

## **Appendix E: Chain of Custody Forms**





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	

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.: 7  
 Field No.: 5  
 Station ID: 17482  
 USGS Gage Station ID: 08072760

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: Langham Creek @ Hwy 6

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 (m)	Total Depth (m)

1 - flow-gauge station  
 3 - Doppler

**INSTRUMENT READINGS**

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

(1.0 to 38.0°C) (0.05 to 60 mS/cm) (5.0 to 10.0 s.u.) (0.009 to 45.0 PPT) (0.5 to 15.0 mg/L)

**\*Other Observations:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Request for Analysis (circle what is requested)**

- |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|
| 1 - pH                | 5 - Cr                | 9 - N-NO <sub>2</sub> |
| 2 - Conductivity      | 6 - SO <sub>4</sub>   | 10 - E. coli          |
| 3 - TSS               | 7 - N-NH <sub>3</sub> | 11 - Enterococcus     |
| 4 - N-NO <sub>3</sub> | 8 - T-PO <sub>4</sub> |                       |

**No. of Containers:**

\_\_\_ 100 mL sterile plastic      \_\_\_ 1 gallon plastic  
 \_\_\_ 1 L plastic      \_\_\_ 1 L plastic w/ H<sub>2</sub>SO<sub>4</sub>  
 \_\_\_ 1 L plastic (TKN) bottle w/ H<sub>2</sub>SO<sub>4</sub> (Analyzed by H-GAC Contract Lab)

**For lab use only:**

Acid ID#: H<sub>2</sub>SO<sub>4</sub>

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&COC version 15 updated 07/2020

\*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.



**CITY OF HOUSTON DRINKING WATER OPERATIONS LABORATORY**  
 1770 Sidney street, Houston, TX 77023  
 LAKE HOUSTON WATERSHED SITE MONITORING  
 FIELD SHEET & CHAIN OF CUSTODY

Effective Date: 1 10/02/19

Document ID: 150

Version: 1.11

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	Secchi Depth (m)	Flow Severity	Obs. 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  
**Bottles used:** 1-100ml sterilized bottle for Bacti analysis, 1-500ml plastic bottle for WQP analysis, 2-40ml VOA bottles with 1:1 HCl, 1-500 mL plastic bottle acidified with H<sub>2</sub>SO<sub>4</sub> for NH<sub>3</sub> analysis, 1-250ml amber bottle for T-phos. & TOC analysis. 1-1000mL plastic bottle for TSS  
**\* WQP analysis includes:** pH, Cond., TSS, Alk, Hard, NO<sub>2</sub>-N, NO<sub>3</sub>-N, F, Cl, Br, SO<sub>4</sub>  
 Matrix: Water  
 Temperature of Samples when Received at Lab: \_\_\_\_\_

Biol. Samples Relinquished By : \_\_\_\_\_ Date: \_\_\_\_\_ Time : \_\_\_\_\_

Chem. Samples Relinquished By : \_\_\_\_\_ Date: \_\_\_\_\_ Time : \_\_\_\_\_

Biol. Samples Received 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: 8/21/2019

Document ID: 150

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 botte 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

Matrix: Surface Water

Samples Received on Ice: Yes \_\_\_\_\_ No \_\_\_\_\_

Temperature of Samples when Received at Lab: \_\_\_\_\_

\* **WQP analysis includes:** pH, Cond., Alk, Hard, NO<sub>2</sub>-N, NO<sub>3</sub>-N, F, Cl, Br, SO<sub>4</sub>

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) Analytical Laboratory**  
**Sam Houston State University**  
**Chain of Custody**

REPORT TO:										BILL TO:									
Name: Kaitlen Gary					Name: Kaitlen Gary														
Company: TRIES Aquatics Laboratory					Company: TRIES Aquatics Laboratory														
Address: 2424 Sam Houston Avenue, Suite B-8					Address: 2424 Sam Houston Avenue, Suite B-8														
City, State, Zip: Huntsville, Tx 77340					City, State, Zip: Huntsville, TX 77320														
Phone: 936-294-2501		Fax:		Email: kpgary@shsu.edu			Phone: 936-294-2501		Fax:		Email: kpgary@shsu.edu								
Sampler Name:				Sampler Signature:				Analysis Required				TRIES Log #							
Date Collected	Time Collected	Matrix Code	Type*		Sample Description/Location	Bottle ID	pH	°C	Preservation Code	Cl, SO4, NO2, NO3	TSS	T PO4	NH3				Sample Number	<b>TRIES Use Only</b>	
			C	G														Sample Receipt Checklist:	
		AQ		X		B1			C	X								Shipped: _____	Hand Del: _____
		AQ		X		B2			C		X							Container Tape:	
		AQ		X		B3			A			X						Present: Intact	
		AQ		X		B4			D				X					Y N NA	Y N NA
																		Cooler Temp: _____ (°C)	
																		Broken: Y N	Leaking: Y N
																		Preserved: Y N	
																		Acid type: _____	
																		Acid vol: _____	
																		Acid lot: _____	
<b>Requested TAT:</b>		<b>Matrix Code:</b>		<b>Preservation</b>		Sample Receiving/Lab Comments:													
Normal (10 days)		WW=Wastewater		C = <6° C															
Expedite: (5 days)		AQ=water		A= pH <2 HNO <sub>3</sub>															
Rush (1 Day)		SW=solid		B = pH <2 HCl															
*C=Composite G=Grab				D = pH <2 H <sub>2</sub> SO <sub>4</sub> E = Na <sub>2</sub> S <sub>2</sub> O <sub>3</sub>															
<b>Relinquished By:</b>				<b>Date/Time:</b>				<b>Relinquished By:</b>				<b>Date/Time:</b>							
<b>Received By:</b>				<b>Date/Time:</b>				<b>Received By:</b>				<b>Date/Time:</b>							
<b>Thermometer ID:</b>		<b>pH strips Lot:</b>		<b>Project: Clean Rivers Program</b>															

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