



# 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:		
PROJECT REFERENCE:		
ANALYSIS:		
DATE:	TIME:	◇◇
	PRESERVATIVE:	

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.

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.