CHAIN OF CUSTODY RECORD

M. J. Reider Associates, Inc.
107 Angelica Street, Reading PA 19611
Phone: 610-374-5129 Fax: 610-374-7234
www.mjreider.com

ALL SAMPLES MUST BE DELIVERED ON ICE

*Please see instructions and Terms and Conditions on back side of form.

Turnaround Time

- [ ] **Standard**
- [ ] **RUSH** (*additional fees may apply)

Need RUSH Results By: / /

Client (Report):	Address:
Contact:	Email: Phone:
Client (Invoice, if different from above):	Address:
Contact:	Email: Phone:

_____ Composite Info
Start ____/____/_____ @ _____
Stop ____/____/_____ @ _____
_____ Composite Info
Start ____/____/_____ @ _____
Stop ____/____/_____ @ _____

Sample Receipt

Temp @ Receipt: _____°C
Samples received on ice? Y N
Approved By: _____
Method of Shipment: _____
Tr #: _____
Cooler return fee: $

Matrix Codes

WW = Waste Water
DW = Drinking Water
GW = Ground Water
ST = Storm Water
S = Soil/Solid
O = Other

Container Codes

Size	Type
L = Liter	P = Plastic
500 = 500mL	G = Glass
250 = 250mL	V = VOA Vial
120 = 120mL	S = Sterile
40 = 40mL	O = Other

Preservative Codes

C = HCL T= Na2S2O3
N = HNO3 E = EDTA
S = H2SO4 L = NH4CL
P = H3PO4 Z = Zinc Acetate
H = NaOH A = Asc. Acid
O = Other:

PO #:

PWSID #:

Field Data:

Sample Collected By:

⇦ **Container Size** (use codes listed above)
⇦ **Container Type** (use codes listed above)
⇦ **Preservative** (use codes listed above)
⇩ **Analyses Requested** ⇩

LAB ID (Lab use only)	Sample Description (Location Name)	Date	Time	Matrix	Grab	Composite	Bottle Count	Container Size	Container Type	Preservative	Analyses Requested

Comments:

Relinquished By:	Date:	Time:	Received By:	Date:	Time:	Entered By:	PM:
Relinquished By:	Date:	Time:	Received @ Laboratory By:	Date:	Time:		

The Client, by signing (or having the client's agent sign) this Chain of Custody Form agrees to MJRA's Terms and Conditions and to pay for the above requested services including any and all attorney fees if collection becomes necessary.

Please Note

Chain of Custody Records must be completed in black or blue indelible ink (must not run when wet). Chain of Custody begins at the time of sample collection. Gray shaded areas are for MJRA use only. Client is required to fill in all sample details prior to releasing samples to MJRA. **All samples must be placed on ice immediately after sampling and shipped to the laboratory in a manner that will maintain the sample temperature above freezing and below 6C** (loose ice is preferred)**.**

Example of Completed Chain of Custody

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- [ ] Standard
- [ ] RUSH (*additional fees may apply)

Need RUSH Results By: / /

Client (Report): ABC Construction, Inc	Address: 123 Main Street, Anywhere PA 99999-9999		
Contact: John Doe	Email: JohnDoe@abc.com	Phone: 123-456-7890	
Client (Invoice, if different from above): XYZ Consultants	Address: 999 West Elm Avenue, Wherever NJ 88888-8888		
Contact: Mary Smith	Email: MarySmith@xyz.com	Phone: 789-654-1230	

Outfall 001 Composite Info
Start 05/04/01 @10:00
Stop 05/04/01 @10:00

_____ Composite Info
Start ___/___/_____ @ _____
Stop ___/___/_____ @ _____

Sample Receipt
Temp @ Receipt: _____°C
Samples received on ice? Y N
Approved By: _____
Method of Shipment: _____
Tr #: _____
Cooler return fee: $

Matrix Codes
WW = Waste Water
DW = Drinking Water
GW = Ground Water
ST = Storm Water
S = Soil/Solid
O = Other

Container Codes

Size	Type
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Preservative Codes

C = HCL	T= Na2S2O3
N = HNO3	E = EDTA
S = H2SO4	L = NH4CL
P = H3PO4	Z = Zinc Acetate
H = NaOH	A = Asc. Acid
O = Other:	

PO #:
PWSID #:
Field Data:

Sample Collected By:

MJRA ID	Sample Description (Location Name)	Date	Time	Matrix	Grab	Composite	Bottle Count	Container Size (L / 500 / 120 / 250)	Container Type (P / P / S / P)	Preservative (S / T)	Analyses Requested
	Outfall 001	5/5/15	10:00	WW		X	2	X X			BOD, TSS, NH3-N
	Outfall 001	5/5/15	10:05	WW	X		1		X		FC
	Kitchen Sink	5/5/15	11:00	DW	X		2		X	X	Total Coliform, Nitrate, Nitrite

Comments:

Relinquished By: John Doe	Date: 5/5/15	Time: 12:15	Received By:	Date:	Time:	Entered By:	PM:
Relinquished By:	Date:	Time:	Received @ Laboratory By:	Date:	Time:		

The Client, by signing (or having the client's agent sign) this Chain of Custody Form agrees to MJRA's Terms and Conditions and to pay for the above requested services including any and all attorney fees if collection becomes necessary.

Sample Submission & Sampling Containers

All samples submitted to MJRA must be accompanied by a Chain of Custody Form and shipped on ice. Included on this Chain of Custody must be the sample description, date and time of collection, container size and type, preservative information, sample matrix, indication of whether the sample is a grab or composite, number of containers and a list of the tests to be performed. Chain of Custody forms can be obtained from the MJRA office or website. Sample containers, labels, and preservatives (as appropriate) are provided at no additional cost.

Turnaround Times (TAT)

Normal turnaround times for test results range from 5 to 15 working days depending on analyses requested. Faster turnaround times (RUSH TAT) may be available depending on the current workload in a particular department and the nature of the analyses requested. We encourage you to verify requests for expedited sample results with one of our Technical Directors prior to sample submittal. Without confirmation from a Technical Director, your results may not be completed by your deadline. *RUSH Surcharges are applied for expedited turnaround times.

Confidentiality

All sample results and laboratory reports are strictly confidential. For this reason, results will not be available to anyone except the invoiced customer unless written authorization is received.

Payment Terms & Litigation

Payment Terms are Net 30 days. Prices are subject to change without notice. A monthly charge of 1.5% of the unpaid balance will be charged after 30 days. The laboratory accepts all major credit cards. New customers must pay for all services rendered prior to sample collection and/or in some cases report processing. Customers agree that they shall reimburse MJRA for any and all fees, cost and litigation expenses, including reasonable attorney fees incurred by MJRA in obtaining payment for the services rendered. All costs associated with compliance with any subpoena for documents, testimony, or any other purpose relating to work performed by MJRA, for a client, shall be paid by that client.

Analytical Results

Analytical values are for the sample as submitted. The value indicates a snapshot of the constituent content of the sample at the time of sample collection. Constituent content will vary over time based on the matrix of the sample and the physical and chemical changes to its environment.

Warranty

MJRA warrants the analytical results to be of an accuracy normal for the sample type and methodology employed for each sample as submitted. The foregoing express warranty is exclusive and is given in lieu of all other warranties, expressed or implied. We disclaim any other warranties, expressed or implied, including a Warranty of Fitness for a Particular Purpose and Warranty of Merchantability.