALITY LABORATORY
 San Jacinto River Authority - Lake Conroe Division
LAKE CONROE MONITORING
FIELD SHEET & CHAIN OF CUSTODY

Effective Date: 09/06/2011

Document ID: 150 Version: 1.05

Date of Sampling: _____ Days Since Last Significant Rainfall : _____ Samples Collected By: _____

Sample Run Collected Monthly Reservoir Stage: _____ Reservoir % Full: _____ Note: All hydrolab field data is uploaded and sent to H-GAC.

Sample No.	Station Name	Watershed ID	TCEQ ID	Time	Total Depth (ft)	release in CFS	Secchi Depth (m)	Water Color	Water Odor	Present Weather	Wind Intensity	Water Surface	Primary Contact	Evidence Contact
1	Walker County	23	11344											
2	T. James Creek	25	16645											
3	Weir Creek	3	16644											
4	Caney Creek	6	16643											
5	Tim Cude Creek	26	16642											
6	Lost Lake Creek	33	16640											
7	Lewis Creek	4	16641											
8	W.C. Clark Creek	27	16639											
9	Atkin Creek	5	16638											
10	Intake Lake Conroe	24	11342											
	SPLIT SAMPLE													
Comments:								1-brownish	1-sewage	1-clear	1-calm	1-calm	# of People	1- Observed
								2-reddish	2-oily/chemical	2-p cloudy	2-slight	2-npple	1-10, >10	0-NotObserved
								3-greenish	3-rotten egg	3-cloudy	3-mod	3-wave		
								4-blackish	4-musty	4-rain	4-strong	4-whitecap		
								5-clear	5-fishy	5-other				
								6-other	6-none					
									7-other					

Analysis Required: WQP*, T-phos, Ammonia, Total Coliform, E. coli Matrix: Water
Bottles used: 1-100ml sterilized bottle for Bacti analysis. 1-500ml plastic bottle for WQP analysis. 1-500 mL plastic bottle acidified with H₂SO₄ for NH₃ analysis. 1-250ml amber bottle acidified with H₂SO₄ for T-phos. & TOC analysis.
 * WQP analysis includes: pH, Cond., TSS, Alk, Hard, NO₂-N, NO₃-N, F, Cl, Br, SO₄

Temperature of Samples when Received at Lab: _____

Biological Samples Relinquished By : _____ **Date:** _____ **Time:** _____

Chemical Samples Relinquished By : _____ **Date:** _____ **Time:** _____

Biological Samples Received By : _____ **Date:** _____ **Time:** _____

Chemical Samples Received By : _____ **Date:** _____ **Time:** _____



CITY OF HOUSTON
DRINKING WATER OPERATIONS LABORATORY
LAKE HOUSTON RECREATIONAL SITE MONITORING
FIELD SHEET & CHAIN OF CUSTODY

Effective Date: 02/14/2013

Document ID: 150

Version: 1.06

Date of Sampling: _____ Air Temperature : _____ Days Since Last Significant Rainfall : _____ Samples Collected By: _____

Sample Run Collected Monthly

Note: All samples taken at a one foot depth by plastic bucket unless specifically designated in 'Sample Depth' column below.

Sample No.	Station Name	TCEQ ID	Time	Sample Depth (ft)	Total Depth (ft)	Water Temp °C	Sp. Cond. µs/cm	pH	DO mg/L	Secchi Depth (m)	Flow Severity	Obs. Turb.	Water Color	Water Odor	Present Weather	Wind Intensity	Water Surface	CL Residual	
1	LAKE PATROL MARINA																		
2	RAILROAD BRIDGE MIDDLE OF LAKE	11208																	
3	LAKE SHADOWS MIDDLE OF LAKE	16668																	
4	DUESSEN PARK MARINA																		
5	WEST FORK McKAY BRIDGE	11211																	
6	ATASCOCITA POINT	18667																	
7	KINGWOOD MARINA																		
8	WEST FORK Belleau Wood Dr.	20782																	
9	LUCES BAYOU WATER WONDERLAND	18670																	
10	TREASURE ISLAND MAGNOLIA PT.	16623																	
11	BJ'S MARINA																		
12	LAKE HOUSTON MARINA																		
13	EAST FORK McKAY BRIDGE	11212																	
14	INTAKE TOWER																		
15	LAKEWELL																		
	SPLIT SAMPLE ONE																		
	SPLIT SAMPLE TWO																		

Comments:

1-no flow	1-low	1-brownish	1-sewage	1-clear	1-calm	1-calm
2-low	2-medium	2-reddish	2-city/chemical	2-p cloudy	2-slight	2-ripple
3-normal	3-high	3-greenish	3-rotten egg	3-cloudy	3-mod	3-wave
4-flood		4-blackish	4-musty	4-rain	4-strong	4-whitecap
5-high		5-clear	5-fishy	5-other		
6-dry		6-other	6-none			
			7-other			

Analysis Required: VOC, WQP*, T-phos, Ammonia, Total Coliform, *E. coli*, Entero (Qtrly) Matrix: Water
 Bottles used: 1-100ml sterilized bottle for Bacti analysis, 1-500ml plastic bottle for WQP analysis, 2-40ml VOA bottles with 1:1 HCl, 1-500 mL plastic bottle acidified with H₂SO₄ for
 NH₃ analysis, 1-250ml amber bottle acidified with H₂SO₄ for T-phos. & TOC analysis.
 * WQP analysis includes: pH, Cond., TSS, Alk, Hard, NO₂-N, NO₃-N, F, Cl, Br, SO₄ Temperature of Samples when Received at Lab _____

Biol. Samples Relinquished By : _____ Date: _____ Time : _____

Chem. Samples Relinquished By : _____ Date: _____ Time : _____

Biol. Samples Received By : _____ Date: _____ Time : _____

Chem. Samples Received By : _____ Date: _____ Time : _____