

WORK ORDER CHAIN OF CUSTODY FORM

CUSTOMER INFORMATION

Customer name & address:

Email:

Tel:

Fax:

Customer contact:

Lab contact:

Purchase order no.:

Sample identification (enter on page 2)

Analysis/test(s) required (enter on page 2)

Sample status ☐ Legal ☐ Regular
(check box):

Analysis Category: ☐ Microbiology
(check all that apply) ☐ Chemistry
☐ ISO 17025

Required Turnaround: ☐ Rush*
☐ Normal

Sample matrix (check box): ☐ potable water ☐ effluent ☐ food ☐ swab ☐ sludge
☐ waste water ☐ liquid ☐ feed ☐ sponge ☐ other:
☐ ground water ☐ air ☐ powder ☐ soil

Batch no.:

Sampling location:

Sample collected by (name):

Date of collection (YY/MM/DD):

Time of collection: (AM / PM)

Temperature at Collection:

Storage conditions during transportation (e.g. ice pack, dry ice, ambient, frozen):

Company (if sample collected by a third party):

Sample treatment ☐ None ☐ PBR container used
☐ Filtered ☐ Dried
☐ Ground ☐ Other: (provide details on back)

Work order completed by (name):

Disclaimer: PBR shall not be responsible for failure or delay in performance of its obligation due to causes beyond its reasonable control.

Additional comments:

Signature:

Date (YY/MM/DD):

LAB INFORMATION (to be completed by the lab)

Sample received in the lab by:

Sample temperature when received:

Sample location in the lab:

Sample Log-in Completed by:

Name of Analyst(s):

Work Order No.:

Receipt date (YY/MM/DD):

Receipt time (am/pm):

Sample log-in date (YY/MM/DD):

Report No. (upon completion):

Note: After completion, send one copy of this form to the customer (if requested) and file the original in the Work Order Form binder.

Comments:

Work Order Complete: DLO (sign):

Date (YY/MM/DD):

* - Rush samples will be expedited as quickly as the protocols allow.



**WORK ORDER
CHAIN OF CUSTODY FORM**

SAMPLE IDENTIFICATION AND ANALYSIS/TEST(S) REQUIRED AND PERFORMED									
#	Client Code/ Sample ID	Sample type or Matrix	Batch or Lot #	# of bottles	Additive (if any)	Analysis/ test(s) required	Date complete	Analyst initials	Data Binder #
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									