



CHAIN OF CUSTODY FORM

Medical Specimen / Document Transfer Record HIPAA-Compliant • Temperature-Controlled Transport •
Secure Custody Tracking
Serving: Attleboro, MA • North Attleboro, MA • Seekonk, MA • Plainville, MA • Providence, RI • Pawtucket, RI
Business Address: 878 Washington St #19, Attleboro, MA 02703
Phone: 774-297-0597 • Email: info@neoprolab.com
Secure Medical Transport & PHI Handling

1. CLIENT / FACILITY INFORMATION

Facility Name: _____ Department / Unit: _____
Address: _____
Contact Person: _____ Phone: _____
Email: _____

2. SPECIMEN / ITEM INFORMATION

Type of Specimen / Item: ☐ Blood ☐ Urine ☐ Swab ☐ Tissue ☐ Pathology ☐ Lab Documents ☐ Pharmacy Medication ☐ Other: _____

Number of Containers: _____ Packaging Verified: ☐ Sealed ☐ Labeled Correctly ☐ No Leaks ☐ Biohazard Marked

Temperature Requirements: ☐ Ambient ☐ Refrigerated (2–8°C) ☐ Frozen (–20°C / –70°C) ☐ Ice Packs ☐ Dry Ice

Special Handling Instructions: _____

3. PICKUP DETAILS

Pickup Date: ____ / ____ / ____ Pickup Time: ____ (AM / PM)

Primary Pickup Location: _____

Additional Stop (if any): _____

Courier Verification

Picked Up By (Courier Name): _____

Courier Signature: _____

Condition at Pickup: ☐ Sealed ☐ Labeled ☐ Temperature Maintained ☐ Intact

Notes: _____

4. TRANSFER / CUSTODY LOG

Time	Location	Transferred To / From	Signature	Notes

5. DELIVERY DETAILS

Delivered To (Facility/Dept): _____ Recipient Name: _____

____ / ____ / ____ Title: _____ Delivery Date: _____

____ Delivery Time: ____ (AM / PM) Recipient Signature: _____

____ Courier Final Signature: _____

Condition Upon Delivery: ☐ Sealed ☐ Intact ☐ Correct Temperature ☐ No Damage Notes: _____

6. EXCEPTION / INCIDENT REPORT

Issue Identified: ☐ Leakage ☐ Delay ☐ Temperature Issue ☐ Wrong Label ☐ Chain-of-Custody Break ☐ Other: _____

Description of Incident: _____ Corrective

Action Taken: _____

7. FINAL CONFIRMATION

This form certifies that the chain of custody was continuously maintained from pickup through final delivery in accordance with: •
NeoProLab Couriers' Safety & Compliance Protocols • HIPAA Privacy Regulations • OSHA & DOT Transport Standards