

DIG Instructions for filling out sample Chain of Custody (CoC) forms

Please read all instructions for proper submittal of samples for analysis. Failure to fill COC's out completely can result in a delay of turnaround times.

Note that all samples on a single chain of custody form will be reported and invoiced together. If you need invoices or reports broken up individually, please submit individual COC's for each sample.

1. Fill out all 'Send Data to:' fields. Multiple reporting email addresses are acceptable.
2. Fill out all 'Send Invoice to:' fields, if different than the reporting contact. If these fields are not completed, the invoice for completed work will be sent to the reporting contact from the 'Send Data to:' field.
3. If PO, AFE or other coding information is needed for invoicing, please fill out the relevant fields in the 'Additional Information' section.
4. Select a Turnaround Time (TAT). Note that the default Standard TAT is 10 business days from sample receipt. If results are needed sooner, faster TAT's are available. Rush TAT is 5 business days from receipt and is 2x the standard price per sample. Expedited Rush is 3 business days from receipt and is 3x the standard price per sample.
5. Enter a container number, if relevant.
6. Sample Identification should be a relevant and easily referenced identifier for each sample, such as a well name, water well receipt #, etc. This identifier will be used in the final data report.
7. Date sampled and Time sampled should match what is written on the physical sample vessel labels. These are cross checked during sample login procedures.
8. Sample Type is required. Please use the specific type from the dropdown list if possible. 'Other' is typically reserved for samples of unknown origin.
9. Choose the analysis to be performed. This is a required field.
 - **Please note, Gas Composition is required on all gas samples prior to isotopic analysis.**
 - The typical analytical suite for COGCC Bradenhead/Production gas sample analysis is Boxes 1-6.
 - The typical analytical suite for COGCC groundwater samples containing dissolved methane is Boxes 1, 2 and 6.
 - If it is an oil/ liquid hydrocarbon sample, there is only one option, Box 7: Whole Oil Gas Chromatography.
 - For water isotope analysis, please choose Box 8: d18O and dD Isotopes of Water.
 - For analysis of the composition of gases dissolved in water samples, choose basic gas composition (Box 1). These results contain only the concentration (in ppm) of gases within the equilibrated headspace of the sample (headspace is created in the lab). Any of the other Boxes 2-6 for isotopic analysis can also be analyzed on dissolved gas in water samples, if present in sufficient concentrations.
 - The other option for dissolved gas in water samples is RSK-175 dissolved gas quantification - Box 9. Results include a calculated value of total dissolved gas (methane, ethane and propane) present in the sample (in mg/L).
10. Please add any additional relevant notes about the samples in the comments box.
11. Sign the form, either physically or digitally using Adobe Sign. Legally binding signatures can be added to the form digitally using the free software, Adobe Acrobat Reader DC (<https://get.adobe.com/reader/>). Once a Digital ID is created, the COC form can be signed and dated. If using this option, the date and time fields will be filled out automatically - just click on the red outlined box under 'Relinquished by Signature' and follow the prompts to create a new signature or use a previously saved one.
12. Submit your chain of custody form by including a hard copy with the physical samples, or by sending it to DIGlab@digforenergy.com

Send Data to:		Send Invoice to (if different):		Additional Information:	
Name:		Name:		AFE #:	
Company:		Company:		Project:	
Address:		Address:		PO #:	
City, State:		City, State:		Location:	
Phone:		Phone:		Sampled By:	
Email:		Email:		API #:	

Turnaround Time**:	Standard (≤ 10 Business days)	Rush (≤ 5 Business days)	Expedited Rush (≤ 3 Business days)
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Container Number	Sample Identification	Date Sampled	Time	Sample Type*	Gas Composition	d13C of Methane (C1)	d13C of Ethane (C2)	d13C of Propane+ (C3+)	d13C of Carbon Dioxide (CO2)	dD of Methane (C1)	Whole Oil Gas Chromatography	d18O and dD Isotopes of Water	RSK 175 Dissolved Gas Quantification

Chain of Custody Record	Comments:	
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Relinquished by Signature	Company	Date	Time	Received by Signature	Company	Date	Time

*Gas composition vs RSK-175 - Gas composition is a basic analysis of the concentration (ppm) of gases within the headspace of the sample (headspace is created at the lab). RSK-175 is a specific analysis technique combined with calculations to give the total dissolved gas of each species in the water sample (mg/L). Why one or the other? Gas composition gives us a quick, general look at relative concentrations and ratios (e.g., gas wetness). RSK-175 gives us an exact total of gas present in the sample (headspace and dissolved in the water). Questions? Give us a call at 303-531-2030.

** Rush and Expedited Rush turnaround time analysis will incur additional costs at 2x and 3x the standard turnaround time pricing.