

Instructions

CHAIN OF CUSTODY

WESTBORO, MA TEL: 508-898-9220 FAX: 508-898-9193

Client Information

Project Name: _____

Project Location: _____

Project #: _____

Project Manager: _____

ALPHA Quote #: _____

Turn-Around Time

Date Due: _____ Time: _____

Report Information - Data Deliverables

FAX EMAIL ADEx Adgt/ Deliverables

Bliging Information

Same as Client info PO #: _____

Regulatory Requirements/Report Limits

State /Fed Program _____ Criteria _____

MA MCP PRESUMPTIVE CERTAINTY --- CT REASONABLE CONFIDENCE PROTO

Yes No Are MCP Analytical Methods Required?
 Yes No Is Matrix Spike (MS) Required on this SDG? (If yes see note in Comments)
 Yes No Are CT RCP (Reasonable Confidence Protocols) Required?

Other Project Specific Requirements/Comments/Detection Limits:

IF MS is required, indicate in sample specific section which techniques and what tests MS to be performed.
 Note: All CAM methods for inorganic analyses require 1" minimum depth of sample.

Enter Special Instructions such as specific Detection Limits here!

PLEASE ANSWER QUESTIONS ABOVE!

IS YOUR PROJECT MA MCP or CT RCP?

Container Type _____ Preservative _____

Relinquished By: _____ Date/Time _____ Received By: _____

Matrix/Source Codes:
 I= Influent
 E= Effluent
 DW = Drinking Water
 GW = Ground Water
 SW = Surface Water
 MW = Monitoring Well
 RO= Run-off
 L= Lake/Pond River
 B= Bottom Sediment
 S= Soil
 SG= Sludge
 O= Oil
 W=Wipe
 SE=Sediment
 T=Tissue
 X1(other) _____

Enter Container Type and Preservative Code

P= Plastic
 A= Amber glass
 V= Vial
 G= Glass
 B= Bacteria cup
 C= Cube
 O= Other
 E= Encore
 D= BOD Bottle

Preservative Code
 A= None
 B= HCl
 C= HNO₃
 D= H₂SO₄
 E= NaOH
 F= MeOH
 G= NaHSO₄
 H = Na₂S₂O₃
 I= Ascorbic Acid
 J = NH₄Cl
 K= Zn Acetate
 L= NH₄Cl Phosphate
 O= Other

Callout Boxes:

- Where to send the report. Enter phone, fax and email to info here
- Enter Project Information and especially Alpha Quote #
- Indicate additional report requirements other than standard mail.
- Indicate where bill is to be sent and include PO number.
- List regulatory or reporting limits here. Example MA MCP GW-1
- MCP or RCP PROJECTS Questions must be answered for Presumptive Certainty OR Reasonable Confidence
- List Analyses Requested. Be specific Example: 8260 Low EPH Deluxe
- Indicate if Filtration/Preservation is done or needed or if MS is required and tests needed below for each sample.
- Indicate Sample ID for each sample, date and time collected, matrix type, sampler and check off for each analysis requested.
- Signatures, Date & Time when relinquishing or receiving.

Terms & Conditions:

In the absence of a written agreement to the contrary, this order constitutes an acceptance by the Client of Alpha Analytical, Inc. (ALPHA)'s offer to do business under these Terms and Conditions, and agrees to be bound by these conditions. Any terms and conditions from Client's that do not conform to the terms and conditions contained herein shall be deemed invalid and unenforceable, unless accepted in writing by ALPHA. This order shall not be valid unless it contains sufficient specifications to enable ALPHA to carry out the Client's requirements. Samples must be accompanied by: a) adequate instruction as to the quantity and type of analysis requested, and b) reporting and billing address information. Upon timely delivery of samples, ALPHA will use its best efforts to meet mutually agreed turnaround times, calculated from the point in time when ALPHA has determined that it can proceed with the defined work to be done (Sample Delivery Acceptance). ALPHA reserves the right to refuse or revoke Sample Delivery Acceptance for any sample which in the sole judgment of ALPHA: a) is unsuitable volume; b) may pose a risk or become unsuitable for handling, transport or processing for any health, safety, environmental or any other reason; c) holding times cannot be met.

Client agrees to pay for all applicable charges to process this order. Payment in advance is required for all Clients except those whose credit has been established with ALPHA. For Clients with approved credit, payment terms are Net 30 days from the date of the invoice by ALPHA. All overdue payments are subject to an interest and service charge of one and one half percent (1.5%) (Or the maximum rate permissible by law, whichever is lesser) per month or portion thereof from the due date until the date of payment. ALPHA may suspend work and withhold delivery of data under this order at any time in the event that the Client fails to make timely payment of its invoices. Client shall be responsible for all costs and expenses of collection including reasonable attorney's fees. Data or information provided to ALPHA or generated by services performed under this agreement shall only become the property of the Client upon receipt in full by ALPHA of payment for the entire Order.

In no event shall ALPHA have any responsibility or liability to the Client for any failure or delay in performance by ALPHA which results, directly or indirectly in whole or in part, from any cause or circumstance beyond the reasonable control of ALPHA.

ALPHA shall dispose of the Client's samples 30 days after the analytical report is issued, unless instructed to store them for an alternate period of time or return such samples to the Client. The return of samples will be at the Client's own expense.