

CHAIN OF CUSTODY RECORD

Page ____ of ____

3275 Walnut Ave., Signal Hill, CA 90755
Tel: (562) 989-4045 • Fax: (562) 989-4040

		For Laboratory Use Only		ATLCOC Ver:20130715	
Method of Transport		Sample Conditions Upon Receipt			
		Condition	Y	N	Condition
Client	ATL	1. CHILLED		5. # OF SAMPLES MATCH COC	
FedEx	OnTrac	2. HEADSPACE (VOA)		6. PRESERVED	
GSO		3. CONTAINER INTACT		7. COOLER TEMP, deg C:	
Other:		4. SEALED			

Instruction: Complete all shaded areas.

CUSTOMER	Company:			Address:			Tel:						
				City:			State:		Zip:		Fax:		
	SEND REPORT TO:						SEND INVOICE TO: same as SEND REPORT TO						
	Attn: _____ Email: _____						Attn: _____ Email: _____						
	Company: _____						Company: _____						
Address: _____						Address: _____							
City: _____			State: _____		Zip: _____		City: _____			State: _____		Zip: _____	

PROJECT SAMPLES	Project Name:		Quote #:		Special Instructions/Comments:										Encircle or Write Requested Analysis										Encircle Sample Matrix										Container		QA/QC		
	Project No.:		PO #:																																TAT		Routine Caltrans Legal RWQCB Level IV		
	Sampler:																																				REMARKS		
	ITEM	Lab No.	Sample Description																																				
			Sample ID / Location	Date	Time																																		
	1																																						
	2																																						
	3																																						
	4																																						
	5																																						
6																																							
7																																							
8																																							
9																																							
10																																							

TERMS

1. Sample receiving hours: 7:30 AM to 7:30 PM Monday - Friday; Saturday 8:00 AM to 12:00 PM.
 2. Samples submitted AFTER 3:00 PM are considered received the following business day at 8:00 AM.
 3. The following turnaround time conditions apply:
 TAT = 0 : 300% Surcharge SAME BUSINESS DAY if received by 9:00 AM
 TAT = 1 : 100% Surcharge NEXT BUSINESS DAY (COB 5:00 PM)
 TAT = 2 : 50% Surcharge 2ND BUSINESS DAY (COB 5:00 PM)
 TAT = 3 : 30% Surcharge 3RD BUSINESS DAY (COB 5:00 PM)
 TAT = 4 : 20% Surcharge 4TH BUSINESS DAY (COB 5:00 PM)
 TAT = 5 : NO SURCHARGE 5th BUSINESS DAY (COB 5:00 PM)
 4. Weekend, holiday, after-hours work --- ask for quote.
 5. Subcontract TAT is 10 - 15 business days. Projects requiring shorter TATs will incur a surcharge respective to the subcontract lab --- ask for quote.
 6. Liquid and solid samples will be disposed of after 45 calendar days from receipt of samples; air samples will be disposed of after 14 calendar days after receipt of samples.
 7. Electronic records maintained for five (5) years from report date.
 8. Hard copy reports will be disposed of after 45 calendar days from report date.
 9. Storage and Report Fees:
 - Liquid & solid samples: Complimentary storage for forty-five (45) calendar days from receipt of samples; \$2/sample/month if extended storage or hold is requested.
 - Air samples: Complimentary storage for ten (10) calendar days from receipt of samples; \$20/ sample/week if extended storage is requested.
 - Hard copy and regenerated reports/EDDs: \$17.50 per hard copy report requested; \$50.00 per regenerated/reformatted report; \$35 per reprocessed EDD.
 10. Rush TCLP/STLC samples: add 2 days to analysis TAT for extraction procedure.
 11. Unanalyzed samples will incur a disposal fee of \$7 per sample.

As the authorized agent of the company above, I hereby purchase laboratory services from ATL as shown above and hereby guarantee payment as quoted.

 Submitter Print Name

 Signature

CUSTODY	Relinquished by: (Signature and Printed Name)	Date:	Time:	Received by: (Signature and Printed Name)	Date:	Time:
	Relinquished by: (Signature and Printed Name)	Date:	Time:	Received by: (Signature and Printed Name)	Date:	Time:
	Relinquished by: (Signature and Printed Name)	Date:	Time:	Received by: (Signature and Printed Name)	Date:	Time: