



Commonwealth of Massachusetts
Watershed Planning Program

Sample Tracking & Chain-of-Custody Record

- ☐ Dispose samples 30 days after analysis approved
☐ Seek permission to dispose

Cooler Temperature at Receipt _____ ° C

WES Sample Log-In Batch# _____

Agency-Bureau-Division-Region	
Bureau _____	
Division/Unit _____	
<input type="checkbox"/> DEP WES	<input type="checkbox"/> DEP Boston
<input type="checkbox"/> DEP NERO	<input type="checkbox"/> DEP SERO
<input type="checkbox"/> DEP CERO	<input type="checkbox"/> DEP WERO
<input type="checkbox"/> DEP WPP	

Project Description
Name: _____
Coordinator: _____
Phone #: _____
Fax #: _____
email: _____

Analytical Laboratory (for samples sent to a laboratory other than WES)
Name: _____
Address _____
Contact: _____
MA Cert#: _____
Phone # _____

Sample Lab ID (Batch # above plus # below)	Sample Field ID	Site Name	Field Locator (Within Site)	Sample Matrix Code*	Collector (last name, first initial)	Collection		Sample Preserv. Code# **	G/C***	Chlorine Residual (yes/no)	Analysis Requested
						Date	Time				
Remarks: _____											

Chain of Custody: (Required, including signatures, for all samples submitted to WES Laboratories)

Relinquished by:					Received by:				
Printed name	Signature	Org.	Date	Time	Printed name	Signature	Org.	Date	Time

MATRIX CODES

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

SAMPLE PRESERVATIVE CODES

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

***Sample Tracking &
Chain-of-Custody Record
(Continued)***

WES Sample Log-In Batch #

[illegible]

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BIO	Biological Specimen	FB-FRB	Field Blank-Field Reagent Blank Matrix	NPWW	Non-Potable Water or Waste Water	TB	Trip Blank
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SAMPLE PRESERVATIVE CODES

SAMPLE PRESERVATIVE CODES							
1	Cool 1 - 6° C	6	Ascorbic acid	11	Ammonium chloride (NH4Cl)	16	Monochloroacetic acid (pH = 3)
2	pH < 2 with H2SO4	7	Filtered (0.45-µm pore size)	12	Ethylenediamine	17	Frozen
3	pH < 2 with HNO3	8	Sodium thiosulfate (Na2S2O3)	13	EDTA	18	Sodium bisulfate (NaHSO4)
4	pH < 2 with HCl	9	Maleic acid	14	Methanol	19	Trizma, pH 7.0
5	pH > 12 with NaOH	10	Sodium sulfite (Na2O3S)	15	Reagent water (ASTM Type I)	20	Abraxis Diluent (10X)