

LAB JOB No: \_\_\_\_\_

## STANDARD LABORATORY REQUEST FORM: CHAIN OF CUSTODY

Page \_\_\_\_\_ of \_\_\_\_\_

**CLIENT INFORMATION**

 Name: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Email: \_\_\_\_\_  
 \_\_\_\_\_  
 Fax: \_\_\_\_\_ Fax results?   
 Phone: \_\_\_\_\_ Email results? 
**PROJECT INFORMATION**

 Project Name: \_\_\_\_\_  
 Project ID: \_\_\_\_\_  
 Sampled By: \_\_\_\_\_

**BILLING INFORMATION**

 Purchase Order No: \_\_\_\_\_  
 Verbal Authorization: \_\_\_\_\_  
 Credit Card Type (e.g. MC/Visa/AMEX...): \_\_\_\_\_  
 Credit Card #: \_\_\_\_\_  
 Expiry Date: \_\_\_\_\_ CVV \_\_\_\_\_

**TURNAROUND TIME (TAT): Check ONE if all samples are the same/or see below.**

Turnaround Time	Standard Charge	Reg. Business Hrs.
STD - Standard (5-7 bus. days)		9am to 5pm
3D - Three-Day (72 hrs.)	+25%	Samples received after 2pm
SR - Semi Rush (48 hrs.)	+50%	are considered next day orders.
R - Rush (24 hrs.)	+75%	
SD - Same Day - 100%	+100%	

SURCHARGES MAY APPLY  
Custom quotations (if applicable) will be reflected on final billing.  
CALL for Emergencies, Bulk Quotes, or other Questions.

LAB SAMPLE ID	CLIENT'S SAMPLE ID AND DESCRIPTION	SAMPLING DATE/TIME	SAMPLE MATRIX	CONTAINER NO. and TYPE	TAT (Above)	ANALYSIS REQUESTED (Check or Specify)								NOTES	
						Metals	PHCs	VOCs	PAHs	PCBs					

**Relinquished by:**  
 Name (print): \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date & Time: \_\_\_\_\_  
 Method of Shipment: \_\_\_\_\_

**Client's Comments:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Regulatory Requirements:**  

<b>Reg. 153</b> Table _____ <input type="checkbox"/> Residential / Parkland <input type="checkbox"/> Industrial / Commercial <input type="checkbox"/> Agricultural	<b>Sewer Use</b> <input type="checkbox"/> Sanitary <input type="checkbox"/> Storm Region _____
<b>Soil Texture</b> <input type="checkbox"/> Coarse <input type="checkbox"/> Med/Fine	<b>Reg. 558</b> <input type="checkbox"/> TCLP

**Received by (Internal):**  
 Name: \_\_\_\_\_  
 Date & Time: \_\_\_\_\_

**Laboratory Remarks:**  
 \_\_\_\_\_