

Microbial Sample Chain of Custody (COC) or Insurance Evidence Transfer Sheet

Chain of Custody (COC):

- A Chain of Custody (COC) should be used when handling microbial sampling, and for the transfer of evidence in subrogation investigations
- The items listed within the contents description should include analytical instructions when required
- Contents descriptions, or items listed, could reference a Letter of Transmittal --- listing the items enclosed

When using a Letter of Transmittal, items listed should be confirmed as transferred/ received between parties

- All information should be kept confidential between all parties
- All transfer of information should become a matter of record
- Photographs of contents, or items listed within a COC, from as many angles as required --- is recommended

<u>Chain of Custody (COC):</u>	
Insured:	_____
Address:	_____
City:	_____ State: ____ Zip: _____
Claim No.	_____
Contents Description:	_____ _____ _____
Chain of Possession:	
Received From:	_____
By:	_____
Date:	_____ Time: ____: ____ AM / PM
Received From:	_____
By:	_____
Date:	_____ Time: ____: ____ AM / PM
Received From:	_____
By:	_____
Date:	_____ Time: ____: ____ AM / PM