Analytical Environmental Laboratory, LLC
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CHAIN OF CUSTODY

AEL Job No._____ Page_____of_____

COMPANY: _____

STREET, CITY, STATE, ZIP: _____

CONTACT: _____

PHONE: E-MAIL:

Sample Receiving Checklist - Laboratory Use Only

Reviewed By: _____

	Y	N	N/A		Y	N	N/A
Sufficient Amount of Sample for all Analyses	☐	☐	☐	All Expected Samples Present	☐	☐	☐
Samples Collected in Appropriate Containers	☐	☐	☐	All Sample Containers Intact	☐	☐	☐
Sample Labels Match Chain of Custody	☐	☐	☐	Samples Preserved Correctly	☐	☐	☐
Custody Seal Intact on Shipping Containers	☐	☐	☐	No Headspace for Volatiles	☐	☐	☐
Custody Seal Intact on Sample Containers	☐	☐	☐	Received within Holding Time	☐	☐	☐

Turn Around Time (TAT) (BUSINESS DAYS):
(***Please verify non-standard TAT with lab.)

Next Day (Emergency) ☐ 5 Days (Priority) ☐
3 Days (Rush) ☐ STANDARD 7-14 ☐

Project Name:

Project Number: PO#:

Collected By:
(Print name here & Sign 'Relinquished by' below)

ANALYSIS REQUESTED

AEL ID	DATE of collection	TIME of collection	SAMPLE ID	COMP or GRAB	MATRIX Aq/Solid	CONTAINERS TYPE	CONTAINERS HOW MANY	CONTAINERS PRESERVED WITH														Cooler ID

RELINQUISHED BY (SIGNATURE)	Date	Time	RECEIVED BY (SIGNATURE)	Date	Time
RELINQUISHED BY (SIGNATURE)	Date	Time	RECEIVED BY (SIGNATURE)	Date	Time
RELINQUISHED BY (SIGNATURE)	Date	Time	AEL RECEIVED BY (SIGNATURE)	Date	Time

Any samples collected by AEL are collected according to Field Sampling SOP DN035.
REMARKS

Receiving Temp. (Observed _____ - Correction factor) = _____°C T#_____
Shipped: Hand Delivered / Courier_____ Received Condition:_____
Client Notified by (method / initials) re:

Container Types: G- glass AG- amber glass TL- teflon liner
P- plastic SP- sterile plastic CC- client container
VOA- 40ml voa vial 4GTL- 4oz glass jar with teflon liner