

Inter-Mountain Labs, Inc.

www.intermountainlabs.com

555 Absaraka
Sheridan, WY 82801
Voice: 307.674.7506
FAX: 307.672.9845

1673 Terra Ave.
Sheridan, WY 82801
Voice: 307.672.8945
FAX: 307.672.6053

1701 Phillips Circle
Gillette, WY 82718
Voice: 307.682.8945
FAX: 307.675.3853

It is critical that IML has enough information to prepare your report to meet strict quality review processes. Therefore, please complete the Chain of Custody (COC) form with as much detailed information as possible - especially contact information - to ensure accurate analysis, reporting, and invoicing.

Provide as much contact information as possible.

Include purchase order if required and quote if available.

Provide as much information as possible so that the correct analyses will be performed.

Address where final report will be sent.

Address where invoice will be sent.

Information entered in "Sample Identification" will be used in the final report. Include all information necessary for unique sample identification.

Custody Record MUST include signature, date and time.

Specify required turnaround time. Prior notification is required for Rush and Urgent service.

Indicate whether data will be used in compliance monitoring report. Report format may depend on program selected.

Specify who will dispose of sample. Disposal of hazardous samples by IML will result in additional charges to client.

Use the "Remarks" area to document field measurements for samples and/or additional sample information.

Use the "Additional Remarks" area to document field observations and/or additional instructions to laboratory.

IML		LAB ID (Lab Use Only)		DATE SAMPLED	TIME	SAMPLE IDENTIFICATION		Matrix	# of Containers	BTEXN (8260)	TPH-GRO (8015)	TPH-DRO (8015)	NO ₂ , NO ₃ , SO ₄	pH, EC, TDS	Diss Fe, Mn	Total Cd, Cr, Pb	TOC	REMARKS	
1				01/01/04	8:00	MW - 1		WT	6	X	X	X					X	7.1 1200 10.0 93.5	
2				01/01/04	8:30	MW - 2		WT	6	X	X	X			X			7.3 1100 9.4 104.5	
3				01/01/04	9:00	MW - 3		WT	7	X	X	X		X		X		7.8 1300 6.3 84.75	
4				01/01/04	8:00	010104 TB		TB	2	X	X								
5				01/01/04	14:00	Runoff 1		WT	4				X		X	X			
6				01/01/04	15:35	Runoff 2		WT	4				X		X	X			
7				01/02/04	10:00	Truck 1		OT	2						X	X		Matrix = Oil	
8				01/02/04	11:30	Site ABC 1" - 6"		SL	1				X			X			
9				01/02/04	13:30	Site ABC 6" - 12"		SL	1				X			X			
10																			
11																			
12																			
13																			
14																			
LAB COMMENTS		Relinquished By (Signature/Printed)			DATE	TIME	Received By (Signature/Printed)			DATE	TIME								
		John Doe / John Doe			01/02/04	17:00	Mary Jones / Mary Jones			01/02/04	17:00								
SHIPPING INFO		MATRIX CODES		TURN AROUND TIMES		COMPLIANCE INFORMATION		ADDITIONAL REMARKS											
<input type="checkbox"/> UPS	Water	WT	Check desired service		Compliance Monitoring?		<input type="checkbox"/> N	Field Conditions 01/01/04: Clear, Calm											
<input type="checkbox"/> Fed Express	Soil	SL	<input checked="" type="checkbox"/> Standard turnaround		Program (SDWA, NPDES, ...)		<input type="checkbox"/> UST	Field Conditions 01/02/04: Overcast, wind 1											
<input type="checkbox"/> US Mail	Solid	SD	<input type="checkbox"/> RUSH - 5 Working Days		PWSID / Permit #		WY123456												
<input checked="" type="checkbox"/> Hand Carried	Trip Blank	TB	<input type="checkbox"/> URGENT - < 2 Working Days		Chlorinated?		Y /												
<input type="checkbox"/> Other	Other	OT	Rush & Urgent Surcharges will be applied		Sample Disposal: Lab		Client: X												



Inter-Mountain Laboratories, Inc.
Sheridan, WY and Gillette, WY

- CHAIN OF CUSTODY RECORD -

This is a LEGAL DOCUMENT. All shaded fields must be completed.

10101

Client Name Acme Environmental Company	Project Identification Main Street Project / AEC 1234	Sampler (Signature/Printed) John Doe / John Doe	Telephone # (307) 555-1212
Report Address 555 First Street Springfield, WY 12345	Contact Name and Email Bob Smith bsmith@email.com		
Invoice Address PO Box 123 Springfield, WY 12345	Voice (307) 555-1234		
	FAX (307) 555-6789		
	Purchase Order # AEC 5678	Quote # 12345	

LAB ID (Lab Use Only)	DATE SAMPLED	TIME	SAMPLE IDENTIFICATION	Matrix	# of Containers	BTEXN (8260)	TPH-GRO (8015)	TPH-DRO (8015)	NO ₂ , NO ₃ , SO ₄	pH, EC, TDS	Diss Fe, Mn	Total Cd, Cr, Pb	TOC	REMARKS
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2	01/01/04	8:30	MW - 2	WT	6	X	X	X			X			7.3 1100 9.4 104.5
3	01/01/04	9:00	MW - 3	WT	7	X	X	X		X		X		7.8 1300 6.3 84.75
4	01/01/04	8:00	010104 TB	TB	2	X	X							
5	01/01/04	14:00	Runoff 1	WT	4				X		X	X		
6	01/01/04	15:35	Runoff 2	WT	4				X		X	X		
7	01/02/04	10:00	Truck 1	OT	2						X	X		Matrix = Oil
8	01/02/04	11:30	Site ABC 1" - 6"	SL	1				X			X		
9	01/02/04	13:30	Site ABC 6" - 12"	SL	1				X			X		

LAB COMMENTS		Relinquished By (Signature/Printed)			DATE	TIME	Received By (Signature/Printed)			DATE	TIME								
		John Doe / John Doe			01/02/04	17:00	Mary Jones / Mary Jones			01/02/04	17:00								
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