

Instructions for Filling out this Chain-of-Custody

1. Use a different Chain-of-Custody (COC) for each sampling location.
2. ***** Do not make duplicate requests for the same contaminant or contaminant group on the same COC. *****
3. Starting at the top left of the COC, fill out the Sample Information section using the definitions below:
 - a. **Routine** - Samples taken for compliance with the Safe Drinking Water Act (SDWA). Refer to the EPA Sampling Schedule for each PWS.
 - b. **Confirmation** - Samples are for compliance purposes and are taken at the request of EPA Region 6 to verify the level of a specific contaminant or contaminant group.
 - c. **Special** - Samples taken are not for compliance with SDWA.
 - d. **Grab** - A single sample collected at a particular time and place that represents the composition of the water only at that time and place.
 - e. **Composite** - A series of small samples taken over a given time period and combined as one sample in order to provide a summary of water quality.
 - f. **Finished** - Samples are taken after the treatment process at the entry point. If there is no treatment process, then the water is considered finished water.
 - g. **Raw** - Samples are taken before the treatment process and represent the water quality of the water source.
4. If sampling for SDWA compliance purposes at the Entry Point to Distribution, use the metal tag or the Sampling Schedule for the water system and on the COC, fill out PWS ID, Facility ID, Sampling Point ID, PWS Name and Facility Name. This information is required for compliance purposes. You may fill out Sampling Location with a local name or you may leave it blank. If sampling for chlorinated disinfection byproducts (DBPs) in distribution as part of the Stage 2 DBP Rule, use a Facility ID of 01000. Some examples for the correct Sampling Point ID for Stage 2 DBPs are DBPMAX, DBP01, DBP02, DBP03, etc.... Refer to your Stage 2 DBP Sampling Plan for the correct Sampling Point ID. If you are sampling finished water and the system is disinfected with chlorine, mark **Yes** and take a Free Chlorine Residual and write it down in this box. If the system is not disinfected mark **No**.
5. For each requested contaminant or contaminant group, use one row and mark the Date and Time the sample was collected. Also write down the Container Type and Number as well as the Preservative Type. If the request has multiple containers and preservatives (like SOCs), then mark as 'Various' in these boxes. Put an X in the appropriate row under the group for which you are requesting analysis be done.
6. Certify that the samples were taken under normal operating conditions by signing this COC, record the Date & Time as well as the name of the person taking the samples and who they work for.
7. Fill out the contact information for where the report should be mailed.
8. If the compliance sample is for a water system that is having their samples paid for through the Southwest Environmental Finance Center's (SW EFC) Tribal Drinking Water Program, make sure that the "Mail Invoice To" section contains the information for the SW EFC. If the sampling is not for compliance purposes, or the water system is considered to be "for-profit" and pays for its own compliance samples, make sure that the "Mail Invoice To" section contains the information needed for Accurate Labs to bill the water system.
9. Make sure to sign this COC with the Date and Time whenever the sample and COC are transferred from one individual to the next or when delivered to the lab.

EPA Region 6 - Drinking Water Contaminant Groups

Disinfection By Product Rule (DBPR)

For systems using chlorine disinfection:

Total Trihalomethanes (TTHMs) - chloroform, bromoform, bromodichloromethane, dibromochloromethane

Haloacetic Acids (HAA5s) - monochloroacetic acid, dichloroacetic acid, trichloroacetic acid, monobromoacetic acid, dibromoacetic acid

For systems using ozone disinfection:

Bromate

For surface water systems using conventional filtration and disinfection:

raw water alkalinity, raw water total organic carbon (TOC), treated water TOC

Inorganic Chemicals (IOCs) - 11

Drinking Water Metals (9) - arsenic, antimony, barium, beryllium, cadmium, chromium, mercury, selenium, thallium

Total Cyanide

Fluoride

Volatile Organic Chemicals (VOCs) -21

benzene / carbon tetrachloride / chlorobenzene / *o*-dichlorobenzene / *p*-dichlorobenzene / 1,2-dichloroethane / 1,1-dichloroethylene / *cis*-1,2-dichloroethylene /

trans-1,2-dichloroethylene / dichloromethane / 1,2-dichloropropane / ethylbenzene / styrene / tetrachloroethylene / toluene / 1,2,4-trichlorobenzene / 1,1,1-trichloroethane, 1,1,2-trichloroethane / trichloroethylene / vinyl chloride / xylenes (total)

Synthetic Organic Chemicals (SOCs) - 29

2,4-D / 2,4,5-TP (Silvex) / alachlor (Lasso) / atrazine / benzo(a)pyrene (PAHs) / carbofuran / chlordane / dalapon / di(2-ethylhexyl) adipate / di(2-ethylhexyl) phthalate /

1,2-dibromo-3-chloropropane (DBCP) / dinoseb / diquat / endothall / endrin / ethylene dibromide / glyphosate / heptachlor / heptachlor epoxide / hexachlorobenzene /

hexachlorocyclo-pentadiene / BHC-gamma (Lindane) / methoxychlor / oxamyl (Vydate) / pentachlorophenol / picloram / polychlorinated biphenyls (PCBs) (Aroclors) / simazine / toxaphene

Gross Alpha, Combined Radium (226/228) and Uranium (Radionuclides - 4)

alpha emitters (gross alpha) / beta/photon emitters (gross beta) / radium 226 & 228 (combined) / uranium (combined)

Lead & Copper Rule (LCR) - Coordinate with EPA Region 6