



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

# SAMPLE SUBMISSION / CHAIN OF CUSTODY

## WATER MONITORING

Contact and Client Tracking Information			
Name:	Company:	Email:	Tel.:
Invoice address:			Client PO#:
Keystone Labs Job #:	Sampling Handling Assay (CF-2002B):	Invoice #:	Quote #:

<b>Data Handling</b>	Priority:	<input type="checkbox"/> Standard	<input type="checkbox"/> Rush
	Raw Data required:	<input type="checkbox"/> Yes (25% surcharge will be applied)	

Sample Name, Lot #, and Specification	Storage		Test Required <sup>1</sup>							Keystone use	
	2-8 °C		TOC ( USP <643> )	Conductivity ( USP <645> )	Total Aerobic Count Membrane Filtration ( USP <61> )	Total Aerobic Count Pour Plate ( USP <61> )	Endotoxin ( USP <85> )				K/S

<sup>1</sup>All analyses require client specification(s) prior to sample preparation. Specify compendial method (ex. USP, EP) and specification.

Additional Information:

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 purchase order number and the invoice address.

### **Raw Data**

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

### **Priority**

Keystone Labs Inc. will process all samples on a first come first serve basis. Standard samples are set-up for testing within five business days of receipt, rush samples are set-up within two days of receipt at a 100% surcharge. Please consult your client manager before requesting rush samples. Advance notice will also expedite the receiving process.

### **Disposal**

Samples will be disposed two weeks after testing is complete. An environmental handling fee may apply for disposal of hazardous samples.

### **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 MSDS must accompany all hazardous samples submitted to Keystone Labs. Keystone Labs is not presently equipped to handle radioactive samples.

### **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 a 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, QA level and disposal. It also provides authorization for sample disposal as indicated on the form.