ENTHALPY ANALYTICAL

Instructions to assist filling out the COC are on the next tab

Air Chain of Custody Record

Request for Analysis

Lab Use Only

work order #

lab name address phone	**CUSTOMER INFORMATION**	**PROJECT INFORMATION**	custody seal intact? ☐ yes ☐ no ☐ none	PO #
special instructions:	company:	project name:	on ice? ☐ yes ☐ no	Add. Notes
	contact/ report to:	submit invoice to	temperature °C _____	
	email:	project #:	meets req.? ☐ yes ☐ no	
	cc emails:	P.O. #:		
	address:	site name:	preservation notes	
	phone:	site state:		

turnaround time request (pre-approval required for TAT less than standard. surcharges will apply)
☐ STANDARD ☐ 5 day ☐ 2 day ☐ 1 day ☐ other_____

data deliverable type: ☐ STANDARD ☐ other_____

EDD required (Y/N)?

EDD Format_____

***matrix code: (A)** ambient, **(O)** other, **(H)** headspace, **(PM)** particulate matter, **(S)** stationary, **(V)** vapor, **(W)** worker

****container or media type: (B)** bag (tedlar), **(Bd)** badge, **(Bt)** bottle, **(C)** canister, **(F)** filter, **(O)** other, **(T)** tube, **(TD)** thermal desorption tube

units for reporting:

retention requirements:

regulatory program, as applicable (i.e., CAA, CARB, etc.):
☐ compliance ☐ engineering

Analysis Requested

Comments

	Sampling Information			Equipment Information				Start Sampling Information			Stop Sampling Information							
	Sample ID	Matrix Code*	Sample Type	Container Type** (media type)	Container ID# (Media ID)	Flow Cont. #	Container Size	Date	Time	Initial Pressure ("Hg)	Date	Time	Final Pressure ("Hg)	Sampler Name	Final Volume				
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			

	note shipper, courier, and tracking # below	Signature	Print Name	Company / Title	Date (MM/DD/YY)	Time (24:00)
1	Relinquished By:					
	Received By:					
2	Relinquished By:					
	Received By:					
3	Relinquished By:					
	Received By:					
4	Relinquished By:					
	Received By:					

Notes (include special conditions, possible hazards, etc.):

Field sampling conditions (notes)

☐ rain/snow during deployment/pick-up

☐ continuous rain during samp. period

☐ snow or melt during sampling period

Reset Form

Chain of Custody Instructions

Overview

A chain of custody (COC) is a legal document showing the full process of sample origins from collection, time and date, sampler's name or initials, sample handling and transfer to the laboratory, and conditions upon receipt. Timely, accurate, and legible sample information shall be recorded electronically on the form or using indelible ink. Please fill out all relevant fields on the COC. Insufficient or missing information provided on the COC, illegible entries, or incorrect entries of sample information may interfere with the completion of the sample login process. Sample will not be accepted when received upon poor condition (e.g., broken or leaking) for analysis, and if requested, disposal of the sample may be at the expense or risk of the sample sender (or company). The sender will be notified of any anomalies or issues relating to missing, inaccurate, or insufficient information or poor conditions upon receipt. For the latest information, refer to our acceptance policy at:
https://enthalpy.com/sample-acceptance-policy/

If you download the excel spreadsheet, there are dropdown features when choosing:

- lab location (and auto populate the address and phone number)
- matrix code
- sample type for noting grab, integrated, or QC sample was collected
- container/canister/media type
- EDD required (yes/no)
- Noting which sample is applicable for the analysis request

Contacts and Requests

lab name Discuss with your Enthalpy Project Manager the correct location to ship samples to, temperature requirements, preservation requirements, etc. to help reduce delays in sample receipt.

address Samples can be shipped to the following locations for air analyses; however, not all locations can run each method (so check with your laboratory contact before shipping).

laboratory name	address	city	ST	zip	phone
Enthalpy Analytical - Durham	800 Capitola Drive, Suite	Durham	NC	27713	919-850-4392
Enthalpy Analytical - Deer Park	931 Seaco Ct.	Deer Park	TX	77536	281-476-9898
Enthalpy Analytical - Mt Pleasant	2625 Denison Drive	Mt Pleasant	MI	48858	989-772-5088
Enthalpy Analytical - Orange	931 W. Barkley Avenue	Orange	CA	92868	714-771-6900
Enthalpy Analytical - Richmond	1941 Reymet Road	Richmond	VA	23237	804-358-8295
Enthalpy Analytical - Wilmington	2714 Exchange Drive	Wilmington	NC	28405	910-776-5003

company Client's company name
contact/report to Name of person to receive results
email Email address of where sample results need to be sent to
cc emails Additional emails for ccing results
address Client's mailing address include city, state, zip code
phone Phone number for person receiving results or contact to call in case there are issues with sample receipt

project # Client's project number or reference that will be noted on the final report
project name Client's reference to the project, job, or work
project details Used for Client to detail project specifics, if needed
submit invoice to: Client contact to send invoice to name, including email address, or billing instructions
P.O. # Client specific number to be listed on invoice for billing purposes
site name Client's site or location reference
site state State where samples were collected

Instructions

special instructions List special instructions about the sample(s). If there are known elevated concentrations, hazards, interferences, caveats, etc. please list this information here. This is also an area to note additional analyses requests, MS/MSD requests, explanation on any custom turnaround time requests, units for reporting, or deliverable types. This information will be used to inform the laboratory on any specifics for handling and reporting.

turnaround time request

If not turnaround time (TAT) is noted, the laboratory will default to standard TAT. Standard TAT is lab-dependent. Any rush requests must be pre-approved by the laboratory to ensure the TAT request can be met. Any rush TAT or non-standard TA will be subject to expedited fees and surcharges. Standard terms and conditions can be found at:
https://enthalpy.com/terms-and-conditions/

5 day - 5 business days upon receipt. In general, samples logged in after 15:00 local time turnaround time, depending on the laboratory or client agreement, will not start until the next business day. For example, if a sample is received on Tuesday, to meet 5 day turnaround time requirements, sample results can reported at late as the following Monday before midnight. If a sample is logged in after 15:00 local time on Tuesday, results can be provided to client by midnight on the following Tuesday.

3 day and 2 day - same comment as above, but the 5 days will be replaced with a 3 or 2. Weekends are not included in TAT requests.

Next day results by midnight, not including weekend days.

custom - enter request manually

data deliverable type Designate any specific report deliverable requirements. If there is nothing noted, the laboratory will default to their standard report.

units for reporting Designate any specific units needed for deliverables

regulatory program List the program that is guiding the sampling and analysis requirements. A copy of a project specific QAPP or SAP should also detail this information. Check the compliance check box for these projects, and note reporting limit requirements in one of the notes sections provided on the COC. If engineering or assessment that is not under regulatory compliance, please check the engineering box.

Sampling Information

sample ID Client specific unique identifier to appear on the analytical report

matrix code Select the matrix code from the dropdown or box above listing appropriate matrices:

(A) ambient outdoor or indoor air
(H) headspace (PM)
particulate matter (e.g., $PM_{2.5}$, PM_4, PM_{10}, respirable, total)
(S) stationary (i.e., stack, source, etc.)
(V) vapor (including soil vapor, sub slab gas)
(W) worker (personal or work area in the breathing zone)
(O) Other

sample type Choose from the dropdown list each sample Type. Integrated (or composite sample) is any sample collected that has a start and stop collection time of greater than 1 minute. Choose grab sample if instantaneous. Choose blank or spike for QC samples, if applicable.

ENTHALPY ANALYTICAL

Chain of Custody Instructions

Sampling Information

container type (or media type)	Select the container or media type from the dropdown or box above listing different types: (B) Bag (e.g., tedlar, Teflon, multi-layer foil) (Bd) Badge (i.e., passive or diffusive) (Bt) Bottle (i.e., liquid, impinger, jars, vials, etc.) (C) Canister (e.g., SUMMA, minicans, electropolished, silonite) (F) Filter (e.g., glass fiber, PVC, quartz) (T) Tube (Sorbent) (e.g., charcoal, silica gel, anasorb, XAD, chromosorb) (TD) Thermal Desorption Tube (e.g., tenax, tribed, combo) (O) Other
container ID	This is the canister ID, media ID, or other unique identifier specific to the container. This is not the
flow controller #	This is the flow controller ID # or secondary media ID for samples that may have multiple pieces of media in the sampling train. For media tube samples, include specific lot numbers. This can also be used as a secondary ID for samples that use multiple pieces of media (often noting A and B samples).
container size	List the canister or container size. If tube or filter media, you can leave blank.
start sampling date	Provide in MM-DD-YY format for the date the sample was initiated or started
start sampling time	Provide the time the sample was initiated or started in military time (24:00)
initial pressure	Provide the initial pressure for canisters in inches of mercury or psi, just note the units. If using a pump, you an enter the flow rate and units here too.
stop sampling date	Note the date in MM-DD-YY format for the date the sample was stopped or ending duration
Stop sampling time	Note the time in military time (24:00) the end or stop time of the sample
final pressure	Note the final pressure observed when using canisters
sampler name or initials	Depending on the client's practices, the sampler's first initial and last name (e.g., P. King) or three letter initials shall be listed. If the first name is Paul, middle initial is J, and last name is King, the three letter initials will be PJK. If different samplers were used to start and stop the sample(s), note both initials with the start sampler's initials first then pick-up or stop sampling persons initials second (e.g., PJK/ELS, where PJK is the first sampler and ELS is the second sampler in this example).
analysis requested	Provide the name and number of the method, abbreviation of the method name, or group of tests that are requested for analysis (e.g., EPA 18, TO-11, EPA 325B, ASTM D1946, NIOSH 1501, fixed gases, TPH, metals, etc.). Use dropdowns to note which analysis is requested for each sample. Use the dropdown to select ✓ under the analysis requested. Any blank or null fields will be considered - do not analyze. For any unused analysis requested columns, they can be used for comments.
relinquished by	List the sampler's signature, printed name, company name, and time and date when samples were packed and ready for shipping. Ideally this information will match the custody seal.
received by	This should be the courier, shipper, or handler that samples are relinquished to for transportation. If intercompany exchanges happen, this can also be noted here. For FedEx, UPS, USPS, DHL, Delta Dash, Southwest Cargo, or any other shipping company, list the shipper and tracking number in this field. The shipper will then be the relinquisher in the next row (second relinquished by field). The received by person will sign as the receiver (often the laboratory staff in the second received by field).
notes	Include any special conditions, possible hazards, additional field sampling condition notes, including average temperature, etc.
field sampling conditions	Use checkboxes to note field conditions. Use the additional space to provide any necessary details.