**Institute for Environmental Health**

**Environmental Engineering Laboratory, Inc.**

3538 Hancock St. San Diego, CA 92110

# CHAIN OF CUSTODY

Page_____ of _____

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Info@ieheel.com

| **CLIENT INFORMATION** **New** [ ] **Existing** [ ] | **BILLING INFORMATION** | Temperature: |
|---|---|---|
| Client: | Billing Address: | Temperature requirement met? Yes [ ] No [ ] |
| Contact: | | Holding Time met? Yes [ ] No [ ] |
| Address: | | Continue with the Analysis: Yes [ ] No [ ] Initials: |
| | P.O.#: | Send Result(s) by[b]: |
| | Comments: | E-Mail[c] ($1.00 fee) [ ] Fax ($2.00 fee) [ ] |
| Phone: | | Send to CDPH ($2.00 fee) [ ] EDT ($5.00 fee) [ ] |
| Fax: | | Report to County ($2.00 fee) [ ] |
| E-Mail: | | **ANALYSIS REQUESTED** |

Do we have a persmission to Sub-Contract your sample to another laboratory? YES [ ] NO [ ] Initials:

Turnaround Time: **STANDARD** [ ] **RUSH** [ ] **WEEKEND/HOLIDAY Fee** [ ] Initials:

Discard Sample(s) after analysis is done: YES [ ] NO [ ][a] Initials:

**SAMPLE DESIGNATION(s)**

| **CLIENT SAMPLE I.D.** | **DATE** | **TIME** | **SAMPLE DESCRIPTION(s)** | **Matrix** | **# of Containers** | | | | | | | | | **Preservative(s)** |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
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| 1- Sample(s) Collected By: (Sign and Print) | Date: | Time: | 2- Sample(s) Transported By: (Sign and Print) | Date: | Time: |
|---|---|---|---|---|---|
| 3- Relinquished By: (Sign and Print) | Date: | Time: | 4- Received By: (Sign and Print) | Date: | Time: |

**Extra charges may apply for rush analysis, special sample preparation, non-typical report format, or other non-typical customer request or needs. [a]Unclaimed samples will be discarded after 90 days without customer notification. [b]All the results will be mailed through USPS. [c]Emailed results will be in PDF format and do not have any signatures.**