

## SAMPLING PROCEDURES

**Chain of Custody:**

**All samples must be submitted with an "Analysis Request Form / Chain of Custody".**

Please fill in the form completely.

Keep the "PINK" copy of the chain of custody for your records.

Return the chain of custody with your samples to the address below.

**CHEMTECH-FORD , Inc.  
attn. Sample Receiving  
6100 South Stratler (380 West)  
Murray, UT 84107  
Phone: 801-262-7299**

**General**

**Fill all containers to the neck of the bottle.**

**Instructions:**

Wash your hands after sampling and be sure the lids are secured tightly.

**Please submit bottles on ice, keep ice in a Plastic Bag (4 degrees C).**

**Do Not Use Dry Ice. Bottles will freeze and break.**

### NO HEADSPACE

**Vials:**

Completely fill bottles with sample.

Replace the lid, turn bottle upside down.

If any air bubbles float to the top of the bottle, remove the lid and add more sample.

Repeat this until there are no air bubbles ( NO HEADSPACE).

**Samples received with headspace must be resampled.**

### Special Instructions

**Asbestos** has a **very** short holding time. Sample Asbestos as late in the day as possible, but make sure sample arrives in the lab by 3:00 that same day. It needs to be mailed out **next day air** that day in order for it to be run within the holding time requirements.

**DO NOT SUBMIT SAMPLES ON FRIDAY.**

### Holding Time

**YOUR SAMPLES MUST BE RECEIVED AT CHEMTECH-FORD**

**WITHIN \_\_\_\_\_ HOURS OF SAMPLING.**

**Samples received at the lab after this time will need to be resampled.**