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Standard Guide for Sample Chain-of-Custody Procedures¹

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^{ε1} NOTE—This standard was reapproved with editorial changes in August 2018.

1. Scope

1.1 This guide contains a comprehensive discussion of potential requirements, in the analysis of water, for a sample chain-of-custody program and describes the procedures involved in sample chain-of-custody. The purpose of these procedures is to provide accountability for and documentation of sample integrity from the time samples are collected until sample disposal.

1.2 These procedures are intended to document sample possession during each stage of a sample's life cycle, that is, during collection, shipment, storage, and the process of analysis.

1.3 Sample chain-of-custody is just one aspect of the larger issue of data defensibility (see 3.2.2 and Appendix X1).

1.4 A sufficient chain-of-custody process, that is, one that provides sufficient evidence of sample integrity in a legal or regulatory setting, is situationally dependent. The procedures presented in this guide are generally considered sufficient to assure legal defensibility of sample integrity. In a given situation, less stringent measures may be adequate. It is the responsibility of the users of this guide to determine their exact needs. Legal counsel may be needed to make this determination.

1.5 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety, health, and environmental practices and determine the applicability of regulatory limitations prior to use.*

1.6 *This international standard was developed in accordance with internationally recognized principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.*

¹ This guide is under the jurisdiction of ASTM Committee D19 on Water and is the direct responsibility of Subcommittee D19.02 on Quality Systems, Specification, and Statistics.

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2. Referenced Documents

2.1 ASTM Standards:²

- D1129 Terminology Relating to Water
- D3325 Practice for Preservation of Waterborne Oil Samples
- D3370 Practices for Sampling Water from Closed Conduits
- D3694 Practices for Preparation of Sample Containers and for Preservation of Organic Constituents
- D3856 Guide for Management Systems in Laboratories Engaged in Analysis of Water
- D4210 Practice for Intralaboratory Quality Control Procedures and a Discussion on Reporting Low-Level Data (Withdrawn 2002)³
- D4841 Practice for Estimation of Holding Time for Water Samples Containing Organic and Inorganic Constituents

2.2 U.S. EPA Standard:

- U.S. EPA Good Automated Laboratory Practices⁴

3. Terminology

3.1 Definitions:

3.1.1 For definitions of terms used in this standard, refer to Terminology D1129.

3.2 Definitions of Terms Specific to This Standard:

3.2.1 *custody, n*—physical possession or control; a sample is under custody if it is in possession or under control so as to prevent tampering or alteration of its characteristics.

3.2.2 *data defensibility, n*—a process that provides sufficient assurance, both legal and technical, that assertions made about a sample and its measurable characteristics can be supported to an acceptable level of certainty. See Appendix X1 for a discussion of the elements of a data defensibility process.

3.2.3 *sample, n*—a portion of an environmental or source matrix that is collected and used to determine the characteristics of that matrix.

² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

³ The last approved version of this historical standard is referenced on www.astm.org.

⁴ Available from U.S. Government Printing Office, Superintendent of Documents, 732 N. Capitol St., NW, Washington, DC 20401-0001, <http://www.access.gpo.gov>.