



Chain of Custody

SUBMITTER: Please complete Sections 1 and 2. **Document all evidence transfers on page 2 (Section 3).**

SECTION 1

Investigator Name:		Date Submitted:	
Agency:		Agency Case No.:	
Address:			
City/County:		State:	ZIP Code:
Phone No.:	Fax No.:	E-mail:	
Emergency Contact:		Phone No.:	

Submitter: (Print Name):	Agency: Telephone: () -	Date:
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SECTION 2

Sampling Site:		Site Address:	
Collected By:	Date Collected:	Agency:	
Submitter Description: Include the number of containers, identification number(s) and a physical description of each sample submitted for testing. (Relinquish sample(s) on page 2.)			
Submitter Comments [Reason for Submission]:			
Lockbox Evidence Seal Number:			

NOTE: DOCUMENT TRANSFER OF SAMPLES/EVIDENCE ON PAGE 2 (SECTION 3)

SECTION 3

Chain of Custody: Persons relinquishing and receiving evidence must provide their signature, organization and date/time to document evidence transfers. Submitter, start with box number 1.

Relinquished By (Submitter)	Organization	Date/Time	Received by	Organization	Date/Time
1. Signature: Print Name:			2. Signature: Print Name: Sealed: [] Yes [] No		

Relinquished By	Organization	Date/Time	Received by	Organization	Date/Time
3. Signature: Print Name:			4. Signature: Print Name: Sealed: [] Yes [] No		

Relinquished By	Organization	Date/Time	Received by	Organization	Date/Time
5. Signature: Print Name:			6. Signature: Print Name: Sealed: [] Yes [] No		

Relinquished By	Organization	Date/Time	Received by	Organization	Date/Time
7. Signature: Print Name:			8. Signature: Print Name: Sealed: [] Yes [] No		

Relinquished By	Organization	Date/Time	Received by	Organization	Date/Time
9. Signature: Print Name:			10. Signature: Print Name: Sealed: [] Yes [] No		

SECTION 4 – DCLS Laboratory Description of Sample: Include the number of containers, identification number(s) and a physical description of each item submitted for testing. (DCLS Use Only)

Signature:	Date:

SECTION 5 – Evidence Disposal

Disposition Site:	Disposition No.:	Method of Disposition/Date:
Performed by:		Date:
Witnessed by:		Date:

INSTRUCTIONS FOR SAMPLE PACKAGING, TRANSPORT AND CHAIN-OF-CUSTODY

The following excerpts are from the Division of Consolidated Laboratory Services (DCLS) Evidence Handling Procedure and are provided to help agencies prepare and transport legal specimens to DCLS for testing. These instructions can be viewed on the DCLS Website: <http://dcls.dgs.virginia.gov>.

Sample Packaging: Correctly preserving and preparing samples for transport are critical to ensuring the integrity of the sample and the safety of those handling these samples. Steps for preparing samples for transport are as follows.

1. The sampler/submitter should contact the laboratory, (804) 648-4480 or Emergency Phone (804) 335-4617, if unsure of any aspect of sample collection, preservation, packaging and/or transport.
2. Samples must be labeled, tightly sealed in a sample container, and double bagged in plastic where applicable.
3. Samples should then be placed in a puncture proof transport container (e.g. Styrofoam box, paint can, plastic box, or cooler) and padded (bubble wrap, styrofoam peanuts).
4. Transport containers may be locked (i.e. padlock or evidence seal) or secured with evidence tape. If evidence tape is used, it should be placed across the container and **the signature of the person sealing the evidence and date are written across the seal in indelible ink**. DCLS can provide lockable transport containers, locks, custody seals and evidence tape.
5. The submitter is also responsible for preserving sample integrity. Consult the laboratory if unsure about sample storage and preservation requirements. If ice is required, it will need to be contained in a way to prevent leakage.

Custody: Each person that accepts custody of a legal sample also accepts responsibility for ensuring the security of that sample. If a legal sample is to be left "unattended", it should always be stored in a locked compartment. When possible the sample transport container should also be locked or sealed (i.e. evidence tape) in a manner to detect tampering. DCLS provides materials to lock or seal legal samples (see *Sample Packaging*). DCLS provides a Chain-of-Custody (COC) form to document sequentially those who have accepted custody of legal samples. The COC form may be obtained on the DCLS Website: <http://dcls.dgs.virginia.gov>. A brief set of directions for completing the DCLS chain-of-custody form are as follows.

1. The submitter will complete Sections 1 and 2, and ensure custody is documented by signature in Section 3. Please provide as much information as possible in Sections 1 and 2 including a detailed description of the number and types of samples and physical characteristics.
2. The completed Chain-of-Custody form, with any other supporting documentation, should be sealed tightly in a separate plastic zip-lock bag and **affixed to the exterior of the sample transport container**.
3. The Submitter is responsible for ensuring sample security as long as the sample is in his or her custody. When the custody of the sample is transferred, each receiver will document (signature and date/time) sample receipt and release in Section 3.
4. Although copies of the COC form may be provided to submitters, the original is retained with the sample.

Sample Transport: Samples may be delivered to the laboratory by several means:

1. Delivery by the Sampler/Submitter. **Coordinate delivery arrangements through the emergency phone at (804) 335-4617.**
2. DCLS Courier. **DCLS provides a bonded courier service to transport legal samples to the laboratory.** This service can be **scheduled through the emergency phone at (804) 335-4617** and the priority for pick-up (Immediate or Next Working Day) will be determined by risk assessment. Samples will be prepared and secured for transport as described in the *Sample Packaging* and *Custody* sections. The courier will document accepting and relinquishing custody of the sample by signature and date/time. The courier will also ensure sample security as described in the *Custody* section.