OCL Analytical Services

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CHAIN-OF-CUSTODY

The Chain-of-Custody is a LEGAL DOCUMENT. All relevant fields must be completed accurately.

NELAP# NYDOH-10510

Client/Reporting Information

Company Name
Address
City, State, Zip
Phone
Email

*Samples should be brought to lab on ice with a receiving temperature of 2 to 6°C.

LAB USE ONLY
Receiving Information
Sample Temp °C_____
IR Gun ID # _____

	Y	N
Received on Ice?	☐	☐
Within Hold Times?	☐	☐
Correct Containers?	☐	☐
Correct Preservation?	☐	☐
Set up in 6 Hours?	☐	☐

Initials _____

LAB USE ONLY OCL Number	Sample Description/Location (As it will appear on Lab Report) Fed ID / PWS #	Collection Date	Collection Time	Composite	Grab	Matrix Code	Field Chlorine Residual	Analysis Requested	Number of Containers	Container Size	Container Type	Preservative: Unpreserved	Thiosulfate	Sulfuric Acid	Nitric Acid	Hydrochloric Acid	Ascorbic Acid	Sodium Hydroxide	Zinc Acetate	Ammonium Chloride

This is the location you want to see on the report. The address of the location, as well as the sample point for example “kitchen sink” “well 1” “outside hose” etc.

Fill out the:
1. **DATE and TIME** the sample was taken
2. If you took a Cl residual at sample time
3. Mark if the sample is a comp or a grab
4. Matrix code:
DW=drinking water,
WW=Wastewater
GW=Groundwater
S=Solid

List any testing you need done. A Bacteria test is the most common.

If you are unsure what testing you need you will have to contact the person or entity requiring it and find out. Every client is different and there is no standard test group.

Comments/Special Instructions

Rush Requested? _____ Client Code: _____ Prepaid? _____

Sampled By:	Print_____ Sign	Date: Time:
Relinquished By:	Print_____ Sign	Date: Time:
Relinquished By:	Print_____ Sign	Date: Time:

Received By:	Print_____ Sign	Date: Time:
Received By:	Print_____ Sign	Date: Time:
Received By:	Print_____ Sign	Date: Time:

By signing this document, you are acknowledging that the information provided is accurate. OCL Analytical does use subcontract laboratories for certain analyses. OCL Analytical also has the right to release a copy of the report to the NYS Department of Health should such information be requested.