



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

The Caltest Chain of Custody form, or 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 instruction. Below is a guideline of the required parameters detailing what is meant by each box on the form:

Client: The name of the company the invoice will be made out to. 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 all about.

Mailing Address: Where the report will be addressed to. The address of the sample is not needed, only the mailing address for the report.

Billing Address: Where the invoice will be addressed to. Can simply write "Same" if same as mailing address.

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

Email Address: Email address of report recipient. If more than one, please write additional email address/es under "Comments." Providing an email address is highly recommended.

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." Again we recommend titling 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 what analyses are needed to perform on what samples. The COC is designed so that, using rows and columns, multiple analyses can be requested on the same sample, or the same analysis can be requested on multiple samples.

Reporting Options: Choose how you would like to receive your report - whether via mail, email or both. For multiple recipients, please write each recipient's email address under "Comments."

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

REV 3/04/20

