

Appendix E: Chain of Custody Forms

Field No. _____

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 _____ Samples Collected By: _____

Run No. _____ Station ID _____ Time (24 hr) _____ Field Meter # _____

Stream Name & Intersecting Street _____

FIELD OBSERVATIONS

Number of days since significant rainfall _____

Flow Severity	Tidal Stage	Color	Odor	Water Surface	Current Weather	Wind Intensity

- | | | | | | | |
|-------------|-------------|--------------|-------------------|---------------|-------------------|--------------|
| 1 - no flow | 1 - low | 1 - brownish | 1 - sewage | 1 - calm | 1 - clear | 1 - calm |
| 2 - low | 2 - falling | 2 - reddish | 2 - oily/chemical | 2 - ripples | 2 - partly cloudy | 2 - slight |
| 3 - normal | 3 - slack | 3 - greenish | 3 - rotten egg | 3 - waves | 3 - cloudy | 3 - moderate |
| 4 - flood | 4 - rising | 4 - blackish | 4 - musky | 4 - whitecaps | 4 - rain | 4 - strong |
| 5 - high | 5 - high | 5 - clear | 5 - fishy | | 5 - other | |
| 6 - dry* | | 6 - other* | 6 - none | | | |
| | | | 7 - other* | | | |

Flow Method	Flow (cfs)	Secchi Depth (cm)	Evidence of Primary Contact Recreation	# people observed	Sample Depth (ft)	Total Depth (ft)

- | | | |
|------------------------|------------------|--------|
| 1 - flow-gauge station | 1 - observed | 1 - 10 |
| 5 - Doppler | 0 - not observed | > 10 |

INSTRUMENT READINGS

Temp	Conductivity	Dissolved Oxygen (DO)	pH	Salinity

(1.0 to 38.0 °C) (0.03 to 60 mS/cm) (0.5 to 15.0 mg/L) (5.0 to 10.0) (.009 to 45.0 PSS)

***Other Observations:**

Request for Analysis (circle what is requested):

- | | | |
|------------------|-----------|-------------------|
| 1 - pH | 5 - Cl- | 9 - E. coli |
| 2 - Conductivity | 6 - SO4 | 10 - Enterococcus |
| 3 - TSS | 7 - N-NH3 | |
| 4 - N-NO3 | 8 - T-PO4 | |

No. of Containers:

- | | |
|------------------------------|---------------------------------------|
| _____ 100 mL sterile plastic | _____ 200 mL sterile plastic |
| _____ 1 L plastic | _____ 1 L plastic w/ H2SO4 |
| _____ 1 gallon plastic | _____ 1 L plastic(TKN) bottle w/H2SO4 |

Samples Relinquished By: _____ Date: _____
 Samples Received on Ice: Yes / No _____ (signature only)

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

*Note: If site is dry, photo should be taken. If water present within 400 m, and pool is 10+m long, and 0.4+m deep, collect sample and record Maximum pool width, depth, length, and percent pool coverage in 500 m reach (if measureable) in observations section.



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

Effective Date: 1 05/18/17

Document ID: 150

Version: 1.03

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

Sample Run Collected Bi-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	Water Color	Water Odor	Present Weather	Wind Intensity	Water Surface	Primary Contact	Evidence of P.C.
1	LUCE BAYOU HUFFMAN / CLEVELAND	11187																
2	EAST FORK SAN JACINTO RIVER @ FM 1485 (gage 8070200)	11235																
3	CANEY CREEK @ FM 1485	11334																
4	PEACH CREEK @ FM 2090	11337																
5	EAST FORK SAN JACINTO @ SH 105 (gage 8070000)	11238																
6	PEACH CREEK @ FM 105	18625																
7	CANEY CREEK @ Millmac Rd.	21465																
8	WEST FORK SAN JACINTO @ FM 105 (gage 8087650)	11251																
9	STEWART CREEK @ LOOP 336, CONROE	18626																
10	CRYSTAL CREEK @ HWY 242	18635																
11	WEST FORK SAN JACINTO @ FM 242	11243																
12	SPRING CREEK @ I-45 (gage 8068500)	11313																
13	CYPRESS CREEK @ I-45 (gage 8069000)	11328																

Comments:

Analysis Required: VOC, WQP, T-phos, Ammonia, Total Coliform, E. coli
 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 for T-phos, & TOC analysis.
 * WQP analysis includes: pH, Cond., TSS, Alk, Hard, NO₂-N, NO₃-N, F, Cl, Br, SO₄

Matrix: Water

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: _____



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

Effective Date: 05/18/2017

Document ID: 150 Version: 1.03

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	Water Color	Water Odor	Present Weather	Wind Intensity	Water Surface	Primary Evidence of P.C.
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	BU'S MARINA																
12	LAKE HOUSTON MARINA																
13	EAST FORK MCKAY BRIDGE	11212															

Comments: _____

VOC, WQP, T-phos, Ammonia, Total Coliform, E. coli
 1-100ml sterilized bottle for fecal 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 for T-phos. & TOC analysis.
 pH, Cond., TSS, Alk, Hard, NO₂-N, NO₃-N, F, Cl, Br, SO₄

Analysis Required: _____ Matrix: Water
 Bottles used: _____
 * WQP analysis includes: _____ Temperature of Samples when Received at Lab: _____

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

Texas Research Institute for Environmental Studies (TRIES) Analytical Laboratory
Sam Houston State University
Chain of Custody

REPORT TO:										BILL TO:										
Name: Kaitlen Gary					Name: Kaitlen Gary										Name: Kaitlen Gary					
Company: TRIES Aquatics Laboratory					Company: TRIES Aquatics Laboratory										Company: TRIES Aquatics Laboratory					
Address: 2424 Sam Houston Avenue, Suite B-8					Address: 2424 Sam Houston Avenue, Suite B-8										Address: 2424 Sam Houston Avenue, Suite B-8					
City, State, Zip: Huntsville, Tx 77340					City, State, Zip: Huntsville, TX 77320										City, State, Zip: Huntsville, TX 77320					
Phone: 936-294-2501			Fax:		Email: kpgary@shsu.edu			Phone: 936-294-2501			Fax:		Email: kpgary@shsu.edu							
Sampler Name:			Sampler Signature:			Analysis Required					TRIES Log #									
Date Collected	Time Collected	Matrix Code	Type*		Sample Description/Location	Bottle ID	pH	°C	Preservation Code	Cl, SO ₄ , NO ₂ , NO ₃	TSS	T PO ₄	NH ₃				Sample Number	TRIES Use Only		
			C	G																
		AQ		X		B1			C	X									Shipped: _____	
		AQ		X		B2			C		X								Hand Del: _____	
		AQ		X		B3			A			X							Container Tape:	
		AQ		X		B4			D				X						Present: Intact	
																			Y N NA Y N NA	
																			Cooler Temp: _____ (°C)	
																			Broken: Y N Leaking: Y N	
																			Preserved: Y N	
																			Acid type: _____	
																			Acid vol: _____	
																			Acid lot: _____	
Requested TAT:		Matrix Code:		Preservation		Sample Receiving/Lab Comments:														
Normal (10 days)		WW=Wastewater		C = <6° C																
Expedite: (5 days)		AQ=water		A= pH <2 HNO ₃																
Rush (1 Day)		SW=solid		B = pH <2 HCl																
*C=Composite G=Grab				D = pH <2 H ₂ SO ₄ E = Na ₂ S ₂ O ₃																
Relinquished By:			Date/Time:			Relinquished By:			Date/Time:											
Received By:			Date/Time:			Received By:			Date/Time:											
Thermometer ID:		pH strips Lot:		Project: Clean Rivers Program																