

Directions

1. Complete the appropriate portions of the **Client Information** and **Project Information** blocks as completely as possible. Sampler names must be provided. Please note that Client Information refers to the ESC client who will receive the report and be responsible for payment. Contractors and consultants must enter their own company name here. Arrangements can be made for reports and/or billing to be mailed to other addresses. The Project Information block is to maintain a record for contractors and consultants of their own client data. **Sampler Names(s)** must be printed and signed.
2. Line-by-line, complete the **Sample Identification**, **Sample Collection**, and **Sample Containers** blocks.

Identification is selected by you. It will identify the sample on the laboratory reports and should also appear on the label of the sample container.

Sample Collection Date and **Time** are the date and time that each corresponding sample was collected.

Sample Type should be marked as either **G** (for Grab samples), **C** (for Composite samples), or **FC** (for Flow weighted composite samples).

Sample Matrix should be listed for each corresponding sample (e.g. "Soil", "Stormwater", "Wastewater", "Water", "Oil", "Paint", "Sludge", etc.).
3. Complete the **Sample Container Type/Volume/Preservative/#** section for each corresponding sample.

Container Type is typically **Plastic**, **Glass**, **VOA** or **Whirl-Pak**.

Container Volume is typically **L** for liter or **G** for gallon, or however much sample is actually provided.

Container Preservative is whatever chemicals have been added or steps that have been taken to preserve the sample for analysis (e.g. "Sulfuric", "Nitric", "4 C", etc.).

indicates the quantity of bottles that are actually provided.
4. Complete the **Requested Parameters** block for each corresponding sample container.
5. To ensure legal defensibility, each handler of the sample must sign off in one of the lower boxes, as well as print his or her name legibly.
6. Request the desired **Turnaround Time** and indicate **Number of Pages** submitted with the samples. The specifics of Special Turnaround times (e.g. 24 hours, 48 hours, etc.) as well as any other pertinent information, should be detailed on the Comments line. Please note that **Special** turnaround times are available **only** with prior notice and approval by ESC personnel, and that **price increases for expedited services are applicable**.