

Sample chain-of-custody record

Anchor Resource Group | SAMPLE ONLY

This blank layout is an example, not a completed custody record. It does not establish that material moved or was processed. Anchor coordinates the program; independent, permitted operators perform the services.

Scope and origin

Program and load reference: _____

Origin site and jurisdiction: _____

Material, grade and product description: _____

Written disposition instruction and approval: _____

Dock access and scheduled handoff: _____

Handoff and receipt

Control	Record to complete
Carrier or executing operator	Name and relevant authorization
Origin seal number	Seal number recorded before movement
Receipt date and location	Actual receipt record
Seal verification	Expected seal, observed seal and condition
Weight by grade, lb	Verified weight and scale-ticket reference
Intake or unload record	Reference linking the load and material

Exception handling

A missing, damaged or mismatched seal stops unloading under the described custody process. Retain photographs and the discrepancy record. Escalate under the agreed program responsibilities before release. A changed disposition instruction requires authorization rather than an undocumented operator decision.

Exception reference and evidence: _____

Escalation recipient and review: _____

Release or corrective-action authorization: _____

Resolution and closure evidence: _____

Processing and closure

Approved disposition category: _____

Executing operator and processing date: _____

Treatment or recovery destination evidence: _____

Destruction or recycling certificate reference: _____

Monthly report reference and reconciliation: _____

Destruction, recycling, reuse and disposal are different outcomes. Link each claim to the appropriate record. A certificate documents the recorded event; it is not proof that Anchor holds a corporate certification. Actual legal forms, permits and manifests depend on the material and jurisdiction.