

Instructions for Completing the Chain of Custody (COC)

Important Information

- Please contact Energy Laboratories PRIOR to sample submittal if services are other than standard.
- RUSH Turn Around Time (TAT) - Contact Energy Laboratories PRIOR to sample submittal to confirm that RUSH TAT is available for the requested analysis. Additional charges will apply.
- Sample Disposal - Energy Laboratories, when applicable, will dispose of all non-hazardous samples. Routinely, hazardous samples will be returned at the client's expense. If requested, Energy Laboratories will dispose of hazardous samples at client's expense.

A: Account Information

- This is the primary contact who will be invoiced for work done and will receive a report.
- Request to receive a hard copy and/or an email of the invoice and report.
- Please provide a PO number if one is required for billing purposes.
- Provide a quote and/or bottle order number if applicable.

B: Report Information

- Only required if information is different from the Account Information. This contact will only be receiving a report.
- Request for the contact to receive the report by hard copy and/or email.
- Indicated if a special format of the report is required. Contact

C: Comments


- Include any additional notes, requirements or requests.

D: Project Information

- Include project name, sample state, and whether the sample is for EPA/ state compliance.
- Include sampler name and phone number.
- All mining clients must indicate sample type.

E: Sample Information

- **Sample Identification**—A unique identifier for each sample being submitted.
- **Collection**—Date and time of sample collection.
- **Matrix**—Identify what type of sample is being submitted. See Matrix Codes for types.
- **Analysis Requested**—List the required analysis and place a check in the column for the samples requiring the analysis. Include an attachment for extended lists.
- **RUSH TAT**—Only mark if pre-approval is confirmed through Energy Laboratories. Additional charges will apply.



Chain of Custody & Analytical Request Record

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Account Information (Billing information) Company Name Contact Phone Mailing Address City, State, Zip Email Receive Invoice <input type="checkbox"/> Hard Copy <input type="checkbox"/> Email <input type="checkbox"/> Receive Report <input type="checkbox"/> Hard Copy <input type="checkbox"/> Email Purchase Order <input type="checkbox"/> Quote <input type="checkbox"/> Bottle Order <input type="checkbox"/>				Report Information (if different than Account information) Company Name Contact Phone Mailing Address City, State, Zip Email Receive Report <input type="checkbox"/> Hard Copy <input type="checkbox"/> Email Special Report/Formats: <input type="checkbox"/> LEVEL IV <input type="checkbox"/> NELAC <input type="checkbox"/> EDD/EDT (contact laboratory) <input type="checkbox"/> Other				Comments <div style="border: 1px solid black; padding: 5px; font-size: small;"> All turnaround times are standard unless marked as RUSH. Energy Laboratories MUST be contacted prior to RUSH sample submittal for charges and scheduling - See Instructions Page </div>																					
Project Information Project Name, PWSID, Permit, etc. Sampler Name <input type="checkbox"/> Sampler Phone Sample Origin State <input type="checkbox"/> EPA/State Compliance <input type="checkbox"/> Yes <input type="checkbox"/> No MINING CLIENTS: please indicate sample type. *If ore has been processed or refined, call before sending. <input type="checkbox"/> Byproduct 11 (e)2 material <input type="checkbox"/> Unprocessed ore (NOT ground or refined)*				Matrix Codes A - Air W - Water S - Solids V - Vegetation B - Biosolids O - Other DW - Drinking Water		Analysis Requested <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>																							
Sample Identification (Name, Location, Interval, etc.)				Collection Date Time		Number of Containers		Matrix (see codes above)		See Attached RUSH TAT		ELI LAB ID Laboratory Use Only																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Custody Record MUST be signed</td> <td style="width: 10%;">Relinquished by (print)</td> <td style="width: 10%;">Date/Time</td> <td style="width: 10%;">Signature</td> <td style="width: 10%;">Received by (print)</td> <td style="width: 10%;">Date/Time</td> <td style="width: 10%;">Signature</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>										Custody Record MUST be signed	Relinquished by (print)	Date/Time	Signature	Received by (print)	Date/Time	Signature								LABORATORY USE ONLY					
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Shipped By	Cooler ID(s)	Custody Seals Y N C B	Intact Y N	Receipt Temp °C	Temp Blank Y N	On Ice Y N	Payment Type CC Cash Check	Amount \$	Receipt Number (add/check only)																				

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 subcontracted data will be clearly noted on your analytical report.