Environmental Division



of Custody Portal

- This portal was developed with the following criteria in mind:
- Client efficiency improves speed and access to field workflow.
- Intuitiveness customizable, auto-populating and integrated with all current laboratory systems.
- Submission accuracy manages submissions by specific project information and creates remote orders at any time.
- Ease of use allows creating/customizing CoC's and uploading them to AGAT online/via smartphone or any other web-accessible device.

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AGAT's Excel Based eCoC system Submission:

- **1.** Begin with completing all tabs in the eCOC (highlighted tabs in yellow).
- 2. Once complete note the eCOC number (in the top right corner of the master tab)
- **3**. Once complete email the eCOC spreadsheet to the eCOC mailbox below and include your designated client services representative.

Province	Lab Location	Email Address
AB	Calgary	ecocAB@agatlabs.com
AB	Edmonton	ecocAB@agatlabs.com
SK	Lloydminster	ecocAB@agatlabs.com
BC	Burnaby	ecocBC@agatlabs.com
NS	Dartmouth	ecocNS@agatlabs.com
NL	St. Johns	ecocNL@agatlabs.com
ON	Toronto	ecocON@agatlabs.com
QC	Montreal	ecocQC@agatlabs.com
QC	Quebec City	ecocQC@agatlabs.com

4. For efficient processing in the lab it is preferred that the subject line for the email include:

'eCOC | Lab Location to receive samples | eCOC Number'

5. When time to submit samples to the lab include the eCOC number affixed to the coolers to ensure proper assignments.