

The Client/Submitter will have to fill out the following:

- (1) Fill out the Client Name, Address and Phone Number. Also include the name of the person receiving the report in the "Attn>" part.
- (2) Write the Project Name and Number (if applicable).
- (3) Have the Sampler write and then sign their name in the Chain of Custody.
- (4) Have the person relinquishing the samples print and then sign name on the Chain of Custody. Include date and time.
- (5) Have the Project Manager/Submitter write then sign their name on the Chain of Custody. This is to authorize the work which is indicated on the Chain of Custody.
- (6) If the report needs to be sent to a different address than that stated in Section 1, then fill out Section 6 with different information.
- (7) If the bill needs to be sent to a different address than that stated in Section 1, then fill out Section 7 with different information.
- (8) If there are special instructions that the laboratory needs to be informed, write the instruction in this section.
- (9) Write sample identification and sampling location in Sample I.D./ Location Section. It is very important to include the date and time of sample collection for holding time calculation.
- (10) Put a check on analysis(es) required for each sample I.D. If the analysis(es) are not pre-printed, then write in the appropriate analysis(es) in the blank spaces.
- (11) Put a check on the matrix type for each sample I.D.
- (12) Write in the corresponding letter which will indicate the Turn Around Time for the sample analysis(es).
 - A = ≤ 24 Hour
 - B = Emergency Next Workday
 - C = Critical 2 workday
 - D = Urgent 3 Workdays
 - E = Routine, 7 Workdays
- (13) Write in the number of containers, the type of container, and the size of container.
 - T = Tube B = Tedlar
 - V = VOA G = Glass
 - L = Liter P = Plastic
 - P = Pint M = Metal
 - J = Jar
- (14) Write in the corresponding letter which will indicate the type of preservative used for the sample. If there are no preservatives used, then a blank space is sufficient.
 - H = HCl Z = Zn(Ac)₂
 - N = HNO₃ O = NaOH
 - S = H₂SO₄ T = Na₂S₂O₃
 - C = 4°C
- (15) Write Comments or Remarks if there is any about the sample.
- (16) Check off the type of QA/QC required for the samples being submitted.

