Appendix E

CHAIN OF CUSTODY (COC) DOCUMENTATION

Chain of Custody/Submission Form

Environmental Microbiology Laboratory, Inc.
1800 Sullivan Ave., Suite 209, Daly City, CA 94015
(650) 991-3436 Fax (650) 991-2243
www.emlab.com

Company/Branch:_____Contact:_____Phone No.:_____ Page__of__

Project:_____ Standard Rush:__ Next day (+50%)__ Same day (+75%)__Weekend (+100%)__

Response:_____ Fax?__ Fax No.:_____Graph air sampling data_____

Sampling Date:_____Email?__ E-mail address:_____

Purchase Order No._____ Send invoice to:_____

Sample ID	***Location Description***	***Sample Type*** *(see below)*	***Flow Rate/ Time*** *(if applicable)*	***Total Volume/ Area*** *(as applicable)*	***Notes*** *(Bulks and swabs will be analyzed by direct exam unless culture is requested)*
AL = Allergenco BR = Burkard Z = Zefon Air-O-Cell AF = Andersen Fungal AB = Andersen Bacterial T = Tape S = Swab BL = Bulk					

1: Relinquished by: _____ Date: _____ Received by: _____ Date: _____
2: Relinquished by: _____ Date: _____ Received by: _____ Date: _____
3: Relinquished by: _____ Date: _____ Received by: _____ Date: _____

Please send with report: Interpretation sheet (for air sampling): Surface sampling "paper"_____ Price List: ___Reference book list: ___ This information as well as other articles and reference material, is available from our website: www.emlab.com. Also, feel free to email (info@emlab.com) or call for additional information.

Notes: Submission of samples with your company's internal forms is completely acceptable (and common). If you do so, please be sure it provides the same information. We do our best to provide a rapid response even without special "rush" requests. Although we try to accommodate all rush requests, we cannot guarantee rush availability.