



## **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 dimensions
- 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 Relinquished 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 Metropolitan's 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 Metropolitan's 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 Metropolitan's 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.