



CHAIN OF CUSTODY RECORD



amandabrewster@tdi-bi.com

14391B South Dowling Road

College Station TX 77845

phone (979) 693-3446

<http://www.tdi-bi.com>

Client Name and Address: _____

Project Manager/Contact: _____

Email/Phone #: _____

Project Name/Number: _____

Sampler(s) Printed Name: _____

Sampler(s) Signature: _____

Analyses Requested

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Sample Matrix Codes:
 T=Tissue F=Filter
 S=Soil/Sediment P=Product
 W=Water O=Other, describe matrix in comments section

Sample Container Type:
 G=Glass C=Core
 H=HDPE B=Bag

B&B Use	Sample ID/Location	Date	Time	Sample Matrix	Preservative	Containers		
						Type	Size	No.

Comments

Contract/Purchase Order/Quote: _____

Total # of Containers _____

B&B Contact: _____

After analysis, samples are to be:

Returned to client Stored (45 days max)

Disposal by Lab (additional fee) Stored over 45 days (additional fee)

Relinquished By		Company Name	Date	Time	Received By		Company Name	Date	Time
Printed Name:					Printed Name:				
Signature:					Signature:				
Printed Name:					Printed Name:				
Signature:					Signature:				

SAMPLE ACCEPTANCE POLICY

B&B Laboratories' (affiliate of TDI-Brooks International) Sample Acceptance Policy is set in place not just as part of regulatory compliance but also to insure that results generated from client samples are reported to the highest quality and ensure scientific and legal defensibility.

The Client may place the Order (i.e., specify a Scope of Work) either by submitting a purchase order to B&B Laboratories Inc. in writing, by telephone (confirmed in writing) or by negotiated contract. Whichever option the Client selects for placing the Order, the Order shall not be valid unless it contains sufficient specification to enable B&B Laboratories to carry out the Client's requirements. It is the policy of B&B Laboratories Inc. that samples not meeting the acceptance criteria, outlined in the TNI standards (EL-V1-2009), will not be accepted by the laboratory without written consent from the client to proceed with the analysis and/or will be properly qualified on the final report. Refer to Table 1 for the parameters for sample collection, temperature and shipping criteria.

Before being logged into B&B Laboratories Inc.'s custody, sample labels and Chain of Custodies (COC) must meet the following requirements.

- Samples must be legibly labeled in indelible ink on durable (water-resistant) labels. If lids of containers are labeled the ID must match the sample label as well as the COC/documentation. The COC/documentation must match the sample ID on the label.
- If not in glass jars, tissue samples should be wrapped in pre-cleaned aluminum foil and placed inside Ziploc bags, legibly labeled in indelible ink on the bag or a durable (water-resistant) label written with pencil can be inserted in the bag.
- COC/documentation must indicate the location, date and time of collection for each sample and collector's name, preservation type, matrix type, and any special instructions concerning the sample.
- COC/documentation must contain point of contact information, to confirm receipt of samples and resolve any outstanding issues with sample shipment.
- COC/documentation must refer to client project or client purchase order along with any special invoicing instructions.
- Appropriate analysis must be specified.
- Sample containers must be received in good condition with no noticeable sample contamination (i.e. leaking sample containers).
- Sample must be in containers appropriate to the analysis (i.e. Glass, plastic, VOA vial).
- Samples must have adequate volume for the requested tests.
- Samples must be properly preserved to meet chemical and temperature requirements.

- Samples must be received within the appropriate EPA holding time.
- If rush services are required due to EPA holding time limitations, samples must be received within allowable time to analyze and meet EPA holding times, otherwise, additional rush charges may apply.
- Samples received after the EPA holding time or received with insufficient lead time to meet the EPA holding times may not be accepted unless the Client authorizes analysis, which the results will be reported as a qualitative estimate.
- The Client must disclose as defined by applicable federal or state law, in the sample documentation any known or suspected presence of hazardous substances or conditions associated.
- Client must notify lab by email or phone, prior to sending samples with the carrier/tracking number information.
- An agreement for services, purchase order or a scope of work must be arranged with the lab prior to samples being shipped.

Table 1. Sample Collection, Containers, Sample Amount, Holding Times and Preservation for Receipt of Samples

Analysis	Matrix	Container per sample	Suggested Quantity	Holding Time to Extraction	Preservation
Polycyclic Aromatic Hydrocarbons (PAH), Organochlorine pesticides and PCBs, Aliphatic Hydrocarbons (nC9-nC40), TPH, Butyltins	Sediment/Soil	Glass, w/ Teflon liner, or core	8 oz. container (Allow space if sample to be frozen)	If frozen no holding time ----- 14 days from collection date if refrigerated	Frozen, ice, <0°C ----- Ice, <4°C±2°C
Total Organic Carbon (TOC)	Sediment/Soil	Glass	4 oz. container (Allow space if sample to be frozen)	If frozen no holding time ----- 14 days from collection date if refrigerated	Frozen, ice, <0°C ----- Ice, <4°C±2°C
Grain Size, Clostridium perfringens, E. coli	Sediment/Soil	Glass, whirlpac Ziploc bag	Quart Ziploc bag	NA	Ice, <4°C±2°C
Volatile Organic Compounds (VOCs)	Sediment/Soil	2-40mL glass vials w/ septa	5 - 15 wet grams	14 days from collection date	Ice, <4°C
Acid Volatile Sulfides (AVS)	Sediment/Soil	Polyethylene	4 oz. container, No headspace	21 days from collection date	Ice, <4°C
Trace Metals	Sediment/Soil	Glass, w/ Teflon liner, core	8 oz. container (Allow space if sample to be frozen)	If frozen no holding time ----- 28 days from collection date if refrigerated	Frozen, ice or dry ice, <0°C
Polycyclic Aromatic Hydrocarbons (PAH), Organochlorine pesticides and PCBs, Butyltins	Tissues	Glass, or wrapped in aluminum foil placed in Ziploc bag	5 - 15 wet grams (Depending on type of tissue)	NA	Frozen, ice or dry ice, <0°C
Trace Metals	Tissues	Glass, Ziploc bag	5 wet grams	NA	Frozen, ice or dry ice, <0°C
PAH, PCBs, Chlorinated Hydrocarbons, Aliphatic Hydrocarbons (nC9-nC40), TPH, Butyltins	Water	Amber bottles	1 Liter	7	Ice, <4°C±2°C
Total Organic Carbon (TOC)	Water	Amber glass	2-40mL glass vials w/ septa	7 days from collection date ----- 28 days from collection date if preserved	Ice, <4°C±2°C HCL or H ₂ SO ₄ Ice, <4°C±2°C
Volatile Organic Compounds (VOCs)	Water	2-40mL glass vials w/ septa	40 mL	14 days from collection date	Hydrochloric acid (HCl), ice, <4°C±2°C
Nutrients	Water	HDPE	40 mL	NA	Frozen, dry ice, < -16°C
Trace Metals	Water	HDPE	500 mL	NA	Ice, <4°C±2°C
PAH, Aliphatic Hydrocarbons (nC9-nC40), TPH	Products	Glass, w/ Teflon liner	4 oz. container or 20 mL vial	NA	None, ice or blue ice, <4°C
PAH, Aliphatic Hydrocarbons (nC9-nC40), TPH	Other (i.e. nets, filters)	Glass, or wrapped in aluminum foil placed in Ziploc bag	NA	NA	None, ice or blue ice, <4°C
Geochemistry Sampling					
Aliphatic Hydrocarbons (nC15-nC35), TPH, Total Scanning Fluorescence (TSF)	Sediment	Glass, w/ Teflon liner or Ziploc bag	8 oz. container or Ziploc bag	NA	Ice or blue ice, <4°C±2°C
Interstitial Gas (nC1-nC-5)	Sediment	Can	160 grams wet	NA	Salt water and nitrogen, Ice or blue ice, <4°C±2°C



CONDITIONS AND DISCLAIMERS

B&B Laboratories retains the right to reject, or request re-collection and resubmission of any sample believed to be unsuitable for testing. B&B Laboratories may reject any sample for analysis not performed in house, or samples that are known to be radioactive and that may pose a risk or become unsuitable for handling, transport, or processing for any reason. If samples have not have been given full required disclosure, and/or if the samples cause contamination of instruments or work areas, the client will be responsible for the costs of clean up and recovery.

Should the Client sample, due to its matrix or constituents of its matrix, cause the operation of any B&B Laboratories instrumentation to be reduced, stopped, or altered, B&B Laboratories is entitled to compensation by the Client for any loss of revenue due to the instrument's downtime, and/or the parts and labor necessary to bring the instrument back to its former operating condition. The amount of compensation is negotiable upon acceptance of these Terms and Conditions and the individual circumstances warranting the reimbursement.

The Client shall indemnify and hold harmless B&B Laboratories from and against any and all claims, suits, judgments, damages, losses, liabilities, expenses, payments, taxes, duties, fines and/or any other costs (including but not limited to liability to a third party) arising out of a) the presence of hazardous substances in samples of the Client regardless if the Client's compliance with disclosure of potential hazard, b) accidents occurring during the transport of any sample of the Client, c) events or delays caused by the Client or otherwise beyond B&B Laboratories control, or d) negligence by the Client in the use, evaluation, or application of results provided by B&B Laboratories.

Unless otherwise agreed, sample disposal is the responsibility of the Client; samples may incur a storage or disposal charge. Unused portions of samples found or suspected to be hazardous according to state or federal guidelines may be returned to the Client upon completion of the analytical work. These include samples known or suspected to contain hazardous materials as defined by state or federal regulatory agencies. The cost of returning the sample may be invoiced to the Client. The sample and portions thereof remain the property of the Client at all times.

Client samples are stored at the Client's exclusive risk of loss, damage or delay in delivery including and not limited to loss through any action or failure to act beyond the reasonable control of B&B Laboratories Inc. This includes ordinary wear and tear in handling, natural deterioration of sample container material over time, theft, water damage (due to sprinklers or flooding), and/or fire.

In no event shall B&B Laboratories have any responsibility or liability to the Client for any failure or delay in performance by B&B Laboratories which results, directly or indirectly, in whole or in part, from any cause or circumstances shall include, but not be limited to, acts of God, acts of Client, acts or orders from any government authority strikes or any other labor disputes, natural disasters, accidents, wars, civil disturbances, difficulties or delays in transportation, mail or delivery services, or any other cause beyond B&B Laboratories reasonable control.

Unless specifically indicated on the Agreement for Services or expressly made a part of a written agreement between B&B Laboratories and the Client, analytical turnaround times are not guaranteed.

At B&B Laboratories sole discretion, preliminary results may be given in advance of the written final report of Results. Such preliminary results are TENTATIVE RESULTS ONLY, subject to confirmation or change based on B&B Laboratories standard quality assurance review procedures.

Samples will be retained for at least thirty (30) days after the analytical report has been issued unless alternate arrangements have been made in advance. Storage of samples or extracts for longer periods is by request only. Sample storage charges depend upon storage requirements and duration. Nominally, a sample storage fee of \$5.00 per sample, per month will be billed monthly unless other arrangements are made. If requested, unused sample materials may be returned at the client's expense. Materials which are identified as hazardous waste are billed at the rate of \$25.00 per sample for storage. B&B Laboratories reserves the right to return all raw samples and extracts to the Client at the Client's expense.

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