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Chain of Custody Procedures

Sample Collection

1. To the maximum extent achievable, as few people as possible should handle a sample.
2. Solid waste samples should be obtained using standard field sampling techniques and preservation procedures.
3. Chain of Custody tags should be attached to each sample at the time it is collected.

The solid waste tag is made up of three (3) basic parts. Part A contains identification information such as District, County, Basin, Site Name, Site Location and Registration Number. Additionally, collection information is included here. The spaces inside the heavy black line are for the results of field analyses and some extra spaces have been provided for additional parameters as necessary. Each parameter field comprises the parameter name, a five (5) digit parameter code, and a nine (9) digit parameter value. Both the parameter name and the parameter code (storet number) must be used in all cases.

Part B of the tag contains basically laboratory information; however, certain identifying items including District, Material Sampled, and Method of Preservation must be completed by the field personnel collecting the sample. The area inside the heavy black line is reserved for the results of the analyses performed by the laboratory. (The field staff must at no time enter the results of any field analyses on this part of the tag.) If additional analyses are needed, these should be added in the provided spaces using both parameter name and code number. Analyses not required should be struck out by field personnel. The back of Part B of the tag is a shipping-sealing certification and should be completed by field personnel before the sample is sealed and shipped. Part C of the tag is a sample identifier which is to remain with the sample until all analyses are completed.

The District Number should be recorded in the space provided. Additionally, a seal should be placed around the closure of the sample container to further insure the integrity of the sample. In completing the chain of custody tag, care should be utilized to insure that all necessary information is correctly and legibly entered onto the tag. A black ballpoint with waterproof ink should be used at all times.

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After the tag is completed by field personnel, Parts A, B and C should remain attached to the sample, the sample sealed, and then delivered to the district office. To seal the sample, the Chain of Custody Tag should be tied to the "cubitainer" below the flange so that the tag cannot be inadvertently removed. Secondly, the nylon cord should be looped around the throat of the cubitainer just below the lid. The throat of the cubitainer should be wrapped with a seal that is completed with the signature of the person sealing the sample and the date the sample was sealed. Care should be utilized in sealing the sample to insure the sample cannot be tampered with, without being detected. Part A should be sent to the Central Office for filing. At the laboratory, Part B of the tag will be completed. Part C of the tag is to remain with the remnants of the sample until it is disposed of.

In completing the tag, several items should be watched very carefully. First, each value entered on the tag should be right justified in the spaces provided. Secondly, if a decimal point is needed in the value it should occupy one entire space of the value field. Where a decimal point is preprinted on the form, it should be observed. Thirdly, in the space labeled "Card Type", the letter B should always be used to enter new data to the file. Should it become necessary to change or delete any data in the file, special forms will be provided specifically for these purposes. By following this procedure and using these tags, legal requirements will be fulfilled, extraneous paper work, and mistakes avoided.

4. If more than one container of the same sample is obtained, an identification tag need only be attached to each additional sample. The auxiliary tag(s) must contain the following information:
 - a. Sample number of the primary, Chain of Custody tag
 - b. Date and time sample was collected
 - c. Source of sample
 - d. Preservative used
 - e. Name of collector
 - f. Sample analysis desired

After attaching each auxiliary tag, each sample container will be sealed, in accordance with the procedure as described above in Item 3.

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Solid Waste COC Tag
Instructions

1. Location for control number issued by the Central Office for priority samples. The number should be printed in red ink and circled on both portions of the COC tag.
2. District Number
3. Organization Number
4. Work Number
5. Laboratory - Use the following abbreviations:
 - Texas Department of Health - TDH
 - TDWR/Environmental Protection Agency - EPA
 - Trinity River Authority - TRA
 - Sabine River Authority - SRA
 - San Antonio River Authority - SARA
 - Corpus Christi-Nueces County Health - CCN
6. Site Name - Permittee, owner, reference to complainant, etc.
7. Point of Collection - As descriptive as possible.
 - Examples: Southeast corner of lagoon #6
 - 25' north of monitor well #4 (or other permanent landmark)
8. Site Location - Street address or directions from nearest street intersection. Include city or nearest populated area.
9. County Name
10. Basin - Indicate stream segment number.
11. Method of Collection - As descriptive as possible, to include but not limited to the following:
 - a. Type of sampling equipment
 - b. Type of container
 - c. Procedure used
 - Example: Soil sample was collected using a clean stainless steel hand trowel. Excavated surface to 6" depth and transferred sample with trowel to clean glass jar with teflon lined cap.
12. Type Facility
13. Time Collected
14. Date Shipped

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15. Additional Chain-of-Custody Tag Numbers (excluding Auxiliary Tags). For easy cross-reference when more than one type of COC tag is used for the same sampling point.
16. Odor
17. Solid Waste Registration Number
18. Permit Number
19. Page Number of Permit referencing specific outfalls.
20. Card Type - Use the letter B for all original entries of data.
21. Date of Collection of Sample
22. Material Sampled - Initial should correspond to box checked for item (25).
23. Collector's Signature
24. Field Tests: pH, D.O. conductivity, sulfides, etc.
25. Material Sampled
26. Comments - Observations and general comments:
 - a. Instructions to the laboratory i.e.: filter with .45 micron filter, type facility, labels on containers (generic name, proprietary name, chemical name, DOT warnings or shipping instructions), description of the appearance of the material including odor, miscibility with water, oil, etc.
 - b. Observations at the site i.e.: weather, dead vegetation or animals, etc.
27. Preservation Method - Refer to IOM dated October 15, 1981 from E. W. Heyer to All Field Representatives concerning Proper Sample Containers, Preservatives, and Volumes.
28. Auxiliary Tag Numbers - Use only AT tag numbers.
29. Leachate - Check this box if you want a soil/waste sample leached using either the EP Toxicity Procedure or the TDWR Solid Waste Evaluation Leachate Test.
 - a. The EP Toxicity Procedure is used to determine whether a sample is hazardous by EPA definition for the following constituents: As; Ba; Cd; Cr; Pb; Hg; Se; Ag; Endrin; Lindane; Methoxychlor; Toxaphene; 2,4,-D; 2,4,5-TP Silvex.

This procedure is one criteria used to distinguish between Class I and Class II waste.

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b. The TDWR procedure described in Technical Guideline #1 is used to distinguish between Class II and Class III waste.

30. Parameters - Cross out unnecessary analyses. State whether GC/MS analyses are qualitative and/or quantitative.
31. Date Sealed
32. Time Shipped
33. Date Shipped
34. Method of Conveyance - Car, bus, airline, etc.
35. Certification - Signature of inspector who seals and ships sample.

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TEXAS DEPARTMENT OF WATER RESOURCES TDWR-0849

NO. SW 01488 (1) District 2 Org. No. 3 Work No. 4 Lab 5

Site Name 6 Point of Collection 7

Site Location 8

County 9 Basin 10

Method of Collection 11 A

Type facility: Drum; Tank; Impoundment; Landfill
 Waste pile; Landfarm; Other 12

Time Collected 13 (am, pm) Date Shipped 14

Add. COC #s 15

ODOR: Yes; No; Describe 16

S.W. Registration		Permit Number		Page No.		Date							
1	9	10	18	19	21	22	23	24	25	26	27	28	29
1													

23
(Collector's Signature)

30	Code	35	Parameter Value	44	Code	49	Parameter Value	58	Code	63	Parameter Value	71

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TEXAS DEPARTMENT OF WATER RESOURCES TDWR-0849

NO. SW 01488 (1) District (2) Org. No. (3) Work No. (4) Lab (5)

Material Sampled: Solid waste (W); Liquid waste (L); Soil (S); Well (M);

Stream (S); Other (O) 25

Comments 26

Lab Only	Date rec'd:	(Lab No)
	Completion:	
Analyst sign:		

Preservation: None; Ice; H₂SO₄; HNO₃

Other 27

Auxiliary Tags 28

LEACHATE: EP Toxicity Series: TDWR 29

30	Code	35	Parameter Value	44	Code	49	Parameter Value	58	Code	63	Parameter Value	71

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TDWR-0849

TEXAS DEPARTMENT OF WATER RESOURCES
 DISTRICT (2)
 LAB NO. 01488
 NO. SW 01488