

HOW TO: Sample Submission

The most efficient and accurate way to request testing at Columbia Laboratories is to reference the TEST CODES on the Capabilities/ Price List when completing the Chain of Custody Form.

Sample Sizes are located on the Capabilities List as well.

For additional sampling requirements, such as compliance (CDPHE), cannabis and environmental sampling, please contact info@columbialaboratories.com and someone will help you straight away during business hours.

Make sure you are using the correct Chain of Custody Form (sample submission form): [COC's are available on our Web site.](#)

To complete the COC:

- Complete top Left Section
- Complete Top right section if you have PO Numbers
- Complete the Turnaround time, and reporting sections
- Type the TEST CODE into the analysis column.
- Write Sample Name in the Rows- corresponding with the sample label.
- Mark the intersection box with an X
- Complete the sample information (weight, Sample Type)
- Comments section:
 - Reporting units
 - Density information
 - Product specifications
 - Notes for our analyst team
 - Special requests for communication, due dates, etc.
- Sign and Date the relinquished by section.

COC: save it, print it, and mail it in with the samples and payment (check or call to pay, or pay by emailed link.

Kind Regards,

Kelly O'Connor
Sales Director
[Columbia Laboratories](#)
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