

Completing a Paracel Laboratories Chain of Custody Form

Asbestos

Project Reference

➤ If applicable, enter a **Project** name and/or number, site location, etc. that you are associating with this submission.

Quote

➤ If you have received **quoted** pricing that applies to this submission then enter the Paracel quotation number here.

Purchase Order (PO)

➤ Enter a **PO#** if you require one for invoice processing.

Email Address

➤ Paracel will send your analytical report by email. Please indicate the email addresses of all contacts that require a copy of the report.

Contact Information

➤ Complete your contact information by telling us your company name (i.e. **Client Name**), **Contact Name**, **Address** and **Telephone** number.

Matrix

➤ Indicate the **Matrix** (i.e. media) the samples were collected on.

Analyses Required

➤ Indicate the analyses required for your samples submitted.

➤ Polarized Light Microscopy (PLM) is used in the asbestos analysis of building materials or bulk samples.

➤ Phase Contrast Microscopy (PCM) is used in the asbestos analysis of air samples.

➤ **Chatfield** is a recommended method used for **vermiculite** insulation analysis.

Sample ID

➤ Specify the sample **identification/name** that you want us to report for your samples.

➤ Each individual sample must have a **unique** identification and must match to what is written on the sample bag/media.

Comments

➤ Comment on any additional information and/or precautions that will assist us to effectively and safely process your submission.

Relinquish

➤ Complete the Chain of Custody by **signing, printing** and indicating the **date and time** when you relinquish your samples to Paracel.

Sampling Date

➤ Let us know the **date** when the samples were taken so we are able to process your samples within the regulatory holding times.

Air Volume


➤ For air samples, please indicate the total litres of **air volume** drawn through the sampling media (i.e. **PCM** cassette).

Positive Stop?

➤ If a sample in a group is found to be **positive** for asbestos then the rest of the samples in that group will not be tested.

➤ Please make sure you **clearly identify** the positive stop groups.

If you have any questions in regards to completing this form, please do not hesitate to contact Paracel's Service Team at 1-800-749-1947 or by email at paracel@paracellabs.com

 PARACEL LABORATORIES LTD.		TRUSTED. RESPONSIVE. RELIABLE.		Head Office 300-2319 St. Laurent Blvd. Ottawa, Ontario K1G 4J8 p: 1-800-749-1947 e: paracel@paracellabs.com		Chain of Custody (Lab Use Only) Page <u>1</u> of <u>1</u>	
Client Name: <i>Acme Company of Canada Ltd.</i>		Project Reference: <i>19-1234-D55 South Building</i>		Turnaround Time:		<input type="checkbox"/> Immediate <input type="checkbox"/> 1 Day <input type="checkbox"/> 4 Hour <input type="checkbox"/> 2 Day <input type="checkbox"/> 8 Hour <input checked="" type="checkbox"/> Regular	
Contact Name: <i>Jane Doe</i>		Quote #: <i>19-999</i>		PO #: <i>98756</i>		Date Required: _____	
Address: <i>123 Main Street Somewhere, ON, M9M 9M9</i>		Email Address: <i>jane.doe@acmecompany.com john.qpublic@acmecompany.com</i>					
Telephone: <i>(555) 555-1234</i>							
ASBESTOS & MOLD ANALYSIS							
Matrix: <input checked="" type="checkbox"/> Air <input checked="" type="checkbox"/> Bulk <input type="checkbox"/> Tape Lift <input type="checkbox"/> Swab <input type="checkbox"/> Other				Regulatory Guideline: <input checked="" type="checkbox"/> ON <input type="checkbox"/> QC <input type="checkbox"/> AB <input type="checkbox"/> SK <input type="checkbox"/> Other:			
Analyses: <input type="checkbox"/> Microscopic Mold <input type="checkbox"/> Culturable Mold <input type="checkbox"/> Bacteria GRAM <input checked="" type="checkbox"/> PCM Asbestos <input checked="" type="checkbox"/> PLM Asbestos <input checked="" type="checkbox"/> Chatfield Asbestos <input type="checkbox"/> TEM Asbestos							
Paracel Order Number: _____							
Sample ID			Sampling Date	Air Volume (L)	Analysis Required	Identify Distinct Building Materials to Be Analyzed (if not specified, all materials identified will be analyzed) *	Positive Stop?
1	<i>South West Corridor, Flooring - 501-a</i>		<i>Jan.8/19</i>		<i>PLM</i>	<i>Mastic</i>	<input checked="" type="checkbox"/>
2	<i>South West Corridor, Flooring - 501-b</i>		<i>Jan.8/19</i>		<i>PLM</i>	<i>Mastic</i>	<input checked="" type="checkbox"/>
3	<i>South West Corridor, Flooring - 501-c</i>		<i>Jan.8/19</i>		<i>PLM</i>	<i>Mastic</i>	<input checked="" type="checkbox"/>
4	<i>Kitchen</i>		<i>Jan.8/19</i>		<i>PLM</i>	<i>White Skim Coat, Grey Plaster</i>	<input type="checkbox"/>
5	<i>Hallway</i>		<i>Jan.8/19</i>		<i>PLM</i>		<input type="checkbox"/>
6	<i>Attic-Front</i>		<i>Jan.8/19</i>		<i>Chatfield</i>	<i>Vermiculite</i>	<input checked="" type="checkbox"/>
7	<i>Attic-Middle</i>		<i>Jan.8/19</i>		<i>Chatfield</i>	<i>Vermiculite</i>	<input checked="" type="checkbox"/>
8	<i>Attic-Back</i>		<i>Jan.8/19</i>		<i>Chatfield</i>	<i>Vermiculite</i>	<input checked="" type="checkbox"/>
9	<i>3rd Floor Storage Room</i>		<i>Jan.8/19</i>	<i>2400</i>	<i>PCM</i>		<input type="checkbox"/>
10	<i>Blank 1</i>		<i>Jan.8/19</i>	-	<i>PCM</i>		<input type="checkbox"/>
11	<i>Blank 2</i>		<i>Jan.8/19</i>	-	<i>PCM</i>		<input type="checkbox"/>
12							<input type="checkbox"/>
* If left blank, all distinct materials identified in the samples will be analyzed and reported separately as per EPA 600/R-93/116. Additional charges will apply.							
Comments: <i>Please hold PCM blanks</i>						Method of Delivery: _____	
Relinquished By (Sign): <i>Jane Doe</i>		Received at Depot: _____		Received at Lab: _____		Verified By: _____	
Relinquished By (Print): <i>Jane Doe</i>		Date/Time: <i>Jan.8, 2019 11:30 am</i>		Date/Time: _____		Date/Time: _____	

Turnaround Time (TAT)

➤ This is the time from when samples are received by Paracel to the reporting of your results. Sample receipt is defined as received by any Paracel laboratory, depot, or sample pickup technician.

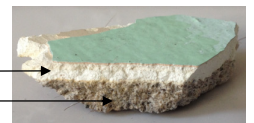
➤ Check off a TAT option or be specific and indicate the actual date you require your report.

Regulatory Guideline

➤ To ensure your analytical requirements are met, please indicate the provincial **regulatory guideline** that your results will be compared to.

Identification of Distinct Building Materials

➤ If you need to know the asbestos content of only a specific material(s) then **specify each distinct building material** to be tested. We will report a result for each material listed only.



White Skim Coat
Grey Plaster

Eg. A sample consisting of distinct building materials

Analyze All Materials Identified

➤ If this field is left **blank**, Paracel will analyze/report each separable material identified during analysis as individual samples, in accordance with EPA 600/R-93/116, at an additional cost.