



**Analytical
Laboratory Services, Inc.**

Environmental • Industrial Hygiene • Field Services

34 Dogwood Lane • Middletown, PA 17057 • 717.944.5541 • Fax: 717.944.1430

**AIR ANALYSIS
CHAIN-OF-CUSTODY/REQUEST FOR ANALYSIS**

ALL SHADED AREAS MUST BE COMPLETED BY THE CLIENT / SAMPLER.
INSTRUCTIONS ON THE BACK.

COC #:	of
ALSI Quote #:	

1. CLIENT INFORMATION		2. ANALYSES/METHOD REQUESTED										Receipt information for TO-15 only: (completed by Receiving Lab)				
Client Name/Address:		APPROPRIATE TEST CODE/ANALYTE LIST:	No.	TO-15 Analysis:	STD LIST	UST LIST	OTHER	TO-13 Analysis:	STD LIST	OTHER	COMMENTS	Cooler Temp: _____ Therm. ID: _____				
Contact:			1										No. of Coolers: _____ Y N Initial			
Phone#:			2										Custody Seals Present? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Initial			
Project Name/#:			3										(if present) Seals Intact? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Initial			
Bill To:			4										(TO-13) Received on Ice? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Initial			
TAT <input type="checkbox"/>	Normal-Standard TAT is 10-12 business days.		5										COC/Labels Complete/Accurate? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Initial			
<input type="checkbox"/>	Rush-Subject to ALSI approval and surcharges.		6										Cont. in Good Cond.? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Initial			
Date Required: _____	Approved By: _____		7										Correct Containers? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Initial			
Email? <input type="checkbox"/> -Y			8										Correct Sample Volumes? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Initial			
Fax? <input type="checkbox"/> -Y No.:			9													
		10										Courier/Tracking #:				

3. FIELD DATA SHEET													
SAMPLE INFORMATION FOR BOTH TO-15 AND TO-13					TO-15 FIELD DATA					TO-13 FIELD DATA			
Sample Description/Location (as it will appear on the lab report)	Sample Date	Start Time	Stop Time	Temp Deg C	1L	6L	Canister No.	Flow Controller No.	Ending Canister Pressure ("Hg)	PUF No.	Pump No.	Pump Flow Rate	Total Volume
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													

4. SAMPLED BY (Please Print):			LOGGED BY (signature):			DATE	TIME	5. PROJECT INFORMATION			State Samples Collected In	
			REVIEWED BY (signature):			DATE	TIME	Data Deliverables <input type="checkbox"/> Standard <input type="checkbox"/> CLP-like <input type="checkbox"/> DOD <input type="checkbox"/> Other _____ EDDs: Format Type: _____ ALSI Field Services: <input type="checkbox"/> Pickup <input type="checkbox"/> Labor <input type="checkbox"/> Composite Sampling <input type="checkbox"/> Rental Equipment Other: _____	<input type="checkbox"/> NY <input type="checkbox"/> NJ <input type="checkbox"/> PA <input type="checkbox"/> NC <input type="checkbox"/> other			
Relinquished By / Company Name	Date	Time	Received By / Company Name		Date	Time						
1			2									
3			4									
5			6									
7			8									
9			10									

**DIRECTIONS FOR COMPLETING
ALL SHADED AREAS ON THE COC FORM**

1. CLIENT INFORMATION

- **ALSI Quote#:** Fill in your ALSI assigned quote number to insure correct pricing on invoices.
- **Client Name:** Fill in the name of the company receiving the lab report.
- **Address:** Fill in the address for delivery of lab reports.
- **Contact:** Fill in who will receive the lab report.
- **Phone #:** Fill in contact's phone number.
- **Project Name#:** Your project name and/or number for identification.
- **Bill To:** Fill in only if address is different than CONTACT address.
- **TAT:** Check NORMAL or RUSH. RUSH TAT needs to be approved by your project coordinator or lab manager.
- **Date Required:** Fill in the DATE REQUIRED when RUSH TAT is required.
- **Approved By:** Fill in the name or initials of the ALSI approval.
- **E-Mail:** Check Y and provide your email address.
- **Fax Results:** Check Y and provide your FAX number.

2. ANALYSES/METHOD REQUESTED:

- **Analyses/Method Requested:** Check TO-15 or TO-13 and check appropriate analyte list. If you have a specific analyte or analyte list you are looking for, please check OTHER and attach the list or specify the analyte(s) you need in the comments section.

IMPORTANT NOTE: Sample numbers 1-10 directly correspond to Sample Numbers 1-10 in the SAMPLE DESCRIPTION/LOCATION section.

3. FIELD DATA SHEET:

TO-15 AND TO-13 SAMPLE INFORMATION:

- **Sample Description/Location:** Fill in the sample description or location as it will appear on the lab report.
- **Sampled Date/Start Time/Stop Time/Temp.:** Fill in all information.

TO-15 FIELD DATA:

- **1L or 6L:** Check the appropriate canister size.
- **Canister No./Flow Controller No./Ending Canister Pressure:** Fill in.

TO-13 FIELD DATA:

- **PUF No./Pump No./Pump Flow Rate/Total Volume:** Fill in.

4. SAMPLED BY: Print the samplers name (legibly).

5. PROJECT INFORMATION:

- **Data Deliverables:** Check the box next to the Data Deliverables you require. If you check Other, please indicate your requirements in the space provided.
- **EDDs:** Fill in the EDD format required. (ex - MS Excel, etc.)
- **State Samples Collected In:** Check the box next to the State the samples were collected in. Use the last box to indicate a State other than those listed.

NOTE: In order to achieve your project goals and requirements successfully, please fill out your COC completely. If special project requirements are not indicated on the COC when samples are submitted, ALSI will not be held responsible for error and will follow standard laboratory protocols.

TERMS AND CONDITIONS

Pricing - Discounts are available for multiple samples requiring the same analysis or when analyses are performed on a contract basis so please indicate your ALSI proposal # in the upper right-hand corner of the COC to insure correct pricing. ALSI reserves the right to change its analytical fees without advance notification. The minimum fee per sample is \$10.00.

Confidentiality and Reporting - The confidentiality of client information is strictly maintained through rigid controls. Reports and information are issued only to the clients who have submitted the work except as otherwise requested by the client. The laboratory will sign an acceptable confidentiality agreement as required. Copies of the final laboratory report mailed via regular mail are covered in the analysis fees. Additional copies of the reports sent to another address may be charged \$1.00 per copy. Charges for express mail services, sample shipping, and fax services are extra.

Priority Turnaround - Rush service which must begin upon receipt of samples will be accepted on the basis of available capacity of the laboratory staff and equipment. Depending on laboratory workload, premium charges may be imposed for rush analysis. All rush samples must be approved by one of our technical contacts before the samples will be processed by the lab. Normal turnaround service will be consistent with our published turnaround schedule. Turnaround time is based on the day the samples are received. Samples not in ALSI's custody by 3:00pm will be considered 'received' beginning on the next business day. In no event will regulatory holding times be violated without advance client notification. ALSI will not be responsible for holding times that are exceeded for samples delivered on weekends or after 5:00pm on weekdays without prior notification and acceptance.

Consequential Damages - ALSI shall not be responsible for any incidental, indirect, or consequential damages (including loss of profits) incurred by Client or any third party occasioned by services performed by ALSI or by application or use of reports or other information provided by ALSI; and Client agrees to indemnify, defend, and hold ALSI harmless from any and such damages and liability.

Limitation of Liability - Notwithstanding any other provision herein, ALSI's liability and Client's exclusive remedy for any cause of action arising hereunder, whether based in contract, negligence, or any other cause of action, shall be limited to the compensation received by ALSI from Client for the services rendered therewith. All claims, including for negligence or any other cause whatsoever shall be deemed waived unless made in writing and received by ALSI within 90 days after ALSI's completion for the services provided.

Credit Terms - Terms of payment are net 30 days for clients with approved credit. Thereafter, a 1.5% per month service charge will be added to all unpaid balances.

Sample Containers and Collection - It is the responsibility of the client to insure proper sampling and to bear the cost of returning samples to the laboratory under proper storage/preservation conditions. ALSI cannot guarantee sample integrity unless sampling has been performed by a member of our field services staff.

Sample Retention - All samples are retained for a period of two weeks after all testing is complete. If samples need to be held longer, indicate your special requirements on the COC. Water tested for potability is discarded immediately after analysis.

Sample Disposal - After this retention period, ALSI will dispose of aqueous samples at no cost to the client. However, because of the liability and high disposal costs associated with non-aqueous samples, these samples will be returned to the client(s) who submitted them. As the ultimate responsibility and ownership of a waste remains with the initial waste generator even when the waste is removed from its initial source, clients are encouraged to accept responsibility for the samples once testing is complete. ALSI believes that by promptly returning the completed samples, the client can dispose of them by returning them to their original source. If a client finds it impossible to accept the return of nonaqueous samples, ALSI will arrange for the incineration of the samples at an additional fee to the client. This disposal fee will be based on ALSI's costs for the transportation and incineration of the waste which is in turn based upon sample volume. Please call for current disposal rates.

Standard of Performance - For the services performed by it, ALSI hereby warrants and makes no other warranties, expressed or implied, that it will apply its best scientific knowledge and judgment and employ its best level of effort consistent with the professional standards of the environmental testing industry, in performing the analytical services requested by its clients. In undertaking laboratory analyses and reporting results, ALSI warrants only the results of analyses from the sample as submitted.