



HOW TO FILL OUT A CALTEST CHAIN OF CUSTODY (COC) FORM

The Caltest Chain of Custody form (COC) acts as a chain of custody of the sample(s), legally documenting possession or custody from the time of sample collection to the time of sample drop off at the lab. It also acts as an official order form to the lab, indicating what analyses should be performed on what samples, date/time of sample collection, and reporting/invoicing instructions. Below are descriptions of the required parameters on the form.

Client: The name of the company to which the report and/or invoice will be made out. For homeowners, the name of the person the account will be under.

Report Attn: The name of the person the report will be addressed to. For homeowners, may be same as client name.

Project Name: Will be the title of the report/project (no wrong answer). Examples include, "Water Testing" or "Annual Compliance." We recommend titling the report something that someone else can look at 5+ years from now and understand what the project was about.

Mailing Address: The mailing address for the report. The address of the sample is not needed.

Billing Address: The mailing address for the invoice. Can simply write "same" if same as mailing address.

Phone Number: Best number to reach someone if there's a need to call for any reason.

Email Address: Email address of primary contact person.

Regulatory Drinking Water? If the sample is a drinking water regulatory sample that needs to be reported to the state, select the "Y" box and add the 10-digit PS Code(s); otherwise select the "N" box.

Date/Time Sampled: When the sample was collected.

Sample ID: The name of the sample. Again, no wrong answer. Examples include "Kitchen Sink" or "Pre-Filtered." We suggest naming the sample something that someone else can look back on years from now and understand where the sample was collected.

Analyses Requested: This is where to request the analyses needed for each sample. The COC is designed with rows and columns so that multiple analyses can be requested on the same sample, or the same analysis can be requested on multiple samples.

Comments: This is a great place to request an email distribution list ("Please email to: __") should you want the report to be sent to multiple recipients. Listing contacts here will also give us authorization to speak with those individuals about this project.

Relinquished By: Please sign and date/time whenever the sample changes custody to show who possesses the sample at all times. When the sample is turned in to the lab, the last signature will be the sample receiving employee at Caltest.

Reporting Options: By default we email reports and invoices to the client. Hard copies are only available upon request.

Please contact Caltest Client Services with any questions: 707/258-4000 or pmgr@caltestlabs.com

