

APPENDIX K

CHAIN OF CUSTODY

The SLTC uses OSHA's established chain-of-custody procedures to track whether official Form OSHA-21 seals were properly used to ensure the integrity of samples collected by OSHA CSHOs. The procedure also tracks the history and control of samples received at the SLTC. The chain of custody includes the following dates: the date the sample was collected, the date the sample was shipped to the SLTC, the date the sample was received at the SLTC, the date the analyst received the sample, the date the analysis was completed, the date the analytical results were checked by another analyst, and the date the sample results were released by a supervisor or his/her representative. It is important to follow chain-of-custody requirements because it documents the proper handling of OSHA samples for litigation purposes.