



MISSISSIPPI STATE CHEMICAL LABORATORY

Chain of Custody Record/Sample Submission Form

TURNAROUND TIME: (circle)

RUSH

STANDARD

*** Enclose this form, along with a signed copy of the Limitations of Liability and Disclaimer form,**

with sample(s) and ship to :

Mississippi State Chemical Lab
310 Presidents Circle 1145 Hand Lab

Box CR

Mississippi State, MS 39762

Phone: 662-325-3428/Fax: 662-325-7807

Email: info@mscl.msstate.edu

****Prepayment is required at the time of sample submission unless prior arrangements have been made with the Business Office (i.e. purchase order or credit card payment). No results will be released until payment has been received.***

Turnaround Time (TAT):

30 working days is standard for most tests. (For Residue TAT, please see price list). Expedited results are usually available but are subject to priority charges. You will need to call and confirm the corresponding fee and availability.

**Sample submitter signs "Relinquished By" & includes date & time.

Report Results To:

Company: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

E-Mail: _____

Send Invoice To: (if same as "Report Results To", write "SAME")

Company: _____

Contact Name: _____

Address: _____

Phone and/or Fax: _____

Email: _____

Purchase Order # (if applicable) : _____

**if email address is provided, results are to be sent via email unless otherwise stated by customer/sample submitter.

Relinquished By:	Date:	
	Time:	
Received By:	Date:	
	Time:	
Relinquished By:	Date:	
	Time:	
Received By:	Date:	
	Time:	
Relinquished By:	Date:	
	Time:	
Received By:	Date:	
	Time:	

<u>Service Type</u> (Standard/Rush) Place S or R	<u>Sample Type</u> (i.e. Feed, Fertilizer, Water, Soil)	<u>Sample ID</u>	<u>Analysis Requested</u>	<u>Expected Levels</u> (not required)	<u>For LAB Use Only</u>

<u>Comments:</u>	<u>Temperature:</u>

Limitations of Liability

Mississippi State Chemical Laboratory (MSCL) performs analytical services with reasonable care and diligence standard to the analytical laboratory industry. In the event of an error or material deficiency in the performance of its duties, the discretion and exclusive responsibility of MSCL shall be to again perform the laboratory analysis at its expense. MSCL shall have no liability whatsoever.

Any claims of error or material deficiency in the performance of its duties are to be reported to MSCL within thirty (30) days of discovery, but no later than one (1) year from the date of performance of the analytical services. In no event shall MSCL be liable, whether in contract, in tort or otherwise, for any incidental, consequential or special damages, including but not limited to damages in any way connected with the use or interpretation of analyses and additional information provided by MSCL. Our representation for the work is limited to the accuracy of analyses of samples as received. We

DISCLAIMER AND ASSUMED CLIENT RESPONSIBILITY

EXCEPT AS PROVIDED ABOVE, MISSISSIPPI STATE CHEMICAL LABORATORY (MSCL) HAS PROVIDED NO EXPRESSED OR IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE CONCERNING THE SERVICES AND RELATED REPORTS FURNISHED BY MSCL.

LEVELS OF DETECTION AND METHODS ARE DETERMINED BY THE LABORATORY. IF SPECIFIC LEVELS OR METHODS ARE REQUIRED, AN AGREEMENT MUST BE MADE UPON SAMPLE ARRIVAL AND THE TAT DOES NOT BEGIN UNTIL BOTH PARTIES ARE IN AGREEMENT.

Sample Acceptance Policy

All samples must be submitted with a completed and properly executed Chain-of-Custody/Sample Submission Form (COC/SSF) record. The COC/SSF record should be filled out in ink. In addition to name, address and contact information, additional information that must be included on the COC/SSF form in order for it to be considered complete includes:

- Sample Identification
- Sample Type
- Sample Container Information (size, type, and number)
- Sampling Information (date, time, and sample collector's initials)
- Preservative (if any) added to sample in the field
- Analyses/Methods Requested
- Special remarks regarding the sample, its collection, or specific reporting limits
- All individuals who handled or possessed the samples must sign COC

For All Samples:

1. Samples must be received in the appropriate containers required by the test methods and be in good condition without any visible signs of damage or contamination.
2. Sufficient sample volume must be received within the holding time defined by the regulatory agency, to perform the analyses/methods requested.
3. All samples and sample containers must be properly labeled with a sample ID (limited characters), sample date and time for each sample and sample container and be in agreement with the COC/SSF record.
4. Sample labeling must be completed using waterproof labels and permanent ink markings.
5. Environmental samples require thermal preservation. Temperature for sample shipment/storage should be 2-6⁰C. It is the responsibility of the person collecting and packaging the samples to make sure the temperature requirements are met.
6. Please note on the COC/SSF if samples may be hazardous or highly contaminated.
7. Sample name should be one you wish to see in the final report.

Please review the following checks for proper shipment of samples to MSCL:

- ✓ If shipping glass containers, please use packing materials in order to prevent bottle breakage. Completely fill cooler with packing materials to ensure bottles will not shift if cooler is placed on its side, or handled in a rough manner.
- ✓ Enclose completed COC/SSF form in plastic zip-lock bag.
- ✓ Seal cooler with sufficient packing tape to prevent opening during return shipment.
- ✓ Please ice samples so that the samples are received at the desired temperature.

Samples not submitted in accordance with the above procedures are required to be "flagged" by detailing the discrepancy on the final report in accordance with accreditation requirements.

HAZARDOUS SAMPLE DISPOSAL FEE: Samples that require special handling and disposal will be assessed a charge based on sample size and NFPA codes and regulations.

I have read the above terms and conditions.

Client Signature