

Appendix E: Chain of Custody Forms



Pollution Control Services Department
 101 S. Richey, Suite H
 Pasadena, Texas 77506
 Office: 713-920-2831 FAX: 713-274-6475

Sample Data and Custody Record

ID: _____ Type: _____ Permit No: _____ Date: _____ Time _____ AM PM

Site ID: _____ Name: _____ Key Map: _____
 Site Info: _____

Sample Location: _____ Outfall: _____

Sample Location Info: _____

Outcome: Collected Collected (sample compromised) Field Test Only No Flow

Investigator(s): _____

Tests and Measurements

Temperature (°C) Dissolved Oxygen (mg/L) Specific Conductivity (µS) Water Depth (meters)
 pH (standard units) Salinity (ppt) SECCHI Disk Transparency (meters)

Field Observations--Water

Water Color 1-Brownish 2-Reddish 3-Greenish 4-Blackish 5-Clear 6-Other _____
 Surface Conditions 1-Clear 2-Scum 3-Foam 4-Debris 5-Sheen
 Water Odor 1-Sewage 2-Oily/Chemical 3-Rotten Egg 4-Musky 5-Fishy 6-None 7-Other _____
 Turbidity 1-Low 2-Medium 3-High
 Water Surface 1-Calm 2-Ripples 3-Waves 4-White Caps

Field Observations--Weather and Other

Present Weather 1-Clear 2-Partly Cloudy 3-Cloudy 4-Rain 5-Other _____
 Wind Intensity 1-Calm 2-Slight 3-Moderate 4-Strong
 Tide Stage 1-Low 2-Falling 3-Slack 4-Rising 5-High 89978 (Number of people observed)
 Days Since Last Significant Rainfall Source: _____ 89979 (Evidence of activity)

Matrix: Air Drinking Water Liquid Oil Other Solid Particulate Sludge Soil Water Other

Collection Method Grab Composite

Samples Collected:

| Bottle No. | Container Type | Container Size | Preservative | Ice? | Analysis Requested | Direct Coll. Req. | Collection Type | Split | Sampled By |
|------------|----------------|----------------|--------------|------|--------------------|-------------------|-----------------|-------|------------|
| | | | | Y/N | | | D/I | Y/N | |
| | | | | Y/N | | | D/I | Y/N | |
| | | | | Y/N | | | D/I | Y/N | |
| | | | | Y/N | | | D/I | Y/N | |
| | | | | Y/N | | | D/I | Y/N | |
| | | | | Y/N | | | D/I | Y/N | |
| | | | | Y/N | | | D/I | Y/N | |
| | | | | Y/N | | | D/I | Y/N | |
| | | | | Y/N | | | D/I | Y/N | |

Inspection ID:

(Page 1 of 2 Pages)

Rev 0

| | |
|---|------------------------|
| Custody | |
| Relinquished By: _____ | Received By: _____ |
| Date/Time: _____ AM PM | Date/Time: _____ AM PM |
| Samples placed in restricted area by: _____ (Initial) | |

| Legend | | Container Sizes | Container Types |
|-----------------|--|-----------------|------------------|
| Collection Type | | 1/2 gal 250 mL | P - Plastic |
| D - Direct | | 1 gal 500 mL | G - Glass |
| I - Indirect | | 1 qt 4 oz | Can - Canister |
| Preservatives | | 40 mL 8 oz | C - Cartridge |
| H2SO4 NaOH | | 100 mL n/a | PB - Plastic Bag |
| HCL Na2S2O3 | | | S - Slide |
| HNO3 none | | | O - Other |

Run No.: 17
 Field No.: 8
 Station ID: 22094

City of Houston
 Houston Health Department
 Bureau of Pollution Control and Prevention
 7411 Park Place Blvd
 832.393.5730 FAX 832-393-5726
FIELD FORM & CHAIN OF CUSTODY FORM



Location Name: Unnamed Trib of White Oak @ Helberg

Date: _____ Time (hhmm): _____ Samples Collected by: _____

Number of Days Since Last Rain Fall: _____ Field Meter #: _____ Calibration Date: _____

FIELD OBSERVATIONS

| Flow Severity | Tidal Stage | Color | Odor | Water Surface | Current Weather | Wind Intensity |
|---------------|-------------|-------|------|---------------|-----------------|----------------|
| | | | | | | |

- | | | | | | | |
|-------------|-------------|--------------|-------------------|---------------|-------------------|--------------|
| 1 - no flow | 1 - low | 1 - brownish | 1 - sewage | 1 - calm | 1 - clear | 1 - calm |
| 2 - low | 2 - falling | 2 - reddish | 2 - oily/chemical | 2 - ripples | 2 - partly cloudy | 2 - slight |
| 3 - normal | 3 - slack | 3 - greenish | 3 - rotten egg | 3 - waves | 3 - cloudy | 3 - moderate |
| 4 - flood | 4 - rising | 4 - blackish | 4 - musky | 4 - whitecaps | 4 - rain | 4 - strong |
| 5 - high | 5 - high | 5 - clear | 5 - fishy | | 5 - other | |
| 6 - dry* | | 6 - other* | 6 - none | | | |
| | | | 7 - other* | | | |

| Flow Method | Flow (cfs) | Secchi Depth (cm) | Sample Depth (ft) | Total Depth (ft) |
|-------------|------------|-------------------|-------------------|------------------|
| | | | | |

- 1 - flow-gauge station
 5 - Doppler

INSTRUMENT READINGS

| Temp (°C) | Conductivity (mS/cm) | pH (s.u.) | Salinity (PSS) | Dissolved Oxygen (mg/L) |
|-----------|----------------------|-----------|----------------|-------------------------|
| | | | | |

(1.0 to 38.0°C) (0.03 to 80 mS/cm) (3.0 to 10.0 s.u.) (0.009 to 45.0 PSS) (0.3 to 15.0 mg/L)

*Other Observations:

Request for Analysis (circle what is requested)

- | | | |
|-----------------------|-----------------------|-----------------------|
| 1 - pH | 5 - Cl ⁻ | 9 - N-NO ₂ |
| 2 - Conductivity | 6 - SO ₄ | |
| 3 - TSS | 7 - N-NH ₃ | 10 - E. coli |
| 4 - N-NO ₃ | 8 - T-PO ₄ | 11 - Enterococcus |

No. of Containers:

| | |
|---|---|
| ___ 100 mL sterile plastic | ___ 1 gallon plastic |
| ___ 1 L plastic | ___ 1 L plastic w/ H ₂ SO ₄ |
| ___ 1 L plastic (TKN) bottle w/ H ₂ SO ₄ (Analyzed by H-GAC contract Lab) | |

For lab use only:

| | |
|--|--|
| Acid ID#: H ₂ SO ₄ | Samples Received on Ice? Yes / No _____ Thermometer ID: _____ |
| | Temp (°C) _____ Corrected Temp (°C) _____ Corrected Factor(°C) _____ |

Samples relinquished by: _____ Date/Time: _____

Lab Sample No.: _____ Received by: _____ Date/Time: _____

FF&OOC version 18 updated 07/2023

*Note: If site is dry, photo should be taken. If water present within 400 m, and pool is 10+m long, and 0.4+m deep, collect sample and record Maximum pool width, depth, length, and percent pool coverage in 500 m reach (if measurable) in observations section.

Run No.: 17
 Field No.: 7
 Station ID: 16594
 USGS Station ID: 08074250

City of Houston
 Houston Health Department
 Bureau of Pollution Control and Prevention
 7411 Park Place Blvd
 832.393.5730 FAX 832-393-5726
FIELD FORM & CHAIN OF CUSTODY FORM



Location Name: Brickhouse Gully @ US 290 i.b. before Saxon

Date: _____ Time (hhmm): _____ Samples Collected by: _____

Number of Days Since Last Rain Fall: _____ Field Meter #: _____ Calibration Date: _____

FIELD OBSERVATIONS

| Flow Severity | Tidal Stage | Color | Odor | Water Surface | Current Weather | Wind Intensity |
|---------------|-------------|--------------|-------------------|---------------|-------------------|----------------|
| 1 - no flow | 1 - low | 1 - brownish | 1 - sewage | 1 - calm | 1 - clear | 1 - calm |
| 2 - low | 2 - falling | 2 - reddish | 2 - oily/chemical | 2 - ripples | 2 - partly cloudy | 2 - slight |
| 3 - normal | 3 - slack | 3 - greenish | 3 - rotten egg | 3 - waves | 3 - cloudy | 3 - moderate |
| 4 - flood | 4 - rising | 4 - blackish | 4 - musky | 4 - whitecaps | 4 - rain | 4 - strong |
| 5 - high | 5 - high | 5 - clear | 5 - fishy | | 5 - other | |
| 6 - dry* | | 6 - other* | 6 - none | | | |
| | | | 7 - other* | | | |

| Flow Method | Flow (cfs) | Secchi Depth (cm) | Sample Depth (ft) | Total Depth (ft) |
|-------------|------------|-------------------|-------------------|------------------|
| | | | | |

1 - flow-gauge station
 5 - Doppler

INSTRUMENT READINGS

| Temp (°C) | Conductivity (mS/cm) | pH (s.u.) | Salinity (PSS) | Dissolved Oxygen (mg/L) |
|-----------------|----------------------|--------------------|---------------------|-------------------------|
| (1.0 to 38.0°C) | (0.03 to 60 mS/cm) | (3.0 to 10.0 s.u.) | (0.009 to 45.0 PSS) | (0.3 to 15.0 mg/L) |

***Other Observations:**
 Water too shallow to collect conventional parameters. Bacteria and field parameters only.

Request for Analysis (circle what is requested)

- 1 - *E. coli*
- 2 - Enterococcus

No. of Containers:

___ 100 mL sterile plastic

For lab use only:

| | | |
|--|-----------------------------------|---------------------------|
| Acid ID#: H ₂ SO ₄ | Samples Received on Ice? Yes / No | Thermometer ID: _____ |
| | Temp (°C) _____ | Corrected Temp (°C) _____ |

Samples relinquished by: _____ Date/Time: _____

Lab Sample No.: _____ Received by: _____ Date/Time: _____

FF&COC version 18 updated 07/2023

*Note: If site is dry, photo should be taken. If water present within 400 m, and pool is 10+m long, and 0.4+m deep, collect sample and record Maximum pool width, depth, length, and percent pool coverage in 500 m reach (if measurable) in observations section.

Surface Water Monitoring Report

Clean Rivers Program

Houston Health Department
 Bureau of Laboratory Services
 Water & Dairy Section
 2250 Holcombe Blvd.
 Houston, TX 77030
 832.393.3939



Collected by _____
 Date Collected _____
 Relinquished by _____
 Received by _____

Lot # _____

White Oak Bayou **Run 17**

| # | STATION NUMBER | SITE LOCATION | TIME SAMPLED | Analysis Requested | LAB SAMPLE NUMBER | Flow Rate | Days since rainfall |
|---|----------------|---|--------------|--------------------|-----------------------|-----------|---------------------|
| 1 | 16593 | Cole Creek @ Bolivia | | <u>E. coli</u> | 5519 Bolivia Blvd | | |
| 2 | 15831 | White Oak Bayou @ West Tidwell | | <u>E. coli</u> | 29.846366, -95.460566 | | |
| 3 | 11155 | Vogel Creek @ Little York | | <u>E. coli</u> | 29.863442, -95.466665 | | |
| 4 | 11394 HG161 | White Oak @ N. Houston - Rosslyn Rd. | | <u>E. coli</u> | 29.876650, -95.494634 | | |
| 5 | 11157* | Rolling Fork Creek @ Lake Ln. | | <u>E. coli</u> | 29.881100, -95.535008 | | |
| 6 | 11396 | White Oak Bayou @ Tahoe | | <u>E. coli</u> | 29.890848, -95.560428 | | |
| 7 | 16594* | Brickhouse Gully @ US 290 i.b. before Saxon | | <u>E. coli</u> | 29.826660, -95.476839 | | |
| 8 | 22094 16595 | Unnamed Trib of White Oak @ Helberg | | <u>E. coli</u> | 29.810596, -95.454665 | | |

Flow Rate
 1 = no flow 2 = low 3 = normal 4 = flood 5 = high 6 = dry
 *Bacteria and Field parameters only

Lab Use Only

Sample received on ice? Y / N Sample Temp _____ °C Corrected Temp _____ °C
 Seals Intact? Y / N Thermometer ID _____

Job ID _____ Additional information _____



CITY OF HOUSTON DRINKING WATER REGULATORY COMPLIANCE LABORATORY

1770 Sidney street, Houston, TX 77023
 LAKE HOUSTON WATERSHED SITE MONITORING
 FIELD SHEET & CHAIN OF CUSTODY

Effective Date: 1 08/01/23

Document ID: 150

Version: 1.12

Date of Sampling: _____ Air Temperature : _____ Days Since Last Significant Rainfall : _____ Samples Collected By: _____

Sample Run Collected Bi-Monthly

Note: All samples taken at a one foot depth by plastic bucket unless specifically designated in 'Sample Depth' column below.

| Sample No. | Station Name | TCEQ ID | Time | Sample Depth (ft) | Total Depth (ft) | Water Temp °C | Sp. Cond. µs/cm | pH | DO mg/L | Sacchi Depth (m) | Flow Severity | Observ. Turb. | Water Color | Water Odor | Present Weather | Wind Intensity | Water Surface | |
|------------|--|---------|------|-------------------|------------------|---------------|-----------------|----|---------|------------------|---------------|---------------|-------------|------------|-----------------|----------------|---------------|----------|
| 1 | LUCE BAYOU HUFFMAN / CLEVELAND | 11187 | | | | | | | | | | | | | | | | |
| 2 | EAST FORK SAN JACINTO RIVER @ FM 1485 (gage 8070200) | 11235 | | | | | | | | | | | | | | | | |
| 3 | CANEY CREEK @ FM 1485 | 11334 | | | | | | | | | | | | | | | | |
| 4 | PEACH CREEK @ FM 2090 | 11337 | | | | | | | | | | | | | | | | |
| 5 | EAST FORK SAN JACINTO @ SH 105 (gage 8070000) | 11238 | | | | | | | | | | | | | | | | |
| 6 | PEACH CREEK @ FM 105 | 16625 | | | | | | | | | | | | | | | | |
| 7 | CANEY CREEK @ Millmac Rd. | 21465 | | | | | | | | | | | | | | | | |
| 8 | WEST FORK SAN JACINTO @ FM 105 (gage 8067650) | 11251 | | | | | | | | | | | | | | | | |
| 9 | STEWART CREEK @ LOOP 336, CONROE | 16626 | | | | | | | | | | | | | | | | |
| 10 | CRYSTAL CREEK @ FM 1314 | 11181 | | | | | | | | | | | | | | | | |
| 11 | WEST FORK SAN JACINTO @ FM 242 | 11243 | | | | | | | | | | | | | | | | |
| 12 | SPRING CREEK @ I-45 (gage 8068500) | 11313 | | | | | | | | | | | | | | | | |
| 13 | CYPRESS CREEK @ I-45 (gage 8069000) | 11328 | | | | | | | | | | | | | | | | |
| Comments: | | | | | | | | | | | | 1-no flow | 1-low | 1-brownish | 1-sewage | 1-clear | 1-calm | 1-calm |
| | | | | | | | | | | | | 2-low | 2-medium | 2-reddish | 2-oily/chemical | 2-p.cloudy | 2-slight | 2-ripple |
| | | | | | | | | | | | | 3-normal | 3-high | 3-greenish | 3-rotten egg | 3-cloudy | 3-mod. | 3-wave |
| | | | | | | | | | | | | 4-flood | 4-blackish | 4-musty | 4-rain | 4-strong | 4-whitecap | |
| | | | | | | | | | | | | 5-high | 5-clear | 5-fishy | 5-other | | | |
| | | | | | | | | | | | | 6-dry | 6-other | 6-none | | | | |
| | | | | | | | | | | | | | | 7-other | | | | |

Analysis Required: VOC, WQP*, T-phos, Ammonia, Total Coliform, E. coli Matrix: Surface Water
Bottles used: 1-120mL sterilized bottle from each site and one 250mL sterilized bottle from one site with each sampling even for Bactl. 1-500mL plastic bottle for WQP analysis, 2-40ml VOA bottles with 1:1 HCl, 1-500 mL plastic bottle acidified with H₂SO₄ for NH₃ analysis, 1- 250ml amber bottle acidified with H₂SO₄ for T-phos. & TOC analysis. 1-1000mL plastic bottle for TSS
*** WQP analysis includes:** pH, Cond., TSS, Alk, Hard, NO₂-N, NO₃-N, F, Cl, Br, SO₄
 Temperature of Samples when Received at Lab: _____

Biol. Samples Relinquished By : _____ Date: _____ Time : _____
 Biol. Samples Received By : _____ Date: _____ Time : _____

Chem. Samples Relinquished By : _____ Date: _____ Time : _____
 Chem. Samples Received By : _____ Date: _____ Time : _____



DRINKING WATER OPERATIONS LABORATORY
4200 Leeland Street, Annex Building, Houston, TX 77023
 San Jacinto River Authority - Lake Conroe Division
LAKE CONROE MONITORING
CHAIN OF CUSTODY

Effective Date: 8/21/2018

Document ID: 160

Version: 1.11

Date of Sampling: _____

Samples Collected By: _____

| Sample No. | Station Name | Watershed ID | TCEQ ID | Time | Grab or Composite | Analysis Requested: | | | | | Comments: |
|------------|--------------------|--------------|---------|------|-------------------|---------------------|-------|-------------------------|--------------|---------|-----------|
| | | | | | | TSS | WQP * | Total Coliform & E.Coli | T.Phos & TOC | Ammonia | |
| 1 | Walker County | 23 | 11344 | | | | | | | | |
| 2 | T. James Creek | 25 | 16645 | | | | | | | | |
| 3 | Weir Creek | 3 | 16644 | | | | | | | | |
| 4 | Caney Creek | 6 | 16643 | | | | | | | | |
| 5 | Tim Cude Creek | 26 | 16642 | | | | | | | | |
| 6 | Lost Lake Creek | 33 | 16640 | | | | | | | | |
| 7 | Lewis Creek | 4 | 16641 | | | | | | | | |
| 8 | W.C. Clark Creek | 27 | 16639 | | | | | | | | |
| 9 | Atkin Creek | 5 | 16638 | | | | | | | | |
| 10 | Intake Lake Conroe | 24 | 11342 | | | | | | | | |

Bottles used:
 1-1000mL plastic bottle for TSS
 1-500ml plastic bottle for WQP analysis
 1-120ml sterilized bottle for Bacti analysis
 1-250ml amber bottle acidified with H2SO4 for T-phos. & TOC analysis
 1-500 mL plastic bottle acidified with H2SO4 for NH3 analysis

* WQP analysis includes: pH, Cond., Alk, Hard, NO₃-N, NO₂-N, F, Cl, Br, SO₄

Matrix: Surface Water

Samples Received on Ice: Yes _____ No _____

Temperature of Samples when Received at Lab: _____

Sample Condition Acceptable: Yes _____ No _____

If no, explain in comment section above

Biological Samples Relinquished By: _____ Date: _____ Time: _____

Chemical Samples Relinquished By: _____ Date: _____ Time: _____

Biological Samples Received By: _____ Date: _____ Time: _____

Chemical Samples Received By: _____ Date: _____ Time: _____



Texas Research Institute for Environmental Studies (TRIES) Environmental Studies Analytical Laboratory
Sam Houston State University
Chain of Custody



TRIES Log Number:

| | |
|--|---|
| Name: Ashley Morgan-Olvera | Company: TRIES Aquatics Lab |
| Address: 2424 Sam Houston Avenue, Suite B-8 | City, State, Zip: Huntsville, TX 77341 |
| Telephone: 936-294-3716 | Email: arm001@shsu.edu |
| Sampler Name: Ashley Morgan-Olvera | Sampler Signature: |

| Date Collected | Time Collected | Matrix Code | Type C | Type G | Sample Description/Location | Sample Number | Bottle ID | Preservation Code | Acid Type | Acid volume (mL) | Obs °C / CF °C | pH | Cl ⁻ , SO ₄ ²⁻ , NO ₂ ⁻ , NO ₃ ⁻ | TSS | T PO ₄ | NH ₃ | E. coli | | | | | | | |
|----------------|----------------|-------------|--------|--------|-----------------------------|---------------|-----------|-------------------|-----------|------------------|----------------|----|---|-----|-------------------|-----------------|---------|---|--|--|--|--|--|--|
| | | AQ | | G | | | B1 | C | | | / | | X | | | | | | | | | | | |
| | | AQ | | G | | | B2 | C | | | / | | | X | | | | | | | | | | |
| | | AQ | | G | | | B3 | A | | | / | | | | X | | | | | | | | | |
| | | AQ | | G | | | B4 | D | | | / | | | | | | X | | | | | | | |
| | | AQ | | G | | | Col | C | | | / | | | | | | | X | | | | | | |
| | | | | | | | | | | | / | | | | | | | | | | | | | |
| | | | | | | | | | | | / | | | | | | | | | | | | | |
| | | | | | | | | | | | / | | | | | | | | | | | | | |
| | | | | | | | | | | | / | | | | | | | | | | | | | |

| TAT | Matrix Code | Type Code | Preservation Code | Sample Receipt Checklist: |
|---|---|---------------------------|--|---|
| N= Normal (10 days) E = Expedite (5 days) R= Rush (1 day) | WW = wastewater AQ= aqueous SW= solid | C = composite G = grab | C = 0 to <6 °C A = pH<2 HNO ₃ B = pH<2 HCl D = pH<2 H ₂ SO ₄ | Shipped _____ Delivered _____ Container tape present _____ Container tape intact _____ Cooler Temp (°C) _____ Broken _____ Leaking _____ Preserved _____ COC and labels match _____ Sufficient quantity _____ Lab Comments: |

| | | | |
|------------------|----------------|--------------------|----------------------------------|
| Relinquished by: | Date/Time: | Relinquished by: | Date/Time: |
| Received by: | Date/Time: | Received by: | Date/Time: |
| Thermometer ID: | pH strips lot: | HNO ₃ : | HCl: |
| | | | H ₂ SO ₄ : |

Effective Date: 10/28/2019 2424 Sam Houston Ave Ste B8 -Huntsville, TX 77340 - Phone (936)294-3979 - Fax (936) 294-3822