

Appendix G: Chain of Custody

- 1) Division of Laboratory Services Chain of Custody Form**
- 2) Example of a Chain of Custody Form**

Chain of Custody Form

DIVISION OF LABORATORY SERVICES
CHAIN OF CUSTODY / PROPERTY FORM

LAB USE ONLY

LAB NUMBER: _____
EOC NUMBER: _____

NAME OF PERSON FROM WHOM RECEIVED:	
LOCATION WHERE SAMPLE WAS OBTAINED:	ADDRESS:
TIME OBTAINED:	REASON OBTAINED:
DATE OBTAINED:	
SAMPLE SCREENED FOR: RADIOLOGICAL () CHEMICAL () EXPLOSIVE () BIOLOGICAL ()	
RESULTS: (attach a copy of results)	

ITEM NUMBER	QUANTITY	DESCRIPTION OF ARTICLES

CHAIN OF CUSTODY

ITEM NO.	DATE/ TIME	RELEASED BY	RECEIVED BY	PURPOSE OF CHANGE
		Signature	Signature	
		Print Name	Print Name	
		Signature	Signature	
		Print Name	Print Name	
		Signature	Signature	
		Print Name	Print Name	
		Signature	Signature	
		Print Name	Print Name	

Chain of Custody Example

DIVISION OF LABORATORY SERVICES
CHAIN OF CUSTODY / PROPERTY FORM

LAB USE ONLY
LAB NUMBER: _____
EOC NUMBER: 20070000

NAME OF PERSON FROM WHOM RECEIVED: Civilian John Doe	
LOCATION WHERE SAMPLE WAS OBTAINED: John Doe's Mailbox	ADDRESS: 123 Maple St.
TIME OBTAINED: 11:43 a.m. DATE OBTAINED: 1/1/07	REASON OBTAINED: Suspicious white powder
SAMPLE SCREENED FOR: RADIOLOGICAL () CHEMICAL () EXPLOSIVE () BIOLOGICAL ()	
RESULTS: (attach a copy of results)	

ITEM NUMBER	QUANTITY	DESCRIPTION OF ARTICLES
1	1	Envelope and letter with white powder in it

CHAIN OF CUSTODY

ITEM NO.	DATE/ TIME	RELEASED BY	RECEIVED BY	PURPOSE OF CHANGE
1	1/1/07 2:07 p.m.	Signature Sign your name here	Signature	
		Print Name Print your name here	Print Name	
		Signature	Signature	
		Print Name	Print Name	
		Signature	Signature	
		Print Name	Print Name	
		Signature	Signature	
		Print Name	Print Name	