


Client Information includes all contact information and all emails report needs to be sent to and an AP email for invoicing

Filled out by Lab personnel upon sample arrival

 Specialty Analytical 9011 SE Janssen Rd Clackamas, OR 97015 Phone: 503-607-1331 www.specialtyanalytical.com	Chain of Custody Record	
	Date: _____	Page: _____ of: _____
Client: _____	Project Name: _____	Laboratory Project No (internal): _____
Address: _____	Project No: _____ PO No: _____	Temperature on Receipt: _____ °C
City, State, Zip: _____	Collected by: _____	Cooling: _____ Shipped Via: _____
Telephone: _____	State Collected: OR <input type="checkbox"/> WA <input type="checkbox"/> OTHER _____	Custody Seal: Y / N Intact / Broken Cooler / Bottle
AP Email: _____	Report To (PM): _____	MDL <input type="checkbox"/> TIERIV <input type="checkbox"/> EDD <input type="checkbox"/>
	PM Email: _____	Sample Disposal: <input type="checkbox"/> Return to client <input type="checkbox"/> Disposal by lab (after 60 days)

Sample Name	Sample Date	Sample Time	Sample Matrix*	# of Containers	Requested Tests										Comments:	
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																

All Requested testing listed here

Include sample names in this area along with date & time sampled, sample matrix, number of containers and check the boxes for the listed requested tests required per sample. Bottles do not need listed individually if it is all one sample.

Please note if you know or suspect that your sample may contain hazardous materials or chemicals

* Matrix: A=Air, AQ=Aqueous, L=Liquid, O=Oil, P=Product, S=Soil, SD=Sediment, SL=Solid, W=Water, DW=Drinking Water, GW=Ground Water, SW=Storm Water, WW=Waste Water, M=Miscellaneous

Choose TAT Turn-around Time: Standard: 3 Day: 2 Day: Next Day: Same Day:

Samples received after 3pm are considered as received the following business day Expedited turn-around requests should be coordinated in advance

Relinquished x	Date/Time	Received x	Date/Time
Relinquished x	Date/Time	Received x	Date/Time
Relinquished x	Date/Time	Received x	Date/Time