## Requirements for Client Sample Submissions

To ensure accurate processing of your sample submissions, the following items are required.

Bottle labels must include at a minimum:

- · Company name,
- · Sample ID, and
- Collection date.

SAMPLE I.D.: COMPANY NAME:				
TIME:		~		
PRESERVATIVE:		$\diamond$		

Upon request, customized labels with the above information can be pre-printed and affixed to your bottles. Ask your client services representative for further details. Pertinent information on the Chain of Custody (CoC) must include:

- · Reporting and invoicing information, and
- Turnaround time (TAT) and analysis requirements.

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Sample IDs on the bottle labels must match sample IDs on the CoC. If CoCs are submitted with missing information or unspecified analysis, the request will not be processed. A complete CoC is required to process the sample submission.