

# Chain of Custody

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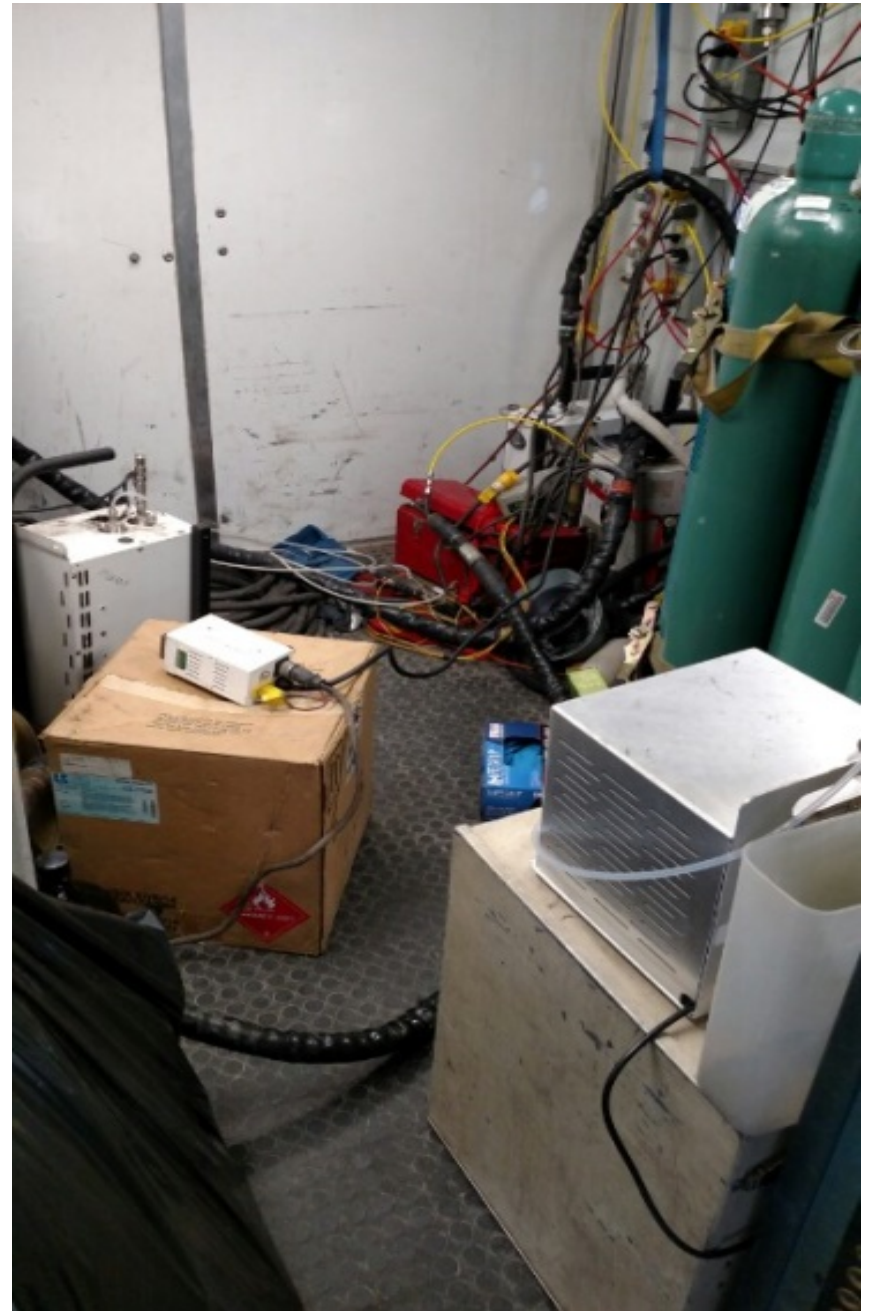
This is an example as how not to have a chain of custody.

These are real samples being stored on the trailer floor below the instruments.



This is an example  
as how not to have  
good chain of  
custody.

The cardboard box  
contains samples  
being shipped to  
the lab.



This is an example as how not to have good chain of custody.

This is a real clean up area that also subs as a eating space and tool and clothing catchall.





This sample box is made of high density polyethylene (HDPE) and has a hinged lid. It does not have a lock.



To make the box so that a numbered seal can lock it, drill a small hole in the lid and side so a seal can secure it and prevent access to its contents.



Put a handful  
of seals and  
Chain of  
Custody data  
sheets in the  
box.





Select a seal  
and record the  
number on the  
data sheet.





Fill out the  
Chain of  
Custody  
sheet and  
put it into  
the box.

RECORD OF CUSTODY, CONTAINER No. _____					
Client/Plant Name _____				Job # _____	
City/State _____					
Sampling Method(s) _____ (EPA, NIOSH, etc.)					
Container Type (✓) Reagent Box _____ Cooler _____ Other (Specify) _____					
Seal No. or Personal Custody	Date	Time	•	Full Signature	Reason for Breaking Seal**
			S		
			B		
			S		
			B		
			S		
			B		
			S		
			B		
			S		
			B		
			S		
			B		
			S		
			B		
			S		
			B		
			S		
			B		

\* S = Sealed By    B = Broken By                      \*\* Use "Remarks" section if more space is needed.

Container Received by Sample Custodian			Seal Intact?**	
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>Signature</span> <span>Date</span> <span>Time</span> </div>	Yes ___ No ___ NA ___			

**As Applicable:**  
All liquid levels at mark (✓) Yes \_\_\_ No \_\_\_ (Estimate loss if not at mark; describe in "Remarks.")

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**As Applicable:**  
TUBE SAMPLES put in freezer by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

CONDENSATE SAMPLES put in refrigerator by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

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**Remarks** \_\_\_\_\_

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Insert the seal stem into the side of the box.  
Then thread the stem through the hole in  
the lid.



Cinch the seal tightly so the seal is flat with the lid.





Do not do this!  
The above seal  
stem was first  
through the lid  
and then the side  
of the box.

This leaves the  
seal tab  
protruding from  
the box.





Whenever  
you need to  
open the  
lock box cut  
the seal  
stem



Enter the  
information  
on the Chain  
of Custody  
sheet.

RECORD OF CUSTODY, CONTAINER No. \_\_\_\_\_

Client/Plant Name \_\_\_\_\_ Job # \_\_\_\_\_

City/State \_\_\_\_\_

Sampling Method(s) \_\_\_\_\_ (EPA, NIOSH, etc.)

Container Type (✓) Reagent Box \_\_\_\_\_ Cooler \_\_\_\_\_ Other (Specify) \_\_\_\_\_

Seal No. or Personal Custody	Date	Time	*	Full Signature	Reason for Breaking Seal**
			S		
			B		
			S		
			B		
			S		
			B		
			S		
			B		
			S		
			B		
			S		
			B		
			S		
			B		
			S		
			B		

\* S = Sealed By B = Broken By

\*\* Use "Remarks" section if more space is needed.

Container Received by Sample Custodian			Seal Intact?**
Signature _____	Date _____	Time _____	Yes ___ No ___ NA ___

*As Applicable:*

All liquid levels at mark (✓) Yes \_\_\_ No \_\_\_ (Estimate loss if not at mark; describe in "Remarks.")

*As Applicable:*

TUBE SAMPLES put in freezer by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

CONDENSATE SAMPLES put in refrigerator by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Remarks \_\_\_\_\_

Discard the cut seal.

