

EXHIBIT A

TRINITY RIVER AUTHORITY OF TEXAS REGULATORY SERVICES AGREEMENT

STATE OF TEXAS §
 §
COUNTY OF TARRANT §

This Regulatory Services Agreement (Agreement) is made and entered into as of _____, by and between the Trinity River Authority of Texas, with its principal office at 5300 South Collins Street, Arlington, Tarrant County, Texas 76018 (Authority) and _____, with its principal office at _____ (Customer); singularly and collectively referred to as "Party" and "Parties," respectively.

WITNESSETH:

WHEREAS, the Texas Legislature has authorized the execution of Interlocal Cooperation Agreements between and among governmental entities pursuant to the Interlocal Cooperation Act, Texas Government Code Chapter 791;

WHEREAS, the Authority owns and operates a Regulatory Services and Compliance Laboratory certified by the Texas Commission on Environmental Quality to analyze environmental samples under National Environmental Laboratory Accreditation Conference standards (NELAC);

WHEREAS, water and wastewater testing are critical to the maintenance of public health and such testing is therefore, a governmental function and service; and

WHEREAS, the governing bodies of the Authority and Customer believe that this Agreement is necessary for the benefit of the public and that each Party has the legal authority to provide governmental function as described in this Agreement;

NOW THEREFORE, in consideration of the foregoing premises and the agreements and covenants contained herein, the Authority and Customer agree as follows:

ARTICLE I

SERVICES TO BE PERFORMED

To discharge the responsibilities associated with the enforcement of federal, state, and municipal regulations, Customer requires services of a laboratory qualified to perform water and wastewater analysis, and of personnel to conduct industrial inspection and sampling services as described below.

A. NON-SIGNIFICANT INDUSTRIAL USER INSPECTION AND CLASSIFICATION SERVICES

Customer employs the Authority and the Authority agrees to perform industrial user survey services and inspections for non-significant industrial users within the parameters listed on the schedule sheet, attached hereto as Attachment A, and in accordance with the Customer's industrial waste and sewer ordinances.

The Authority shall perform all industrial user survey activities including organization of users to be surveyed utilizing the Texas Manufacturing Guide, notification to industrial users that require completion of the Customer's Industrial User Survey Form, necessary industrial user inspections, and proper classification and documentation of industrial users' discharge practices. Authority will provide, on behalf of Customer, updates to the Texas Commission on Environmental Quality (TCEQ) when required. Industrial user survey procedures are established by the Authority to meet industrial discharge notification requirements found in the Texas Pollutant Discharge Elimination System Permits issued to the Authority and in accordance with 40 CFR § 403.8. Documentation associated with the industrial user survey shall be maintained as required by the Environmental Protection Agency's (EPA) general pretreatment regulations, 40 CFR § 403.12.

B. SIGNIFICANT INDUSTRIAL USER PERMIT AND INSPECTION SERVICES

Customer employs the Authority and the Authority agrees to perform permitting and industrial inspection services for significant industrial users within the parameters listed on Attachment A.

The Authority shall perform all industrial pretreatment inspections, review permit applications, and prepare for submittal Permits to Discharge Industrial Wastes to the Sanitary Sewer in accordance with the procedures established by the Authority in accordance with 40 CFR § 403.8. Industrial pretreatment inspections, application review and permit preparation and submittals shall comply with the Customer's industrial waste and sewer ordinances and the EPA's general pretreatment regulations for existing and new Sources. Records of inspections, applications and permits shall be maintained as required by the EPA under 40 CFR § 403.12.

C. INDUSTRIAL USER SAMPLING SERVICES

Customer employs the Authority and the Authority agrees to perform industrial user sampling services within the parameters listed on Attachment A and in accordance with the Customer's industrial waste and sewer ordinances.

The Authority shall perform all sample collection and preservation, and maintain chain-of-custody records in accordance with the approved procedures set forth in EPA Manual SW-846, EPA Manual EPA-600/4-79-020, and EPA Manual EPA-600/4-82-029. Samples shall be properly collected, preserved, and delivered by the Authority to the Authority's laboratory located at 6500 West Singleton Boulevard, Dallas, Texas 75212. When feasible, the Authority will conduct flow or time composite sampling. When composite sampling is not feasible, grab sampling will be performed.

D. ANALYTICAL SERVICES

Customer employs the Authority and the Authority agrees to perform analytical services within the parameters listed on Attachment A.

Customer shall collect and deliver samples to the Authority's laboratory for analysis. Samples shall be properly collected and preserved in accordance with applicable sections of the Federal Water Pollution Control Administration's "*A Practical Guide to Water Quality Studies of Streams*," EPA manual "*Methods for Chemical Analysis for Water and Wastes*" and the latest edition of "*Standard Methods for the Examination of Water and Wastewater*." Additionally, requirements set by NELAC shall be followed as mandated by the TCEQ for state accreditation. A chain-of-custody procedure shall be maintained in both the field and laboratory in accordance with procedures established by the Customer. Customer shall furnish all applicable chains-of-custody to the Authority.

The Authority will perform all analyses according to the approved procedures set forth in the current edition of "*Standard Methods for the Examination of Water and Wastewater*" or the latest edition of the EPA Manual's "*Methods for Chemical Analysis of Water and Wastes*." Additionally, requirements set by NELAC shall be followed as mandated by the TCEQ for state accreditation. Samples shall be analyzed by these methods on the production basis, to include appropriate analytical quality assurance procedures. Records will be kept of the Authority's quality assurance program and made available to Customer upon request. Unusual interferences and problems shall be reported to Customer at its authorized address noted above. Research into specific techniques to overcome these difficulties will be undertaken by mutual agreement when practical. The chain-of-custody sheet submitted with each sample shall designate the particular analysis or analyses to be made of each submitted sample. The Authority shall operate the laboratory in such a manner as to ensure the legal sufficiency of the sample handling; analytical and reporting procedures; and to remedy defects in procedures should such be discovered.

Laboratory personnel shall be directed, upon 72 hours advanced written notice from the Customer, to appear and testify in enforcement actions. In such event, travel and per diem expenses for such employees shall be paid by Customer. Travel and per diem expenses for court appearances hereunder shall be in accordance with Texas law.

Customer may deliver to the Authority samples for analyses separate and apart from those samples collected by the Authority. When Customer delivers samples to the Authority for analyses, Customer shall indicate the nature and extent of the analysis it desires to be conducted. Authority shall not be responsible for the manner of collection or chain-of-custody in matters entirely outside Authority's control. Authority shall receive, log, and perform such sample analyses in accordance with the chain-of-custody procedures identified under "Transfer of Custody and Storage" in Attachment B, attached hereto.

Samples analyzed to maintain the Authority's laboratory normal quality assurance program will be charged to Customer at the same rate as submitted samples.

E. REGULATORY SERVICES CUSTOMER SUPPORT FEE

Customer employs the Authority and the Authority agrees to perform Regulatory support services beyond the existing services already identified within the Agreement. This fee is an

hourly rate based on time expended by the Authority that is currently not being recouped through existing fee development. Examples of this include providing assistance with Industrial Users not under the Authorities contracted oversight, regulatory program education or guidance, ordinance development, etc. The fee structure is listed on the schedule sheet, attached hereto as Attachment A.

ARTICLE II

CALCULATION OF REIMBURSABLE COSTS

The basis for calculating reimbursable costs shall be as stated in the Regulatory Services Fee Schedule, attached hereto as Attachment A, which may be revised and updated annually by the Authority. Any revisions shall be incorporated by reference herein. A cost analysis shall be prepared and approved each year by the Authority prior to the effective date of said revision. Expenditures by the Authority of funds paid to it under this Agreement shall be subject to required state and federal audit procedures and state and federal auditor accepted practices. The Authority shall be responsible for maintaining books of account that clearly, accurately, and currently reflect financial transactions. Financial records must include all applicable documents substantiating cost that support the entries in the account records. The Authority must keep these records readily available for examination for a period of three years after the close of the last expenditure.

ARTICLE III

COMPENSATION

The total amount charged by the Authority to Customer shall not exceed \$ _____ per annum during the Agreement Term, unless mutually agreed to by the Parties.

ARTICLE IV

PAYMENT FOR SERVICES

The Authority shall bill Customer monthly for services performed. Charges for these services shall be based on the Regulatory Services Fee Schedule, attached hereto as Attachment A. Customer shall pay monthly invoices within 30 days of receipt.

ARTICLE V

ENTIRE AGREEMENT

This Agreement contains all the terms, commitments, and covenants of the Parties pursuant to this Agreement. Any verbal or written commitment not contained in this Agreement or expressly referred to in this Agreement and incorporated by reference shall have no force or effect. No amendment, modification or alteration of the terms hereof shall be binding unless the same is in writing, dated subsequent to the date hereof and duly executed by the Parties.

ARTICLE VI

TERMINATION

Either Party may terminate this Agreement by giving the other Party 30 days' written notice to their authorized address as noted above. Upon delivery of such notice by either Party to the other and before expiration of the 30-day period, the Authority will proceed to cancel all existing orders, contracts, and obligations chargeable to this Agreement. After notice of termination is given, the Authority shall furnish Customer an invoice for all work performed under this Agreement. Customer shall pay the Authority for all work performed less any prior payments. Copies of all completed or partially completed reports, documents and studies prepared under this Agreement shall be delivered by the Authority to Customer in the event this Agreement is terminated prior to completion of the prescribed work.

ARTICLE VII

AGREEMENT TERM

This Agreement shall become effective on _____, 20__ and terminate on _____, 20__.

IN WITNESS WHEREOF, the Parties acting under authority of their respective governing bodies have caused this Agreement to be duly executed in several counterparts, each of which is deemed to be an original, as of the date first written above.

[SIGNATURES ON FOLLOWING PAGE]

(Customer)

TRINITY RIVER AUTHORITY OF TEXAS
(Authority)

NAME:
Title:

J. KEVIN WARD, General Manager

ATTEST:

ATTEST:

NAME:

ALEXIS S. LONG, Secretary
Board of Directors

(SEAL)

(SEAL)

APPROVED AS TO FORM AND
LEGALITY:

APPROVED AS TO FORM AND
LEGALITY:

NAME:
Title:

ALEXIS S. LONG
Deputy General Counsel

ATTACHMENT A

REGULATORY SERVICES AND COMPLIANCE FEE SCHEDULE

FOR

LABORATORY ANALYSES,

INDUSTRIAL INSPECTIONS

AND

INDUSTRIAL SAMPLING

FISCAL YEAR 2025

December 1, 2024 through November 30, 2025

NELAP CERTIFICATE T104704287-10-TX

CHEMICAL ANALYSES

| Parameter | FY 2024 | FY 2025 | Parameter | FY 2024 | FY 2025 |
|---|----------------|----------------|---|----------------|----------------|
| Alkalinity, Total (*)(**) | \$ 13.40 | \$ 14.34 | Heterotrophic Plate Count | \$ 19.90 | \$ 18.77 |
| Ammonia as N (*) | \$ 15.38 | \$ 17.28 | Kjeldahl Nitrogen, Total (*) | \$ 25.99 | \$ 41.60 |
| Ammonia as N – Distilled (*) | \$ 22.18 | \$ 23.71 | Nitrate (*)(**) | \$ 19.21 | \$ 18.99 |
| BOD 5-Day (*) | \$ 19.83 | \$ 19.26 | Nitrite (*)(**) | \$ 19.21 | \$ 18.99 |
| CBOD 5-Day (*) | \$ 23.20 | \$ 22.96 | Paint Filter Liquid Test (*) | \$ 25.43 | \$ 35.60 |
| BOD 5-Day Filtered | \$ 42.55 | \$ 38.06 | PCBs (EPA 608.3) (*) | \$ 166.27 | \$ 141.08 |
| BOD 7-Day | \$ 39.41 | \$ 19.26 | PCBs & Pesticides Full List (EPA 608.3) (*) | \$ 262.24 | \$ 235.83 |
| Chlorides (*)(**) | \$ 19.21 | \$ 18.99 | Percent Total Solids | \$ 11.70 | \$ 12.27 |
| Chlorophyll A / Pheophytin | \$ 23.42 | \$ 24.07 | Percent Volatile Solids | \$ 10.94 | \$ 11.65 |
| COD (*) | \$ 12.32 | \$ 16.06 | Pesticides Chlorinated (EPA 608.3) (*) | \$ 166.27 | \$ 141.08 |
| COD, Readily Biodegradable (RBCOD) | \$ 35.33 | \$ 0.00 | pH (*) | \$ 14.37 | \$ 14.46 |
| COD Treated | \$ 24.41 | \$ 22.63 | pH – Solids (***) | \$ 20.83 | \$ 20.21 |
| COD Dissolved | \$ 25.53 | \$ 16.06 | Phosphorous – Ortho (*) | \$ 15.25 | \$ 17.38 |
| Coliform - Fecal - MF (*) | \$ 19.01 | \$ 19.29 | Phosphorous, Total (*) | \$ 16.92 | \$ 18.50 |
| Coliform - Fecal - MPN (***) | \$ 56.15 | \$ 48.12 | Semi-volatiles (w/ extraction) BNA (*) | \$ 158.47 | \$ 175.67 |
| Coliform - Fecal Strep. - MF(*) | \$ 19.78 | \$ 18.67 | Sulfates (*)(**) | \$ 19.21 | \$ 18.99 |
| Coliform, Total (Colilert) (**) | \$ 18.20 | \$ 18.44 | Taste & Odor (Geosmin/MIB) | \$ 90.11 | \$ 92.24 |
| Coliform – TC/EC MPN Quanti-Tray (*) | \$ 19.86 | \$ 20.71 | Total Dissolved Solids (*) | \$ 26.34 | \$ 26.19 |
| Conductivity – Specific (*)(**) | \$ 12.57 | \$ 15.50 | Total Organic Carbon (*)(**) | \$ 14.63 | \$ 17.42 |
| Cyanide Amenable (*) | \$ 48.51 | \$ 48.51 | Total Solids | \$ 15.55 | \$ 0.00 |
| Cyanide, Total (*) | \$ 40.28 | \$ 46.08 | Total Suspended Solids (*) | \$ 21.75 | \$ 20.33 |
| Dissolved Organic Carbon (DOC) | \$ 20.90 | \$ 23.48 | Transmittance (%) | \$ 24.70 | \$ 25.09 |
| Dissolved Oxygen (*) | \$ 11.62 | \$ 12.70 | Turbidity (*) (**) | \$ 12.54 | \$ 13.29 |
| Fluorides (*)(**) | \$ 19.21 | \$ 18.99 | UV 254 | \$ 16.57 | \$ 19.13 |
| Gas Testing (Methane, Carbon Dioxide, & Hydrogen Sulfide) | \$ 0.00 | \$ 73.68 | VOC 3-Day (w/ BTEX) (EPA 624.1) (*) | \$ 86.79 | \$ 85.72 |
| Glycol | \$ 20.83 | \$ 19.83 | Volatile Fatty Acids (VFA) | \$ 17.96 | \$ 16.20 |
| Grease and Oil (*) | \$ 78.28 | \$ 67.34 | Volatile Solids | \$ 10.95 | \$ 0.00 |
| Hardness (*)(**) | \$ 24.51 | \$ 23.12 | Volatile Suspended Solids (*) | \$ 9.77 | \$ 10.51 |

NELAP Accreditation
 *Non-Potable Water
 **Drinking Water
 *** Solids

CHEMICAL ANALYSES CONTINUED

| <u>Parameter</u> | | <u>FY 2024</u> | <u>FY 2025</u> | <u>Parameter</u> | | <u>FY 2024</u> | <u>FY 2025</u> |
|--|------------|----------------|----------------|--------------------------------|------------|----------------|----------------|
| Metal Testing (EPA 200.8) (*)(**): | | \$17.73 ea | \$17.90 ea | Metal Testing (EPA 200.7) (*): | | \$17.49 ea | \$17.61 ea |
| Aluminum | Antimony | Arsenic | Barium | Aluminum | Arsenic | Cadmium | Calcium |
| Beryllium | Boron | Cadmium | Chromium | Chromium | Copper | Iron | Lead |
| Cobalt | Copper | Iron | Lead | Magnesium | Molybdenum | Nickel | Potassium |
| Manganese | Molybdenum | Nickel | Selenium | Selenium | Silver | Sodium | Zinc |
| Silver | Thallium | Tin | Vanadium | | | | |
| Zinc | | | | | | | |
| Dissolved Metals | | \$17.73 | \$20.76 | Metals Permit | | \$17.73 | \$17.90 |
| Aluminum | Antimony | Arsenic | Barium | Aluminum | Antimony | Arsenic | Barium |
| Beryllium | Boron | Cadmium | Chromium | Beryllium | Boron | Cadmium | Chromium |
| Cobalt | Copper | Iron | Lead | Cobalt | Copper | Iron | Lead |
| Manganese | Molybdenum | Nickel | Selenium | Manganese | Molybdenum | Nickel | Selenium |
| Silver | Thallium | Tin | Vanadium | Silver | Thallium | Tin | Vanadium |
| Zinc | | | | Zinc | | | |
| Drinking Water Metals – Lead & Copper Rule | | \$17.73 ea | \$22.19 ea | Mercury (EPA 245.1) (*)(**) | | \$19.73 | \$25.46 |
| Lead | Copper | | | | | | |

BY QUOTE

| | | |
|-----------------------------------|---------------------------|---|
| Ammonia (Solids) | Mercury (Solids) | TCLP Metals |
| Chemical Oxygen Demand (Solids) | Oil and Grease (Solids) | TCLP Organic Compounds |
| Chromium Hexavalent | Organophosphate Pesticide | Total Petroleum Hydrocarbons (Liquid & Solid) |
| Kjeldahl Nitrogen, Total (Solids) | Phenols | |

| CONTRACT LAB DATA PROCESSING FEE | FY2024 | FY 2025 |
|--|---------------|----------------|
| Contract Data Processing Fee per Analyte | \$0.00 | \$8.25 |

NELAP Accreditation
 *Non-Potable Water
 **Drinking Water
 *** Solids

ENVIRONMENTAL SERVICES

| SAMPLING | FY 2024 | FY 2025 |
|--|----------------|----------------|
| Composite Sample | \$ 274.79 | \$ 142.67 |
| Additional Composite Sample | \$ 141.18 | \$ 122.36 |
| Grab Sample | \$ 106.17 | \$ 41.89 |
| Additional Grab Sample | \$ 29.38 | \$ 21.58 |
| Field Measurement | \$ 60.76 | \$ 53.02 |
| Industry Split Sample | \$ 33.12 | \$ 32.74 |
| pH only [±] | \$ 107.38 | \$ 0.00 |
| Field pH [±] | \$ 35.06 | \$ 0.00 |
| Sampling Event Cost for a Failed Sample [±] | \$ 140.09 | \$ 0.00 |
| Boat Fee [±] | \$ 200.11 | \$ 0.00 |
| QA/QC Fee [±] | \$ 26.98 | \$ 0.00 |
| ENVIRONMENTAL SERVICES ASSISTANCE | | |
| Permit Fee (Annual) | \$ 0.00 | \$2,400.43 |
| Permit Preparation (4yr Permit) [±] | \$2,231.42 | \$ 0.00 |
| Inspection (permitted users) [±] | \$ 945.67 | \$ 0.00 |
| Inspection (unpermitted users) [±] | \$ 76.39 | \$ 0.00 |
| Facility Survey Rate (hourly) | \$ 0.00 | \$ 44.88 |
| Site Visit Rate (hourly) | \$ 0.00 | \$ 65.19 |
| Industrial User Survey Fee (Sort Fee) [±] | \$ 4.51 | \$ 0.00 |
| Industrial User Survey Fee (IU Fee) [±] | \$ 18.75 | \$ 0.00 |
| Field Surveillance Event | \$ 964.28 | \$ 507.56 |

[±]This service has been merged into other Environmental Services. Details listed below.

GRAB SAMPLE[±]

- Includes pH testing (Beginning FY25)

ADDITIONAL GRAB SAMPLE[±]

- Includes QA/QC (Beginning FY25)

PERMIT FEE (ANNUAL)

- Permit Application Review
- Permit Drafting
- Semiannual & Annual Reports
- Annual Inspections
- Industrial User Pretreatment Classification

- Enforcement Guidance/Drafting
- Sampling/Compliance Monitoring
- Sample Data Review/Report Summaries
- Provide industrial pretreatment consultation

Commencing in FY25, the Permit Fee structure will transition from a four-year fee of \$2,231.42 to an annual fee of \$2,400.43. This revised fee will encompass all services required to maintain the four-year permitting process.

SITE VISIT RATE (HOURLY)

- Drive-by Surveying
- Survey Site Visits
- Nonpermitted Industry Inspections
- Nonpermitted Industry Meetings

FACILITY SURVEY RATE (HOURLY)

- Industrial User Survey
- PFAS Survey
- Dental Survey
- Survey Review
- Facility Research

| REGULATORY SERVICES CUSTOMER SUPPORT FEE | FY 2024 | FY 2025 |
|---|----------------|----------------|
| RS&C Management (hourly) | \$0.00 | \$62.13 |
| RS&C Environmental Specialist (hourly) | \$0.00 | \$41.67 |
| RS&C Environmental Technicians (hourly) | \$0.00 | \$38.46 |

REGULATORY SERVICES CUSTOMER SUPPORT FEE (HOURLY)

- Industrial User inspections/meetings not overseen by the Authority
- Industrial User Permit Review not overseen by the Authority
- Pretreatment Program Education/Training
- Ordinance Development/Review
- Enforcement Response Plan Development/Review
- Regulatory Programs Q&As
- Industrial User Support Outside Permit Fee Scope

- NELAP Accreditation
- *Non-Potable Water
- **Drinking Water
- *** Solids

GENERAL SERVICE INFORMATION

1. Effective Date: December 1, 2024. All prices listed are per sample and subject to review.
2. All analyses are performed in accordance with "Standard Methods for the Examination of Water and Wastewater," 20th Edition, 1998 or most recently approved and/or EPA "Manual of Methods for Chemical Analysis of Water and Wastes," 1983 and the "3rd Edition of Solid Waste Manual SW 846."
3. Prices include charges required to maintain the normal quality assurance program.
4. Sample analysis Turn-Around-Time (TAT) day count begins on the next business day after the sample is submitted. Every attempt will be made to meet requested TAT, however should samples submitted for Rush TAT fail to be reported within the stated time frame but still meet Priority TAT, charges will be adjusted to reflect the lower Priority TAT Fee.

| Turnaround Time (TAT) | Time Frame* | Cost |
|-----------------------|-------------------|-------------------|
| Rush | ≤5 business days | Routine Fee X 2 |
| Priority | ≤9 business days | Routine Fee X 1.5 |
| Standard | ≤15 business days | Routine Fee |

*business days excludes weekends and TRA holidays

5. The Laboratory will follow instructions as stated on the Chain-of-Custody submitted with samples. The Customer may be contacted by the lab representative on any variance issues and written instruction may be requested concerning the variance.
6. For EPA624 VOC 3-day analysis, do not lower the pH of the sample.
7. Sampling supplies will be provided upon request at a reasonable charge. Bacteriological sampling supplies are included in the cost of analyses.
8. Samples other than bacteriological samples should be delivered to the laboratory before 4:00 p.m. on weekdays. Samples cannot be accepted on weekends or holidays unless special arrangements are made in advance. Bacteriological samples should be delivered prior to 2:00 p.m. unless special arrangements are made in advance. For after-hour samples, please call and arrange for leaving in cold storage vault with analyses request form.
9. A monthly invoice for completed analyses is mailed the following month.
10. Laboratory Services hours are Monday through Friday 7:00 a.m. to 4:30 p.m. To contact the lab about emergency samples, use the contact number(s) below.
11. Environmental Services office hours are Monday through Friday, 7:00 a.m. to 4:00 p.m. For after-hour emergencies, leave a message with computer operator or use the contact numbers below.
12. Environmental Services are requested to be scheduled a minimum of 72 hours in advance.
13. Laboratory Certificate Number T104704287-10-2.

FOR MORE INFORMATION, CONTACT:
METRO: (972) 263-2251 FAX: (972) 975- 4414

| | | |
|---------------------------|--|---------------------|
| JOSEPH K. FIELDING | Manager, Regulatory Services and Compliance | 972-975-4374 |
| JENNIFER WHITAKER | Manager, Laboratory Services | 972-975-4333 |
| NATALIE TAYLOR | Manager, Environmental Services | 972-975-4322 |

| | |
|--------------------------|--|
| JENNIFER I. MOORE | Senior Manager, Operations and Compliance |
|--------------------------|--|

NELAP Accreditation
 *Non-Potable Water
 **Drinking Water
 *** Solids

ATTACHMENT B

CHAIN-OF-CUSTODY PROCEDURES

Sample Collection and Shipment

1. All samples should be handled by the minimum possible number of persons.
2. Stream and effluent samples should be obtained using standard field sampling techniques and preservation procedures.
3. Chain-of-Custody sheets should be attached to each sample at the time of collection. Sample containers must be appropriate for requested testing with legible labels and appropriate preservation. The tag or sheet contains basically laboratory (requested parameters) information; however, certain identifying items including city, city code, contact name and phone number, type sample matrix, material sampled, and method of preservation must be completed by the field personnel collecting the sample. In completing the chain-of-custody tag or sheet, care should be utilized to ensure that all necessary information is correctly and legibly entered onto the form. A black ballpoint pen with waterproof ink should be used at all times.
4. During shipment, samples should be appropriately cooled. The Authority laboratory technician receiving the sample will check the temperature.

Transfer of Custody and Storage

1. All samples should be handled by the minimum possible number of persons.
2. All incoming samples shall be received by the laboratory technician, or their alternate, and logged into a database. Information to be entered into the database shall include the client sample number, date received, source, times sampled, dates sampled, analyses requested and chain-of-custody comments.
3. Promptly after logging, the custodian technician will distribute the sample to an analyst or place the sample in the secure sample vault, which will be locked at all times except when samples are removed or returned by analysts. The sample will be tracked internally in the laboratory.
4. Samples shall be kept in the sample storage security area at all times when not actively being used by analysts, such as during overnight absences. The technician shall ensure that heat sensitive samples, or other sample materials having unusual physical characteristics or requiring special handling, are properly stored and maintained.
5. A log of sample removal and replacement will be kept in the secure sample vault and retained as a permanent record of the laboratory.

The original chain-of-custody and a sample evaluation/variance record shall be furnished by the laboratory to the appropriate Customer control point as part of the final data report.