



In continuing with our commitment to providing our clients with the most accurate and defensible data we have developed the following technical information sheet on how to properly fill out the Maximum Environmental Management, Inc.(MEM) chain of custody form. A properly completed chain of custody is imperative to maintaining sample integrity and the responsibility of the client. Clients must fill out each section as completely as possible.

**Client Info.**

The client is the person or firm who the samples will be billed to and the subsequent report will be submitted.

Fill in the name & address information as well as phone & fax numbers if applicable.

**Project Name &/or Location**

The project name is the location from which the sampling is to occur. It is important that only one project be noted on each chain of custody.

Also in this section the client or sampler should note whether or not the sample is considered evidence or whether or not it is a controlled substance.

The P.O.# or Job # section is a place where the client may note any DEC, EPA, DOH, building permit numbers or purchase order number. The project number section is to be filled out when the samples are signed in at MEM.

**Sample Info**

Date & Time columns are the date and time the individual sample was collected. COMP or GRAB is the type of sample. Grab samples are one sample from one point at one time, COMP samples are one sample taken from multiple sample points or at multiple sampling times and combined into one.

Matrix is the type of material being sampled “S” is Solid, “PW” is potable water, “NPW” is non-potable water, “O” is other and “A” is for air or gas.

“SAMPLE ORIGIN” is the location from where the sample is to be collected I.E. kitchen sink, monitoring well #1, or soil boring for example. There should be only one sample origin per line.

“SAMPLE CONTAINERS” are the number and size of the sample containers for each sample.

“ANALYSIS” is one of the most important sections on the COC. This is where the client or sampler specifies the analysis to be performed on each individual sample.

“ADDITIONAL SPACE” is a section where any notes that are applied to individual sample can be written.

**Field Notes**

In this section the client or sampler may note conditions or occurrences that affect the sampling event as a whole. For example weather conditions, machinery or sampling equipment failure.

The treatment section is where the client or sampler notes whether or not the sample was treated in the field.

**Signature Section**

The sampler must print his/her name and then sign with the date & time sampling was completed. If the sampler are relinquished for transport the person transporting should sign in the “CLIENT/TRANSPORT TECH” area. In the event samples are shipped simply note the name of the shipping company used.

Transport temp blank reading section will be filled in at the lab. Transport Tech & Custody will be signed for by Maximum Environmental Management Personnel at the proper time.

**Sample Submission**

For sample submission guidelines see **Maximum Environmental Management’s Technical Info Sheet** titled **Sample Submission Guidelines**.

Normal turn around time is 7-10 business days; this does not include weekends and holidays. For all samples received after 2:00 p.m. the turn around time will begin the next business day. A variety of turn around time options are available at a nominal fee. Please call our office at (631) 589-1225 or e-mail us at [info@maximumenv.com](mailto:info@maximumenv.com) for special turn around time availability and pricing.