

How to Fill Out a Chain of Custody Form

This guide explains how to fill out a chain of custody form for laboratory sample testing. It walks through each section of the form — client information, sample details, requested analyses, turnaround service, submission signatures, and reporting preferences — so your samples are processed correctly by the laboratory.

Prerequisites for filling out a chain of custody form

Before you begin, make sure you have the following on hand:

- Your labeled sample bottles, ready for submission.
- A blank Chain of Custody form.
- A pen for entering details and signing the form.
- A sealed zipper lock bag to hold the completed form together with your samples.

Sample identification

Complete the Client Information section in the top left corner of the form with your organization name, contact name, address, invoicing address (if different from your main address), telephone number, email address, quote number, PO number, and project name or number. These fields establish the study or batch identity tied to the samples.

Close-up of the Client Information section with example entries for organization name, contact name, address, phone number, email, quote number, PO number, and project name

For each sample, complete the Sample Information section on the left side of the form using the details below.

Field	What to enter	Example
Sample ID / Source	Same identifier as written on the sample bottle	MW-1, MW-2, MW-3
Matrix	Type of sample material	GW (Groundwater), SW (Surface Water)
Study / Project	Project name or number entered in the Client Information section	PROJECT NAME
Container count	Not captured on this form; record separately if your laboratory requires it	—

Preservative	Not captured on this form; record separately if your laboratory requires it	—
Required tests	Analysis parameters listed in the Analyses Requested section, marked with an "X" against each sample	METALS SCAN

Sample Information section showing sample IDs MW-1, MW-2, MW-3, matrix GW, and collection dates and times

Collection details

Enter the Date Collected in the format yy-mm-dd (for example, 22-10-27) and the Time Collected (for example, 10:00, 11:00, 12:00) for each sample in the Sample Information section. The collection location is generally identified through the sample ID itself, such as a monitoring well designation. If your laboratory requires the collector's name, collection method, or field observations, record these separately, as the standard form does not include dedicated fields for them.

Transfer log

Complete the Sample Submission Information section at the bottom left of the form to document the custody transfer at submission.

- Print your name in the Print field.
- Sign your name in the Sign field.
- Enter the date and time of submission if required.
- Add any relevant notes in the Comments field.

Sample Submission Information section with name and signature filled in

Use the table below to keep the custody transfer clear for audit purposes.

Field	Where recorded
Released by	Printed name and signature in the Print and Sign fields
Received by	Completed by laboratory personnel on receipt
Date / Time	Date and time of submission
Condition	Any condition concerns noted in the Comments field
Signature	Signature entered in the Sign field

Storage conditions

The form does not include dedicated fields for required temperature, light protection, or hold time. If your laboratory tracks these details, record them in a separate storage and monitoring log and reference that log when needed.

List the requested analyses and mark the samples they apply to in the Analyses Requested section, in the middle of the form.

- List each analysis parameter on its own line, such as METALS SCAN.
- In the grid below the parameter list, place an "X" in the box for each sample and parameter combination to show which samples require which tests.

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Analyses Requested section with METALS SCAN listed and X marks in the grid for each sample

Select the required turnaround time in the Turnaround Service section, in the top right of the form, by checking the appropriate box: Standard (5–7 days), Bronze, Silver, Gold, Platinum, or a specified date. For example, mark the Standard box with an "X" for standard turnaround.

In under Drinking Water Regulations? ☐ Yes ☐ No (If yes, submit all Drinking Water Samples on a Drinking Water Chain of Custody)																																																																																																																																																																																																																																																	
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Turnaround Service section with the Standard option checked

Specify how you want to receive results and invoices in the Reporting/Invoicing section:

- Check Report by Fax to receive results by fax.
- Check Report by Email to receive results by email.
- Check Invoice by Email to receive invoices by email.
- Check Invoice by Mail to receive invoices by postal mail.

Mark your selections clearly with an "X".

[illegible]

Close-up of the Reporting/Invoicing section with Report by Email and Invoice by Email checked

Identify your servicing laboratory (for example, your local CADUCEON Environmental Lab) so the request routes correctly; analyst assignment and due date are determined by the laboratory based on your selected turnaround.

Deviations

Use the Comments section at the bottom of the form to record anything outside the standard fields, such as special handling instructions or clarifications for the laboratory.

The image shows a 'GENERAL SAMPLE SUBMISSION FORM' from CADUCEUS. It is a 'Full Chain of Custody' form. The form is filled out with sample data and checkmarks. The 'REPORTING / INVOICING SECTION' is highlighted in red. The 'Comments' section at the bottom is also highlighted in red.

GENERAL SAMPLE SUBMISSION FORM

SAMPLES SUBMITTED TO: Kingman, Glendale, Richmond Hill, Sunnyvale, Milpitas, Other

TESTING REQUIREMENTS: Table 1: A, Table 2: B, Table 3: C, Table 4: D, Table 5: E, Table 6: F, Table 7: G, Table 8: H, Table 9: I, Table 10: J, Table 11: K, Table 12: L, Table 13: M, Table 14: N, Table 15: O, Table 16: P, Table 17: Q, Table 18: R, Table 19: S, Table 20: T, Table 21: U, Table 22: V, Table 23: W, Table 24: X, Table 25: Y, Table 26: Z, Table 27: AA, Table 28: AB, Table 29: AC, Table 30: AD, Table 31: AE, Table 32: AF, Table 33: AG, Table 34: AH, Table 35: AI, Table 36: AJ, Table 37: AK, Table 38: AL, Table 39: AM, Table 40: AN, Table 41: AO, Table 42: AP, Table 43: AQ, Table 44: AR, Table 45: AS, Table 46: AT, Table 47: AU, Table 48: AV, Table 49: AW, Table 50: AX, Table 51: AY, Table 52: AZ, Table 53: BA, Table 54: BB, Table 55: BC, Table 56: BD, Table 57: BE, Table 58: BF, Table 59: BG, Table 60: BH, Table 61: BI, Table 62: BJ, Table 63: BK, Table 64: BL, Table 65: BM, Table 66: BN, Table 67: BO, Table 68: BP, Table 69: BQ, Table 70: BR, Table 71: BS, Table 72: BT, Table 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608: WJ, Table 609: WK, Table 610: WL, Table 611: WM, Table 612: WN, Table 613: WO, Table 614: WP, Table 615: WQ, Table 616: WR, Table 617: WS, Table 618: WT, Table 619: WU, Table 620: WV, Table 621: WW, Table 622: WX, Table 623: WY, Table 624: WZ, Table 625: XA, Table 626: XB, Table 627: XC, Table 628: XD, Table 629: XE, Table 630: XF, Table 631: XG, Table 632: XH, Table 633: XI, Table 634: XJ, Table 635: XK, Table 636: XL, Table 637: XM, Table 638: XN, Table 639: XO, Table 640: XP, Table 641: XQ, Table 642: XR, Table 643: XS, Table 644: XT, Table 645: XU, Table 646: XV, Table 647: XW, Table 648: XX, Table 649: XY, Table 650: XZ, Table 651: YA, Table 652: YB, Table 653: YC, Table 654: YD, Table 655: YE, Table 656: YF, Table 657: YG, Table 658: YH, Table 659: YI, Table 660: YJ, Table 661: YK, Table 662: YL, Table 663: YM, Table 664: YN, Table 665: YO, Table 666: YP, Table 667: YQ, Table 668: YR, Table 669: YS, Table 670: YT, Table 671: YU, Table 672: YV, Table 673: YW, Table 674: YX, Table 675: YY, Table 676: YZ, Table 677: ZA, Table 678: ZB, Table 679: ZC, Table 680: ZD, Table 681: ZE, Table 682: ZF, Table 683: ZG, Table 684: ZH, Table 685: ZI, Table 686: ZJ, Table 687: ZK, Table 688: ZL, Table 689: ZM, Table 690: ZN, Table 691: ZO, Table 692: ZP, Table 693: ZQ, Table 694: ZR, Table 695: ZS, Table 696: ZT, Table 697: ZU, Table 698: ZV, Table 699: ZW, Table 700: ZX, Table 701: ZY, Table 702: ZZ

REPORTING / INVOICING SECTION

Comments:

Full Chain of Custody form with the Reporting/Invoicing section and Comments area highlighted, filled out with sample data and checkmarks

Before sealing the form, double-check all information for accuracy and completeness. This check helps catch deviations such as missing labels, mismatched sample IDs, or incomplete sections before the samples leave your custody.

GENERAL SAMPLE SUBMISSION FORM				SAMPLES SUBMITTED TO:		TESTING REQUIREMENTS				REPORT NUMBER (Lab Use)	
CADUCEUS Environmental & Industrial Laboratories 10000 Highway 100, Suite 100, Houston, TX 77036				☐ Regional ☐ State ☐ National ☐ Other	☐ Regional ☐ State ☐ National ☐ Other	☐ 100% ☐ 95% ☐ 90% ☐ 85% ☐ 80% ☐ 75% ☐ 70% ☐ 65% ☐ 60% ☐ 55% ☐ 50% ☐ 45% ☐ 40% ☐ 35% ☐ 30% ☐ 25% ☐ 20% ☐ 15% ☐ 10% ☐ 5% ☐ 0%	☐ 100% ☐ 95% ☐ 90% ☐ 85% ☐ 80% ☐ 75% ☐ 70% ☐ 65% ☐ 60% ☐ 55% ☐ 50% ☐ 45% ☐ 40% ☐ 35% ☐ 30% ☐ 25% ☐ 20% ☐ 15% ☐ 10% ☐ 5% ☐ 0%	☐ 100% ☐ 95% ☐ 90% ☐ 85% ☐ 80% ☐ 75% ☐ 70% ☐ 65% ☐ 60% ☐ 55% ☐ 50% ☐ 45% ☐ 40% ☐ 35% ☐ 30% ☐ 25% ☐ 20% ☐ 15% ☐ 10% ☐ 5% ☐ 0%	☐ 100% ☐ 95% ☐ 90% ☐ 85% ☐ 80% ☐ 75% ☐ 70% ☐ 65% ☐ 60% ☐ 55% ☐ 50% ☐ 45% ☐ 40% ☐ 35% ☐ 30% ☐ 25% ☐ 20% ☐ 15% ☐ 10% ☐ 5% ☐ 0%	☐ 100% ☐ 95% ☐ 90% ☐ 85% ☐ 80% ☐ 75% ☐ 70% ☐ 65% ☐ 60% ☐ 55% ☐ 50% ☐ 45% ☐ 40% ☐ 35% ☐ 30% ☐ 25% ☐ 20% ☐ 15% ☐ 10% ☐ 5% ☐ 0%	☐ 100% ☐ 95% ☐ 90% ☐ 85% ☐ 80% ☐ 75% ☐ 70% ☐ 65% ☐ 60% ☐ 55% ☐ 50% ☐ 45% ☐ 40% ☐ 35% ☐ 30% ☐ 25% ☐ 20% ☐ 15% ☐ 10% ☐ 5% ☐ 0%
				☐ 100% ☐ 95% ☐ 90% ☐ 85% ☐ 80% ☐ 75% ☐ 70% ☐ 65% ☐ 60% ☐ 55% ☐ 50% ☐ 45% ☐ 40% ☐ 35% ☐ 30% ☐ 25% ☐ 20% ☐ 15% ☐ 10% ☐ 5% ☐ 0%	☐ 100% ☐ 95% ☐ 90% ☐ 85% ☐ 80% ☐ 75% ☐ 70% ☐ 65% ☐ 60% ☐ 55% ☐ 50% ☐ 45% ☐ 40% ☐ 35% ☐ 30% ☐ 25% ☐ 20% ☐ 15% ☐ 10% ☐ 5% ☐ 0%	☐ 100% ☐ 95% ☐ 90% ☐ 85% ☐ 80% ☐ 75% ☐ 70% ☐ 65% ☐ 60% ☐ 55% ☐ 50% ☐ 45% ☐ 40% ☐ 35% ☐ 30% ☐ 25% ☐ 20% ☐ 15% ☐ 10% ☐ 5% ☐ 0%	☐ 100% ☐ 95% ☐ 90% ☐ 85% ☐ 80% ☐ 75% ☐ 70% ☐ 65% ☐ 60% ☐ 55% ☐ 50% ☐ 45% ☐ 40% ☐ 35% ☐ 30% ☐ 25% ☐ 20% ☐ 15% ☐ 10% ☐ 5% ☐ 0%	☐ 100% ☐ 95% ☐ 90% ☐ 85% ☐ 80% ☐ 75% ☐ 70% ☐ 65% ☐ 60% ☐ 55% ☐ 50% ☐ 45% ☐ 40% ☐ 35% ☐ 30% ☐ 25% ☐ 20% ☐ 15% ☐ 10% ☐ 5% ☐ 0%			
				☐ 100% ☐ 95% ☐ 90% ☐ 85% ☐ 80% ☐ 75% ☐ 70% ☐ 65% ☐ 60% ☐ 55% ☐ 50% ☐ 45% ☐ 40% ☐ 35% ☐ 30% ☐ 25% ☐ 20% ☐ 15% ☐ 10% ☐ 5% ☐ 0%	☐ 100% ☐ 95% ☐ 90% ☐ 85% ☐ 80% ☐ 75% ☐ 70% ☐ 65% ☐ 60% ☐ 55% ☐ 50% ☐ 45% ☐ 40% ☐ 35% ☐ 30% ☐ 25% ☐ 20% ☐ 15% ☐ 10% ☐ 5% ☐ 0%	☐ 100% ☐ 95% ☐ 90% ☐ 85% ☐ 80% ☐ 75% ☐ 70% ☐ 65% ☐ 60% ☐ 55% ☐ 50% ☐ 45% ☐ 40% ☐ 35% ☐ 30% ☐ 25% ☐ 2					

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Final disposition

Once every section is complete, place the finished form in a sealed zipper lock bag together with your samples for submission to the laboratory. The form does not include fields for sample retention, archiving, return, or destruction approval; follow your laboratory's own procedure for these dispositions after testing is complete.

The image shows a completed 'GENERAL SAMPLE SUBMISSION FORM' from CADUCEUS LABORATORIES. The form is filled out with client information, sample details, and analysis requests. It includes sections for Client Information, Sample Information, Analyses Requested, Turnaround Service, Sample Submission Information, and Reporting/Invoicing. The form is numbered 110642.

Full Chain of Custody form with all major sections filled out: Client Information, Sample Information, Analyses Requested, Turnaround Service, Sample Submission Information, and Reporting/Invoicing

What's next

Before you submit the samples, confirm the following:

- All six required sections are filled out: Client Information, Sample Information, Analyses Requested, Turnaround Service Requested, Sample Submission Information, and Reporting and Invoicing.
- Special instructions are included in the Comments section if needed.
- Reporting and invoicing preferences are clearly marked.
- The form is placed in a sealed zipper lock bag with your samples.

Your chain of custody submission is now ready for laboratory processing.