

# Sierra Nevada Network Lake Monitoring Protocol

## SOP 6. Chain of Custody

*Version 1.01, October 2007*

*Prepared by Andrea M. Heard*

### Revision History Log

Previous Version #	Revision Date	Author	Changes Made	Reason for Change	New Version #
1.00	6/22/09	A. Heard	New form	We need a form (smaller for each sample)	1.01

## **SIEN Lake Monitoring Protocol**

### **Overview**

Adapted from the Greater Yellowstone Network (O'Ney 2005).

A chain-of-custody includes the form and all references to the sample in any form, document or log book, which will enable the sample to be traced back to its collection. The chain-of-custody form documents the possession of the samples from the time they were collected until the sample analytical results are received. Lab technicians, field crew members, and the field crew leader are responsible for maintaining chain-of-custody conditions during the time that samples are in their possession.

Submitting a completed and signed chain-of-custody form with samples is mandatory. Each sample has its own chain-of-custody form. The purpose of this procedure is to assure that an accurate written record is created by the field technicians that will be accepted as valid evidence to trace a sample or samples from the moment of collection through laboratory testing and reporting of test results. Chain-of-custody forms are filed with the monitoring site records.

When shipping samples, the chain of custody form must be completed and placed in a water-tight plastic bag inside the sample cooler. The bag can be taped to the inside of the lid. If a common carrier is used to deliver the samples to the analytical laboratory, the technician retains the shipping receipt as proof of transfer of custody. Laboratory personnel indicate date and time received and sign the form. The original forms are retained for seven years and are filed in chronological order.

### **Literature Cited**

O'Ney, S. E. 2005. Regulatory water quality monitoring protocol, Standard Operating Procedure #7: Quality assurance/quality control procedures. National Park Service, Greater Yellowstone Network, Bozeman, MT.

**SIEN Lake Monitoring Protocol**

**Sierra Nevada Network Chain-of-Custody**

<b>Sample ID:</b>				<b>Notes:</b>
<b>Type (125 mL, 60ml, filter/petri dish)</b>		<b>Project:</b>	Lakes	
		<b>Project Contact:</b>	Andi Heard	
<b>Park:</b>		<b>Phone:</b>	(559)565-3786	
<b>Date Sampled:</b>		<b>Address</b>	47050 Generals Hwy Three Rivers, CA 93271	
<b>Time Sampled:</b>				
<b>Location:</b>				
<b>Collected By:</b>		<b>Shipped:</b>	(FedEx) (UPS) (Other)	
<b>Filtered:</b>	(Y) (N)	<b>Tracking #</b>		
<b>Preserved:</b>	(Y) (N)			

Name	Signature	Date/Time Received	Date/Time Given	Location

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