

Toll Free
1-800-421-IOWA

24 hr. Biological/Chemical
Threat Coordinators
319-325-0766

Date/time:	Agency:
Location:	
Contact name:	Phone number:
	E-mail address:
	FAX number:
Agencies involved (71st CST, EMS, LLE):	
Patient exposure: ___ Yes or ___ No If yes, where were they taken? _____	
Describe any signs/symptoms.	
Sample collection time: _____	
Sample description (including sample ID, if applicable):	
Is this a potential biological threat sample? Please describe your observations.	
Field tests / results: pH (in water): _____ Oxidizer test: _____ Radiation: _____	
Gas meter: _____ FTIR/Raman (confirm QA checks): _____	
Comments:	
Information regarding Chain of Custody (CoC)- page two of form:	
<ul style="list-style-type: none">• Chain of custody MUST be maintained for the life span of the sample. It is the responsibility of the submitting agency to initiate CoC. Initiate CoC by having the individual who collected the specimen print, sign, and date in row 1 of the "Sample Relinquished By" column. When the specimen is transferred to a new individual they must sign, print, and date in row 1 of the "Sample Received By" column.• Each custody transfer must be documented until the specimen is received by designated SHL staff.• The CoC must stay with the sample at all times.• Each Specimen requires an individual CoC.	
Note: Samples shall be returned to the submitting agency or destroyed after 30 days of the final report being provided to the agency liaison.	
Note: Please ensure that ALL copies of this form are legible.	
Note: This form is 2 pages. PLEASE PRINT FRONT AND BACK.	

Chain of Custody Form (CoC)

Page _____

SHL Sample ID Number	Brief Physical Description (Include sample type)	Qty if Known (volume, weight)	Comments	
Sample Relinquished By (Sign & Print Legibly) MM/DD/YY		Sample Received By (Sign & Legibly) MM/DD/YY		
1	Signature	Date	Signature	Date
	Print	Time	Print	Time
2	Signature	Date	Signature	Date
	Print	Time	Print	Time
3	Signature	Date	Signature	Date
	Print	Time	Print	Time
4	Signature	Date	Signature	Date
	Print	Time	Print	Time
5	Signature	Date	Signature	Date
	Print	Time	Print	Time
6	Signature	Date	Signature	Date
	Print	Time	Print	Time
7	Signature	Date	Signature	Date
	Print	Time	Print	Time
8	Signature	Date	Signature	Date
	Print	Time	Print	Time
9	Signature	Date	Signature	Date
	Print	Time	Print	Time
10	Signature	Date	Signature	Date
	Print	Time	Print	Time