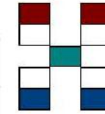


EPA Region 6 Drinking Water Chain-of-Custody Record

* Denotes Required Information



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Client (Water Utility): _____
Regulatory Compliance Officer: _____

Address: _____

Phone #: _____
E-mail: _____

Sample Information: Is sample for Compliance?
 If Yes, Routine or Confirmation?
 If No, Special
 Grab or Composite?
 Finished or Raw Water?

PWS ID *	PWS Name
Facility ID *	Facility Name
Sampling Point ID *	Sampling Location

Sampler (please print) *

Last Name	First Name

Chlorine? Yes _____ mg/L No

Sample Temp. (Lab Use): _____

Date	Time	Sample Request ID No.	Container Type and #	Pres. Type	HEAL No. (Lab Use)
		HAL Label Here			
		HAL Label Here			
		HAL Label Here			
		HAL Label Here			
		HAL Label Here			

Nitrate-Nitrite (preserved w/ H ₂ SO ₄)	Nitrate Only	Nitrite Only	Total Cyanide (IOCs)	Fluoride (IOCs)	Drinking Water Metals (IOCs)	Total Arsenic	VOC's by method 524	Trihalomethanes - TTHMs & Haloacetic Acids - HAA5s (DBP)	Bromate	SOCs	Radionuclides (gross alpha, gross beta, combined Ra226/228, combined uranium)	Combined Uranium	Air Bubbles? (Y or N) - Lab Use

Date:	Time:	Relinquished By:	Received By:
Date:	Time:	Relinquished By:	Received By:

Remarks: _____

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 contact information for the Client (Water Utility) and the **Regulatory Compliance Office** for this Public Water System (PWS), this is who the report will be sent to.
- 4.) Fill out the **Sample Information** section using the definitions below:
 - Routine** - Samples taken for compliance with the Safe Drinking Water Act (SDWA). Refer to the EPA Sampling Schedule for each PWS.
 - 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.
 - Special** - Samples taken are not for compliance with SDWA.
 - Grab** - A single sample collected at a particular time and place that represents the composition of the water only at that time and place.
 - 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.
 - 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.
 - Raw** - Samples are taken before the treatment process and represent the water quality of the water source.
- 5.) If sampling for SDWA compliance purposes at the Entry Point to Distribution, use the metal tag and on the COC, fill out **PWS ID, Facility ID, Sampling Point ID, PWS Name** and **Facility Name**. This tag 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.
- 6.) Under **Sampler** fill out the full name of the person collecting the samples.
- 7.) 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**.
- 8.) 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.
- 9.) For each request (row) put a **Sample Request ID No.** label in the correct spot on this COC and then place the duplicate **Sample Request ID No. Labels** on the corresponding sample bottles for that request.
- 10.) 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 / endosulfan / 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