



Analytica Chain of Custody Form

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 Thornton, CO 80241
 (303) 469-8668
 (303) 469-5254 fax

4307 Arctic Boulevard
 Anchorage, AK 99503
 (907) 258-2155
 (907) 258-6634 fax

475 Hall St.
 Fairbanks, AK 99701
 (907) 456-3116
 (907) 456-3125 Fax

5438 Shaune Drive
 Juneau, AK 99801
 (907) 780-6668
 (907) 780-6670 fax

Chain of Custody No: _____

Client Name & Address:

Public Water System (PWS) ID#: _____
 Project Name: _____

Quote ID: _____ LGN: _____
 Section To Be Completed by Analytica

Report to:

Turnaround Time for Results (TAT)

Account # _____ Cash _____ Credit Card _____
 Invoice to Name & Address:

Phone No:

Standard _____

Expedited (< 10 days, prior authorization required)
(Please specify due date below, add'l charges may apply)

Fax No:

Requested Due Date for Results:

E-mail:

P.O. or Contract No:

Requested Analysis/Method

Kit Prep/Shipping Charge: \$ _____

Client Sample Identification / Location

Date Sampled

Time Sampled

Matrix (S-DW-WW-Other)

No. of Containers

Lot #/Pres:

Lot #/Pres:

Lot #/Pres:

Lot #/Pres:

Lot #/Pres:

Lot #/Pres:

Lot #/Pres:

Field Preserved

Field Filtered

MS/MSD ?

Relinquished by: _____ Date _____ Time _____ Received by: _____ Date _____ Time _____

Relinquished by: _____ Date _____ Time _____ Received by: _____ Date _____ Time _____

Relinquished by: _____ Date _____ Time _____ Received by: _____ Date _____ Time _____

Name of Sampler: (printed) _____

Section To Be Completed by Analytica

THO ANC JNU FBKS

Condition of Custody Seal? _____

Initiated By: _____

Temp/Loc: _____

Thermo ID#: _____

Shipped Via: _____

Abbreviated Terms and Conditions

(A complete copy of Analytica's General Provision of Sale can be provided upon request.)

1. **Payment.** Prepayment is normally required unless a credit line has been approved in advance. Client agrees to provide Analytica a completed business application, within ten (10) business days of request, but no later than five (5) days prior to work being received, along with any other requested information, in order to establish an approved credit line. For Clients with approved credit, Analytica will submit invoices upon completion of the scheduled work. Invoices(s) are due and payable upon receipt. Balances remaining unpaid 30 days after invoice date shall accrue interest at 1.5% per month (18% per annum). If payment is received within 10 days of invoice date, a prompt payment discount of two percent (2.0%) will apply. Analytica shall receive payments for the Services in accordance with the amount(s) listed in the Quotation provided, when applicable. Client shall be required to pay Analytica's invoice, regardless of reimbursement from their client, and the final billing will be based upon the actual work performed, pursuant to the samples and documents submitted at the time of receipt. If Analytica engages legal counsel to enforce its rights of payment or any other rights under the parties' Agreement, Client will be liable for all costs incurred by Analytica, including reasonable attorney fees.
2. **Changes and Additional Compensation.** No changes to this agreement and no changes to the scope of any work will be allowed unless an authorized representative or officer of Analytica specifically agrees to the changes in writing. Client agrees to provide written notice of any requested changes in the scope of work and to reasonably compensate Analytica for any work completed prior to the change request. This written notice shall be provided by a representative of the client that has the authority to approve both changes to the scope of work and the associated charges that may be incurred. Names of such representatives should be made available at the time the order is formalized. Changes, such as substantial differences in sample quantities, may impact costs and turnaround time commitments previously made by Analytica, and may result in additional fees. Client's failure to provide written notice as required in this paragraph shall be a waiver of Client's right to dispute any work performed.
3. **Sample Kits.** Analytica will provide sample kits, such as sample containers, labels, Chain of Custody forms, custody seals, etc., shipped to one location via regular ground transportation methods upon request. Sampling kits or supplies may be invoiced according to the prevailing rates at the time of order. Client agrees to allow 5-7 working days (from the date of Client's request) for Analytica to ship sample kits. Rush delivery charges, including but not limited to, expedited freight charges or administrative fees may be charged.
4. **Holding Times/Expedited Turnaround Times.** Analytica will initiate sample preparation and/or analysis within the regulated holding time provided samples are received within forty- eight hours of sampling, or with not less than one-half the prescribed holding time remaining, whichever is less. If samples are received outside these parameters, Analytica will make a reasonable effort to meet the holding time. However, expedited turnaround surcharges will be applied to cover additional cost and capacity utilization. Client agrees to indemnify and hold harmless Analytica from any and all claims, including but not limited to, expenses, fines, fees, penalties, resampling costs, etc., resulting from missing a regulated holding time if Client has provided samples outside the stated parameters. Client also agrees to provide a minimum twenty-four (24) hours advance notification to Analytica of sample arrival requiring expedited processing.
5. **Normal Hours of Operation and Sample Receipt.** Analytica maintains normal business hours of 8a.m. to 5p.m., Monday through Friday. In observance of recognized holidays, Analytica is closed for business on the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving and Christmas Day and as required by any governmental agency having jurisdiction. Client agrees to contact Analytica in advance to schedule any sample acceptance and/or analysis during days outside of normal business hours. Expedited turnaround surcharges may be applied. Samples received after 2 p.m. on normal business days, may not be formally accepted until the next business day. Normal business days are used for turnaround time calculations. Weekends, holidays, and after-hours may require expedited turnaround charges. Samples specifically requested or required by the Client to be analyzed or received outside of Analytica's normal business hours may be subject to an additional fee of \$300.00 plus any applicable surcharges. Client agrees to indemnify and hold harmless Analytica from any and all claims, including but not limited to, expenses, fines, fees, penalties, resampling costs, etc., resulting from missing a regulated holding time if Client has provided samples outside the stated parameters.
6. **Non-Standard and Analytical Complications.** In order to process non-standard or complicated work, special procedures may be required. These procedures may include special handling, non-standard methods, dilutions, etc., and may be subject to a fee. Analytica will notify Client of any analytical complexities requiring special procedures, multiple re-runs, special handling, etc. due to complicated or extremely contaminated samples or matrices. Additional charges will be discussed at the time of notification. Non-authorization of special procedures by the client may result in the work not being processed in the prescribed time or not processed at all. Multi-phased samples will be processed and charged as separate samples.
7. **Field, Lab or Method Blanks.** Analytical methods requiring Field Blank, Lab Blank or Method Blank samples require containers not supplied by Analytica unless Client specifically requests otherwise. These containers may require additional charges. These blank samples will be received, analyzed and billed as an additional sample, unless other agreements have been made in writing.
8. **Sample Disposal.** Analytica's policy is to return residual Client samples to the Client within thirty (30) days after completion of the Services, unless agreed to otherwise in writing. Upon request, Analytica may dispose of Client samples and shall act in a prudent manner in selecting and arranging for the transportation, handling, storage or disposal of hazardous substances or suspected hazardous substances. Analytica will only use contractors considered lawful professionals in the disposal of hazardous substances or suspected hazardous substances. Disposal of Client samples by Analytica may incur a charge of \$10 per sample.
9. **Minimum Orders.** Analytica retains the right to impose a minimum order charge of Sixty-Five Dollars (\$65.00) on all deliveries, including but not limited to analytical reports, electronic deliveries, supplies, etc.
10. **Turnaround Times.** Analytica's standard turnaround time (TAT) is ten (10) normal business days. Expedited TAT surcharges are applied for all work requested and processed sooner than standard turnaround time.
11. **Matrix Spike/Matrix Spike Duplicates.** All client specified Matrix Spike (MS) and Matrix Spike Duplicate (MSD) samples will be billed at the quoted method unit rate.