MICROBAC® 158 Starlite Dr., Marietta, OH 45750 | 800.373.4071 p

CHAIN OF CUSTODY RECORD

Number _____

Instructions on back

Lab Report Address

Client Name:
Address:
City, State, Zip:
Contact:
Telephone No.:

Invoice Address

Client Name:
Address:
City, State, Zip:
Contact:
Telephone No.:

Turnaround Time

☐ Routine (10 business days)
☐ RUSH* (notify lab)
☐ (needed by)
Date: _____

Report Type

☐ Results Only ☐ Level 1 ☐ Level 2 ☐ Level 3 ☐ Level 4 ☐ EDD

TO BE COMPLETED BY MICROBAC

Temperature Upon Receipt (°C)
Therm ID
Holding Time
Samples Received on Ice? ☐ Yes ☐ No ☐ N/A
Custody Seals Intact? ☐ Yes ☐ No ☐ N/A
Headspace ☐ Yes ☐ No ☐ N/A

Send Report via: ☐ Mail ☐ e-mail (address) _____

Send Invoice via: ☐ Mail ☐ e-mail (address) _____

Project: Location: PO No.:

Compliance Monitoring? ☐ Yes ☐ No
☐ Agency/Program

Sampled by (PRINT): Sampler Signature: Sampler Phone No.:

*** Matrix Types:** Soil/Solid (S), Sludge, Oil, Wipe, Drinking Water (DW), Groundwater (GW), Surface Water (SW), Waste Water (WW), Other (specify)

**** Preservative Types:** (1) HNO3, (2) H2SO4, (3) HCl, (4) NaOH, (5) Zinc Acetate, (6) Methanol, (7) Sodium Bisulfate, (8) Sodium Thiosulfate, (9) Hexane, (U) Unpreserved

									REQUESTED ANALYSIS									
Lab ID (internal use only)	Client Sample ID	Date Collected	Time Collected	No. of Containers	Matrix	Grab / Comp	Preservative Types **	other (o) *list of preservatives										*Additional Notes*

Possible Hazard Identification ☐ Hazardous ☐ Non-Hazardous ☐ Radioactive

Sample Disposition ☐ Dispose as appropriate ☐ Return ☐ Archive

Comments	Relinquished By (signature)	Date/Time	Received By (signature)	Date/Time
	Relinquished By (signature)	Date/Time	Received By (signature)	Date/Time
	Relinquished By (signature)	Date/Time	Received By (signature)	Date/Time

Sample Acceptance Policy for Environmental Chemistry and Microbiology

Chain of Custody

A chain of custody MUST accompany all samples received at the laboratory. The following information on the Chain of Custody must be complete: client name and address, sample collector's name, sample description/identification, matrix, date and time of collection, number of containers, preservative and requested analysis. Any missing receipt information will be documented in the final report. The laboratory will analyze those target analyses identified by the client on a project-specific basis. If project-specific information is not available, then the laboratory's default reference methods and target list of analyses will be used.

Sample Containers

Upon receipt at the laboratory sample containers will be evaluated to ensure that all of the containers are intact, that the container type meets the requirement of the specific analytical method, and that the Sample Containers are properly filled.

Preservatives

Chemical preservatives are required by many analytical methods in order to render a specific analyte stable until analysis can be performed at the laboratory. Chemical preservatives are to be added AT THE TIME OF SAMPLING (either added directly or via pre-preserved bottles), unless it is unsafe to do so.

Transport/Receipt Temperature

Many of the analytical methods utilized require that samples be kept cool during sample transport. Microbac will assess and document the receipt temperature of each cooler received at the laboratory. Where thermal preservation is required, the receipt temperature must be in a range of 0.1 – 6oC for environmental chemistry samples or <10 oC for environmental microbiology samples. Samples received on the same day as collection will be measured for temperature but will be evaluated based on the sample transport conditions. Samples delivered on the same calendar day as collection must be presented to the lab such that an attempt has been made to cool the samples, such as storage in a cooler on ice.

Holding Time

Samples should be provided to the laboratory as soon as possible after collection to ensure that analysis can be performed within the method specified Holding Time. Upon receipt at the laboratory, the sample date and time as well as the required chemistries will be evaluated to identify if any of the samples may be past the maximum holding time.

If it is determined that a container or sample condition has been compromised, is inappropriate for the requested analysis, improperly filled, improperly preserved or received outside of the required temperature range or received with inadequate holding time available, your Microbac Project Manager will contact you for direction. Documentation of decisions made to proceed with analysis will be provided to you as part of the Cooler Inspection form in the final report.

In the absence of a written agreement to the contrary, by delivering or arranging for delivery of samples to the lab, the customer agrees to our standard terms and conditions which can be found at https://www.microbac.com/standard-terms-conditions.