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ISO 9001:2000



Certificate No. 011525

Sample Submission Form

Chain of Custody Record
Organic, Inorganic, and Microbiological Laboratories

Revision: SS 1.05

Shaded Areas for Laboratory Use Only

Rec'd by: _____

Receiving Date: _____

Receiving Time: _____

Submission No: _____

Storage Loc.: _____

Priority:

Date Req'd: _____

(Do not use ASAP)

Rush:

(Surcharge Applies)

24 Hours ☐ 48 Hours ☐

3 Days ☐

5 Days ☐

Routine: ☐

(10 days or Method Defined)

Customer:	Phone No:	Submission Date:
Address:	Fax No:	Sampled by (print):
	Site Location:	Sampler's Initials:
Project Contact:	Project No:	Purchase Order No:
e-mail report <input type="checkbox"/> Address:		RPC Quotation No:

LIMS No:	Sample Matrix	Client Sample Identification	Sample Date/Time	Analysis Required					Other Analyses/Comments Special Instructions/Hazards
				I	II	III	IV	V	

	Analysis Required (Description)	Preservatives	Sample Receiving Checklist	
I			Documentation: <input type="checkbox"/>	Preservatives (if applicable) <input type="checkbox"/>
II			Sample Containers: <input type="checkbox"/>	Field: <input type="checkbox"/>
III			Sample Temperature: <input type="checkbox"/>	Laboratory: <input type="checkbox"/>
IV			Hold time (OK) <input type="checkbox"/>	Filtration req'd: <input type="checkbox"/>
V			Comments:	

Please see reverse side for further information.

Label samples carefully and complete all parts of form.

Chain of Custody

(1) Relinquished By:	Date:	(1) Received By:	Date:
Company:	Time:	Company:	Time:
(2) Relinquished By:	Date:	(2) Received By:	Date:
Company:	Time:	Company:	Time:

Sample Collection and Preservation

General Instructions: Sample bottles, supplied by the Laboratory, have been specially cleaned and/or sterilized and may contain chemical preservatives. Please make sure the correct sample containers are used for the required analyses. Do not use sample bottles for any other purpose. Fill bottles according to specific instructions (below) - do not rinse. Take all possible precautions to avoid contamination of samples during collection and handling. Simplified sampling instructions are provided (below) for most of the common parameters. If you have any questions regarding sampling, preservation, storage, or holding times please contact the Laboratory. If the sample is being collected from a domestic water supply, the aerator screen should be removed prior to sampling and the water should be allowed to run long enough to thoroughly flush the plumbing system.

Once the sample has been collected, the sample container must be clearly labelled and a Sample Submission Form must be completed. Keep samples cool (approx. 4°C) and deliver to the laboratory as soon as possible. Do not freeze the sample unless it is specifically required!

Organics (water samples):

Volatiles - Use 40-mL glass "purge and trap" vials. Collect two vials per sample. Fill vials to overflowing with minimum agitation of sample. Replace cover (Teflon side toward sample) such that no air bubbles are trapped within the vial.

Semi-Volatiles (includes hydrocarbons, PAH, PCB etc.) - Collect sample in 1-L amber glass bottle with Teflon-lined cap. Fill bottle to within 2.5 cm of opening and cap securely.

"Atlantic MUST" - Collect two "purge and trap" vials and a 1-L bottle per sample.

Dioxins/Furans - Only bottles specially prepared and certified for this analysis may be used. Exercise extreme care to avoid contamination.

Organics (soil samples):

Samples for all parameters should be collected in glass jars with Teflon-lined lids. Collect a representative sample, place in bottle and replace lid securely. Samples should be kept cool prior to submission.

Inorganics (water samples):

Trace metals - Collect sample in polypropylene tubes provided or in 250-mL plastic bottles. If there is a need to distinguish between dissolved and particulate phases, it will be necessary to filter the sample at the time of sample collection. If possible, the sample should be preserved with nitric acid in the field (0.2%). If mercury analysis is required, field preservation is mandatory, unless the sample can be delivered within two hours.

"General Chemistry" - Collect one 250-mL bottle per sample. Do not use bottles designated for microbiological analysis. Fill bottle and refrigerate.

Other Inorganics - There are special bottle and preservative requirements for many inorganic parameters. Please see separate sample preservation and sample volume requirement information for cyanides, sulfide, phenolics, total organic halide, BOD, COD, nutrients, suspended solids, etc.

Inorganics (soil samples):

Sample as for organics in soil. Plastic containers (bottles or clear polyethylene bags) are also acceptable.

Trace metals (biota): Collect samples, wrap in plastic film and freeze immediately. Clean polyethylene bags may be used.

Microbiology (water samples):

Open the sterile 250-mL plastic bottle provided for microbiological analysis without touching the inside of the cap or the mouth area of the bottle. Fill bottle within 2.5 cm of the top and cover securely. Keep sample cool and deliver to the laboratory immediately.

Analytical Packages

If analysis is to be carried out with reference to specific guidelines, please provide information on the submission form.

TPH - Total Petroleum Hydrocarbons

"Atlantic MUST" - BTEX, VPH (gasoline range)
and EPH (diesel/lube oil range)

Volatiles -

EPA 624
Trihalomethanes

PCBs -

Aroclor Specific
Coplanars

Pesticides / Herbicides - Various Groups

PAHs - Polynuclear Aromatic Hydrocarbons

Dioxins and Furans

Trace Metals

Mercury

General Chemistry, Inorganics

Coliform & E. coli

Please refer to RPC's information sheets for further details on sampling, analytical capabilities and prices.

Contacts:

Chemistry Office, (506) 452-1369 or toll free 1-800-563-0844.

For general enquiries, customer service, and quotations, please ask to speak to a Client Services representative.

For technical assistance, please contact:

Organic Chemistry	(506) 452-0584
Pesticide Analysis	(506) 452-1270
Dioxins and Furans	(506) 460-5671
Inorganic Chemistry	(506) 452-1399
Microbiology	(506) 452-1390
Air Quality	(506) 460-5653

To make advance arrangements for after hours sample receiving or for sample containers, please contact the Chemistry Office (above) or Sample Receiving at (506) 452-1281.

RPC Switchboard:	(506) 452-1212
Fax:	(506) 452-1395 or (506) 452-0594
Email:	info@rpc.ca

RPC's Organic, Inorganic, and Microbiology Laboratories are accredited by the Canadian Association for Environmental Analytical Laboratories (CAEAL). The Microbiology Laboratory is also accredited by the Canadian Food Inspection Agency (CFIA)/Standards Council of Canada (SCC).

RPC's Quality Management System is registered to ISO 9001:2000.

Sample Retention:

Unused portions of original samples and/or sample extracts are typically retained for a minimum of one month from the date the final report is issued. Samples will be discarded after this time unless prior arrangements have been made.

Priority:

Rush services are offered on an "as available" basis (surcharge applies). Please contact the laboratory to make arrangements prior to sample submission.

A sample disposal fee of one percent of the analysis cost will apply to all non-hazardous samples. Disposal costs for hazardous sample disposal will be borne by the customer.