



## Split Sampling – Fact Sheet

King County Industrial Waste (KCIW) requires a documented chain of custody for all split samples. Please use the King County chain of custody (COC) form for split samples. The King County COC form keeps the transfer of samples valid for King County and simple for the company and the laboratory. Using another COC form, such as one provided by your laboratory, is acceptable provided that all the information is transferred from the county form. If a chain of custody cannot be established, your data could be considered invalid.

### Tips for using the COC form and handling split samples

#### Sample ID

- The Sample ID column (1) contains the identification number KCIW assigns to the split sample.

#### Custody Tape

- The “Custody Tape” column (2) lets the laboratory know that King County sealed the sample container. The custody tape should be intact when the laboratory receives the container. This indicates that the sample container has not been opened after King County relinquished it.

### Important notes


*Businesses can ask for a portion (or “split sample”) of King County’s samples to perform their own analysis.*

*King County will average the business’s data with the County’s own data. The County verifies the validity of its own data with all sampling events.*

*The business’s data must also be valid for averaging with KCIW’s data. Protect your data using proper procedures for storing, handling, and transferring samples. Failing to do so could result in costly testing and invalid data.*

*Businesses are responsible for following approved methods for handling the sample and conducting the analysis on split samples.*

### Split Sample Chain of Custody Record



**Industrial Waste Program**  
 201 South Jackson Street, Room 513  
 Seattle, Washington 98104-3855  
 206-477-5300

Company/Agency Name: \_\_\_\_\_

1	Sample ID	Locator	Collect Date Time	Collect Type (Grab/Composite)	Parameter	No. of Containers	Container Type	2 Custody Tape?	3 Preservation	Comments
			hrs	GR C				Y N		
			hrs	GR C				Y N		
			hrs	GR C				Y N		
			hrs	GR C				Y N		
			hrs	GR C				Y N		

<p><b>4</b> RELINQUISHED BY</p> <p>Signature: _____ Date: _____</p> <p>Printed Name: _____ Time: _____</p> <p>Organization: KCIW</p>	<p><b>5</b> RECEIVED BY</p> <p>Signature: _____ Date: _____</p> <p>Printed Name: _____ Time: _____</p> <p>Organization: _____</p>
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<p><b>6</b> RELINQUISHED BY</p> <p>Signature: _____ Date: _____</p> <p>Printed Name: _____ Time: _____</p> <p>Organization: _____</p>	<p><b>7</b> RECEIVED BY</p> <p>Signature: _____ Date: _____</p> <p>Printed Name: _____ Time: _____</p> <p>Organization: _____</p> <p>Custody tape intact? Y N</p>
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KCIW – white copy

Sampled company – yellow copy

Analytical lab – pink copy

## **Preservation**

King County uses the “Preservation” column (3) on the COC form to let the company representative and the laboratory know if we added anything to the sample to preserve it.

- Please let the laboratory know that King County does not preserve metal samples in the field. The sample will be marked ‘no preservation’ on both the COC form (3) and on the label on the split sample bottle.
  - Why is this important? The County cannot validate split sample results if laboratories analyze them as if they had been preserved in the field.

**»» What you can do: give the COC form to the laboratory conducting the analyses and let them know that the metal samples are not preserved.**

## **Relinquishing the Sample**

- When King County “Relinquishes” the sample (4), the company representative signs in the top line “Received By” (5) box.

**»» King County keeps the top white sheet of the triplicate form and gives the bottom pink and yellow sheets to the company.**

- When the split sample is taken to a laboratory for analysis, the company representative will sign in the second “Relinquished By” box (6), and a representative at the laboratory will sign in the “Received by” box (7).

**»» The company representative will then retain the top pink sheet of the COC form for their records.**

## ***Ask your KCIW Specialist to help you with your sampling questions***

The county relies on you to collect a representative sample of your discharge but we are here to help. KCIW Specialists are available to answer sampling questions, explain what we do, discuss good field sampling protocols and practices, and can point out things that would improve your sampling technique and documentation. Please ask them next time they are at your facility.