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## **RECORD KEEPING, SAMPLE LABELING, AND CHAIN-OF-CUSTODY PROCEDURES**

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### **1.0 PURPOSE**

The purpose of this standard operating procedure (SOP) is to establish standard protocols for all field personnel for use in maintaining field and sampling activity records, writing sample logs, labeling samples, ensuring that proper sample custody procedures are utilized, and completing chain-of-custody/analytical request forms.

### **2.0 SCOPE**

This procedure shall apply to all sample collection conducted. This procedure shall serve as professional guidance. It is not intended to obviate the need for professional judgment that may arise in unforeseen circumstances. Deviations from this procedure in the planning or the execution of activities must be approved by the Project Manager.

### **3.0 DEFINITIONS**

#### **3.1 LOGBOOK**

A bound field notebook with consecutively numbered, water-repellent pages that is clearly identified with the name of the affected activity, the person assigned responsibility for maintenance of the logbook, and the beginning and ending dates of the entries.

#### **3.2 CHAIN-OF-CUSTODY (COC)**

Documentation of the process of custody control. Custody control includes possession of a sample from the time of its collection in the field to its receipt by the analytical laboratory, and through analysis and storage prior to disposal.

#### **3.3 LABORATORY COORDINATOR**

The person for each Project who is the main point of contact with the Laboratory Project Manager. This may or may not be the Project QC Coordinator.

## **4.0 RESPONSIBILITIES**

Field personnel are responsible for following these procedures during conduct of sampling activities. Field personnel are responsible for recording pertinent data into the logbook to satisfy project requirements and for attesting to the accuracy of the entries by dated signature.

The Field Manager is responsible for ensuring that all field personnel follow these procedures. The Technical Director/QA is responsible for verifying that the COC/Analytical Request Forms have been completed properly and match the sampling and analytical plan. The Project Manager or Laboratory Coordinator is responsible for notifying the laboratory, data managers, and data validators in writing if analytical request changes are required as a corrective action.

The Project Manager is responsible for determining which team members shall record information in the field logbook and for checking sample logbooks and chain-of-custody forms to ensure compliance with these procedures.

The Technical Director/QA is responsible for reporting any sample documentation or chain-of-custody problems to the Project Manager or Laboratory Coordinator within 24 hours of sample receipt. The Technical Director/QA is also responsible for evaluating project compliance with these procedures, and is responsible for reviewing logbook entries, sample labeling, and chain-of-custody records to ensure that all are adequate to meet project requirements.

## **5.0 PROCEDURES**

Standards for documenting field activities, labeling the samples, documenting sample custody, and completing chain-of-custody/analytical request forms are provided in this procedure. The standards presented in this section shall be followed to ensure that samples collected are maintained for their intended purpose and that the conditions encountered during field activities are documented.

### **5.1 RECORD KEEPING**

The field logbook serves as the primary record of field activities. Entries shall be made chronologically and in sufficient detail to allow the writer or a knowledgeable reviewer to

reconstruct each day's events. Field logs such as soil boring logs and ground-water sampling logs will also be used. These procedures are described in SOP, *Logbooks*.

## **5.2 SAMPLE LABELING**

A sample label with adhesive backing shall be affixed to each individual sample container. Clear tape shall be placed over each label (preferably prior to sampling) to prevent the labels from tearing off, falling off, being smeared, and to prevent loss of information on the label. The following information shall be recorded with a waterproof marker on each label:

- Project name or number (optional)
- EPA/CLP sample number
- Date and time of collection
- Sampler's initials
- Matrix (optional)
- Sample preservatives (if applicable)
- Analysis to be performed on sample (typically for water samples only)\*. This shall be identified by the method number or name identified in the subcontract with the laboratory. For water samples, a separate container is typically used for each separate test method, whereas with soil samples, all analyses are typically performed on the soil obtained from one sample container. In order to avoid lengthy lists on each container and confusion, soil sample containers typically don't list every analysis to be performed.

These labels may be obtained from the analytical laboratory or printed from a computer file onto adhesive labels.

## **5.3 CUSTODY PROCEDURES**

For samples intended for chemical analysis, sample custody procedures shall be followed through collection, transfer, analysis, and disposal to ensure that the integrity of the

samples is maintained. Custody of samples shall be maintained in accordance with EPA chain-of-custody guidelines as prescribed in EPA *NEIC Policies and Procedures*, National Enforcement Investigations Center, Denver, Colorado, revised May 1986; EPA *RCRA Ground Water Monitoring Technical Enforcement Guidance Document (TEGD)*, *Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA* (EPA OSWER Directive 9355 3-01), Appendix 2 of the *Technical Guidance Manual for Solid Waste Water Quality Assessment Test (SWAT) Proposals and Reports*, and *Test Methods for Evaluating Solid Waste* (EPA SW-846). A description of sample custody procedures is provided below.

### **5.3.1 Sample Collection Custody Procedures**

According to EPA *NEIC Policies and Procedures*, a sample is considered to be in custody if:

- It is in one's actual physical possession or view
- It is in one's physical possession and has not been tampered with (i.e., it is under lock or official seal)
- It is retained in a secured area with restricted access
- It is placed in a container and secured with an official seal such that the sample cannot be reached without breaking the seal

Custody seals shall be placed on sample containers immediately after sample collection and on shipping coolers if the cooler is to be removed from the sampler's custody. Custody seals will be placed in such a manner that they must be broken to open the containers or coolers. The custody seals shall be labeled with the following information:

- Sampler's name or initials
- Date and time that the sample/cooler was sealed.

These seals are designed to enable detection of sample tampering. An example of a custody seal is shown in Attachment 1.

Field personnel shall also log individual samples onto carbon copy chain-of-custody forms when a sample is collected. These forms may also serve as the request for analyses. Procedures for completing these forms are discussed in Section 5.4 indicating sample EPA number, matrix, date and time of collection, number of containers, analytical methods to be performed on the sample, and preservatives added (if any). The samplers will also sign the COC form signifying that they were the personnel who collected the samples. The COC form shall accompany the samples from the field to the laboratory. When a cooler is ready for shipment to the analytical laboratory, the person delivering the samples for transport will sign and indicate the date and time on the accompanying COC form. One copy of the COC form will be retained by the sampler and the remaining copies of the COC form shall be placed inside a self-sealing bag and taped to the inside of the cooler. Each cooler must be associated with a unique COC form. Whenever a transfer of custody takes place, both parties shall sign and date the accompanying carbon copy COC forms, and the individual relinquishing the samples shall retain a copy of each form. One exception is when the samples are shipped; the delivery service personnel will not sign or receive a copy because they do not open the coolers. The laboratory shall attach copies of the completed COC forms to the reports containing the results of the analytical tests. An example COC form is provided in Attachment 2.

### **5.3.2 Laboratory Custody Procedures**

The following are custody procedures to be followed by an independent laboratory receiving samples for chemical analysis; the procedures in their laboratory Quality Assurance Plan (LQAP) must follow these same procedures. A designated sample custodian shall take custody of all samples upon their arrival at the analytical laboratory. The custodian shall inspect all sample labels and COC forms to ensure that the information is consistent, and that each is properly completed. The custodian will also measure the temperature of the samples in the coolers upon arrival. The custodian shall also note the condition of the samples including:

- if the samples show signs of damage or tampering,
- if the containers are broken or leaking,
- if headspace is present in sample vials,

- proper preservation of samples (made by pH measurement, except VOCs and purgeable TPH). The pH of these samples will be checked by the laboratory analyst after the sample aliquot has been removed from the vial for analysis, and
- if any sample holding times have been exceeded.

All of the above information shall be documented on a sample receipt sheet by the custodian.

Any discrepancy or improper preservation shall be noted by the laboratory and the Technical Director/QA shall be notified. All discrepancies will be documented in the field logbook.

The custodian shall then distribute the samples to secured storage areas maintained at 4°C. The unique laboratory number for each sample, the EPA sample number, the client name, date and time received, analysis due date, and storage shall also be manually logged onto a sample receipt record and later entered into the laboratory's computerized data management system. The custodian shall also sign the shipping bill and maintain a copy.

Laboratory personnel shall be responsible for the care and custody of samples from the time of their receipt at the laboratory through their exhaustion or disposal. Samples should be logged in and out on internal laboratory COC forms each time they are removed from storage for extraction or analysis.

#### **5.4 COMPLETING CHAIN-OF-CUSTODY/ANALYTICAL REQUEST FORMS (NON-CLP)**

COC form/analytical request completion procedures are crucial in properly transferring the custody and responsibility of samples from field personnel to the laboratory. This form also is important for accurately and concisely requesting analyses for each sample; it is essentially a release order from the analysis subcontract.

Attachment 2 is an example of a generic COC/analytical request form that may be used by field personnel. Multiple copies may be tailored to each project so that much of the information described below need not be handwritten each time. Attachment 3 is an

example of a completed site-specific COC/analytical request form, with box numbers identified and discussed in text below.

**Box 1 Project Manager:** This name shall be the name that will appear on the report.

**Project Name:** Write it as it is to appear on the report.

**Project Number:** Write it as it is to appear on the report. It shall include the project number, task number, and general ledger section code. The laboratory subcontract number should also be included.

**Box 2 Bill to:** List the name and address of the person/company to bill only if it is not in the subcontract with the laboratory.

**Box 3 Sample Disposal Instructions:** These instructions will be stated in the Basic Ordering Agreement (BOA) or each Project statement of work with each laboratory.

**Shipment Method:** State the method of shipment, e.g., hand carry; air courier via FED EX, AIR BORNE or DHL.

**Comment:** This area shall be used by the field team to communicate observations, potential hazards, or limitations that may have occurred in the field or additional information regarding analysis. For example: a specific metals list, explanation of Mod 8015, Mod 8015 + Kerosene, samples expected to contain high analyte concentrations.

**Box 4 Cooler Number:** This will be written somewhere on the inside or outside of the cooler and shall be included on the COC. Some laboratories attach this number to the trip blank identification, which helps track VOA samples. If a number is not on the cooler, field personnel shall assign a number, write it on the cooler, and write it on the COC.

**QC Level:** Enter the reporting/QC requirements, e.g., EPA QC Level III, IV, or V.

**Turn around time (TAT):** TAT for contract work will be determined by a sample delivery group (SDG), which may be formed over a 14-day period, not to exceed 20 samples. Standard turnaround time once the SDG has been completed is 35 calendar days from receipt of the last sample in the SDG. Entering NORMAL or STANDARD in this field will be acceptable. If quicker TAT is required, it shall be in the subcontract with the laboratory and reiterated on each COC to remind the laboratory.

Box 5 **Type of containers:** The type of container used, e.g., 1-liter glass amber, for a given parameter in that column.

**Preservatives:** Field personnel must indicate on the COC the correct preservative used for the analysis requested. Indicate the pH of the sample (if tested) in case there are buffering conditions found in the sample matrix.

Box 6 **EPA Sample Number:** Five-character alpha-numeric identifier to be used by the laboratory to identify samples. The use of this identifier is important since the labs are restricted to the number of characters they are able to use.

**Description (sample identification):** This name will be determined by the location and description of the sample. This sample identification should not be submitted to the laboratory, but should be left blank. If a computer COC version is used, the sample identification can be input but printed with this block black. A cross-referenced list of EPA number and sample identification must be maintained separately.

**Date Collected:** Collection date must be recorded in order to track the holding time of the sample. Note: For trip blanks, record the date it was placed in company with samples.

**Time Collected:** When collecting samples, record the time the sample is first collected. Use of the 24-hour military clock will avoid a.m. or p.m. designations; e.g., 1815 instead of 6:15 p.m. Record local time; the laboratory is responsible for calculating holding times to local time (Guam is 17 hours ahead of California during daylight savings time).



**Lab Identification:** This is for laboratory use only.

Box 7 **Matrix and QC:** Identify the matrix: e.g., water, soil, air, tissue, fresh water sediment, marine sediment, or product. If a sample is expected to contain high analyte concentrations, e.g., a tank bottom sludge or distinct product layer, notify the laboratory in the comment section. Mark an "X" for the sample(s) that have extra volume for laboratory QC matrix spike/matrix spike duplicate (MS/MSD) purposes. The sample provided for MS/MSD purposes is usually a field duplicate.

Box 8 **Analytical Parameters:** Enter the parameter by descriptor and the method number desired. For example, Attachment 3 shows OLM01.8V as a column heading; this includes the CLP revision number and an indicator of the analytical category. When requesting metals that are modifications of the standard lists, define the list in the comment section. This would not be necessary when requesting standard list metals such as priority pollutant metals (PPM), target compound list from ILM03.0, and Title 22 metals which are groups of metals commonly requested and should not cause any confusion as to what metals are being analyzed. Whenever possible, list the parameters as they appear in the laboratory subcontract to maintain consistency and avoid confusion.

In the boxes below the analytical parameter, indicate the number of containers collected for each parameter by marking an "X". If more than one container is used for a sample, write a number in the desired box to indicate a request for analysis and to indicate the number of containers sent for that analysis.

Box 9 **Sampler's Signature:** The person who collected samples must sign here.

**Relinquished By:** This space shall contain the signature of the person who turned over the custody of the samples to a second party other than an express mail carrier such as FEDEX, DHL or Air Borne Express.

**Received By:** Typically, this is signed by a representative of the receiving laboratory. Or, this signature could be from a field crew member who delivered the samples in person from the field to the laboratory. A courier

such as Federal Express or DHL does not sign this because they do not open the coolers. It must also be used by the prime contracting laboratory when samples are to be sent to a subcontractor.

**Relinquished By:** In the case of subcontracting, the primary laboratory will sign the Relinquished By space and fill out an additional COC to accompany the samples being subcontracted.

**Received By (Laboratory):** This space is for the final destination, e.g., at a subcontracted laboratory.

Box 10 **Lab Number and Questions:** This box is to be filled in by the laboratory only.

Box 11 **Control Number:** This number is the "COC" followed by the first EPA number in that cooler, or contained on that COC. This control number must be unique, i.e., never used twice. Record the date the COC is completed. It should be the same date the samples are collected.

Box 12 **Total No. of Containers/row:** Sum the number of containers in that row.

Box 13 **Total No. of Containers/column:** Sum the number of containers in that column. Because COC forms contain different formats based upon who produced the form, not all of the information listed in items 1 to 13 may be recorded. However, as much of this information as possible shall be included.

COC forms tailored to each Project can be drafted and printed onto multi-ply forms. This eliminates the need to rewrite the analytical methods column headers each time. It also eliminates the need to write the project manager, name, and number; QC Level; TAT; and the same general comments each time.

Complete one COC form per cooler. Whenever possible, place all VOA vials into one cooler in order to reduce the number of trip blanks. Complete all sections and be sure to sign and date the COC form. One copy of the COC

form must remain with the field personnel.

## **5.5 COMPLETING CLP PROGRAM CHAIN-OF-CUSTODY FORMS**

Specific CLP COC forms are required to allow the Contract Laboratory Analytical Services Support (CLASS) contractor and Region IX to track CLP Analytical Services (CLPAS). The CLP COC forms are also necessary to ensure that samples are transferred to the appropriate contract laboratory. This form is also important for accurately and concisely requesting analyses for each sample.

For CLP organic analytical services, copies of the COC forms are to be distributed as follows:

Blue (original) - to Quality Assurance Management Section (QAMS), Region IX

Pink (second) - to CLASS contractor

White (third) - to laboratory for return to Region IX

Yellow (fourth) - to laboratory for return to CLASS

Photocopy - for sampler's files

For CLP inorganic analytical services, copies of the COC forms are to be distributed as follows:

Green (original) - to Quality Assurance Management Section (QAMS), Region IX

Pink (second) - to CLASS contractor

White (third) - to laboratory for return to Region IX

Yellow (fourth) - to laboratory for return to CLASS

Photocopy - for sampler's files

Sample CLP COCs for organic samples and inorganic samples are provided as Attachments 4 and 5. The appropriate box numbers are identified and discussed below.

#### **CASE DOCUMENTATION**

Case No. **Enter Case Number** that has been assigned to the sampling event. CLPAS case numbers have the format "xxxxx".

#### **HEADER INFORMATION**

Box 1 **Project Code:** This code is assigned to the project by the Regional Sample Control Center (RSCC) coordinator EPA site managers.

**Account Code:** This is the account to be billed for sampling not conducted under the Superfund Program. Enter any Regional Information and the name of the program (e.g. RCRA) in the box titled "Non-Superfund Program".

**Site Name:** Enter the Site Name, City, State, and Spill ID. This information will not appear on the laboratory copies.

Box 2 **Regional Information:** Enter the Region Number, Sampling Company, and Sampler's Name.

Box 3 **Type of Activity:** Check the appropriate boxes that describe the sampling event:

Check the box which describes the Funding Lead

SF = Superfund

PRP = Potentially Responsible Party

ST = State

FED = Federal

Check the boxes which describe the sampling task

Pre-Remedial

PA = Preliminary Assessment

SSI = Screening Site Investigation

LSI = Listing Site Investigation

Remedial

RIFS = Remedial Investigation Feasibility Study

RD = Remedial Design

O&M = Operations and Maintenance

NPLD = National Priorities List

Removal

CLEM = Classic Emergency

REMA = Removal Assessment

REM = Removal

OIL = Oil Response

UST = Underground Storage Tank

Box 4      **Shipment Information:** State the date of shipment method of shipment, e.g., air courier via FED EX, AIR BORNE or DHL, and air bill number.

Box 5      **Shipment To:** Provide the laboratory name, address, and laboratory contact

**SAMPLE DOCUMENTATION**

**CLP Sample Numbers:** List CLP sample numbers as printed on the sample labels. CLPAS sample numbers should have the following format: YX001 for organic and MYX001 for inorganic samples.

Column A    **Sample Description:** Enter the appropriate sample description code from Box 7.

Column B    **Concentration:** Specify "L" for low and "M" for medium concentration samples. (For medium concentration samples, prior arrangements must have been made with the RSCC coordinator, CLASS, and the laboratories accepting the samples.)

Column C    **Sample Type:** Enter the type of sample that was collected: "G" for grab or a discrete sample, and "C" for composite

a discrete sample, and "C" for composite.

Column D **Preservative:** Enter the preservative used, as listed in Box 6. If "other" ("5" for organic and "7" for inorganic) is entered, specify the preservative used at the bottom of the "Sample Documentation" area.

Column E **CLPAS Analysis:** Check the appropriate box for each fraction to be analyzed. Low/medium concentration organic fractions include volatiles, semi-volatiles, and pesticides/PCBs. Low/medium concentration inorganic fractions include total metals, dissolved metals, and cyanide. If dissolved metals are requested, notation must be added to the form to indicate that the samples have been filtered in the field, and that digestion is required. (For each inorganic sample, either total metals or dissolved metals may be requested, but not both. Samples collected for total metals and dissolved metal analysis must be assigned separate/unique sample identification numbers.)

Column F **Regional Specific Tracking/Tag Numbers:** Region IX does not issue tracking/tag numbers. Instead, this column may be used for "special instructions" or to denote the number and type of containers used. If "special instructions" are used, provide a description at the bottom of the "sample documentation" area.

Column G **Station Location Number:** Enter the location for each sample collected.

Column H **Mo/Day/Year/Time:** Record the month, day, year and time (Use of the 24-hour military clock will avoid a.m. or p.m. designations; e.g., 1815 instead of 6:15 p.m. Record local time; the laboratory is responsible for calculating holding times to local time).

Column I **Sampler's Initials:** The person who collection the sample must initial.

Column J **Corresponding CLP Organic/Inorganic Sample Number:** Enter the CLP organic/inorganic sample number corresponding to the sample collected.

**Column K Designated Field QC:** The column is NOT to be used to designate laboratory QC (MS/MSD) samples; information entered in this column will not appear on the laboratory copies. Enter the appropriate qualifier for "Blind" field QC samples (ALL samples must have a qualifier).

"B" = Blind blanks may be further identified as trip blanks (T), field blanks (F), and equipment blanks (E). For example, B (E) designates a sample as an equipment blank.

"D" = Field duplicates do NOT include samples to be used as laboratory duplicates. The primary sample is identified with a "--", and the duplicate is designated with the letter "D" in column K. The station locations identification number (column G) should also identify the primary and duplicate samples.

"S" = Spiked field samples generated by field personnel

"PE" = Performance evaluation samples are spiked samples, but not field samples and are usually not prepared by field personnel.

"--" = This qualifier is used for all other samples not designated as blind field QC samples.

**Box 8 Shipment for Case Complete?:** For a specific case, the case is considered complete when ALL samples scheduled for shipment to the laboratory have been shipped.

**Page1 of \_\_:** Enter the total number of CLP COC forms included in each cooler. The form accompanying each cooler must list only those samples contained in that cooler.

**Sample used for a spike and/or duplicate:** Enter the CLP sample number to identify the sample to be used by the laboratory for spike and/or duplicate analysis. This sample is also known as the laboratory QC sample (MS/MSD).

**Additional sampler signatures:** Include additional sampler signatures that are different from that provided in Box 2.

**Chain of Custody Seal Number:** Enter the number of the COC seal that was used to seal the cooler, if applicable.

## **6.0 RECORDS**

The COC/analytical request form shall be faxed approximately daily to the Laboratory Coordinator for verification of accuracy. Following the completion of sampling activities, the sample logbook and COC forms will be transmitted to the Project Manager for storage in project files. The Project Manager shall review COC forms on a monthly basis at a minimum. The data validators shall receive a copy also. The original COC/analytical request form shall be submitted by the laboratory along with the data delivered. Any changes to the analytical requests that are required shall be made in writing to the laboratory. A copy of this written change shall be sent to the data validators and placed in the project files. The reason for the change shall be included in the project files so that recurring problems can be easily identified.

## **7.0 HEALTH AND SAFETY**

Not applicable.

## **8.0 REFERENCES**

State of California Water Resources Control Board. 1988. Technical Guidance Manual for Solid Waste Water Quality Assessment Test (SWAT) Proposals and Reports.

USEPA. 1986. EPA NEIC Policies and Procedures, National Enforcement Investigations Center, Denver, Colorado.

USEPA. 1988. Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA (EPA USWER Directive 9355 3-01).

USEPA, 1997. Instructions for Sample Shipping and Documentation, Quality Assurance Management Section USEPA Region 9.

USEPA. 1992. RCRA Ground Water Monitoring Technical Enforcement Guidance Document (TEGD).

USEPA. 1995 and as updated. Test Methods for Evaluating Solid Waste (SW-846), Third edition.



## **9.0 ATTACHMENTS**

1. Chain-of-Custody Seal
2. Generic Chain-of-Custody/Analytical Request Form
3. Sample Completed Chain-of-Custody/Analytical Request Form
4. Sample CLP Chain-of-Custody Form for CLP organic analyses
5. Sample CLP Chain-of-Custody Form for CLP inorganic analyses

**Attachment 1**

**CHAIN-OF-CUSTODY SEAL**

[LABORATORY]	SAMPLE NO.	DATE	SEAL BROKEN BY
	SIGNATURE		DATE
	PRINT NAME AND TITLE <i>(Inspector, Analyst or Technician)</i>		

## GENERIC CHAIN-OF-CUSTODY/ANALYTICAL REQUEST FORM


19

## SAMPLE COMPLETED CHAIN-OF-CUSTODY/ ANALYTICAL REQUEST FORM

20

Attachment 4

SAMPLE CLP CHAIN-OF-CUSTODY FORM  
FOR CLP ORGANIC ANALYSES

 <b>EPA</b> United States Environmental Protection Agency Contract Laboratory Program Sample Management Office 705 E 12th Avenue, Suite 200 Denver, CO 80202		<b>Organic Traffic Report</b> & Chain of Custody Record (For Organic CLP Analytes)		Case No. <b>17235</b>
1) Project Code <b>SF</b>	2) Region No. <b>9</b>	3) Date Shipped/Gathered <b>1-7-94</b>	4) Date of Analysis <b>1-7-94</b>	5) Sample Description (Enter in Column A) 1. Surface Water 2. Ground Water 3. Leachate 4. Effluent 5. Soil/Sediment 6. Air (High only) 7. Waste (High only) 8. Other (Specify)
Account Code <b>9</b>	Sampling Co. <b>ACE</b>	Airship Number <b>0912345678</b>	6) Preservative (Enter in Column B) 1. HCl 2. HNO <sub>3</sub> 3. H <sub>2</sub> SO <sub>4</sub> 4. H <sub>2</sub> O <sub>2</sub> 5. Other (Specify) 6. Not preserved	7) Sample Description (Enter in Column A) 1. Surface Water 2. Ground Water 3. Leachate 4. Effluent 5. Soil/Sediment 6. Air (High only) 7. Waste (High only) 8. Other (Specify)
Regional Information Site Name <b>Toxic Dump</b>	Non-Supervising Program Sampler (Name) <b>Gail Jones</b>	Ship to <b>Alpha Lab</b> <b>123 Pine Ave</b> <b>NY, NY 10001</b>	8) Date of Analysis <b>1-7-94</b>	9) Sample Description (Enter in Column A) 1. Surface Water 2. Ground Water 3. Leachate 4. Effluent 5. Soil/Sediment 6. Air (High only) 7. Waste (High only) 8. Other (Specify)
City/State <b>Smallville GA</b>	Site ID <b>99</b>	ATTN: <b>John Doe</b>	10) Date of Analysis <b>1-7-94</b>	11) Sample Description (Enter in Column A) 1. Surface Water 2. Ground Water 3. Leachate 4. Effluent 5. Soil/Sediment 6. Air (High only) 7. Waste (High only) 8. Other (Specify)
CLP Sample Numbers (from labels) <b>YT126</b> <b>YT127</b> <b>YT128</b>	A. Enter from Box 7 B. Low Med High C. Conn. Sample Type D. Valve from Box 6 E. RAS Analysis F. Regional Tracking Number or Tag Numbers G. Station Location Number H. Method/Time Sample Collection I. Sample Initials J. Contsp. CLP No. Sample No. K. Enter Appropriate Qualifier for Designated Field OC 1. A-Sample 2. B-Sample 3. C-Sample 4. D-Sample 5. E-Sample 6. F-Sample 7. G-Sample 8. H-Sample 9. I-Sample 10. J-Sample 11. K-Sample 12. L-Sample 13. M-Sample 14. N-Sample 15. O-Sample 16. P-Sample 17. Q-Sample 18. R-Sample 19. S-Sample 20. T-Sample 21. U-Sample 22. V-Sample 23. W-Sample 24. X-Sample 25. Y-Sample 26. Z-Sample 27. AA-Sample 28. AB-Sample 29. AC-Sample 30. AD-Sample 31. AE-Sample 32. AF-Sample 33. AG-Sample 34. AH-Sample 35. AI-Sample 36. AJ-Sample 37. AK-Sample 38. AL-Sample 39. AM-Sample 40. AN-Sample 41. AO-Sample 42. AP-Sample 43. AQ-Sample 44. AR-Sample 45. AS-Sample 46. AT-Sample 47. AU-Sample 48. AV-Sample 49. AW-Sample 50. AX-Sample 51. AY-Sample 52. AZ-Sample 53. BA-Sample 54. BB-Sample 55. BC-Sample 56. BD-Sample 57. BE-Sample 58. BF-Sample 59. BG-Sample 60. BH-Sample 61. BI-Sample 62. BJ-Sample 63. BK-Sample 64. BL-Sample 65. BM-Sample 66. BN-Sample 67. BO-Sample 68. BP-Sample 69. BQ-Sample 70. BR-Sample 71. BS-Sample 72. BT-Sample 73. BU-Sample 74. BV-Sample 75. BW-Sample 76. BX-Sample 77. BY-Sample 78. BZ-Sample 79. CA-Sample 80. CB-Sample 81. CC-Sample 82. CD-Sample 83. CE-Sample 84. CF-Sample 85. CG-Sample 86. CH-Sample 87. CI-Sample 88. CJ-Sample 89. CK-Sample 90. CL-Sample 91. CM-Sample 92. CN-Sample 93. CO-Sample 94. CP-Sample 95. CQ-Sample 96. CR-Sample 97. CS-Sample 98. CT-Sample 99. CU-Sample 100. CV-Sample 101. CW-Sample 102. CX-Sample 103. CY-Sample 104. CZ-Sample 105. DA-Sample 106. DB-Sample 107. DC-Sample 108. DD-Sample 109. DE-Sample 110. DF-Sample 111. DG-Sample 112. DH-Sample 113. DI-Sample 114. DJ-Sample 115. DK-Sample 116. DL-Sample 117. DM-Sample 118. DN-Sample 119. DO-Sample 120. DP-Sample 121. DQ-Sample 122. DR-Sample 123. DS-Sample 124. DT-Sample 125. DU-Sample 126. DV-Sample 127. DW-Sample 128. DX-Sample 129. DY-Sample 130. DZ-Sample 131. EA-Sample 132. EB-Sample 133. EC-Sample 134. ED-Sample 135. EE-Sample 136. EF-Sample 137. EG-Sample 138. EH-Sample 139. EI-Sample 140. EJ-Sample 141. EK-Sample 142. EL-Sample 143. EM-Sample 144. EN-Sample 145. EO-Sample 146. EP-Sample 147. EQ-Sample 148. ER-Sample 149. ES-Sample 150. ET-Sample 151. EU-Sample 152. EV-Sample 153. EW-Sample 154. EX-Sample 155. EY-Sample 156. EZ-Sample 157. FA-Sample 158. FB-Sample 159. FC-Sample 160. FD-Sample 161. FE-Sample 162. FF-Sample 163. FG-Sample 164. FH-Sample 165. FI-Sample 166. FJ-Sample 167. FK-Sample 168. FL-Sample 169. FM-Sample 170. FN-Sample 171. FO-Sample 172. FP-Sample 173. FQ-Sample 174. FR-Sample 175. FS-Sample 176. FT-Sample 177. FU-Sample 178. FV-Sample 179. FW-Sample 180. FX-Sample 181. FY-Sample 182. FZ-Sample 183. GA-Sample 184. GB-Sample 185. GC-Sample 186. GD-Sample 187. GE-Sample 188. GF-Sample 189. GG-Sample 190. GH-Sample 191. GI-Sample 192. GJ-Sample 193. GK-Sample 194. GL-Sample 195. GM-Sample 196. GN-Sample 197. GO-Sample 198. GP-Sample 199. GQ-Sample 200. GR-Sample 201. GS-Sample 202. GT-Sample 203. GU-Sample 204. GV-Sample 205. GW-Sample 206. GX-Sample 207. GY-Sample 208. GZ-Sample 209. HA-Sample 210. HB-Sample 211. HC-Sample 212. HD-Sample 213. HE-Sample 214. HF-Sample 215. HG-Sample 216. HH-Sample 217. HI-Sample 218. HJ-Sample 219. HK-Sample 220. HL-Sample 221. HM-Sample 222. HN-Sample 223. HO-Sample 224. HP-Sample 225. HQ-Sample 226. HR-Sample 227. HS-Sample 228. HT-Sample 229. HU-Sample 230. HV-Sample 231. HW-Sample 232. HX-Sample 233. HY-Sample 234. HZ-Sample 235. IA-Sample 236. IB-Sample 237. IC-Sample 238. ID-Sample 239. IE-Sample 240. IF-Sample 241. IG-Sample 242. IH-Sample 243. II-Sample 244. IJ-Sample 245. IK-Sample 246. IL-Sample 247. IM-Sample 248. IN-Sample 249. IO-Sample 250. 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XY-Sample 647. XZ-Sample 648. YA-Sample 649. YB-Sample 650. YC-Sample 651. YD-Sample 652. YE-Sample 653. YF-Sample 654. YG-Sample 655. YH-Sample 656. YI-Sample 657. YJ-Sample 658. YK-Sample 659. YL-Sample 660. YM-Sample 661. YN-Sample 662. YO-Sample 663. YP-Sample 664. YQ-Sample 665. YR-Sample 666. YS-Sample 667. YT-Sample 668. YU-Sample 669. YV-Sample 670. YW-Sample 671. YX-Sample 672. YY-Sample 673. YZ-Sample 674. ZA-Sample 675. ZB-Sample 676. ZC-Sample 677. ZD-Sample 678. ZE-Sample 679. ZF-Sample 680. ZG-Sample 681. ZH-Sample 682. ZI-Sample 683. ZJ-Sample 684. ZK-Sample 685. ZL-Sample 686. ZM-Sample 687. ZN-Sample 688. ZO-Sample 689. ZP-Sample 690. ZQ-Sample 691. ZR-Sample 692. ZS-Sample 693. ZT-Sample 694. ZU-Sample 695. ZV-Sample 696. ZW-Sample 697. ZX-Sample 698. ZY-Sample 699. ZZ-Sample 700.			
12) Date of Analysis <b>1-7-94</b>	13) Date of Analysis <b>1-7-94</b>	14) Date of Analysis <b>1-7-94</b>	15) Date of Analysis <b>1-7-94</b>	16) Date of Analysis <b>1-7-94</b>
17) Date of Analysis <b>1-7-94</b>	18) Date of Analysis <b>1-7-94</b>	19) Date of Analysis <b>1-7-94</b>	20) Date of Analysis <b>1-7-94</b>	21) Date of Analysis <b>1-7-94</b>
22) Date of Analysis <b>1-7-94</b>	23) Date of Analysis <b>1-7-94</b>	24) Date of Analysis <b>1-7-94</b>	25) Date of Analysis <b>1-7-94</b>	26) Date of Analysis <b>1-7-94</b>
27) Date of Analysis <b>1-7-94</b>	28) Date of Analysis <b>1-7-94</b>	29) Date of Analysis <b>1-7-94</b>	30) Date of Analysis <b>1-7-94</b>	31) Date of Analysis <b>1-7-94</b>
32) Date of Analysis <b>1-7-94</b>	33) Date of Analysis <b>1-7-94</b>	34) Date of Analysis <b>1-7-94</b>	35) Date of Analysis <b>1-7-94</b>	36) Date of Analysis <b>1-7-94</b>
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42) Date of Analysis <b>1-7-94</b>	43) Date of Analysis <b>1-7-94</b>	44) Date of Analysis <b>1-7-94</b>	45) Date of Analysis <b>1-7-94</b>	46) Date of Analysis <b>1-7-94</b>
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67) Date of Analysis <b>1-7-94</b>	68) Date of Analysis <b>1-7-94</b>	69) Date of Analysis <b>1-7-94</b>	70) Date of Analysis <b>1-7-94</b>	71) Date of Analysis <b>1-7-94</b>
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82) Date of Analysis <b>1-7-94</b>	83) Date of Analysis <b>1-7-94</b>	84) Date of Analysis <b>1-7-94</b>	85) Date of Analysis <b>1-7-94</b>	86) Date of Analysis <b>1-7-94</b>
87) Date of Analysis <b>1-7-94</b>	88) Date of Analysis <b>1-7-94</b>	89) Date of Analysis <b>1-7-94</b>	90) Date of Analysis <b>1-7-94</b>	91) Date of Analysis <b>1-7-94</b>
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102) Date of Analysis <b>1-7-94</b>	103) Date of Analysis <b>1-7-94</b>	104) Date of Analysis <b>1-7-94</b>	105) Date of Analysis <b>1-7-94</b>	106) Date of Analysis <b>1-7-94</b>
107) Date of Analysis <b>1-7-94</b>	108) Date of Analysis <b>1-7-94</b>	109) Date of Analysis <b>1-7-94</b>	110) Date of Analysis <b>1-7-94</b>	111) Date of Analysis <b>1-7-94</b>
112) Date of Analysis <b>1-7-94</b>	113) Date of Analysis <b>1-7-94</b>	114) Date of Analysis <b>1-7-94</b>	115) Date of Analysis <b>1-7-94</b>	116) Date of Analysis <b>1-7-94</b>
117) Date of Analysis <b>1-7-94</b>	118) Date of Analysis <b>1-7-94</b>	119) Date of Analysis <b>1-7-94</b>	120) Date of Analysis <b>1-7-94</b>	121) Date of Analysis <b>1-7-94</b>
122) Date of Analysis <b>1-7-94</b>	123) Date of Analysis <b>1-7-94</b>	124) Date of Analysis <b>1-7-94</b>	125) Date of Analysis <b>1-7-94</b>	126) Date of Analysis <b>1-7-94</b>
127) Date of Analysis <b>1-7-94</b>	128) Date of Analysis <b>1-7-94</b>	129) Date of Analysis <b>1-7-94</b>	130) Date of Analysis <b>1-7-94</b>	131) Date of Analysis <b>1-7-94</b>
132) Date of Analysis <b>1-7-94</b>	133) Date of Analysis <b>1-7-94</b>	134) Date of Analysis <b>1-7-94</b>	135) Date of Analysis <b>1-7-94</b>	136) Date of Analysis <b>1-7-94</b>
137) Date of Analysis <b>1-7-94</b>	138) Date of Analysis <b>1-7-94</b>	139) Date of Analysis <b>1-7-94</b>	140) Date of Analysis <b>1-7-94</b>	141) Date of Analysis <b>1-7-94</b>
142) Date of Analysis <b>1-7-94</b>	143) Date of Analysis <b>1-7-94</b>	144) Date of Analysis <b>1-7-94</b>	145) Date of Analysis <b>1-7-94</b>	146) Date of Analysis <b>1-7-94</b>
147) Date of Analysis <b>1-7-94</b>	148) Date of Analysis <b>1-7-94</b>	149) Date of Analysis <b>1-7-94</b>	150) Date of Analysis <b>1-7-94</b>	151) Date of Analysis <b>1-7-94</b>
152) Date of Analysis <b>1-7-94</b>	153) Date of Analysis <b>1-7-94</b>	154) Date of Analysis <b>1-7-94</b>	155) Date of Analysis <b>1-7-94</b>	156) Date of Analysis <b>1-7-94</b>
157) Date of Analysis <b>1-7-94</b>	158) Date of Analysis <b>1-7-94</b>	159) Date of Analysis <b>1-7-94</b>	160) Date of Analysis <b>1-7-94</b>	161) Date of Analysis <b>1-7-94</b>
162) Date of Analysis <b>1-7-94</b>	163) Date of Analysis <b>1-7-94</b>	164) Date of Analysis <b>1-7-94</b>	165) Date of Analysis <b>1-7-94</b>	166) Date of Analysis <b>1-7-94</b>
167) Date of Analysis <b>1-7-94</b>	168) Date of Analysis <b>1-7-94</b>	169) Date of Analysis <b>1-7-94</b>	170) Date of Analysis <b>1-7-94</b>	171) Date of Analysis <b>1-7-94</b>
172) Date of Analysis <b>1-</b>				

## SAMPLE CLP CHAIN-OF-CUSTODY FORM FOR CLP INORGANIC ANALYSES

22