



	F-005-Forage	Page 1 of 3
Title: MSCL Chain of Custody Report and Sample Submission Form for Forage Analysis		
Effective Date: April, 2024	Revision: 1.4	Replaces: 1.3

SUBMITTER INFORMATION	STANDARD ANALYSIS (3 business day turn-around-time)										
NAME/CONTACT _____ COMPANY _____ ADDRESS _____ CITY, STATE, ZIP _____ PHONE _____ EMAIL* _____  <i>*If e-mail address is provided, results are to be sent via e-mail. If you would like results to go to an additional person(s) please make a note in the comment section of appropriate information.</i>	Dry Matter (DM), Crude Protein (CP), Acid & Neutral Detergent Fiber (ADF, NDF), Fat, Total Digestible Nutrients (TDN), Relative Forage Quality (RFQ), Calcium (Ca), Phosphorus (P), Potassium (K), and Magnesium (Mg).  <h3 style="text-align: center;">(\$15) PREFERRED PAYMENT</h3> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">CHECK</td> <td style="text-align: right;">(#): _____</td> </tr> <tr> <td style="text-align: center;">PURCHASE ORDER</td> <td style="text-align: right;">(#): _____</td> </tr> <tr> <td style="text-align: center;">MONEY ORDER</td> <td style="text-align: right;">(#): _____</td> </tr> <tr> <td style="text-align: center;">BANNER (MSU)</td> <td style="text-align: right;">(#): _____</td> </tr> <tr> <td style="text-align: center;">CREDIT CARD</td> <td style="text-align: right;">(2.8% Fee) - Office will call for card info</td> </tr> </table> <p style="text-align: center; font-size: small;"><i>Payment is required at the time of submission. Results will not be released until payment is secured.</i></p>	CHECK	(#): _____	PURCHASE ORDER	(#): _____	MONEY ORDER	(#): _____	BANNER (MSU)	(#): _____	CREDIT CARD	(2.8% Fee) - Office will call for card info
CHECK	(#): _____										
PURCHASE ORDER	(#): _____										
MONEY ORDER	(#): _____										
BANNER (MSU)	(#): _____										
CREDIT CARD	(2.8% Fee) - Office will call for card info										

SAMPLE INFORMATION						
Please provide a full 1 gallon bag of sample material.						
UNIQUE SAMPLE ID (i.e. Location, product name, batch number)	SAMPLE TYPE (i.e. Mixed Hay)	SAMPLE CODE (i.e. 3)	PRODUCT NAME (i.e. Summer Mixed)	PRODUCT CODE (i.e. 21)	MIXED SAMPLES (Does Sample contain more than 50% legume)	LIMS ID (Completed by Lab Personnel)
<i>--See Page 3 for information on sample and product code--</i>						
West Field (Example)	Mixed Hay	3	Summer Mixed	21	No	#####-###

COMMENTS/NOTES	CHAIN OF CUSTODY (Completed by Lab Personnel)
_____     <b>Receipt Temperature (C°):</b> _____	<i>Received By:</i> _____
	<i>Relinquished By:</i> _____
	<i>Received By:</i> _____
	<i>Relinquished By:</i> _____
	<i>Received By:</i> _____
	<i>Relinquished By:</i> _____

*--Please see page 2 for further information and sign to relinquish samples to the MSCL.--*



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Title: MSCL Chain of Custody Report and Sample Submission Form for Forage Analysis

Effective Date: April, 2024

Revision: 1.0

Replaces: NA

### 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 assume no responsibility for the purposes for which the client uses the test results, nor liability for any other warranties, expressed or implied, including warranties of fitness for a particular purpose or for merchantability made by the client. Results relate to the specific items tested, the accuracy of the information provided, and as the samples are received. The Report of Analysis provided is considered a simplified report; Measurement of Uncertainty, Detection Limits and Analysis Date are available for each test upon request. These terms and conditions shall supersede any conflicting terms and conditions stated on any purchase order, or other order of work submitted by the client. Without prejudice to the foregoing, MSCL liability is controlled by Sections 11-46-1, et seq., Mississippi Code.

### DISCLAIMER AND ASSUMED CLIENT RESPONSIBILITY

Except as provided above, 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. 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:

1. Samples must be received in the appropriate containers referenced in WS-118 Sample Submission Guide 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 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 2-60 °C. 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.

**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.

*--By signing below I understand that I am relinquishing the samples to the MSCL and accept the terms and conditions.--*

\_\_\_\_\_  
**Signature** (county agent if needed)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Time**



**SAMPLE TYPES/PRODUCT NAMES**

SAMPLE TYPE	SAMPLE TYPE CODE	PRODUCT NAME	PRODUCT CODE
Baleage/Haylage	1	Alfalfa	10
Green Chop	2	Annual Ryegrass	11
Mixed Hay	3	Bahiagrass	12
Pasture	4	Bermudagrass	13
Pure Hay	5	Cereal Rye	14
Silage	6	Clover	15
		Corn Silage	16
		Crabgrass	17
		Forage Soybean	18
		Legume Misc.	19
		Millet	20
		Misc. Summer Mixed	21
		Oats	22
		Sorghum Forage	23
		Tall Fescue	24
		Wheat	25
		Winter Mixed Grass	26