



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)	# Containers	Container Type Code	Preservative Code(s)	To be preserved:	To be filtered:
					Date	Time								



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				Analysis Requested															



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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		7	Filtered (0.45-µm pore size)		13	EDTA, trisodium salt		19	Trizma, pH 7.0
2	pH < 2 with H ₂ SO ₄		8	Sodium thiosulfate (Na ₂ S ₂ O ₃)		14	Methanol		20	Abraxis Diluent (10X)
3	pH < 2 with HNO ₃		9	Maleic acid		15	Reagent water (ASTM Type I)		21	Potassium dihydrogen citrate
4	pH < 2 with HCl		10	Sodium sulfite (Na ₂ O ₃ S)		16	Monochloroacetic acid (pH = 3)		22	pH < 2 with H ₃ PO ₄
5	pH > 12 with NaOH		11	Ammonium chloride (NH ₄ Cl)		17	Frozen			
6	L-Ascorbic acid		12	Ethylenediamine		18	Sodium bisulfate (NaHSO ₄)			

Sample Container Type Codes

DNPH	DNPH-cartridge		500AG	500-mL, amber-glass
40VOAA	40-mL, amber-glass VOA vial		500CG	500-mL, clear-glass
40VOAC	40-mL, clear-glass VOA vial		500PE	500-mL, HDPE
60VOAA	60-mL, amber-glass VOA vial		1LAG	1-L, amber-glass
60VOAC	60-mL, clear-glass VOA vial		1LPE	1-L, HDPE
20AG	20-mL, amber-glass		4LAG	4-L, amber-glass
120ST	120-mL, polypropylene, sterile		4LCG	4-L, clear-glass
120AG	120-mL, amber-glass		BSCP	Biological Specimen Container, plastic, all sizes
125PE	125-mL, HDPE		TUBE	Sample Vial or Tube, various 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

Other Codes

FLD	Field			
NA	Not Applicable			