



Keystone Labs Inc
 7225 Roper Road
 Edmonton, AB T6B 3J4
 Tel: 587-458-8411
key@keystonelabs.ca

SAMPLE SUBMISSION / CHAIN OF CUSTODY FORM CANNABIS

Keystone Labs Job #:
Sampling Handling Assay (CF-2002D):
Invoice #:

Contact and Client Tracking Information

Name:	Company:	Tel.:	Client PO#:
Email:	Invoice address:		

Sample and Data Handling | Priority: Standard RUSH¹ (100% Surcharge) | Raw Data required: Yes (25% surcharge will be applied)

Sample Name and Lot Number	Quantity (g / mL)	Specification provided ²	MICROBIOLOGY METHODS								OTHER METHODS								Keystone use only			
			USP or EP Method ³	Total Aerobic Count	Total Yeast and Mold	Absence				Bile Tolerant Gram (-)ve Bacteria	Potency <small>(pick one only)</small>		Terpenes	Pesticides	Aflatoxin	Ochratoxin	Heavy Metals	Appearance	Loss on Drying	Residual Solvents	K/S	
						E. coli	Salmonella	S. aureus	P. aeruginosa		Full 10 Cannabinoid Profile	THC/THCA, CBD/CBDA only										

Additional Information: _____

- NOTES:**
1. RUSH service is not always available, contact Keystone Labs before requesting rush. See page 2 for rush sample policy.
 2. Sample specifications are required to ensure samples are processed appropriately, if no specifications are provided, they will be listed as report result.
 3. Unless otherwise specified by the client, USP methods for microbiology refer to USP <2021> and USP <2022> (USP <62> for *P. aeruginosa*) and EP method refers to EP 2.6.31 (2.6.13 for *S. aureus* and *P. aeruginosa*).

Analysis requested by: _____ Date: _____

Samples received by: _____ Date: _____ Job Closed By: _____ Date: _____

Contact and Client Tracking Information

The contact information given should be for the person to whom the results will be given and who may be contacted if clarity is required. The Keystone Labs job # is assigned by Keystone Labs when the sample is received. It will be the number used to track the progress of the order. Indicate the PO number and the invoice address.

Priority

Samples are processed on a first come first serve basis. Standard samples are SET-UP for testing within five business days of receipt and rush samples are SET-UP within two business days of receipt at a 100% surcharge. Rush is only processed as such if you have contacted and confirmed with the lab. For all test completion timelines, please contact the lab.

Raw Data

Keystone Labs Inc. can provide client copies of raw data. A surcharge of 25% will be applied for raw data.

Payment

Samples are processed pending payment if payment is due upon receipt.

Disposal

Upon completion of testing, any remaining sample will be destroyed.

Sample Name and Specification

Please indicate the name of the sample as it should appear on the Testing Summary as well as the sample specification. If more room is required, record in the additional information section. An SDS must accompany all hazardous samples submitted to Keystone Labs.

Sample Quantity

Please indicate the weight or volume of each sample submitted. Approximations are acceptable if exact weights are not available.

Sample Storage

Please indicate the sample storage conditions. If no storage requirement is indicated, samples will be stored at room temperature.

Test Required

Please indicate which test(s) are required for each sample. If replicate testing is required, please record the appropriate number in the test space instead of marking with a check or an X.

Keystone Use Only

This information is recorded by Keystone Labs and will be used to trace your samples and the raw data relating to them.

Additional Information

Any other pertinent information regarding the sample should be included here. Examples are information regarding sample hazards, special handling requirements, sample size, sample composition, number of containers of the sample etc. Any additional information such as sample specification, special testing or handling instructions can be recorded in this space. If additional space is required, a separate page may be attached. Please indicate on the sample submission form if additional pages are attached.

Signature

The analysis requested by signature indicates you have supplied all information that Keystone Labs may require to process the sample(s) submitted and that you understand and agree to the additional costs as applicable for the requested tests, priority and raw data.