## **Chain of Custody**

	CLIENT	TURNAROUND		MATRIX	TEST					SUBCONTRA TESTS	CT	Report #:				
Company:			☐ URGENT < 6 HOURS *		☐ Air	Cr6+EPA 3060 / 218.6 / 7199 / OSHA ID 215					Asbestos Solid Pl	_M	1			
Address:			SAME DAY RUSH **		Paint	MetalsEPA 6010 / 200.7 / NIOSH 7300					Asbestos Air PCM	1				
City,State,Zip:			☐ 1 Day RUSH ***		☐ <sub>Soil</sub>	Mercury EPA 7471 / 7470 / 245.1					Cr6+ 7199/OSHA ID 215 <sup>1</sup>		METROPOLITAN			
Contact:			☐ <sub>1 Day</sub>		Bulk	TTLC <sup>2</sup> -EPA 6010					☐ Metals air-NIOSH 7300¹		METROPOLITAN SOLUTIONS			
Phone:			☐ <sub>2 Day</sub>		$\square_{NPW}$	TCLPEPA 1311 (RCRA 8)					Silica-NIOSH 7602 <sup>1</sup> Mold analysis		1420 C	Chestnut	423	423 Pacific
Email:			☐ 3 Day		$\square$ DW	STLC <sup>2</sup> -CA WET-EPA 6010							St <sup>4</sup>		2403 Hoover Ave, National	Hoover Ava Sto 105
Project Name:			☐ <sub>5 Day</sub>		□ <sub>GW</sub>	RCRA 8-EPA 6010					□ РСВ <sup>3</sup>		VA 23704		98337	98337
Location:			Other:		□ <sub>Oil</sub>	Pb, Cd, CrEPA 6010					Other (see Remarks)		Office: 757-853-4000 Offic		Office:	Office:
Project #:			URGENT Night/Weekend *		Other	Pb, Cd, Cr, Zn- EPA 6010				<sup>1</sup> VA and WA samples only <sup>2</sup> CA samples only		Fa	ax: 53-5744	619-333-2445	360-799-5699	
P.O. # :		* SEE BELOW; Must be advance or confirmed		Other: (pH, TSS, O&G, etc.)				<sup>3</sup> CA and WA sample	www.metrosolutionsusa.com			susa.com				
OTHER: Sample for Co						Air Sample Information									quirements	
		State of Collection:				Time		Flow Rate (Lpm)		Total	Wipe Sample Dimentions			Notes: (For Air Samples, list		
LAB ID LAB USE ONLY	FIELD ID		Description , Location, Bldg)	Date Sampled	Time Sampled	Start	Stop	Total Time (min)	Start	Stop	Air Vol (Liters)	e.g. 12"	x 12" s area	ampling	respirator type, activity, weather. Other: Preservati pH, Temperature, etc.)	
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Remarks:															•	
SAMPLED BY: (PRINT NAME)				SAMPLED BY: (SIGNATURE)												
RELINQUISHED BY:				DATE:	TIME:	RECEIVED BY:							DATE:		TIME:	
RELINQUISHED BY:				DATE:	TIME:	RECEIVED BY:						DATE:		TIME:		
RELINQUISHED BY:	DATE:	TIME:	RECEIVED BY:							DATE: TIME:						
				Chain	of Custody do	cumentation	continued inter	rnally within lab	oratory.							
	* All SF	PECIAL TURNAROUI	ND REPORTING REQUES	TS REQUIRE LA	B APPROVAL	TO ENSURE	CAPABILITIES	AVAILABLE TO	MEET REQU	EST. (Staffing,	equipment, supplies, n	umber c	of sampl	les)		

One Day Sample reported by 5pm next business day; received before 3:30pm. TCLP 1 DAY=30Hr, received by 8AM

\*\*\*One Day Rush Sample reported by NOON the next business day if received by 10AM.

Sample reported by 5PM same day if received into lab by 8AM. \*\*Same Day Rush

\*Urgent Sample reported in less than 6 hours or requires night (beyond 5pm) or weekend lab operations. \*MUST CALL

## Instructions:

\*\*Chain of Custody (COC): Chain of custody forms should be legible and complete. Include the following information when submitting samples to the laboratory:

- 1) Fill in the appropriate information under CLIENT section
- 2) Mark TURNAROUND time
- 3) Mark if the sample is to be for compliance; if not for compliance leave blank
- 4) Provide State (e.g. VA) where the samples were taken.
- 5) Choose appropriate MATRIX

Bulk=Grit, lagging,etc. NPW=Nonpotable Water DW=Drinking Water GW=Ground Water

- 6) Mark testing requested. For metals analysis, mark appropriate method and denote exact metals needed for testing
- 7) Fill out the Sample Information -- each line represents one sample
  - 7.1) The Field ID and Sample Description should be what you wish to see in the final report
- 8) Sample Date/Time is required on all samples
- 9) If AIR sample, fill out section for Air sample Information completely
- 10) If WIPE sample, fill out information for wipe area dimentions
- 11) Note any Possible Hazards.
- 12) Note any preservatives
- 13) Use the Remarks field to add any special instructions to the lab
- 14) SAMPLER: Print and Sign
- 15) Sign Reliquished section for each person who handles samples and COC. When received at laboratory, sign relinquished and laboratory will sign received.
- 16) If more than 1 page is provided for samples under the same Project ID/Test, mark page at bottom.
- 17) Metropolitan Solutions Terms and Conditions apply for the analysis performed on the submitted samples unless otherwise agreed upon between Metropolitan and Client.

Providing this information will help prevent delays

Metropolitan Solutions Laboratory Terms and Conditions:

When an order is placed by a purchaser (Client), to Metropolitan Solutions LLC., (referred as "Metropolitan"), Metropolitan shall provide services based on these terms and conditions and related to the Quotation, Price schedule or as agreed in a negotiated contract (i.e., Chain of Custody (COC)).

The samples must be accompanied by a COC that appropriate documents the desired test, turnaround time, sample description and any additional information as necessary (i.e., for air samples the time in minutes, air flow in L, etc.). All samples and COC descriptions must match, to prevent any errors.

The agreement (COC) shall be completed in its entirety to prevent delays in sample analysis and reporting. If the COC has incomplete information, this may cause delay in sample analysis and reporting until the client can provide accurate information in writing.

Upon delivery of samples, Metropolitan will utilize best efforts to meet desired Turnaround time (TAT) requested for analysis. Some testing (i.e., TCLP analysis, etc.) will require longer TAT due to the nature of the testing requested.

Prior to sample acceptance, the entire risk of loss or damage remains with Client. In no event will Metropolitan have responsibility or liability for the action or inaction of any carrier shipping or delivering samples to or from Metropolitans place of business.

Any changes to the scope of work after Client COC relinquishment and acceptance by Metropolitan must be documented in writing (email is sufficient). This includes additional testing, change of turnaround time, updating of sample description, etc. Any changes could result in difference of cost or turnaround time commitment. Acceptance of changes is contingent on Metropolitans ability and staff to complete change requested.

Metropolitan reserves the right to subcontract services requested to another laboratory, if it is reasonably necessary or appropriate to do so. Subcontracted laboratories will be determined based on desired testing to be done, and if required, the desired certification.

Metropolitan expressly disclaims any and all liability for indirect and consequential damages which might be asserted or alleged by any client [person or entity submitting samples, agents or representatives or third parties] from Metropolitans performance of services provided through the Chain of Custody [including but not limited to analysis, testing, reporting samples from client].

Metropolitan's liability is limited to the direct out-of-pocket cost of correcting any error or omission made by Metropolitan employees in the performance of services requested by the client in the Chain of Custody.

By submitting, signing or initialing the Chain of Custody, the client is giving Metropolitan permission to perform analysis and reporting for agreed upon analysis and binds client to all terms and conditions set forth.