ADVANCED TECHNOLOGY LABORATORIES
3275 Walnut Ave., Signal Hill, CA 90755
Tel: (562) 989-4045 ● Fax: (562) 989-4040

CHAIN OF CUSTODY RECORD

Page ____ of _____

Instruction: Complete all shaded areas.

For Laboratory Use Only ATLCOC Ver:20180321

Method of Transport	Sample Conditions Upon Receipt					
	Condition	Y	N	Condition	Y	N
☐ Client ☐ ATL	1. CHILLED	☐	☐	5. # OF SAMPLES MATCH COC	☐	☐
☐ FedEx ☐ OnTrac	2. HEADSPACE (V0A)	☐	☐	6. PRESERVED	☐	☐
☐ GSO	3. CONTAINER INTACT	☐	☐	7. COOLER TEMP, deg C:		
☐ Other: _____	4. SEALED	☐	☐			

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:	

EDD: ○ Excel ○ EDF ○ Equis ○ _____

QA/QC: ☐ Routine ☐ Caltrans ☐ Legal ☐ RWQCB ☐ Level IV ☐ _____

PROJECT SAMPLES

Project Name: | Quote #: | Special Instructions/Comments:

Project No.: | PO #:

Sampler:

ITEM	Laboratory ID (For Lab Use Only)	Sample Description: Sample ID / Location	Date	Time	Requested Analysis: Select Analysis	Select Analysis	Select Analysis	Select Analysis	Select Analysis	Select Analysis	Select Analysis	Select Analysis	Enter Custom Analysis	Enter Custom Analysis	Enter Custom Analysis	Enter Custom Analysis	Enter Custom Analysis	Enter Custom Analysis	Enter Custom Analysis	Enter Custom Analysis	Enter Custom Analysis	Enter Custom Analysis	Sample Matrix: Select Soil Matrix	Select Solid Matrix	Select Water Matrix	Select Wastewater Matrix	Select Non-aqueous Matrix	Enter Custom Matrix	Turnaround Time (TAT)	Container: Quantity	Type: 1=Tube; 2=VOA; 3=Liter; 4=Pint; 5=Jar; 6=Tedlar; 7 = Canister	Material: 1=Glass; 2=Plastic; 3=Metal	Preservative: 1=HCl; 2=HNO3; 3=H2SO4; 4 =4C; 5=Zn(Ac)2; 6=NaOH; 7=NA2SO3	Remarks
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.
12. The laboratory will randomly select from all QC samples received the sample to spike for Matrix Spike/ Matrix Spike Duplicate (MS/MSD) at no cost. However, if you want the laboratory to additionally perform MS/MSD on your sample, a charge will be assessed for the specific sample used.

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:

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

Printed Name _____ Signature _____