APPENDIX G – CHAIN-OF-CUSTODY FORMS
# Chain-of-Custody/Test Request Form

**Project/Client Name:** LDWG Porewater  
**Project Number:** 04-08-06-20  
**Contact Name:** Ben + Berquist  
**Sampled By:** JMF  
**Ship to:** API  
**Attn:** Sue Dunnahoo  
**Shipper:** Windward  
**Form filled out by:** JMF  
**Shipping Date:**  
**Airbill Number:** NA  
**Turnaround requested:**  

<table>
<thead>
<tr>
<th>Sample Collection Date (m/d/y)</th>
<th>Time</th>
<th>Sample Identification</th>
<th>Volume of Sample / # of Containers</th>
<th>Matrix</th>
<th>Test(s) Requested</th>
<th>Comments / Instructions (Jar tag number(s))</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/21/05 DB56</td>
<td>08:56</td>
<td>LDW-pw-B25.12</td>
<td>340 ml</td>
<td>H2O</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>06/21/05 1805</td>
<td>18:05</td>
<td>LDW-pw-B80a</td>
<td>340 ml</td>
<td>H2O</td>
<td>X</td>
<td>xx</td>
</tr>
<tr>
<td>06/21/05 1101</td>
<td>11:01</td>
<td>LDW-pw-B80a</td>
<td>370 ml</td>
<td>H2O</td>
<td>X</td>
<td>xx</td>
</tr>
</tbody>
</table>

**Trip Blank**  

| 06/21/05 |  

**Total Number of Containers:** 3  
**Purchase Order / Statement of Work #:**  

---

1) **Released by:**  
**Print name:** Joanna Flores  
**Signature:**   
**Company:** Windward  
**Date/Time:** 06/21/05 18:05  

1) **Rec’d by:**  
**Print name:** Michelle Desjardin  
**Signature:**   
**Company:** API  
**Date/Time:** 06/21/05 18:05  

2) **Released by:**  
**Print name:**   
**Signature:**   
**Company:**   
**Date/Time:**  

2) **Rec’d by:**  
**Print name:**   
**Signature:**   
**Company:**   
**Date/Time:**  

---

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

---

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

- **Date of receipt:**  
- **Laboratory W.O. #:**  
- **Condition upon receipt:**  
- **Time of receipt:**  
- **Cooler temperature:** **2.0°**  
- **Received by:**
# CHAIN-OF-CUSTODY/TEST REQUEST FORM

**Project/Client Name:** LDWG Porewater

**Sample Collection Date (m/d/y):**

<table>
<thead>
<tr>
<th>Time</th>
<th>Sample Identification</th>
<th>Volume of Sample / # of Containers</th>
<th>Matrix</th>
<th>Test(s) Requested (check test(s) required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0820</td>
<td>LDW-PW-B-PZ-11</td>
<td>3/40mL H2O</td>
<td>X</td>
<td>NOS</td>
</tr>
<tr>
<td>0916</td>
<td>LDW-PW-B-PZ-10</td>
<td>3/40mL</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>1020</td>
<td>LDW-PW-B-PZ-7</td>
<td>3/40mL</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>1104</td>
<td>LDW-PW-G-PZ-4</td>
<td>3/40mL</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>1140</td>
<td>LDW-PW-G-PZ-1</td>
<td>3/40mL</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>1205</td>
<td>LDW-PW-PZ-EPAR6</td>
<td>3/40mL</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>1205</td>
<td>LDW-PW-PZ-MHERB</td>
<td>2/40mL H2O</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**Comments / Instructions [Jar tag number(s)]:**

- Trip blank

**Total Number of Containers**

- Purchase Order / Statement of Work #

**Released by:**

- 1) Rec'd by: Joanna Florez

- 2) Rec'd by: Windward

**Date/Time:** 6/22/05 1720

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

---

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

- Date of receipt:
- Laboratory W.O. #:
- Condition upon receipt:
- Time of receipt:
- Cooler temperature: 5.5
- Received by:
**CHAIN-OF-CUSTODY/TEST REQUEST FORM**

**No.** 2242

**Project/Client Name:** LDWG - Porewater

**Project Number:** 04-08-06-26

**Contact Name:** Berit Bergquist / Susan McGroddy

**Sampled By:** JMF

**Ship to:** ART

**Attn:** Sue Dunnihoo

**Shipper:** hand delivered

**Shipping Date:** 6/23/05

**Airbill Number:**

**Form filled out by:** JMF

**Turnaround requested:** 48 hr

<table>
<thead>
<tr>
<th>Sample Collection Date (m/d/y)</th>
<th>Time</th>
<th>Sample Identification</th>
<th>Volume of Sample / # of Containers</th>
<th>Matrix</th>
<th>Test(s) Requested (check test(s) required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/23/05</td>
<td>0850</td>
<td>UW.PW-G-02-05</td>
<td>340mL</td>
<td>H2O</td>
<td>X X X NDCs</td>
</tr>
<tr>
<td>0940</td>
<td></td>
<td>UW.PW-G-02-03</td>
<td>1</td>
<td></td>
<td>X X X</td>
</tr>
<tr>
<td>1215</td>
<td></td>
<td>UW.PW-G-02-06</td>
<td>1</td>
<td></td>
<td>X X X</td>
</tr>
<tr>
<td>1115</td>
<td></td>
<td>UW.PW-G-02-02</td>
<td>340mL</td>
<td>H2O</td>
<td>X X X</td>
</tr>
<tr>
<td>6/23/05</td>
<td></td>
<td>Trip blank</td>
<td>340mL</td>
<td>H2O</td>
<td>X X X</td>
</tr>
</tbody>
</table>

**Total Number of Containers:** 14

**Purchase Order / Statement of Work #**

1) Released by: Joanna Fleser

2) Released by: Eric Branson

<table>
<thead>
<tr>
<th>Print name: Joanna Fleser</th>
<th>Print name: Eric Branson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature: Joanna Fleser</td>
<td>Signature: Eric Branson</td>
</tr>
<tr>
<td>Company: Windward</td>
<td>Company: Windward</td>
</tr>
<tr>
<td>Date/Time: 6/23/05 1836</td>
<td>Date/Time: 6/23/05 1836</td>
</tr>
</tbody>
</table>

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

---

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

- **Date of receipt:**
- **Laboratory W.O. #:**
- **Condition upon receipt:**
- **Time of receipt:**
- **Cooler temperature:** 0.0
- **Received by:**

---

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

LDWG Porewater DR - Appendix G
### Chain of Custody Record & Laboratory Analysis Request

<table>
<thead>
<tr>
<th>Sample ID</th>
<th>Date</th>
<th>Time</th>
<th>Matrix</th>
<th>No. Containers</th>
<th>Analysis Requested</th>
<th>Notes/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDWgPE12</td>
<td>8/11/05</td>
<td>9:15</td>
<td>H2O</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>LDWgPwBPE141</td>
<td>8/11/05</td>
<td>9:07</td>
<td></td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>LDWgPwBPE160</td>
<td>8/11/05</td>
<td>9:00</td>
<td></td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>LDWgPwBPE10</td>
<td>8/11/05</td>
<td>9:20</td>
<td></td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>LDWgPwBPE201</td>
<td>8/11/05</td>
<td>9:20</td>
<td></td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>LDWgPwBPE202</td>
<td>8/11/05</td>
<td>9:31</td>
<td></td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>LDWgPwBPE04</td>
<td>8/11/05</td>
<td>10:25</td>
<td></td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>LDWgPwBPE03</td>
<td>8/11/05</td>
<td>10:30</td>
<td></td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>LDWgPwBPE02</td>
<td>8/11/05</td>
<td>10:44</td>
<td>H2O</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments/Special Instructions**

Relinquished by: D. Rhine
Received by:  

Company: Windward
Printed Name: D. Rhine
Company: ARI
Printed Name: D. Rhine

**Date & Time:** 8/11/05 1720

---

**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, not withstanding any provision to the contrary in any contract, purchase order or 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

<table>
<thead>
<tr>
<th>ARI Assigned Number:</th>
<th>Turn-around Requested:</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDW</td>
<td>3 wk</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ARI Client Company:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windward</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Client Contact:</th>
<th>Client Project Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bent Berquist</td>
<td>LDW</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Client Project #:</th>
<th>Samplers:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JMF, BAB</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sample ID</th>
<th>Date</th>
<th>Time</th>
<th>Matrix</th>
<th>No. Containers</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDW PW BPE 01</td>
<td>8/11/05</td>
<td>10:52</td>
<td>H2O</td>
<td>3</td>
</tr>
<tr>
<td>LDW PW BPE 05</td>
<td>8/11/05</td>
<td>11:10</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>LDW PW BPE 06</td>
<td>8/11/05</td>
<td>12:30</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>LDW PW BPE 07</td>
<td>8/11/05</td>
<td>12:57</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>LDW PW BPE 08</td>
<td>8/11/05</td>
<td>12:57</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>LDW PW BPE 09</td>
<td>8/11/05</td>
<td>1:00</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>LDW PW BPE 10</td>
<td>8/11/05</td>
<td>1:00</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>LDW PW BPE 11</td>
<td>8/11/05</td>
<td>1:35</td>
<td>H2O</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Analysis Requested</th>
<th>Notes/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments/Special Instructions**

- Relinquished by: JMF
- Received by: Bob Conlon
- Reinquished by: JMF
- Printed Name: Bob Conlon

**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.
<table>
<thead>
<tr>
<th>Sample ID</th>
<th>Date</th>
<th>Time</th>
<th>Matrix</th>
<th>No. Containers</th>
<th>Analysis Requested</th>
<th>Notes/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDWP</td>
<td>8/11/05</td>
<td>14:45</td>
<td>H2O</td>
<td>3</td>
<td>Vols</td>
<td>000004</td>
</tr>
<tr>
<td>LDWP, PE 15</td>
<td>8/11/05</td>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LDWP, PE 15</td>
<td>8/11/05</td>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LDWP, PE Blank</td>
<td>8/11/05</td>
<td>10:30</td>
<td>H2O</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments/Special Instructions**

- Rejected by: [Signature]
- Received by: [Signature]
- Rejected by: [Signature]
- Received by: [Signature]

**Company:** Windward

**Date & Time:** 8/11/05 17:30

**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.
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
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