



Commonwealth of Massachusetts  
Department of Environmental Protection  
Senator William X. Wall Experiment Station  
37 Shattuck St., Lawrence, MA 01843  
Tel: 978-682-5237

## Sample Tracking & Chain-of-Custody Record

WES Sample Login #:

- ☐ Dispose of samples 30 days after analyses are approved  
☐ Seek permission to dispose of samples

Agency-Bureau-Division-Region	
MassDEP Bureau:	_____
Division/Unit:	_____
Region:	_____
Other Agency:	_____ _____

Project Description	
Project Name:	_____
Coordinator:	_____
*Point of Contact (POC):	_____
*POC Phone:	_____
*POC Email:	_____
*=Required	

Sample Chain-of-Custody from Field Collection Until Delivery to WES							
Relinquished By:		Received by:		Date	Time	Secured Storage Location	Samples Involved
Printed name	Signature	Printed name	Signature				

Comments: \_\_\_\_\_

Sample Chain-of-Custody from WES to Other Entity							
Relinquished By WES Staff:		Received by:		Date	Time	Receiving Entity Name, Address and Phone#	Samples Involved
Printed name	Signature	Printed name	Signature				



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Cooler #	Cooler Temp. at Receipt	Custody Seal	
		Intact?	Not Used
1	°C	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
2	°C	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
3	°C	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
4	°C	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>

WES Sample Login #:

Regulated Object Program Name:

Regulated Object Program ID:

WinLIMS Sample ID	Client Sample ID	Client Sample Description	Sample Matrix Code	Collector (Last name / First name)	Collection		Cooler #	Disinfectant Residual (mg/L)	Grab (G) or Composite (C)	# Bottles	Container Type Code	Preservative Code(s)	Chemically Preserve in Lab?	Filter In Lab?
					Date	Time								



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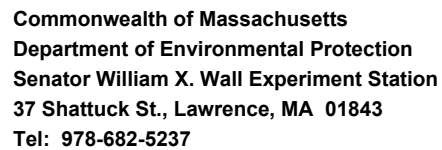
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WinLIMS Sample ID	Client Sample ID	Client Sample Description	Sample Matrix Code	Collector (Last name / First name)	Collection		Cooler #	Disinfectant Residual (mg/L)	Grab (G) or Composite (C)	# Bottles	Container Type Code	Preservative Code(s)	Chemically Preserve in Lab?	Filter In Lab?
					Date	Time								



### Sample Tracking & Chain-of-Custody Record

**WES Sample Login #:**

**Regulated Object Program Name:**

Regulated Object Program ID:

[illegible]



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				Analysis Requested									
WinLIMS Sample ID	Client Sample ID	Client Sample Description	Sample Matrix Code										

**Matrix Codes**

AIR	Air Sample		ME	Marine / Estuarine Water
BIO	Biological Specimen		NPWW	Non-Potable Water or Waste Water
BIO-PLUGS	Biological Specimen-Plug Sample Matrix		RW	ASTM Type I Reagent Water Matrix
DW-FS	Drinking Water - Finished or Source		SLD	Solid
FB-FRB	Field Blank-Field Reagent Blank Matrix		TB	Trip Blank
LW	Liquid Waste			

**Sample Preservative Codes**

1	Cool 1 - 6° C	6	Ascorbic acid	11	Ammonium chloride (NH <sub>4</sub> Cl)	16	Monochloroacetic acid (pH = 3)
2	pH < 2 with H <sub>2</sub> SO <sub>4</sub>	7	Filtered (0.45-µm pore size)	12	Ethylenediamine	17	Frozen
3	pH < 2 with HNO <sub>3</sub>	8	Sodium thiosulfate (Na <sub>2</sub> S <sub>2</sub> O <sub>3</sub> )	13	EDTA	18	Sodium bisulfate (NaHSO <sub>4</sub> )
4	pH < 2 with HCl	9	Maleic acid	14	Methanol	19	Trizma, pH 7.0
5	pH > 12 with NaOH	10	Sodium sulfite (Na <sub>2</sub> O <sub>3</sub> S)	15	Reagent water (ASTM Type I)	20	Abraxis Diluent (10X)

**Sample Container Type Codes**

DNPH	DNPH-cartridge	500CG	500-mL, clear-glass
VOAA	40-mL, amber-glass VOA vial	500PE	500-mL, HDPE
VOAC	40-mL, clear-glass VOA vial	1LAG	1-L, amber-glass
20AG	20-mL, amber-glass	1LPE	1-L, HDPE
120ST	120-mL, polypropylene, sterile	4LAG	4-L, amber-glass
120AG	120-mL, amber-glass	4LCG	4-L, clear-glass
125PE	125-mL, HDPE	BSCP	Biological Specimen Container, plastic, all sizes
250AG	250-mL, amber-glass	PT	PT Sample
250PE	250-mL, HDPE	OTH	Other
250PP	250-mL, polypropylene	NONE	Field Measurements/Metadata/Cancelled sample
500AG	500-mL, amber-glass		