# <u>Instructions for Filling out the MPCA Chain of Custody (COC) Form</u> (revision 2017.0328)

***indicates a required field**

1. The MPCA COC is divided into six sections – 1) the header, 2) Project/Client Info, 3) Laboratory, 4) Sample Details, 5) Analysis Requested, and 6) the footer. All six sections must be filled out.

2. Header Section:
   This section contains the work order number, COC type, Turnaround Time, and COC ID
   a. **<u>Work Order Number</u>**: This usually is populated for COCs prepared for non-state laboratories. The Work Order number is obtained from the MPCA.
   b. **<u>COC Type:</u>** "Standard" for routine sample collection. Designate as "Civil" or "Criminal" for samples that likely will be used in court cases. The laboratory may have an additional charge to process "Civil" or "Criminal" COC forms. Most projects will use a "Standard" COC.
   c. **<u>Turnaround Time:</u>** "Standard", "**Rush**", or "**24 Hour**". The latter two choices must be bolded so they stand out on the COC. Note that some analyses cannot be performed within a 24-Hour turnaround time.
   d. **<u>COC ID:</u>** This field only is populated by the EDGE software produced by EarthSoft Inc.

3. Project/Client Info Section:
   This section contains general information about the project for which the samples were submitted.
   a. **<u>Facility Code*:</u>** Code is obtained from the MPCA Program staff and is required to load data correctly into the MPCA's database.
   b. **<u>Program Code:</u>** This is used for samples submitted only to the MDH laboratory. This 2-digit code is obtained from the MPCA.
   c. **<u>Project Task Code*:</u>** Code is obtained from the MPCA Program staff and is required to load data correctly into the MPCA's database.
   d. **<u>Project Name*:</u>** listed on the Work Order for the project or is available from Program staff.
   e. **<u>Project Manager:</u>** is the MPCA Project Manager listed on the work order.
   f. **<u>Potential Hazard?:</u>** Entered as "Y" or "N". A value of "Y" designates that the sample could be hazardous for the laboratory staff to handle. The sampler must enter an explanation in the "Sampler Comments" section for any "Y" values.

4. Laboratory Section:
   This section contains the contact information for the laboratory.
   a. **<u>Lab Name:</u>** List the name of the laboratory
   b. **<u>Address:</u>** List the address of the laboratory
   c. **<u>EPA Lab ID*:</u>** List the EPA provided lab identifier.

5. Sample Details Section:
   a. **<u>MN Location Identifier*</u>**: the location identifier for the site. For most wells, this is Minnesota Unique Well Number. For streams, this is the MPCA stream identifier. For lakes, this is the DNR lake identifier. For Gas or Flares, this is the designator set by the landfill programs. Check with MPCA Program staff for instructions on the format for the location identifier.
   b. **<u>Field Name</u>**: the more common name associated with location. For wells this could be 'MW-1' or for streams this might include an associated biological monitoring station identifier.
   c. **<u>Sample Type*:</u>** designates the type of sample collected. Routine samples have a Sample Type code of "Sample". Trip blank samples have a Sample Type code of "QC-TB". There are many other choices for the Sample Type code. Choose as appropriate.
   d. **<u>Start Date*:</u>** the sample collection date in the mm/dd/yyyy format.
   e. **<u>Start Time*:</u>** the sample collection time in military or 24-hour clock format. For example, 0110 would be 1:10 am and 2200 would be 10:00 pm.
   f. **<u>Depth</u>**

i. **Start:** indicates the starting depth where the sample was collected. Used for integrated lake water samples and some selected programs. Check with the MPCA Program staff to verify if these designators are required.
ii. **End:** indicates the ending depth where the sample was collected. Used for integrated lake water samples and for selected programs. Check with the MPCA Program staff to verify if they are needed.
iii. **Units**: indicates the units used to determine depth. Use either meters (m) or feet (ft.)

g. **Sampling Method*:** indicates the sampling method used to collect the sample. Check with MPCA program staff on the appropriate code to use
h. **End Date**: the sample collection end date in mm/dd/yyyy. Used ONLY for composite sampling.
i. **End Time**: the sample collection end time in military or 24-hour clock format. For example, 0110 would be 1:10 am and 2200 would be 10:00 pm. Used ONLY for composite sampling.
j. **Lab Matrix*:** indicates to the laboratory the analytical method type to use. Commonly used lab matrix codes are listed on the COC form. Check with MPCA program staff on the appropriate code to use.
k. **Field Matrix*:** further qualifies the sample type. Commonly used field matrix codes are listed on the COC form. Check with MPCA program staff on the appropriate code to use.
l. **AIS:** entered as "Y" or "N". This identifies if any water comes from a source where aquatic invasive species (AIS) have been identified. If AIS is "Y", the lab must separate any remaining sample volume and provide special handling procedures to eliminate the organisms. The laboratories may charge an additional fee for this service.
m. **Sampler Comments:** If needed, this field can be filled in to provide additional information about the sample, such as the filter volume for chlorophyll a samples or any special handling that is required.
n. **# of Containers:** is the total number of containers for collected for a Location Identifier.

6. Analysis Requested Section
This section specifies the preservatives added to the samples and the analytical methods to be used.
   a. **PRESERV.**: List which acid or base was used to preserve the sample. Do not list the concentration. If the sample was not preserved, list "None".
   b. **FF:** Abbreviated for Field Filtered. Entered as "Y" or "N". This indicates if the sample was filtered by the collector in the field.
   c. **ANALYSIS*:** Fill in the analyses that are requested for the Location identifier. Designate the analysis using the method source and number, such as EPA 524.2.
   d. The Lab Sample No.: this field is populated by the laboratory when the samples during sample login.

7. Footer Section:
   a. **Sampler's Name*:** Print the sampler's name in this section.
   b. **Phone#:** List the sampler's contact phone number.
   c. **Sampler Signature*:** the sampling staff sign the COC in this section.
   d. **Sampler's Organization:** Print the sampler's organization in this section.
   e. **Billing Organization/Acct#/Address:** If applicable**,** indicate the name, account number, and address for the organization that will be billed for the analysis.
   f. **Courier Name:** If applicable, indicate the name of the courier company transporting the sample container(s).
   g. **Tracking#**: If applicable indicate the tracking number of the sample shipping container.
   h. **Relinquished By/Affiliation:** The sampling staff signs in this box and lists their affiliation when the samples are submitted to the courier for transport to the laboratory. The courier transporting the samples also signs in this box and lists their affiliation after the samples are transported to the laboratory and the date/time of release of the samples to the laboratory.
   i. The laboratory staff will accept the samples by filling in the Accepted By/Affiliation box.
   j. **Date/Time:** the date and time the samples are relinquished to the courier or laboratory.

8. **If using EDGE (the EQuIS Data Gathering Engine), information on the COC can be pre-populated.**