

Chain of Custody Record - Revised June 2015



Stream Smart Volunteer Monitoring Program

Site #: _____ Site: _____ Site Description: _____

Name of Collector(s): _____

Date: _____ Bottle: 250 mL & 1L
 Time: _____ Matrix: Stream Water
 # of Bottles: 2

k h V h Air Temperature: _____ Water Temperature: _____
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Total Number of Volunteers: _____ Total number of hours spent monitoring: _____

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Total Number of Volunteers: _____ Total number of hours spent monitoring: _____

Relinquished by: _____
 Date: _____
 Time: _____

Received by: _____
 Date: _____
 Time: _____

StreamTeam Tips to Remember:

- Target sampling dates are: **February, May, August, and November.**
- Wait at least three days after a rainfall event to take a sample. Never sample during or right after a rainfall event when the stream is visually muddy.
- Coordinate sampling day and time with all members of your Stream Smart team and get a "thumbs up or thumbs down" within 24 to 48 hours to confirm sampling.

How to collect your water quality sample:

1. At your selected site, collect the water samples just below the surface of the water at a point in the stream where the water is moving.
2. Facing upstream, fill the sample bottles with a small amount of water and shake it with lid on to rinse out any particulates. Pour the rinse water out downstream so it will not influence sample collection. Repeat field rinsing two more times so that each bottle is field rinsed a total of three times.
3. After field rinsing, fill each sampling bottle up to the top and cap it tightly.
4. Fill out the chain of custody form provided with the sample bottles including the date, time, pH, and temperature of sample collection and collector's name.
5. Verify that the stream site number, name and description are correct, and record pH level, air temperature, and water temperature. **MUST KEEP SAMPLES COOL! KEEP SAMPLES IN AN ICE CHEST (WITH ICE) OR REFRIGERATED UNTIL DROP-OFF.**
6. Turn in samples within 24 hours of collection.

MOST IMPORTANT: Deliver collected samples and chain of custody form by the next day to the pre-arranged drop-off site within 24 hours of collection. Please contact Angela Danovi at 479-295-7717, Sabrina Bowman at 479-756-3651, or the AWRC lab at 479-575-7317 if you have any questions about your drop off schedule.

If you have any questions, please contact Ozarks Water Watch at 479-295-7717

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