QAPP Worksheet #26 & 27: Sample Handling, Custody, and Disposal

**(UFP-QAPP Manual Section 3.3)**

**(EPA 2106-G-05 Section 2.3.3)**

This worksheet is used to document responsibilities for maintaining custody of samples from sample collection through disposal. Examples of forms, sample labels, and chain of custody documentation should be included as an attachment to the QAPP. The information in this worksheet table can be referenced to the appropriate SOP’s if they are attached to the QAPP.

Sampling Organization:

Laboratory:

Method of sample delivery (shipper/carrier):

Number of days from reporting until sample disposal:

| **Activity** | **Organization and title or position of person responsible for the activity** | **SOP reference** |
| --- | --- | --- |
| Sample labeling |  |  |
| Chain-of-custody form completion |  |  |
| Packaging |  |  |
| Shipping coordination |  |  |
| Sample receipt, inspection, & log-in |  |  |
| Sample custody and storage |  |  |
| Sample disposal |  |  |