

Appendix E: Chain of Custody Forms

INSTRUCTIONS

Please be complete and accurate when filling out the Chain-of-Custody sheet, as all information will be printed on the final lab report.

- 1 REPORT TO: Name of company, address, #'s, and where you want the report sent.
- 2 INVOICE TO: Name of company, address, #'s, and where you want the report sent.
- 3 PROJECT NAME: What you will call this sample.
- 4 SAMPLE ID: How you will refer to this sample.
- 5 SAMPLE TYPE: C3=3pt Comp. C6=6pt Comp. C12=12hr Comp. C24=24hr Comp. G=Grab
- 6 MATRIX: DW=Drinking Water WW=Wastewater SO=Soil/Sludge OL=Oils
FL=Filter LE=Leachate SD=Solid RE=Resin OT=Other
- 7 CONTAINER(S)
- SIZE: 1=Gallon 2=1/2 Gallon 3=Quart/Liter 4=Pint 5=1/2 pt (250 ml)
6=125 ml/4 oz. 7=60 mls/2 oz 8-Vial 9=Other
- TYPE: P=Plastic G=Glass T=Teflon S=Sterile
- PRESERVATIVE: C=Chilled S=Sulfuric Acid N=Nitric Acid B=Base/Caustic Z=Zn Acetate
H=Hydrochloric Acid ST=Sodium Thiosulfate O=Other
- 8 ANALYSIS REQUESTED Please be as specific as possible when listing which samples get what results.



Id: _____ Type: _____ Permit No: _____ Date: _____ Time _____ AM PM

Site Id: _____ Name: _____ Key Map: _____

Site Info: _____

Sample Location: _____ Outfall: _____

Sample Location Info: _____

Outcome: Collected Collected (sample compromised) Field Test Only No Flow

Investigator(s): _____

Tests and Measurements

Temperature (°C) Dissolved Oxygen (mg/L) Specific Conductivity (µS) Water Depth (meters)
 pH (standard units) Salinity (ppt) SECCHI Disk Transparency (meters)

Field Observations--Water

Water Color 1-Brownish 2-Reddish 3-Greenish 4-Blackish 5-Clear 6-Other _____
 Surface Conditions 1-Clear 2-Scum 3-Foam 4-Debris 5-Sheen
 Water Odor 1-Sewage 2-Oily/Chemical 3-Rotten Egg 4-Musky 5-Fishy 6-None 7-Other _____
 Turbidity 1-Low 2-Medium 3-High
 Water Surface 1-Calm 2-Ripples 3-Waves 4-White Caps

Field Observations--Weather and Other

Present Weather 1-Clear 2-Partly Cloudy 3-Cloudy 4-Rain 5-Other _____
 Wind Intensity 1-Calm 2-Slight 3-Moderate 4-Strong
 Tide Stage 1-Low 2-Falling 3-Slack 4-Rising 5-High 89978 (Number of people observed)
 Days Since Last Significant Rainfall Source: _____ 89979 (Evidence of activity)

Matrix: Air Drinking Water Liquid Oil Other Solid Particulate Sludge Soil Water Other

Collection Method Grab Composite

Samples Collected:

Bottle No.	Container Type	Container Size	Preservative	Ice?	Analysis Requested	Direct Coll. Req.	Collection Type	Split	Sampled By
				Y/N			D/I	Y/N	
				Y/N			D/I	Y/N	
				Y/N			D/I	Y/N	
				Y/N			D/I	Y/N	
				Y/N			D/I	Y/N	
				Y/N			D/I	Y/N	
				Y/N			D/I	Y/N	
				Y/N			D/I	Y/N	
				Y/N			D/I	Y/N	

Custody

Relinquished By: _____

Received By: _____

Date/Time: _____ AM PM

Date/Time: _____ AM PM

Samples placed in restricted area by: _____ (Initial)

Legend	Container Sizes	Container Types
Collection Type	1/2 gal 250 mL	P - Plastic
D - Direct	1 gal 500 mL	G - Glass
I - Indirect	1 qt 4 oz	Can - Canister
Preservatives	40 mL 8 oz	C - Cartridge
H2SO4 NaOH	100 mL n/a	PB - Plastic Bag
HCL Na2S2O3		S - Slide
HNO3 none		O - Other

Field No. _____

City of Houston
Houston Health Department
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 _____

For lab use only:

FIELD OBSERVATIONS

Samples Received on Ice? Yes / No Thermometer ID: _____
Temp (°C) _____ Corrected Temp (°C) _____

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 |

Acid ID# H2SO4

Samples Relinquished By: _____ Date: _____
(signature only)

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



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: 1.05

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	16625																
7	CANEY CREEK @ Millmac Rd.	21465																
8	WEST FORK SAN JACINTO @ FM 105 (gage 8067650)	11251																
9	STEWART CREEK @ LOOP 336, CONROE	16626																
10	CRYSTAL CREEK @ HWY 242	16635																
11	WEST FORK SAN JACINTO @ FM 242	11243																
12	SPRING CREEK @ I-45 (gage 8068500)	11313																
13	CYPRESS CREEK @ I-45 (gage 8069000)	11328																

1-no flow
 2-low
 3-normal
 4-medium
 5-high
 6-very high
 7-extreme

1-clear
 2-reddish
 3-rotten egg
 4-ferrous
 5-fishy
 6-rotten
 7-other

1-calm
 2-ripple
 3-wave
 4-whirlpool

1-observed
 2-not observed

VOC, WQP*, T-phos, Ammonia, Total Coliform, E. coli
 1-100ml sterilized bottle for Bac3 analysis, 1-500ml plastic bottle for WQP analysis,
 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

* WQP analysis includes:

Analysis Required:
 Bottles used:
 1-500 mL plastic bottle acidified with HCl, 2-40ml VOA bottles with 1:1 HCl, 1-500 mL plastic bottle acidified with 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: _____



DRINKING WATER OPERATIONS LABORATORY
4200 Leeland Street, Annex Building, Houston, TX 77023
 San Jacinto River Authority - Lake Conroe Division
LAKE CONROE MONITORING
CHAIN OF CUSTODY

Effective Date: 8/21/2019

Document ID: 150

Version: 1.11

Date of Sampling: _____ Samples Collected By: _____

Sample No.	Station Name	Watershed ID	TCEQ ID	Time	Grab or Composite	TSS	Analysis Requested:				Comments:
							WQP *	Total Coliform & E.Coli	T.Phos & TOC	Ammonia	
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								

Bottles used:

- 1-1000mL plastic bottle for TSS
- 1-500ml plastic bottle for WQP analysis
- 1-120ml sterilized bottle for Bacti analysis
- 1-250ml amber bottle acidified with H2SO4 for T-phos. & TOC analysis
- 1-500 mL plastic bottle acidified with H2SO4 for NH3 analysis

Matrix: _____ Surface Water _____

Samples Received on Ice: Yes _____ No _____

Temperature of Samples when Received at Lab: _____

Sample Condition Acceptable: Yes _____ No _____
 If no, explain in comment section above

* WQP analysis includes: pH, Cond., Alk, Hard, NO₂-N, NO₃-N, F, Cl, Br, SO₄

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

Biological Samples Received By: _____ Date: _____ Time: _____
 Chemical 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		Company: TRIES Aquatics Laboratory		Company: TRIES Aquatics Laboratory									
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									
Phone: 936-294-2501		Phone: 936-294-2501		Fax:		Fax:									
Email: kpgary@shsu.edu		Email: kpgary@shsu.edu		Email: kpgary@shsu.edu		Email: kpgary@shsu.edu									
Sampler Name:				TRIES Log #											
Sampler Signature:				Analysis Required											
Date Collected	Time Collected	Matrix Code	Type*	Sample Description/Location	Bottle ID	pH	°C	Preservation Code	Cl, SO4, NO2, NO3	TSS	T PO4	NH3	Sample Number	TRIES Use Only Sample Receipt Checklist: Shipped: _____ Hand Del: _____ Container Tape: Present: Y N NA Y N NA Cooler Temp: _____ (°C) Broken: Y N Leaking: Y N Preserved: Y N Acid type: _____ Acid vol: _____ Acid lot: _____ COC Seals: Present: Y N NA Y N NA Intact: Y N NA COC & Labels Match: Y N Sufficient Quantity: Y N	
		AQ	X		B1			C	X						
		AQ	X		B2			C		X					
		AQ	X		B3			A			X				
		AQ	X		B4			D				X			
Requested TAT: Normal (10 days) Expedite: (5 days) Rush (1 Day) *C=Composite G=Grab				Matrix Code: WW=Wastewater AQ=water SW=solid				Preservation C = <6° C A= pH <2 HNO3 B = pH <2 HCl D = pH <2 H2SO4 E = Na2S2O3				Sample Receiving/Lab Comments:			
Relinquished By:		Date/Time:		Relinquished By:		Date/Time:		Received By:		Date/Time:		Date/Time:			
Received By:		Date/Time:		Received By:		Date/Time:		pH strips Lot:		Project: Clean Rivers Program					
Thermometer ID:		pH strips Lot:													