

Chain-of-Custody



Bethany Tech Center
 400 W. Bethany, Suite 190
 Allen, Texas 75013
 972- 727-1123 (Local) * 800- 228-ERMI (Long Distance)
 972- 727-1175 (Fax)

Company Name: ❶							Comments:										
Contact:																	
Address:																	
City:		State:		Zip Code:										TAT: Normal <input type="checkbox"/> Expedite <input type="checkbox"/> (Call for Pricing)			
Telephone:				Fax Number:													
Billing Name: ❷							REQUESTED ANALYSES ❸										
Billing Address (if different):																	
City:		State:		Zip Code:													
Telephone:				Fax Number:													
Purchase Order Number: ❹																	
Project Name: ❺				Project Number: ❻													
Address:																	
City:		State:		Zip Code:													
Sampler: ❼			Signature: ❽														
ERMI Use Only	Field Sample I.D.	Sample		Matrix	# of Bottles	Preservative										Sample Type	
		Date ❸	Time ❹													Comp.	Grab
Relinquished By: ❿			Date:		Time:		Received By:			Date:		Time:					
Relinquished By:			Date:		Time:		Received By:			Date:		Time:					
Relinquished By:			Date:		Time:		Received By:			Date:		Time:					
Method of Shipment:			Date:		Received for ERMI By:			Date:		Time:							

See Reverse for Terms and Conditions



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Instructions for filling out the Chain-of-Custody Form

- ❶ This field is used as the address for mailing the data report. Complete company name and mailing address is needed. The "Contact" is the person to whose attention the report will be mailed and who will be called if there are any questions regarding the sample(s) received.
- ❷ This field is used for mailing the invoice. If the address is the same as above, indicate "Same". If this field is not filled in, the invoice will be sent to the address in the section above.
- ❸ If a purchase order is necessary for your sample(s), please write the number in this field.
- ❹ The "Project Name" field is your identification for the project you are having samples analyzed for. It will be referenced on the data report you receive with your results.
- ❺ The "Project Number" field is also your reference information. If your project has a number you assigned to it, reference it in this field and it will be reported to you on your data report.
- ❻ Print the name of the person who collected the sample(s) in the "Sampler" field and this same person should sign their name in the "Signature" field.
- ❼ In the "Requested Analyses" section, list all parameters you want the sample(s) analyzed for. There is space for 10 samples per COC. On the line where the sample information is, place an "X" in the field under the "Requested Analyses" column for each sample you want analyzed for the parameters listed above.
- ❽ The date the sample was taken.
- ❾ The time the sample was taken.
- ❿ In the "Relinquished By" field, sign the COC and indicate the date and time the sample(s) left your possession. This section is very important because it shows possession of your sample(s) at all times.

The more complete the information provided on the COC is, the better we can serve your needs.

If you have any questions, please feel free contact us.