



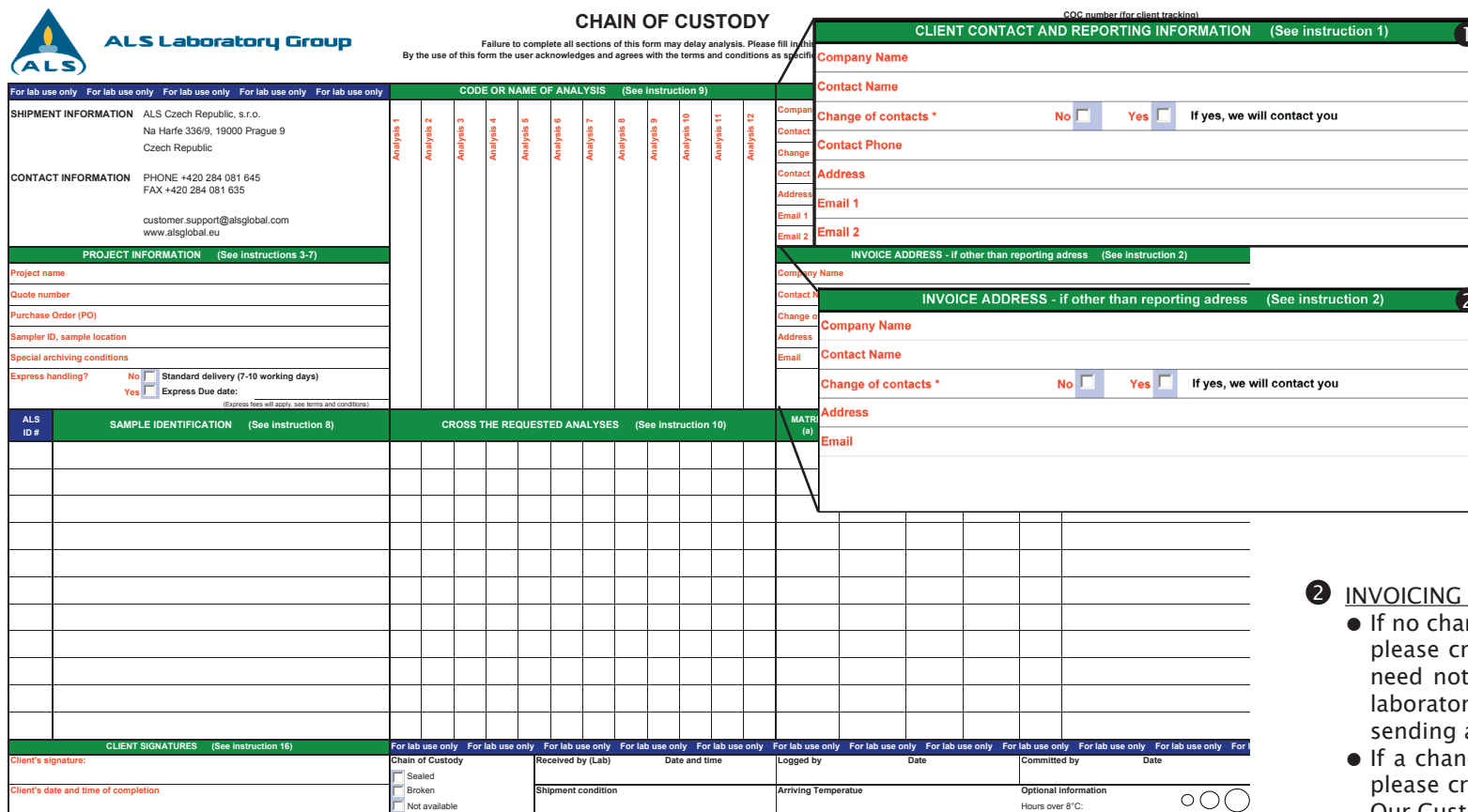
Chain of Custody (CoC) Completion – Environmental

The following information describes how to fill in the chain of custody form (CoC) and why it is necessary. A fully completed chain of custody is vital to ensure accurate analysis and rapid turnaround of samples.

To understand and complete the CoC correctly, please read the instructions below. The numbered instruction refers to the same number on the CoC.

FIRST PART: INFORMATION ON CLIENT

This part has to be completed to match your contact information to details in our laboratory system.



CHAIN OF CUSTODY

Failure to complete all sections of this form may delay analysis. Please fill in the form. By the use of this form the user acknowledges and agrees with the terms and conditions as specified.

CLIENT CONTACT AND REPORTING INFORMATION (See instruction 1)

Company Name
 Contact Name
 Change of contacts * No Yes If yes, we will contact you
 Contact Phone
 Address
 Email 1
 Email 2

INVOICE ADDRESS - if other than reporting address (See instruction 2)

Company Name
 Contact Name
 Change of contacts * No Yes If yes, we will contact you
 Address
 Email

SHIPMENT INFORMATION ALS Czech Republic, s.r.o.
 Na Harfe 336/9, 19000 Prague 9
 Czech Republic

CONTACT INFORMATION PHONE +420 284 081 645
 FAX +420 284 081 635
 customer.support@alsglobal.com
 www.alsglobal.eu

PROJECT INFORMATION (See instructions 3-7)

Project name
 Quote number
 Purchase Order (PO)
 Sampler ID, sample location
 Special archiving conditions
 Express handling? No Standard delivery (7-10 working days)
 Yes Express Due date:
(Express fees will apply, see terms and conditions)

SAMPLE IDENTIFICATION (See instruction 8)

CROSS THE REQUESTED ANALYSES (See instruction 10)

CLIENT SIGNATURES (See instruction 16)

Client's signature
 Client's date and time of completion

Chain of Custody
 Received by (Lab) Date and time
 Shipment condition Arriving Temperature
 Logged by Date
 Committed by Date
 Optional information
 Hours over 8°C: ○ ○ ○

a) DW (Drinking water), SW (Surface water), GW (Ground water), WW (Waste water), IW (Industrial water), SO (Soil), SL (Sludge), WA (Waste), SE (Sediment), OS (Other solid material), EM (Emission), IM (Immission, Ambient air)
 b) F (Flammable), P (Poisonous), I (Infections), CR (Corrosive), E (Explosive), CN (Contaminated)

1 REPORTING INFORMATION:

- Fill out your company name.
- Fill out your name.
- If no change has occurred in the mailing address and other contact details necessary for results reporting (contact address, telephone, e-mail), please cross out the NO box. In such case, these data need not be filled out; for results reporting the data which have been registered in our laboratory information system will be used.
- If a change of the contact details has occurred, cross the YES box and fill out all the necessary data (contact address, telephone, e-mail). Our Customer Support Department will contact you to verify the new data.

2 INVOICING INFORMATION:

- If no change of the invoicing address has occurred, please cross out the NO box. In this case the data need not be filled out. The data registered in our laboratory information system will be used for sending an invoice.
- If a change of the invoicing address has occurred, please cross out YES and fill out the required data. Our Customer Support Department will contact you to verify the new data.



THIRD PART: INFORMATION ON SAMPLES AND ANALYSES

- 8 SAMPLE IDENTIFICATION INFORMATION:**
- Fill out legibly and clearly the sample identifications as you want them to appear in the Test Report.
 - If there are more samples, another chain of custody form may be used. Mark the number of pages of the Chain of Custody in the upper right-hand corner (1 of 2, 2 of 2). The header of the Chain of Custody does not need to be filled out again.

- 9 ANALYSES - CODE OR NAME OF ANALYSIS:**
- Fill out the required analyses by entering the corresponding pricelist code. Entering the correct analysis code will enable an accurate identification of the required analysis and will eliminate potential problems with incorrect processing of samples.

- 10 CROSSING REQUIRED ANALYSES:**
- For each sample, cross the requested analyses.
 - Alternatively, write the number of bottles shipped for each analysis requested.

- 11 MATRIX:**
- Select a sample matrix from the list in the footer of the Chain of Custody - note a).

ALS ID #		CHAIN OF CUSTODY												COC number (for client tracking)																			
SAMPLE IDENTIFICATION (See instruction 8)		CODE OR NAME OF ANALYSIS (See instruction 9)																															
		Analysis 3	Analysis 4	Analysis 5	Analysis 6	Analysis 7	Analysis 8	Analysis 9	Analysis 1	Analysis 2	Analysis 3	Analysis 4	Analysis 5	Analysis 6	Analysis 7	Analysis 8	Analysis 9	Analysis 10	Analysis 11	Analysis 12													
		CROSS THE REQUESTED ANALYSES (See instruction 10)																															
CLIENT SIGNATURES (See instruction 16)														<table border="1"> <tr> <td>For lab use only</td> <td>For lab use only</td> <td>For lab use only</td> <td>For lab use only</td> </tr> <tr> <td>Committed by</td> <td colspan="3">Date</td> </tr> <tr> <td colspan="4">Optional information</td> </tr> <tr> <td colspan="4">Hours over 8°C: <input type="text"/></td> </tr> </table>				For lab use only	For lab use only	For lab use only	For lab use only	Committed by	Date			Optional information				Hours over 8°C: <input type="text"/>			
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<small>a) DW (Drinking water), SW (Surface water), GW (Ground water), WW (Waste water), b) F (Flammable), P (Poisonous), I (Infections), CR (Corrosive), E (Explosive), CN (C...)</small>																																	





FOURTH PART: INFORMATION ON SAMPLES

ALS Laboratory Group		CHAIN OF CUSTODY				COC number (for client tracking)
SHIPMENT INFORMATION	CONTACT INFORMATION	PROJECT INFORMATION	SAMPLING AND CONTAINER INFO			REMARKS (See instruction 11-15)
			Date 12	Time 12	Tot bot 13	
SHIPMENT INFORMATION ALS Czech Republic, s.r.o. Na Harfe 336/9, 19000 Prague 9 Czech Republic CONTACT INFORMATION PHONE +420 284 081 645 FAX +420 284 081 635 customer.support@alsglobal.com www.alsglobal.eu		PROJECT INFORMATION (See instructions 3-7) Project name Quote number Purchase Order (PO) Sampler ID, sample location Special archiving conditions Express handling? <input type="checkbox"/> Standard delivery (7-10 working days) <input type="checkbox"/> Express Due date:		SAMPLE IDENTIFICATION (See instruction 8) ALS ID #		(See instruction 1) will contact you (See instruction 1) will contact you REMARKS (See instruction 11-15)
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 b) F (Flammable), P (Poisonous), I (Infectious), CR (Corrosive), E (Explosive), CN (Contaminated)

IMPORTANT NOTES

Labelling instruction:

All samples must be legibly marked and labelled, the description must match that on the CoC.

Samples with a missing CoC or missing labels will be stored until the information is received from the client. The date of sample receipt is the date when we receive complete sample details from the client.

Packing instructions

All samples must be packed in safe containers securely tightened and separated to prevent breakage, leakage, sample contamination and unreadable sample labels.

The sampling containers and transportation boxes can be ordered on our website

http://www.alsglobal.se/hem2005/order/order_bottles.asp

When incomplete information is provided with the samples, the laboratory is unable to guarantee the quality and turnaround time of analysis.

12 SAMPLING:

- Fill out the date and time of sampling. Unless the customer specifies the date and time of sampling, the laboratory will state the date of sample receipt into the laboratory as the date of sampling and such date will appear on the test report in square brackets. If the customer only gives the date of sampling, the time of sampling is specified as 00:00 in the test report.

13 CONTAINER INFORMATION:

- Fill out the number of containers shipped for the given sample.

14 HAZARDOUS AND CONTAMINATION PROPERTIES:

- Please inform about possible hazardous or contamination risks – select from list of codes in the footer of the Chain of Custody – Note b).

15 REMARKS:

- If necessary, fill in any remark about your sample.

16 CLIENT'S ACKNOWLEDGMENT:

- Fill out the date of completion of the Chain of Custody form and sign it.