



**ENVIRONMENTAL  
MONITORING AND  
TECHNOLOGIES, INC.**

**Electronics Testing  
Chain of Custody Record**

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TURNAROUND TIME	
<input type="checkbox"/>	RUSH _____ day turnaround
<input type="checkbox"/>	ROUTINE

Due Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ COC#: \_\_\_\_\_

To be completed by person Shipping Sample

Company: \_\_\_\_\_ Date Due: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Report should be sent to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

P.O. Number: \_\_\_\_\_

Sample I.D.                      Analysis                                              EMT Use only

This will be the I.D. used on the Laboratory Report


Relinquished by: \_\_\_\_\_ Received by: \_\_\_\_\_

Relinquished by: \_\_\_\_\_ Received by: \_\_\_\_\_

## LIMITATIONS OF LIABILITY

Environmental Monitoring & Technologies, Inc. (EMT) performs analytical services with reasonable care and diligence standard to the analytical laboratory industry. In the event of an error, or material deficiency in the performance of its duties, the sole and exclusive responsibility of EMT shall be to again perform the laboratory analysis at its expense. EMT shall have no other liability whatsoever.

Any claims of error or material deficiency in the performance of its duties are to be reported to EMT within thirty (30) days of discovery, but no later than one (1) year from the date of performance of the analytical services. In no event shall EMT be liable, whether in contract, in tort or otherwise, for any incidental, consequential or special damages, including but not limited to damages in any way connected with the use or interpretation of analyses and additional information provided by EMT.

## DISCLAIMER AND ASSUMED CLIENT RESPONSIBILITY

**EXCEPT AS PROVIDED ABOVE, ENVIRONMENTAL MONITORING & TECHNOLOGIES, INC. (EMT) HAS PROVIDED NO EXPRESSED OR IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE CONCERNING THE SERVICES AND RELATED REPORTS FURNISHED BY EMT.**

## STANDARD TERMS AND CONDITIONS

All work performed by EMT shall be in accordance with the Standard Terms and Conditions in effect as of the date of the performance of the work. EMT Standard Terms and Conditions are subject to change without notice.

## SAMPLE ACCEPTANCE POLICY

All samples must be submitted with a completed and properly filled out Chain-of-Custody (COC) record. The COC record should be filled out in ink. In addition to name, address and contact information, additional information that must be included on the COC form in order for it to be considered complete includes:

<input type="checkbox"/> <b>Sample Identification</b>	<input type="checkbox"/> <b>Preservative (if any) added to sample in the field</b>
<input type="checkbox"/> <b>Sample Type</b>	<input type="checkbox"/> <b>Analyses/Methods requested</b>
<input type="checkbox"/> <b>Sample Container Information (size, type, and number)</b>	<input type="checkbox"/> <b>Special remarks regarding the sample, its collection, or specific reporting limits that are needed</b>
<input type="checkbox"/> <b>Sampling Information (date, time, and sample collector's initials)</b>	<input type="checkbox"/> <b>All individuals who handled or possessed the samples must sign the COC.</b>

### For all samples:

1. **Samples must be received in the appropriate containers required by the test methods and be in good condition with no visible signs of damage or contamination.**
2. **Sufficient sample volume must be received, within the holding time defined by the regulatory agency, to perform the analyses/methods requested.**
3. **All samples and sample containers must be properly labeled with a unique identifier for each sample and sample container and be in agreement with the COC record.**
4. **Sample labeling must be completed using waterproof labels and permanent ink markings.**
5. **Environmental samples require thermal preservation. Temperature for sample shipment/storage should be 2-6°C. It is the responsibility of the person collecting and packaging the samples to make sure the temperature requirements are met.**
6. **Please note on the COC if samples may be hazardous or highly contaminated.**

Please review the following checks for proper shipment of samples to EMT:

- ✓ **Please reuse packing material sent with the bottle order to prevent bottle breakage. Completely fill cooler with packing materials to ensure bottles will not shift if cooler is placed on its side, or handled in a rough manner.**
- ✓ **Enclose completed COC form in plastic zip-lock provided.**
- ✓ **Seal cooler with sufficient packing tape to prevent opening during return shipment.**
- ✓ **Return shipment per instructions provided by EMT personnel.**
- ✓ **Please ice samples so that the samples are received at the desired temperature.**

**! IMPORTANT !:** Sample containers provided by EMT may contain very small amounts of preservatives required by the requested test method; containers will be labeled accordingly. The preservatives are likely to be strong acids or bases, and can cause superficial burns to skin and/or damage clothing. Extra care should be exercised while handling and filling pre-preserved sample containers.

- ❑ **Please do not rinse the pre-preserved sample containers**
- ❑ **Fill sample containers to approximately 1-inch of the bottle top (with the exception of volatile analysis)**
- ❑ **Cap bottles tightly**

**Samples not submitted in accordance with the above procedures are required to be “flagged” by detailing the discrepancy on the final report in accordance with National Environmental Laboratory Accreditation Program (NELAP) requirements.**