

INSTRUCTIONS

Section 1 – This is where you fill out who receives and where the analytical reports will be delivered to. In this section fill in company name, contact person, report delivery address, contact person's phone and fax numbers.

Section 2 – This is where you fill out who receives and where the invoice will be delivered to. If all information is the same as section 1, check the "Same as Reports" box in the upper right-hand corner of Section 2. If it is not the same, then fill out the company name, contact person, invoice delivery address, quote number, purchase order number, and project/job name or number. The project/job name or number and purchase order number will also be the one appearing on the reports.

Section 3 – This is where you fill in the e-mail address for both reporting and billing contacts.

Section 4 – This is where you fill out the type of analysis you want to have performed on the sample. If at all known, refer to specific methods and detection limits.

Section 5 – This is where you determine the turnaround time of your sample. Place a check on the appropriate line from "normal" or "Rush" turnaround time options. If "Rush" is checked, please disclose the date to which you need your results on the "Needed By" line. Rushes need to be approved by the laboratory before acceptance.

Section 6 – This is where you fill out each sample's information. Use one line per sample container. In this section, fill in the date, time, matrix, container type, size and preservative.

Section 7 – This is where the person who took the sample signs and dates the Chain.

Section 8 – This is where the person who delivers or picks up the sample signs and dates the Chain. Signatures, dates, and timestamps are necessary whenever the sample changes hands of ownership.

Section 9 – This is where you may write down any comment or concerns you have pertaining to the sample, sample analysis, report or invoice delivery, turnaround time, etc.

Midwest Analytical Services, Inc.
 2905 Edison Road • Franklin, NJ 07026
 Phone: (908) 851-6668 • Fax: (201) 591-6660 • Tel: (201) 591-6666
 Email: info@mas.com • Website: www.mas.com
 A2LA 07051.01

**Chain of Custody Record
&
Sample Analysis Requests**

COCN°: _____
 Order ID: _____

REPORT TO: Company Name: _____
 Contact: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 Project/Job #: _____
 Report To Email: _____

BILL TO: Same as Report
 Company Name: _____
 Contact: _____
 Address: _____
 City, State, Zip: _____
 Quote #: _____ PO #: _____
 Project/Job #: _____
 Bill To Email: _____

QC LEVEL: _____ Page _____ of _____
 I II III Normal _____
 Rush _____
 Needed By: _____

CONTAINER LEGEND
 PRESERVATIVE:
 P = Plastic 1 = None Preserved 6 = H₂O₂
 G = Glass 2 = HCl 7 = Methanol
 M = Metal 3 = HNO₃ 8 = No Treatment
 4 = HAcEt 9 = Triene
 5 = Distane

ITEM	SAMPLE ID	FIELD INFO		TIME ZONE: S C M P			MATRIX	ANALYSIS: METHOD	DETECT.	ANALYSIS: METHOD	DETECT.	ANALYSIS: METHOD	DETECT.	ANALYSIS: METHOD	DETECT.	CONTAINERS	LAB USE ONLY
		Hot / PID	Date	Time													

Matrix type options: waste water(WW), ground water(GW), drinking water(DW), soil(SO), solid(SW), liquid(LW), air(AI), wipe(WI).
 All fields must be filled in; see back of COC for instructions. Level II or III QA/QC reports incur additional cost.

7 **Print Name:** _____ Date: _____

Sampled By (Signature) _____ Date/Time _____
 Released By (Signature) _____ Date/Time _____

Released to Lab By _____

LAB USE ONLY

Date of Sample's Receipt: _____ On Ice _____
 Transport Temperature: _____
 Inset: _____ Wet Inset: _____
 Released by: _____
 Met _____ Deep CW _____

FIELD CHANGES

Field Name: _____
 CP Change: _____
 Pick Up Change: _____
 Equipment Change: _____

9 **Comments / Notes:** _____

See Notes on Back MIDWEST COPY

TERMS AND CONDITIONS

PAYMENT – Client will pay MAS for services and expenses in accordance with the Contact Documents. Unless otherwise expressly agreed, prices quoted are based upon MAS standard laboratory operating hours of 8:00 a.m. to 6:00 p.m., Monday - Friday. Micro Hours Mon/Tues only, Eastern Standard Time. Emergency work necessitating off-hours laboratory operation will be proposed on a case-by-case basis. Unless otherwise provided, sales or other taxes are not included in the prices of services and will be added to payments due to MAS. MAS will submit invoices to Client at the completion of the analytical report together with any reasonable supporting documentation requested by Client. Each invoice, on presentation, is due and payable by Client. Invoices are past due after 30 days. Past due amounts are subject to finance charge on the outstanding balance. Client agrees to pay MAS collection agency, attorney's fees, interest, and all other costs incurred in collecting past due amounts. Client's obligation to pay for the Services is in no way dependent upon Client's ability to obtain financing, payment from third parties, approval of governmental or regulatory agencies, or upon Client's successful completion of a project. Client shall remain obligated to pay MAS for the services even though the test results or report produced by MAS may contain conclusions unfavorable to the Client's interests. The minimum invoice amount for routine turnaround is \$100. Payments accepted by cash, credit card, or company check.

STANDARD OF CARE, WARRANTY DISCLAIMER AND LIABILITY LIMITS – MAS represents that it will perform Services, as defined and limited by the scope of services in this agreement, for Client using that degree of care and skill ordinarily exercised by persons performing similar services under similar conditions in the same locality as the site(s). MAS' liability for services, if any, shall be limited to remedies for breach of contract in favor of only those persons with whom MAS has direct contractual obligation to perform services. The data and information presented in the MAS report of analysis, while not guaranteed, are to the best of our knowledge accurate and true. No warranty or guarantee implied or expressed is made regarding the analytical results, since obtaining and properly preserving representative samples and their chain of custody is beyond MAS's control. The results provided by MAS are not intended to suggest product merchantability nor for use in infringement of any existing or future patent. MAS will not assume any liability or responsibility for any such infringement. Report alteration or reproduction other than in its entirety is not authorized by MAS.