



## Chain of Custody (COC) Form, Version 4

To ensure compliance with the requirements set forth by our regulatory and accreditation bodies, we are introducing our new Chain of Custody (COC) form, version 4. Please see the attached form.

### Form Features

- **Fillable Format:** The COC form is fillable, allowing for easier completion and improved legibility.
- **Page Numbering:** The page number, along with the total number of pages, is displayed at the top of the form for better document tracking.

### Form Sections Overview

1. **Client Information:** The form begins with client information, where you must indicate whether the client is new or existing.
2. **Billing Information:** This section includes fields for billing information, a Purchase Order (P.O.) number (if applicable), and a comments section.
3. **Questions and Turnaround Time:** Two questions and the turnaround time fields are included in this section. Approval is required by initialing these fields.
4. **Used by Laboratory:** The section from 'Sample Temperature' to 'IR Thermometer ID' (above turnaround time field) is to be completed by laboratory personnel at the time of sample submission.
5. **Sampling Details:** This portion of the form captures information related to sampling, including dates, times, and sample description(s).
6. **Matrix Selection:** Users can select the appropriate matrix from a drop-down menu. Matrix abbreviations are provided at the bottom of the COC for reference.
7. **Number of Containers:** The number of containers can be specified using a drop-down menu, with options ranging from 1 to 6.
8. **Test(s) Requested:** This section also utilizes a drop-down menu. For each selected test, a corresponding box must be checked to indicate the request.

### Final Section: Signatures and Sample Handling

At the end of the form, there are four designated boxes:

1. **Box 1:** For the sampler's name and signature.
2. **Box 2:** For the name and signature of the individual responsible for transporting the sample. The time field should reflect the moment this person leaves the sampling site.
3. **Box 3:** To be completed in real time at the laboratory when the sample(s) are relinquished.
4. **Box 4:** Please do not write anything in this box. For Laboratory use only.



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**Lab ID:**

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<b>CLIENT INFORMATION</b> New [ ] Existing [ ]		<b>BILLING INFORMATION</b>			Sample temperature:						
Name:		Billing Address:			Sample temperature requirement met? Yes [ ] No [ ]						
Company:					Sample holding time met? Yes [ ] No [ ]						
Address:					Continue with the analysis: Yes [ ] No [ ] Initials:						
		P.O.#:			Drinking water chlorinated: Yes [ ] No [ ] Initials:						
		<b>Comments:</b>			Actual chlorine residual concentration in the field:						
Phone:					IR Thermometer ID#: AIM						
E-Mail:					Turnaround Time: <b>STANDARD</b> [ ] <b>RUSH</b> [ ] Initials:						
					<b>TEST(S) REQUESTED</b>						
					<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	
Do we have a permission to Sub-Contract your sample to another laboratory? YES [ ] NO [ ] Initials:											
<sup>a</sup> Discard Sample(s) after analysis is done: YES [ ] NO [ ] Initials:											
SAMPLING DATE	SAMPLING TIME	SAMPLE DESCRIPTION(s)	Matrix	# of Containers							
		1-									
		2-									
		3-									
		4-									
		5-									
<b>1- Sample(s) Collected By:</b> (Sign & Print)					<b>2- Transported By:</b> (Sign & Print)					Time:	Date:
<b>3- Relinquished By:</b> (Sign & Print)			Time:	Date:	<b>4- Received By:</b> (Sign & Print)					Time:	Date:

Extra charges may apply for rush analysis, special sample preparation, non-typical report format, or other non-typical customer request or needs. Results use the laboratory's standard format unless the client requests otherwise.

<sup>a</sup>Sample(s) will be discarded after completion of the analysis without customer notification. <sup>b</sup>All test results will be communicated exclusively via email. Unless otherwise noted, sample(s) were received in acceptable condition.

Matrix abbreviations: Compost (CP), Cosmetic (COS), Drinking Water (DW), Fertilizer (FT), Food (FD), Ingredient (ING), Leafy Green (LG), Meat (MT), Processed Water (PW), Sea Water (SW), Shellfish (SF), Soil (SO), Sponge (SP), Supplement (SUP), Water (W)

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