



Environmental Chain of Custody Record

Revision: 4.00 Document Control: CF001
 Revised: 01/18/2021 Effective: 03/16/2021

Please inform us if you know or suspect that any part of your sample may contain hazardous materials or chemicals.

Company: _____ Contact: _____ Address: _____ _____ Email: _____ Phone: (____) _____ Fax: (____) _____ Billing (if different): _____			Analysis Requested								PO Number: _____ Project Number: _____ Project Name: _____ Custom Reporting: _____ <input type="checkbox"/> Report to State: _____ Turn-around time*: <input type="checkbox"/> Standard <input type="checkbox"/> Other, Due: _____ Rush: <input type="checkbox"/> 4 day <input type="checkbox"/> 3 day <input type="checkbox"/> 2 day <input type="checkbox"/> Next day *Ask for availability. Samples received after 3pm are considered as received the following business day. Sampled by: _____	
			Preservative code: Verification of type used †									
Lab ID	Field / Sample ID	Date/Time									Matrix ††	Comments
Relinquished By:		Date	Time	Received By:		Date	Time	Lab Use Only:				
								<input type="checkbox"/> Shipped Via: _____ or <input type="checkbox"/> Client drop off Evidence of cooling: <input type="checkbox"/> yes <input type="checkbox"/> No - Temp (°C): _____ If temp out, proceed?: <input type="checkbox"/> yes <input type="checkbox"/> No _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> CC <input type="checkbox"/> Net: _____				

Samples submitted to CL with testing requirements constitute an agreement for services in accordance with the current terms of service associated with this COC. By signing "Relinquished by" you are agreeing to these terms.

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† Preservative Codes: (If no preservative leave blank) HCL = "CL"; H₂SO₄ = "HS"; NHO₃ = "N3"; NaOH = "NH"; ZnAc = "ZN"

†† Matrix Code: Drinking water (DW); Ground or Well Water (GW); Storm Water (SW); Waste Water (WW); Waste (W); Solid (S)

CHAIN OF CUSTODY INSTRUCTIONS

COMPANY NAME and CONTACT - Name of the company and individual who will receive the lab report. Please specify if the billing information is different than the reporting information.

PO# - Applies to a customer purchase order or number to be listed on the invoice.

PROJECT - Applies to a customer project name or number to be listed on the report.

TESTING REQUESTED - Use one column for each analysis, method or test package code analyses associated to a specific sample ID.

COMMENTS - A brief description of any special instructions pertaining to the samples or reporting | General sample or job remarks such as high concentrations, or hazardous content.

CLIENT SAMPLE ID - A short description of the sample point or material to be analyzed (e.g., "Lot ABCD"). This description will appear on the report.

COLLECTION DATE - The date on which the sample(s) was/were collected.

COLLECTION TIME - The time at which the sample(s) was/were collected.

MATRIX CODE - This is a description of the sample typ. Enter one code per sample line: Drinking water (DW); Ground or Well Water (GW); Storm Water (SW); Waste Water (WW); Waste (W); Solid (S)

PRESERVATIVE CODE: Preservative Codes: (If no preservative leave blank) HCL = "CL"; H₂SO₄ = "HS"; NHO₃ = "N3"; NaOH = "NH"; ZnAc = "ZN"

SAMPLED BY - The name of the person who collected the sample(s).

RELINQUISHED BY - The signature of the person who is turning possession of the sample(s) to the lab for analysis. All below terms and conditions are agreed to with this signature.

RECEIVED BY - The person who receives the sample(s) signs here and fills in the date/time received. The date and time should be same as "Relinquished by" unless the sample(s) was shipped.

AUTHORIZED CUSTOMER SIGNATURE - Form must be signed by authorized representative of customer.

TERMS AND CONDITIONS

PRICING AND CHARGES

Prices to be charged for work performed for CUSTOMER are those currently published in the Columbia Laboratories (herein referred to as "the LAB". Standard pricing applies unless otherwise agreed in writing by the CUSTOMER and the LAB. CUSTOMER must notify the LAB of price quotation at the time of the transfer of sample(s) to the LAB. Any cancellation of testing requirements will result in charges being assessed on all testing completed prior to the notice of cancellation. Unless otherwise agreed upon, samples containing hazardous material will be shipped back to client at their expense, or disposed of at a certain fee, waste category dependent. New accounts are accepted with full payment in advance by cash, check, Visa or Mastercard. A credit line may be established with an approved credit application.

Data produced by the LAB is confirmed using internal batch QC. If the CUSTOMER requests a re-extraction it will be at their expense unless results differ from the original outside of established method measurement uncertainty.

DELIVERY AND LIABILITY LIMITATIONS

The specific format of the goods will be defined by CUSTOMER to the LAB upon delivery of the sample(s) to the LAB. The LAB will analyze samples provided by CUSTOMER as requested by CUSTOMER in accordance with the procedures documented in the Quality Assurance Plan (QAP). Samples are retained for 30 days after receipt. If additional time is desired, then a written request is required, and an additional monthly fee will apply.

CONFIDENTIALITY

The LAB will treat all information regarding work performed for CUSTOMER as proprietary and confidential. No CUSTOMER information will be released to third persons without the written request of the CUSTOMER.

LIMITATION OF LIABILITY AND WARRANTY

The LAB gives no warranty, express or implied, or of fitness for a particular purpose, in connection with its analytical testing or reporting. Any liability of the LAB to CUSTOMER or any third party shall be limited to the cost of analysis charged to CUSTOMER.

PAST DUE ACCOUNTS

Credit line account are payable within 30 days. Accounts that are 60 days past due will incur 1¹/₂% per month on all past due sums until paid in full and will automatically default to cash on delivery (COD). Reports will not be released unless payment on past and current invoices are received. Customer agrees to pay the interest as a service charge and all the LAB's collection costs, including reasonable attorney fees.

EXPERT TESTIMONY AND COURT APPEARANCES

In the event CUSTOMER requires the further written opinion or testimony of any employee of the LAB, including response to a subpoena issued by CUSTOMER or any third person, CUSTOMER agrees to pay such additional fees and expenses as may be reasonably assessed by the LAB.

ALTERNATIVE DISPUTE RESOLUTION (ADR)

Any disputes arising out of this Agreement or the analytical testing or reporting by the LAB shall be settled through mediation and/or arbitration rather than litigation, and the cost of the ADR shall be borne equally by both parties.

APPLICABLE LAW

Legal matters arising from work performed by the LAB for CUSTOMER will be construed and interpreted in accordance with the laws for the state of Oregon. When sending, transferring, or submitting samples, the CUSTOMER assumes full responsibility for complying with all applicable state and federal laws.

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