Appendix A

ACTIVITY/ PROJECT SPECIFIC PROCEDURE Sandia National Laboratories	**Chain of Custody**	**Form Number: SP 13-1-1** **Page** _____ **of** _____ Attach more forms as needed

1. Initial Sample Custodian _____ Organization: _____ Date: _____
Printed Name

2. Sample Collection or Creation Information Scientific Notebook ID: _____
Test Plan ID: _____ Field Log ID: _____
Sample Location: _____
i.e. borehole/core no./lab bldg. no./etc.

Sample Team Members/Organization:
_____
_____
enter n/a if none

3. Sample Identification Sample/Sub-Sample #	Date Collected	Container Type	Container Volume	Preser-vative	Analysis Request	Sample Description
		enter n/a if none				

Are there any known hazards applicable to these samples? ☐ Yes or ☐ No. If Yes, describe:

4. Sample Requirements
Handling:
Storage & Preservation:
Shipping:
Archive:
Disposition:
Expiration Date:

5. Custody Transfer Printed Name / Signature	Organization/Company	Date-Time	Sample Condition
a. Relinquished by:			
a. Received by:			
b. Relinquished by:			
b. Received by:			
c. Relinquished by:			
c. Received by:			

Upon sample receipt, note condition. This form (copy for your records) shall follow samples through its life, until final disposition, then send original to WIPP Records Center.
For samples that are potentially hazardous & require packaging and shipping, contact the Center ES&H Coordinator or see SNL ES&H Manual, Chpt. 12.