

# APPENDIX G – CHAIN-OF-CUSTODY FORMS

---

1 of 1

ISE76

# CHAIN-OF-CUSTODY/TEST REQUEST FORM

No 2240

Project/Client Name: LDWG Porewater  
 Project Number: 04-08-06-26  
 Contact Name: Berit Berquist  
 Sampled By: JMF

Ship to: ARI  
 Attn: Sue Dunning Shipping Date: \_\_\_\_\_  
 Shipper: hand del'd Airbill Number: NA  
 Form filled out by: JMF Turnaround requested: \_\_\_\_\_

Sample Collection Date (m/d/y)	Time	Sample Identification	Volume of Sample / # of Containers	Matrix	Test(s) Requested (check test(s) required)						Comments / Instructions. [Jar tag number(s)]
					NOs						
6/21/05	0856	LDW-PW-B <sup>2</sup> 12	3/40ml	H <sub>2</sub> O	X						
6/21/05	1005	LDW-PW-B <sup>2</sup> 09	3/40ml	H <sub>2</sub> O	X						
6/21/05	1101	LDW-PW-B <sup>2</sup> 08	3/ml	H <sub>2</sub> O	X						
		Trip Blank	1	H <sub>2</sub> O	X						
Total Number of Containers				Purchase Order / Statement of Work #							

1) Released by: Print name: <u>Joanna Flores</u> Signature: <u>J. Flores</u> Company: <u>Windward</u> Date/Time: <u>6/21/05 1805</u>	1) Rec'd by: <u>Michelle DesJardin</u> Company: <u>ARI</u> Date/Time: <u>6/21/05 18:05</u>	2) Released by: Print name: Signature: Company: Date/Time:	2) Rec'd by: Company: Date/Time:
--	---	--	--

\* Distribution: White copies accompany shipment; yellow retained by consignor.



200 West Mercer Street  
 Suite 401  
 Seattle, WA 98119  
 Tel: (206) 378-1364  
 Fax: (206) 217-9343

### To be completed by Laboratory upon sample receipt:

Date of receipt:	Laboratory W.O. #:
Condition upon receipt:	Time of receipt:
Cooler temperature: <u>2.0°</u>	Received by:

00004

IE93

# CHAIN-OF-CUSTODY/TEST REQUEST FORM

Nº 2241

Project/Client Name: LDWG Porewater  
 Project Number: \_\_\_\_\_  
 Contact Name: Bert Berquist / Susan McGroddy  
 Sampled By: JMF

Ship to: ARI  
 Attn: Sue Dunnihoo  
 Shipper: \_\_\_\_\_  
 Form filled out by: JMF  
 Shipping Date: 6/22/05  
 Airbill Number: \_\_\_\_\_  
 Turnaround requested: 48hr

Sample Collection Date (m/d/y)	Time	Sample Identification	Volume of Sample / # of Containers	Matrix	Test(s) Requested (check test(s) required)						Comments / Instructions (Jar tag number(s))
					VOCs						
6/22/05	0820	LDW-PW-B-PZ-11	3/40mL	H <sub>2</sub> O	X						
	0916	LDW-PW-B-PZ-10	3/40mL								
	1020	LDW-PW-B-PZ-7	3/40mL								
	1106	LDW-PW-G-PZ-4	3/40mL								
	1140	LDW-PW-G-PZ-1	3/40mL								
	1205	LDW-PW-PZ-EPARB	3/40mL								
	1205	LDW-PW-PZ-MHERB	3/40mL	H <sub>2</sub> O	X						
6/22/05	-	Trip blank	2/40mL	H <sub>2</sub> O	X						
Total Number of Containers				Purchase Order / Statement of Work #							

1) Released by: Print name: <u>Joanna Florer</u> Signature: <u>J. Florer</u> Company: <u>Windward</u> Date/Time: <u>6/22/05 1720</u>	1) Rec'd by: <u>[Signature]</u> Company: <u>ARI</u> Date/Time: <u>6/22/05 - 1720</u>	2) Released by: Print name: Signature: Company: Date/Time:	2) Rec'd by: Company: Date/Time:
--	---	--	--

\* Distribution: White copies accompany shipment; yellow retained by consignbr.



200 West Mercer Street  
 Suite 401  
 Seattle, WA 98119  
 Tel: (206) 378-1364  
 Fax: (206) 217-9343

### To be completed by Laboratory upon sample receipt:

Date of receipt: _____	Laboratory W.O. #: _____
Condition upon receipt: _____	Time of receipt: _____
Cooler temperature: <u>5.5</u>	Received by: _____

000004

1 of 1

# CHAIN-OF-CUSTODY/TEST REQUEST FORM

Nº 2242

Project/Client Name: LDWG - Porewater  
 Project Number: 04-08-06-26  
 Contact Name: Berit Berquist / Susan McGroddy  
 Sampled By: JMF

Ship to: ARI  
 Attn: Sue Dunnahoo  
 Shipping Date: 6/23/05  
 Shipper: hand delivered  
 Airbill Number: ---  
 Form filled out by: JMF  
 Turnaround requested: 48hr

Sample Collection Date (m/d/y)	Time	Sample Identification	Volume of Sample / # of Containers	Matrix	Test(s) Requested (check test(s) required)						Comments / Instructions (Jar tag number(s))	
6/23/05	0850	LDW-PW-G-P2-05	3/40mL	H <sub>2</sub> O	X							000004
	0940	LDW-PW-G-P2-03			X							
	1215	LDW-PW-G-P2-06			X							
6/23/05	1115	LDW-PW-G-P2-02	3/40mL		X							
6/23/05	-	Trip blank	2/40mL	H <sub>2</sub> O	X							
Total Number of Containers			14	Purchase Order / Statement of Work #								

1) Released by: Print name: <u>Joanna Flores</u> Signature: <u>J. Flores</u> Company: <u>Windward</u> Date/Time: <u>6/23/05 1836</u>	1) Rec'd by: <u>[Signature]</u> Company: <u>ERIC BRANSON</u> Date/Time: <u>6/23/05 - 1936</u>	2) Released by: Print name: Signature: Company: Date/Time:	2) Rec'd by: Company: Date/Time:
--	--	--	--

\* Distribution: White copies accompany shipment; yellow retained by consignor.



200 West Mercer Street  
 Suite 401  
 Seattle, WA 98119  
 Tel: (206) 378-1364  
 Fax: (206) 217-9343

### To be completed by Laboratory upon sample receipt:

Date of receipt::	Laboratory W.O. #:
Condition upon receipt:	Time of receipt:
Cooler temperature: <u>00</u>	Received by:

# Chain of Custody Record & Laboratory Analysis Request



Analytical Resources, Incorporated  
 Analytical Chemists and Consultants  
 4611 South 134th Place, Suite 100  
 Tukwila, WA 98168  
 206-695-6200 206-695-6201 (fax)

ARI Assigned Number: <b>IF78</b>	Turn-around Requested: <b>3-4wk</b>	Page: <b>1</b> of <b>3</b>
ARI Client Company: <b>Winclward</b>	Phone:	Date: <b>8/1/05</b>
Client Contact: <b>Benit Bergquist</b>		Ice Present? <b>Y</b>
Client Project Name: <b>LDW</b>		No. of Coolers: <b>1</b>
Client Project #:	Samplers: <b>JMF, BAB</b>	Cooler Temps: <b>6.0°</b>

Sample ID	Date	Time	Matrix	No. Containers	Analysis Requested							Notes/Comments																	
					VOC's																								
LDW <del>PW</del> B PE 12	8/1/05	9:15	H <sub>2</sub> O	3	✓																								
LDW PW B PE 14	8/1/05	9:07		3	✓																								
LDW PW B PE 16	8/1/05	9:00		3	✓																								
LDW PW B PE 10	8/1/05	9:20		3	✓																								
LDW PW B PE 201	8/1/05	9:26		3	✓																								
LDW PW B PE 202	8/1/05	9:31		3	✓																								
LDW PW B PE 04	8/1/05	10:25		3	✓																								
LDW PW B PE 03	8/1/05	10:30		3	✓																								
LDW PW B PE 02	8/1/05	10:44	H <sub>2</sub> O	3	✓																								
<table border="1"> <tr> <td rowspan="4">Comments/Special Instructions</td> <td>Relinquished by: (Signature) <b>J. M. F.</b></td> <td>Received by: (Signature) <b>Paul Conger</b></td> <td>Relinquished by: (Signature)</td> <td>Received by: (Signature)</td> </tr> <tr> <td>Printed Name: <b>Janina Flower</b></td> <td>Printed Name: <b>PAUL CONGRER</b></td> <td>Printed Name:</td> <td>Printed Name:</td> </tr> <tr> <td>Company: <b>Winclward</b></td> <td>Company: <b>ARI</b></td> <td>Company:</td> <td>Company:</td> </tr> <tr> <td>Date &amp; Time: <b>8/1/05 1730</b></td> <td>Date &amp; Time: <b>8/1/05 1730</b></td> <td>Date &amp; Time:</td> <td>Date &amp; Time:</td> </tr> </table>													Comments/Special Instructions	Relinquished by: (Signature) <b>J. M. F.</b>	Received by: (Signature) <b>Paul Conger</b>	Relinquished by: (Signature)	Received by: (Signature)	Printed Name: <b>Janina Flower</b>	Printed Name: <b>PAUL CONGRER</b>	Printed Name:	Printed Name:	Company: <b>Winclward</b>	Company: <b>ARI</b>	Company:	Company:	Date & Time: <b>8/1/05 1730</b>	Date & Time: <b>8/1/05 1730</b>	Date & Time:	Date & Time:
Comments/Special Instructions	Relinquished by: (Signature) <b>J. M. F.</b>	Received by: (Signature) <b>Paul Conger</b>	Relinquished by: (Signature)	Received by: (Signature)																									
	Printed Name: <b>Janina Flower</b>	Printed Name: <b>PAUL CONGRER</b>	Printed Name:	Printed Name:																									
	Company: <b>Winclward</b>	Company: <b>ARI</b>	Company:	Company:																									
	Date & Time: <b>8/1/05 1730</b>	Date & Time: <b>8/1/05 1730</b>	Date & Time:	Date & Time:																									

**Limits of Liability:** ARI will perform all requested services in accordance with appropriate methodology following ARI Standard Operating Procedures and the ARI Quality Assurance Program. This program meets standards for the industry. The total liability of ARI, its officers, agents, employees, or successors, arising out of or in connection with the requested services, shall not exceed the Invoiced amount for said services. The acceptance by the client of a proposal for services by ARI release ARI from any liability in excess thereof, notwithstanding any provision to the contrary in any contract, purchase order or co-signed agreement between ARI and the Client.

**Sample Retention Policy:** All samples submitted to ARI will be appropriately discarded no sooner than 90 days after receipt or 60 days after submission of hardcopy data, whichever is longer, unless alternate retention schedules have been established by work-order or contract.

# Chain of Custody Record & Laboratory Analysis Request



**Analytical Resources, Incorporated**  
 Analytical Chemists and Consultants  
 4611 South 134th Place, Suite 100  
 Tukwila, WA 98168  
 206-695-6200 206-695-6201 (fax)

ARI Assigned Number:	Turn-around Requested: 3-4 wk	Page: 2 of 3
ARI Client Company: Windward	Phone:	Date: 8/1/05
Client Contact: Bert Berquist		Ice Present? <input checked="" type="checkbox"/>
Client Project Name: LDW		No. of Coolers: 1
Client Project #:	Samplers: JMF, BAB	Cooler Temps: 6.00

Sample ID	Date	Time	Matrix	No. Containers	Analysis Requested							Notes/Comments	
					VOCs								
LDW PWBPE 01	8/1/05	10:50	H <sub>2</sub> O	3	✓								
LDW PWBPE 05	8/1/05	11:10		3	✓								
LDW PWBPE 06	8/1/05	12:30		3	✓								
LDW PWBPE 07	8/1/05	12:37		3	✓								
LDW PWBPE 08	8/1/05	12:55		3	✓								
LDW PWBPE 203	8/1/05	1:00		3	✓								
LDW PWBPE 204	8/1/05	1:03		3	✓								
LDW PWBPE 09	8/1/05	14:30		3	✓								
LDW PWBPE 11	8/1/05	14:35	H <sub>2</sub> O	3	✓								

Comments/Special Instructions	Relinquished by: (Signature) JMF	Received by: (Signature) Bert Berquist	Relinquished by: (Signature)	Received by: (Signature)
	Printed Name: Janha Plover	Printed Name: Bert Berquist	Printed Name:	Printed Name:
	Company: Windward	Company: ARI	Company:	Company:
	Date & Time: 8/1/05 1730	Date & Time: 8/1/05 1730	Date & Time:	Date & Time:

**Limits of Liability:** ARI will perform all requested services in accordance with appropriate methodology following ARI Standard Operating Procedures and the ARI Quality Assurance Program. This program meets standards for the industry. The total liability of ARI, its officers, agents, employees, or successors, arising out of or in connection with the requested services, shall not exceed the Invoiced amount for said services. The acceptance by the client of a proposal for services by ARI release ARI from any liability in excess thereof, notwithstanding any provision to the contrary in any contract, purchase order or co-signed agreement between ARI and the Client.

**Sample Retention Policy:** All samples submitted to ARI will be appropriately discarded no sooner than 90 days after receipt or 60 days after submission of hardcopy data, whichever is longer, unless alternate retention schedules have been established by work-order or contract.

# Chain of Custody Record & Laboratory Analysis Request



Analytical Resources, Incorporated  
 Analytical Chemists and Consultants  
 4611 South 134th Place, Suite 100  
 Tukwila, WA 98168  
 206-695-6200 206-695-6201 (fax)

ARI Assigned Number:	Turn-around Requested: 3-4 wk	Page: 3 of 3
ARI Client Company: Windward	Phone:	Date: 8/1/05
Client Contact: Bert Berquist		Ice Present? <input checked="" type="checkbox"/>
		No. of Coolers: 1
		Cooler Temps: 6.0°

Client Project Name:					Analysis Requested								Notes/Comments				
Client Project #:		Samplers: JMF, BAB											000004				
Sample ID	Date	Time	Matrix	No. Containers													
<del>LDWBP</del>					Vols												
LDW PWB PE 13	8/1/05	1440	H <sub>2</sub> O	3	✓												
LDW PWB PE 15	8/1/05	1445	1	3	✓												
LDW PWB PE BLANK	8/1/05	16:30	H <sub>2</sub> O	3	✓												
Comments/Special Instructions		Relinquished by: (Signature) <i>JMF</i>	Received by: (Signature) <i>Bob Conley</i>		Relinquished by: (Signature)				Received by: (Signature)								
		Printed Name: Joanna Plover	Printed Name: BOB CONLEY		Printed Name:				Printed Name:								
		Company: Windward	Company: ART		Company:				Company:								
		Date & Time: 8/1/05 1730	Date & Time: 8/1/05 1730		Date & Time:				Date & Time:								

**Limits of Liability:** ARI will perform all requested services in accordance with appropriate methodology following ARI Standard Operating Procedures and the ARI Quality Assurance Program. This program meets standards for the industry. The total liability of ARI, its officers, agents, employees, or successors, arising out of or in connection with the requested services, shall not exceed the Invoiced amount for said services. The acceptance by the client of a proposal for services by ARI release ARI from any liability in excess thereof, notwithstanding any provision to the contrary in any contract, purchase order or co-signed agreement between ARI and the Client.

**Sample Retention Policy:** All samples submitted to ARI will be appropriately discarded no sooner than 90 days after receipt or 60 days after submission of hardcopy data, whichever is longer, unless alternate retention schedules have been established by work-order or contract.

**Marina Mitchell**

---

**From:** Marina Mitchell  
**Sent:** Wednesday, August 03, 2005 1:54 PM  
**To:** 'Sue Dunnihoo'  
**Cc:** Berit Bergquist; Joanna Florer  
**Subject:** RE: Volatile samples received

Hi Sue. Thank you for the log-in info. I found some incorrect sample IDs on our COC. Would you be able to amend them prior to reporting? I apologize for the inconvenience. The ARI and corrected WW IDs are as follows:

II78J LDW-PW-G-PE-01  
 II78I LDW-PW-G-PE-02  
 II78H LDW-PW-G-PE-03  
 II78G LDW-PW-G-PE-04  
 II78K LDW-PW-G-PE-05  
 II78L LDW-PW-G-PE-06  
 II78M LDW-PW-G-PE-07  
 II78N LDW-PW-G-PE-08  
 II78O LDW-PW-G-PE-203  
 II78P LDW-PW-G-PE-204  
 II78U LDW-PW-PE-01-EB

Please let me know if you need some other more formal documentation of this request.

Thank you so much!  
 Marina

---

Marina I. Mitchell  
 Windward Environmental, LLC  
 Quality Assurance Manager / Laboratory Coordinator  
 200 W. Mercer St., Suite 401  
 Seattle, WA 98119  
 ph (direct): 206-577-1295  
 ph (main): 206-378-1364 (x211)

-----Original Message-----

**From:** Sue Dunnihoo [mailto:sue@arilabs.com]  
**Sent:** Wednesday, August 03, 2005 8:10 AM  
**To:** Marina Mitchell  
**Subject:** Volatile samples received

Info attached :)

Sue Dunnihoo  
 Client Services  
 Analytical Resources, Inc.  
 sue@arilabs.com  
 ph 206-695-6207  
 fax 206-695-6201

www.arilabs.com



This electronic message contains confidential information intended to be for the use of the recipient only. If you are not the intended recipient named above, please be aware that any disclosure, copying, distribution or use of the contents of this information is strictly prohibited. If you have received this transmission in error, please contact the sender at the above referenced phone number or email address. Thank you. Due to security issues, ARI's email system does not accept zipfiles or executables.