




Scientific Working Group on Digital Evidence

A-8: Chain of Custody Log

 A-8 (5-13-2011)		<ORGANIZATION> DIGITAL EVIDENCE LABORATORY CHAIN OF CUSTODY LOG		
Case ID:		Lab ID (optional):		
Container(s):	Received Via Signature:	Accepted By Signature:	Date	Contributor
	Agency/Unit:	Unit:		
Tracking No(s): _____ _____				
Opened for Retrieval of Communication By:				Date:
<input type="checkbox"/> Shipping Container Damage				
ECF Comments: _____				
Item(s) Received:	Delivered By Signature:	Accepted By Signature:	Date	Remarks
	Unit:	Unit:		
	Signature:	Signature:		
	Unit:	Unit:		
	Signature:	Signature:		
	Unit:	Unit:		
	Signature:	Signature:		
	Unit:	Unit:		
	Signature:	Signature:		
	Unit:	Unit:		

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Figure 8: CHAIN OF CUSTODY LOG



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Item(s) Received:	Delivered By	Accepted By	Date	Remarks
	Signature:	Signature:		
	Unit:	Unit:		
	Signature:	Signature:		
	Unit:	Unit:		
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	Unit:	Unit:		

Case or Lab ID:

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For Major Deviations Only:

1st Reviewer Name and Title (Unit Supervisor or Laboratory Director):	
1st Reviewer Signature:	1st Review Date:
(Optional) Quality Assurance Reviewer Name, Signature and Date:	

Final Review and Approval (Unit Supervisor or Lab Director for Minor; Lab Director for Major):

Reviewer Name and Title:	
Reviewer Signature:	Review Date:
Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Approval limitations:	

A copy of the completed form must be supplied to the Laboratory Quality Assurance Program Manager for both Minor and Major Deviations. Fax to <fax number>.