

# CONTRACT CHAIN OF CUSTODY and TESTING REQUEST DOCUMENT

## *Information and directions for completion*

This document (Chain of Custody) is designed to encompass all the pertinent information pertaining to the sample(s) to be received and the subsequent testing.

**SECTION I** This section should be fully completed and clearly printed. If the billing address differs from the regular address, this should be especially noted.

**SECTION II** Due to the unique nature of each contract test performed, the testing timeline will be determined on a case by case basis. Please indicate if rush testing is requested (a surcharge will apply). When the chain of custody is received at the lab, you will be notified if this rush is not available.

**SECTION III** Please use this section to make specific notes; i.e. special directions, reporting instructions, excess units of the sample to be returned, etc.

**SECTION IV** Please identify each sample with a unique identification number. Please fully complete this section for each sample to be tested.

**SECTION V** Requires a signature by a person authorized to relinquish the sample (properly packaged) to the shipping agent. The receipt of a copy of the shipping document maintains the integrity of the Chain of Custody. On each Chain of Custody, please designate a representative who has authority to transmit instructions, receive information, and make decisions relative to our work.

Tests and observations will be conducted using appropriate test procedures and laboratory protocols. If you direct a manner of performing tests that varies from our standard or recommended procedures, please provide a written, approved protocol seven (7) days in advance of receipt of the samples for us to review.



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|                            |                  |
|----------------------------|------------------|
| <b>CLIENT DETAILS</b>      | <b>Section I</b> |
| Client: _____              |                  |
| Address: _____<br>_____    |                  |
| Phone: _____ Fax: _____    |                  |
| Contact Person: _____      |                  |
| Project: _____ PO #: _____ |                  |

|  |                    |
|--|--------------------|
| <b>REPORT INFORMATION</b>                    | <b>Section II</b>  |
| Rush Analysis (surcharge will apply): Yes No |                    |
| Fax results: Yes No                          |                    |
| Email Results - Address: _____               |                    |
| <b>REMARKS</b>                               | <b>Section III</b> |
| _____<br>_____<br>_____<br>_____             |                    |

| <b>SAMPLE INFORMATION</b> |                    |                 |  | <b>Section IV</b>  |
|---------------------------|--------------------|-----------------|--|--------------------|
| Sample #                  | Sample Description | Sample Quantity | Testing Requested (attach protocol if necessary) | Storage conditions |
|                           |                    |                 |  |                    |
|                           |                    |                 |  |                    |
|                           |                    |                 |  |                    |
|                           |                    |                 |  |                    |

|                        |             |             |                        |             |             |                  |
|------------------------|-------------|-------------|------------------------|-------------|-------------|------------------|
| <b>CUSTODY</b>         |             |             |                        |             |             | <b>Section V</b> |
| Relinquished by: _____ | Date: _____ | Time: _____ | Relinquished by: _____ | Date: _____ | Time: _____ |                  |
| Received by: _____     | Date: _____ | Time: _____ | Received by: _____     | Date: _____ | Time: _____ |                  |
| Relinquished by: _____ | Date: _____ | Time: _____ | Relinquished by: _____ | Date: _____ | Time: _____ |                  |
| Received by: _____     | Date: _____ | Time: _____ | Received by: _____     | Date: _____ | Time: _____ |                  |