

Instructions for filling out the MPCA Chain of Custody form

*Indicates a required field

1. The Minnesota Pollution Control Agency (MPCA) Chain of Custody (COC) is divided into six sections – 1) the header, 2) Project/Client Info, 3) Laboratory, 4) Sample Details, 5) Analysis Requested, and 6) the footer. All six sections must be filled out.

2. Header section:

This section contains the work order number, COC type, Turnaround Time, and COC ID

- a. **Work Order Number:** This usually is populated for COCs prepared for non-state laboratories. The Work Order number is obtained from the MPCA.
- b. **COC Type:** “Standard” for routine sample collection. Designate as “Civil” or “Criminal” for samples that likely will be used in court cases. The laboratory may have an additional charge to process “Civil” or “Criminal” COC forms. Most projects will use a “Standard” COC.
- c. **Turnaround Time:** “Standard”, “Rush”, or “24 Hour”. Note that some analyses cannot be performed within a 24-hour turnaround time.
- d. **COC ID:** This field only is populated by the EDGE software produced by EarthSoft Inc. You can ignore this field.

3. Project/Client Info section:

This section contains general information about the project for which the samples were submitted.

- a. **Facility Code/Site ID*:** The Facility Code or Site ID is the MPCA site identifier. Examples include: SA0001234, SR0001234, BF0001234, LS0001234. Contact the MPCA Project Manager if you don’t know this ID.
- b. **Program Code:** This is used for samples submitted only to the MDH laboratory. This 2-digit code is obtained from the MPCA.
- c. **Project Task Code*:** The Project Task Code is specific to an MPCA program. Examples include: Site Assessment-PRJ08103, Superfund-PRJ07955, Petroleum-PRJ07844, Brownfields-PRJ08105 and RCRA Remediation-PRJ8104.
- d. **Project Name*:** listed on the Work Order for the project or is available from program staff.
- e. **MPCA Project Manager:** is the MPCA Project Manager listed on the work order.
- f. **EDS Responsible Official*:** Enter the name of the person who will grant permission to the lab to submit EDDs and lab reports for the site, through the MPCA data portal.
- g. **Potential Hazard?:** Entered as “Y” or “N”. A value of “Y” designates that the sample could be hazardous for the laboratory staff to handle. The sampler must enter an explanation in the “Sampler Comments” section for any “Y” values.

4. Laboratory section:

This section contains the contact information for the laboratory.

- a. **Lab Name:** List the name of the laboratory.
- b. **Address:** List the address of the laboratory.
- c. **EPA Lab ID*:** List the EPA provided lab identifier.

5. Sample Details section:

- a. **MN Location Identifier / sys_loc_code / Location Unique Identifier (LUI)*:** The unique ID for the sample location. For most wells, this is Minnesota Unique Well Number. Directions for obtaining these unique IDs are provided on the Remediation EQuIS webpage: <https://www.pca.state.mn.us/about-mpca/remediation-data-submittals>.
- b. **Field Name:** the more common name associated with location. For wells this could be 'MW-1' or for Soil borings it could be SB-1.
- c. **Sample Type*:** designates the type of sample collected. Routine samples have a Sample Type code of "Sample". Trip blank samples have a Sample Type code of "QC-TB". Sample Types are listed on the COC form.
- d. **Start Date*:** the sample collection date in the mm/dd/yyyy format.
- e. **Start Time*:** the sample collection time in military or 24-hour clock format. This is most important for summa canister sampling.
- f. **Sampling Method*:** indicates the sampling method used to collect the sample. Sampling Methods are listed on the COC form.
- g. **End Date or Initial Pressure:** the sample collection end date in mm/dd/yyyy for composite samples. Or use this field to record the initial pressure of a summa cannister.
- h. **End Time or Final Pressure:** the sample collection end time in military or 24-hour clock format. Or use this field to record the final pressure in a summa cannister.
- i. **Lab Matrix*:** indicates to the laboratory the analytical method type to use. Commonly used lab matrix codes are listed on the COC form.
- j. **Field Matrix*:** further qualifies the sample type. Commonly used field matrix codes are listed on the COC form. Check with MPCA program staff on the appropriate code to use or consult the Remediation EQuIS webpage: <https://www.pca.state.mn.us/about-mpca/remediation-data-submittals>.
- k. **AIS:** entered as "Y" or "N". This identifies if any water comes from a source where aquatic invasive species (AIS) have been identified. If AIS is "Y", the lab must separate any remaining sample volume and provide special handling procedures to eliminate the organisms. The laboratories may charge an additional fee for this service. Or use this field to indicate the summa can number.
- l. **Sampler Comments:** If needed, this field can be filled in to provide additional information about the sample or any special handling that is required.
- m. **# of Containers:** is the total number of containers for collected for a sample location.

6. Analysis Requested section:

This section specifies the preservatives added to the samples and the analytical methods to be used.

- a. **PRESERV.:** List which acid or base was used to preserve the sample. Do not list the concentration. If the sample was not preserved, list "None".
- b. **Filt:** Abbreviated for Field Filtered. Entered as "Y" or "N". This indicates if the sample was filtered by the collector in the field.
- c. **ANALYSIS*:** Fill in the analyses that are requested for the sample location. Designate the analysis using the method source and number, such as EPA 524.2.
- d. **The Lab Sample No.:** this field is populated by the laboratory when the samples during sample login.

7. Footer section:

- a. **Sampler's Name*:** Print the sampler's name in this field.
- b. **Phone#:** List the sampler's contact phone number.
- c. **Sampler Signature*:** the sampler signs the COC in this field.

- d. **Sampler's Organization:** Print the sampler's organization in this field.
- e. **Billing Organization/Acct#/Address:** If applicable, indicate the name, account number, and address for the organization that will be billed for the analysis.
- f. **Courier Name:** If applicable, indicate the name of the courier company transporting the sample container(s).
- g. **Tracking#:** If applicable indicate the tracking number of the sample shipping container.
- h. **Relinquished By/Affiliation:** The sampling staff signs in this field and lists their affiliation when the samples are submitted to the courier for transport to the laboratory. The courier transporting the samples also signs in this box and lists their affiliation after the samples are transported to the laboratory and the date/time of release of the samples to the laboratory.
- i. **Accepted By/Affiliation:** Laboratory staff will accept the samples by completing this field.
- j. **Date/Time:** the date and time the samples are relinquished to the courier or laboratory.