

**Vermont Department of Health Laboratory
Chain of Custody**

Final Disposal Action			
Release To Submitter or Other: _____			
Destroy:	Autoclave	Other:	<i>Name/Organization</i>
Other (specify): _____			
Final Disposal Authority			
Item(s) on this document is (are) no longer required as evidence and may be disposed of as indicated above.			
<i>initials or signature</i>		<i>date</i>	
Position of Authority:	Program Chief	Laboratory Director	Other:

Form Instructions: **See also P-AD-031, Chain of Custody SOP**

- 1) Please use blue ink when filling out this form so that the original will always be identifiable.
- 2) *Sample Identification.* This may be the donor's name, an external sample number or a sample description.
- 3) Enter the date and time of sample collection, if known. If not known, write unknown.
- 4) *Sample Type.* Check the appropriate sample type. If the type of sample is not available as a check box use "Other" and write in the sample type.
- 5) *Analysis Requested.* If the analysis requested is not available or if you require additional space, use "Other" and write in the requested analysis.
- 6) *For Event/Projects only.* If this sample originated as part of a public health investigation, enter in an "event/project name" if known, otherwise write N/A.
- 7) Enter in the laboratory number as soon as possible either by placing the appropriate sticker in the box or by writing in the assigned number.
- 8) The chain of custody should begin as soon as the sample is received at the Vermont Department of Health Laboratory and must remain unbroken. Every transfer between staff, laboratory locations and storage areas must be indicated with names, dates and times. If more space is required, additional pages may be attached and labeled with page numbers.
- 9) If a number of samples come to VDHL grouped together, the samples may be batched on one chain of custody form, provided they are kept together. Subsequently, if they are separated, new chain of custody forms need to be generated.
- 9) If a sample is to be aliquoted, create a new chain of custody for the aliquot with an identifier added to the laboratory number to distinguish it from the original sample.
- 10) Final sample disposal should be indicated in the space provided, with the final disposal authority clearly indicated.