



## Chain Of Custody Instructions

**Date:** Enter the date samples were submitted to the laboratory.

**Page \_\_ of \_\_ :** Use if additional forms are required. (i.e. more than 10 samples are being delivered)

**Name :** Name of contact person or final recipient.

**Address :** Where to send report to.

**Job/P.O. No. :** Enter charge number or contract number.

**Sampler :** All individuals involved in Sampling should print their names in sequence and sign the form.

**Sample Date :** Enter the date the samples were filled.

**Time Collected :** Enter the time the samples were filled.

**Location :** Brief description of sample location address or code.

**SPU Bottle No. :** Number given by SPU water quality lab personnel. Shaded areas are for lab use only.

**Field Measurements :** Fill in any appropriate field data associated with that sample.

**Testing Parameters :** Request tests desired. Place similar types of tests in the same space if there is room (i.e. most metals can be run from the same bottle, most bacteriological samples can be run from the same bottle, etc.).

**# of Containers :** Enter the number of containers submitted for each sample.

**Special Instructions/Comments :** Use this space for special instructions, field data, warnings, preservatives added, etc.

**Signature Blocks :** To properly complete the chain of custody portion of this document, each time the sample(s) change possession, the person relinquishing the sample(s) should complete the left section titled "RELINQUISHED BY:". The person receiving the sample(s) should then complete the section directly to the right entitled "RECEIVED BY:". Photocopies of originals will document the transference.

**Total # of containers :** Total of all containers of samples that are recorded on this sheet.

**Deliver samples to :**

**Hours :** 8:00 AM to 4:30 PM

**Phone :** (206) 684-7834

**Seattle Public Utilities  
Water Quality Laboratory  
800 S. Stacy St.  
Seattle, WA 98134**

## Sample Collection for 100 mL Bac-T Bottles

1. Make sure you have a cooler with ice packs on hand. Bac-T bottles are the small (100mL) clear plastic bottles with a white lid. Check the condition of the bottle seal. If the seal is already broken, do not use that bottle.
2. When you are ready to collect a sample, hold the bottle at the base, remove the seal, and unscrew the cap. Hold the cap so that the threads are facing downward. Do not set the sample cap down and do not allow your fingers to touch the inner surface of the cap.
3. Do not rinse the bottle. The white powder inside the bottle is sodium thiosulfate for dechlorination of the sample.
4. Immediately fill the sample bottle up to the shoulder leaving ample air space (there is a 100 mL fill line). Avoid splashing while filling the bottle and do not overflow the bottle. If you do overfill the bottle, get a new sample bottle and try again. At no point during sampling should the sample bottle or lid touch the sample tap or any other surface.
5. After filling the bottle to the appropriate level, immediately cap the bottle securely. Write the sample location and other information on the bottle label and place bottle in an upright position in the cooler.
6. Do not throw or toss the bottle. (They will break if dropped on the ground when filled.) It is important that samples remain cool ( $<10^{\circ}\text{C}$ ) and out of the sunlight during transit, so keep cooler lid closed when not in use.
7. If at any point you are uncertain of the sterility of the sample bottle or your sample collection technique, get a new bottle and start all over. It's always better to be safe.



# SECTION XI

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## EPA PUBLIC NOTIFICATION HANDBOOK

## EPA Public Notification Handbook

<https://nepis.epa.gov/>

# SECTION XII

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## **EPA REVISED TOTAL COLIFORM RULE (RTCR)**

## EPA Revised Total Coliform Rule

<https://www.epa.gov/dwreginfo/revised-total-coliform-rule-and-total-coliform-rule>

# SECTION XIII

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## **WAC 246-290 WATER QUALITY MONITORING**

**13.0 WAC 246-290-300**

**13.1 WAC 246-290-310**

**13.2 WAC 246-290-320**

WAC 246-290-300

<http://apps.leg.wa.gov/wac/default.aspx?cite=246-290-300>

WAC 246-290-310

<http://apps.leg.wa.gov/wac/default.aspx?cite=246-290-310>

WAC 246-290-320

<http://apps.leg.wa.gov/wac/default.aspx?cite=246-290-320>