

TOOL 9 - SAMPLE CHAIN OF CUSTODY FORM

Purpose: To legally document that a sample was under the direct control of an individual while it was in their possession.

Instructions:

Submitter Information

- Filled out by collecting person

Sample Identification

- Filled out by collecting person
- May use form for more than one sample
- Number the items 1,2,3, etc., corresponding to the total number of samples
- Describe the sample briefly – including condition of specimen and container if applicable
- Describe how the sample was collected and how much of the sample was collected
- If a sample is transferred externally, it is important to make a copy of this form and retain for the file.

Receipt of Sample

- This is where the collected items get turned over to the lab. If they change hands for some reason before reaching the lab, they must be transferred on paper from person to person. Use the second line in the Receipt of Sample section to record this information.
- Must list which items are being transferred in the item number column. These will most likely be “ALL”.
- Reason for transfer must be given – (example-transport to lab, testing, etc.).
- The original form must accompany the sample to the receiving lab.

SAMPLE CHAIN OF CUSTODY FORM

SUBMITTER INFORMATION

FOOD ESTABLISHMENT: ADDRESS:	PHONE #:
CITY: STATE: ZIP:	FAX #:
CONTACT PERSON:	
OUTBREAK NAME - IF APPLICABLE:	

SAMPLE IDENTIFICATION

Collection Location:

Item number	Description of Sample	Sample Collection (Partial/Whole Sample)

RECEIPT OF SAMPLE

Date	Item number(s)	Sample Released by	Sample Received by	Reason for transfer
		Signature	Signature	
		Name (printed)	Name (printed)	
		Signature	Signature	
		Name (printed)	Name (printed)	

MISCELLANEOUS COMMENTS:

6 1001