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| 1 | <p>CLIENT: Client's company name
 ADDRESS: Client's mailing address
 CITY, STATE, ZIP: Client's city, state and zip code for mailing
 CONTACT PERSON: Person to receive results
 PROJECT NUMBER: Client's reference to the project or work involved with these samples
 P.O. NUMBER: Client's invoicing information
 MEANS SHIPPED: UPS, FedEx, USPS, courier, hand carried, etc.
 PHONE NUMBER: Client's phone number (please include area code)
 FAX NUMBER: Client's fax number (please include area code)
 DATE SHIPPED: Month, date and year samples were shipped or delivered to the lab
 SAMPLER: Name of sample collector
 SAMPLER'S SIGNATURE: Signature of sample collector</p> | 4 | To be completed by laboratory personnel |
| 2 | <p>SAMPLE DESCRIPTION: The unique sample description you want to appear on the analytical report
 DATE COLLECTED: Date sample was collected. For composite samples, this is typically the date when the last aliquot was added
 TIME COLLECTED: Time sample was collected. For composite samples, this is typically the time when the last aliquot was added
 SAMPLE TYPE: Place an check mark in the box marked "GRAB" if the sample was collected at one time from one specific location. Place an check mark in the box marked "COMP" if the sample is a composite of samples collected at one or more times or locations and combined to make one sample
 MATRIX TYPE: From field above. If "OTHER" please identify
 BOTTLE COUNT: Total number of containers submitted for the samples</p> | 5 | TURNAROUND TIME REQUESTED: Check "NORMAL" if you want routine 10 working day TAT. If faster results are needed check "RUSH" and, if possible, call the lab in advance to schedule this work. Surcharges may apply |
| 3 | <p>ANALYSIS REQUESTED: Write the analysis name (or an abbreviation), the name of a group of tests, or the method number you would like us to perform. Examples are Suspended Solids, SS, TCLP Metals, 503 Sludge Regs, Method 8290A, etc. Place a check mark in the small boxes that correspond to the sample(s) on which you want these tests performed.
 REMARKS: List special instructions about the sample here. This space can also be used for listing additional analyses, or to request an extra copy of the report to be sent to an alternate person/address.</p> | 6 | Place your initials on the line if you would like the lab to call you, before proceeding with analysis, if the temperature of your sample(s) is outside the 0.1-6.0°C range. Many of the analytical methods, compliance regulations, and lab accreditation rules require that the samples be kept within this range until analyzed. There are ways to help ensure that the samples remain cold during shipping. Contact your project manager for further information |
| | | 7 | RELINQUISHED BY/RECEIVED BY: This form must be signed each time the sample(s) changes hands. Chain-of-Custody seals are available upon request |
| | | 8 | To be completed by laboratory personnel |

Sample Acceptance Policy for Chain of Custody

Under The NELAC Institute (TNI) and other state programs, PDC Laboratories MUST follow specific required procedures when accepting samples. Your records of sample collection, handling and transport are an important part of our ability to efficiently and effectively meet these laboratory accreditation requirements.

Samples not meeting the accreditation requirements for proper containers, preservation, receipt temperature and documentation/labeling may not be accepted until the proper information is received and discrepancies resolved. CONTACT YOUR PROJECT MANAGER IF YOU REQUIRE ASSISTANCE.

Samples are accepted based upon receiving a completed chain of custody and purchase order. Purchase order not required if other documentation authorizing work is or has been provided. Work is performed under PDC Laboratories' Standard Terms, Conditions and Operating Procedures unless superseded by specific contract documents.

1. It is recommended to use the sample bottles supplied by PDC Labs. This ensures that the proper bottle types and preservatives are used and adequate volume for analysis is provided. Sample containers should be filled to the neck of the container, with the exception of vials for VOC/VOA/THM and bottles for TOX analysis, which should be filled completely leaving zero headspace. Bottles should not be rinsed with sample, as this will remove any preservative in preserved bottles. The only exception to this is if the sample reacts with the preservative in the VOC/VOA/THM vial. As the collection of sample is your responsibility, it is recommended that you have and adhere to a Sampling Plan.
2. Many of the test methods, as well as EPA compliance programs, require samples are kept cool during the shipping process. Failure to do so may cause your results to be unacceptable to any applicable regulatory authorities. In an attempt to keep the sample temperature near 4°C, coolers should contain ice bags. Frozen freezer packs are less effective. It is recommended to pre-cool the samples in an ice bath prior to shipment. This makes the cooling in shipping more effective. The temperature of the samples will be measured upon receipt at the lab. If the temperature is not within the range of 0.1-6°C, and the client has requested notification, login procedures are stopped until direction is provided from the client. The project manager will contact the client to obtain this information. The project manager will document this contact and the information provided. Any required information not supplied by the client will be indicated in the final report package. Contact your project manager for additional information regarding how to attain this temperature range.
3. Samples should be shipped to the lab as soon as possible. This helps to meet the maximum allowable holding times that are part of each analytical method. If the allowable holding time is exceeded when samples arrive at the lab, login procedures are stopped until direction is provided from the client. The project manager will contact the client to obtain this information. The project manager must document this client contact, and the direction the client gives on the COC, or include other similar documentation in the report package. The attached "Sample Acceptance Policy Attestation Statement" may also be used.
4. Chain of Custody (COC) forms must accompany the samples. The purpose of the COC is to identify the sample. Samples must be labeled such that the samples/sample containers can be linked to the COC form. The following information must be included on the COC: client name and address, sample collector's name, purchase order number, sample description/location, date and time of collection, sample type, matrix, total number of containers, and the requested analysis. Any discrepancies, missing information, bottle damage, insufficient sample volume, etc. will be noted and the appropriate project manager notified. The project manager will contact the client to obtain the missing information or resolve discrepancies. The project manager will document this client contact, and the direction given by the client. Any information not ultimately supplied by the client will be noted in the final report package.

Thank you for using PDC Laboratories, Inc.
Please call (800) 752-6651 if you have any questions about completing this form