



Chain of Custody Instructions

This is a legally binding document acknowledging transfer of the sample from you to Pace®. Incomplete or illegible COC's will result in delays in our ability to complete your work. Pace® is not liable for errors due to incomplete or illegible COC's.

1 Pace® Location Requested (City/State):

2 Company Name, Street Address

3 Contact/Report, Phone #, E-Mail, Co. E-Mail

4 Project Name, Site Collection Info/Facility ID (as applicable)

5 Invoice to, Invoice #, Purchase Order # (if applicable), Quote #

6 Customer Sample ID, Matrix, Comp / Grab, Composite Start Date, Time, Collected or Composite End Date, Time, # Cont., Result, Units

7 Specify Container Size, Identify Container Preservative Type, Container Size, Preservative Types

8 Analysis Requested

9 Collected By: Printed Name, Signature

10 Relinquished by/Company (Signature), Date/Time, Received by/Company (Signature), Date/Time

11 Customer Remarks / Special Conditions / Possible Hazards

The chain of custody must have the following areas filled out:

- 1** Pace® Lab Location
- 2** Client Identification
- 3** Report Information
- 4** Sample Location and State of Origin
- 5** Invoicing Information
- 6** Sample ID, Matrix, Time and Date Sampled
- 7** Container Type, Preservation
- 8** Analysis Requested
- 9** Sampler Name/Signature
- 10** Relinquished/Received by
- 11** Customer Remarks (if applicable)

The QR Code at the top of the chain links to instructions that are available to assist you if you need more information.