

10. *How to Submit a Sample*

1. Complete all the pertinent information on the chain of custody (COC) about your company and the project. Please include the state where the samples were collected. A COC can be found on our website at: <http://analyticscorp.com/wp-content/uploads/2011/06/ENV-COC.pdf>
 - a. Sample Identification: A unique sample description that will appear on the report. Date and time collected should always be recorded.
 - b. Grab or Composite: Indicate whether the sample is a grab (taken at one time from a single location) or a composite (taking multiple samples and combining them into one).
 - c. Matrix: Mark the type of sample and number of containers. If applicable, indicate whether the water is a groundwater, waste water, or drinking water.
 - d. Analyses Requested: Write the analysis name or abbreviation. Clearly indicate the analyses needed on every sample.
 - e. Preservative: Please indicate what preservative was used, if any.
 - f. Turnaround Time: Indicate whether the samples are to be analyzed on a normal (5 working days) or rush basis. To assist the lab in scheduling, you can also include the date you need results. All rush work should be prescheduled. Also indicate if you would like preliminary results phoned, emailed or faxed to you, and include the number or email address.
 - g. Data Package Options: When a detailed data packaged is required, indicate the type of data package and if site QC is being submitted.
 - h. Relinquished by/Received by: Each time there is a change in the samples custody, this section must be signed by the person relinquishing and the person receiving the samples. Chain-of-custody seals for the sample containers and the outside of the package are available upon request.
2. Each sample bottle must be clearly labeled and cross-referenced on your chain of custody.
3. Samples which may present health hazards, such as those containing high levels of toxic materials, **MUST** be clearly marked.
4. If accurate and detailed information is not available, it will delay sample processing and possibly inhibit meeting your reporting date.