NRDA Chain of Custody Form - General

Originator's Information		Case Contact Information	
Contact/Phone/Email:		Contact/Phone/Email:	
Affiliation:		Affiliation:	
Incident Name:		**Method of Exchange:**	UPS FEDEX USPS In Person Other:_____
Address of Exchange:		**Tracking/Waybill No:**	

General Background and Instructions:

Item of Exchange	ID or Serial Number	Quantity	Item Description and Special Instructions

Relinquished by				Received by			
Date	Time	Signature	Printed Name/Org.	Date	Time	Signature	Printed Name/Org.

COC Instructions

This form is intended be used to track, authenticate and assure integrity of items and evidence collected or created in support of the Natural Resources Damage Assessment (NRDA). This form should be used for items such as hard drives, storage devices and/or equipment containing data, databases, spreadsheets, reports, digital files etc. The "relinquished by" party should fill out the form fully and sign as the responsible custodian of the items described on the form and ensure that the person intended to receive the items has received them and has signed the chain of custody form.

For the person representing the "*relinquished by"* **party:** When the form is completely filled out and signed by you, make a copy for your records and then include the original signed form in the packaging of the items being relinquished.

For the person representing the *"received by"* **party:** Upon receipt of the items check to make sure all items described on the form were included in the shipment or drop off. If all items were received as described on the chain of custody form sign in the space provided for the received by party and make a copy for your records and then scan and send the chain of custody form with both signatures to the case lead via email. If all items described on the form were not received notify the "relinquished by" party and the case lead and wait for further instruction.

For any questions regarding this form contact the NRDA case lead or data manager.