Attachment K – Sample Chain of Custody

ENERGY LABORATORIES

Chain of Custody and Analytical Request Record

Page _____ of _____

PLEASE PRINT- Provide as much information as possible.

Company Name:	Project Name, PWS, Permit, Etc.	Sample Origin State:	EPA/State Compliance: Yes ☐ No ☐
Report Mail Address:	Contact Name: Phone/Fax:	Email:	Sampler: (Please Print)
Invoice Address:	Invoice Contact & Phone:	Purchase Order:	Quote/Bottle Order:

Special Report/Formats – ELI must be notified prior to sample submittal for the following:

☐ DW ☐ A2LA
☐ GSA ☐ EDD/EDT (Electronic Data)
☐ POTW/WWTP Format:_____
☐ State: _____ ☐ LEVEL IV
☐ Other: _____ ☐ NELAC

Number of Containers
Sample Type: A W S V B O
Air Water Solids/Solids Bioassay Other

ANALYSIS REQUESTED

SEE ATTACHED

Normal Turnaround (TAT)

RUSH

Contact ELI prior to **RUSH** sample submittal for charges and scheduling – See Instruction Page

Comments:

Shipped by:

Cooler ID(s):

Receipt Temp _____ °C

On Ice: Yes No

Custody Seal Y N
Intact Y N
Signature Match Y N

SAMPLE IDENTIFICATION (Name, Location, Interval, etc.)	Collection Date	Collection Time	MATRIX
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

LABORATORY ANALYSIS ONLY

Custody Record MUST be Signed

Relinquished by (print):	Date/Time:	Signature:	Received by (print):	Date/Time:	Signature:
Relinquished by (print):	Date/Time:	Signature:	Received by (print):	Date/Time:	Signature:
Sample Disposal: Return to Client: _____ Lab Disposal: _____			Received by Laboratory:	Date/Time:	Signature:

In certain circumstances, samples submitted to Energy Laboratories, Inc. may be subcontracted to other certified laboratories in order to complete the analysis requested.
This serves as notice of this possibility. All sub-contract data will be clearly notated on your analytical report.
Visit our web site at www.energylab.com for additional information, downloadable fee schedule, forms, and links.