



# Sample Submission Form

Chain of Custody Record - SS01.11

Shaded Areas for Laboratory Use Only

**Fredericton:** 921 College Hill Rd., Fredericton NB E3B 6Z9 T: 506.452.1212 F: 506.452.0594 Toll Free: 800.563.0844

**Moncton:** 150 Lutz St., Moncton NB E1C 5E9 T: 506.855.6472 F: 506.855.8294

**Submission #:**

**Turnaround Time**

<b>Report To Customer</b>	<b>Bill To Customer (if different)</b>	<b>Project/Submission Information</b>
Company:	Company:	Site Location:
Address:	Address:	Project Number:
Contact:	Contact:	Submission Date:
Telephone:	Telephone:	Sampled by (print):
Fax:	Fax:	Sampler's Initials:
E-mail:	E-mail:	Purchase Order #:
		<b>RPC Quotation #:</b>

**Routine:**  
 Varies by analysis

**Rush (surcharge applies):**  
 24 Hours     48 Hours  
 3 Days        4 Days

**Specific Date Required**  
 (do not use ASAP):

LIMS #:	Sample Matrix	Client Sample Identification	Sample Date/Time	Analysis Required					Other Analyses/Comments Special Instructions/Hazards
				I	II	III	IV	V	

	Analysis Required (Description)	Preservatives
I		
II		
III		
IV		
V		

**Sample Receiving Checklist**

Documentation                       Sample Volume

Sample Containers                   Hold Time

Sample Temperature              Temperature = \_\_\_\_\_ °C

Comments:

Please see reverse side for more information.  
 Label samples carefully and complete all parts of the form.

## Chain of Custody

(1) Relinquished by:	Date:	(1) Received by:	Date:
Company:	Time:	Company:	Time:
(2) Relinquished by:	Date:	(2) Received by:	Date:
Company:	Time:	Company:	Time:

## Sample Collection and Preservation

General Instructions: Sample bottles, supplied by the Laboratory, have been specially cleaned and/or sterilized and may contain chemical preservatives. Please make sure the correct sample containers are used for the required analyses. Do not use sample bottles for any other purpose. Fill bottles according to specific instructions (below) - do not rinse. Take all possible precautions to avoid contamination of samples during collection and handling. Simplified sampling instructions are provided (below) for most of the common parameters. If you have any questions regarding sampling, preservation, storage, or holding times please contact the laboratory. If the sample is being collected from a domestic water supply, the aerator screen should be removed prior to sampling and the water should be allowed to run long enough to thoroughly flush the plumbing system.

Once the sample has been collected, the sample container must be clearly labelled and a Sample Submission Form must be completed. Keep samples cool (approx. 4°C) and deliver to the laboratory as soon as possible. Do not freeze the sample unless it is specifically required.

### Organics (water samples):

Volatiles - Use 40ml glass purge and trap vials. Collect two vials per sample. Fill vials to overflowing with minimum agitation of sample. Replace cover (Teflon side toward sample) such that no air bubbles are trapped within the vial.

Semi-Volatiles (includes hydrocarbons, PAH, PCB etc.) - Collect sample in 1L amber glass bottle with Teflon-lined cap. Fill bottle to within 2.5 cm of opening and cap securely.

Atlantic MUST - Collect two purge and trap vials and a 1L bottle per sample.

### Organics (soil samples):

Samples for all parameters should be collected in glass jars with Teflon-lined lids. Collect a representative sample, place in bottle and replace lid securely. Samples should be kept cool prior to submission.

### Inorganics (water samples):

Trace metals - Collect sample in polypropylene tubes provided or in 250ml plastic bottles. If there is a need to distinguish between dissolved and particulate phases, it will be necessary to filter the sample at the time of sample collection. If possible, the sample should be preserved with nitric acid in the field (0.2%). If mercury analysis is required, field preservation is mandatory, unless the sample can be delivered within two hours.

General Chemistry - Collect one 250ml bottle per sample.

Do not use bottles designated for microbiological analysis. Fill bottle and refrigerate.

Other Inorganics - There are special bottle and preservative requirements for many inorganic parameters. Please see separate sample preservation and sample volume requirement information for cyanide, sulfide, phenolics, total organic halide, BOD, COD, nutrients, suspended solids, etc.

### Inorganics (soil samples):

Sample as for organics in soil. Plastic containers (bottles or clear polyethylene bags) are also acceptable.

Trace metals (biota): Collect samples, wrap in plastic film and freeze immediately. Clean polyethylene bags may be used.

### Microbiology (water samples):

Open the sterile bottle provided for microbiological analysis without touching the inside of the cap or the mouth area of the bottle. Fill bottle to line and cover securely. Keep sample cool and deliver to the laboratory immediately.

## Analytical Packages

**If analysis is to be carried out with reference to specific guidelines, please provide information on the submission form.**

TPH - Total Petroleum Hydrocarbons  
Atlantic MUST - BTEX, VPH (gasoline range)  
and EPH (diesel/lube oil range)

Volatiles -  
EPA 624  
Trihalomethanes

PCBs -  
Aroclor Specific  
Coplanars

Pesticides / Herbicides - Various Groups  
PAHs - Polynuclear Aromatic Hydrocarbons

Trace Metals

Mercury

General Chemistry, Inorganics

Coliform & E. coli

Please refer to RPC's information sheets for further details on sampling, analytical capabilities and prices.

### Contacts:

#### **RPC Fredericton:**

RPC (Fredericton) General Inquiries: (506) 452-1212

Fax: (506) 452-1395 or (506) 452-0594

Chemistry Office, (506) 452-1369 or toll free 1-800-563-0844.

For general enquiries, customer service, and quotations, please ask to speak to a Client Services Representative.

### For technical assistance, please contact:

Organic Chemistry	(506) 452-0584
Pesticide Analysis	(506) 452-1270
Inorganic Chemistry	(506) 452-1399
Microbiology (Fredericton)	(506) 452-1390
Air Quality	(506) 460-5653

#### **RPC Moncton:**

RPC (Moncton): (506) 855-6472

Fax: (506) 855-8294

To make advance arrangements for after hours sample receiving or for sample containers, please contact RPC Fredericton Sample Receiving at (506) 452-1281 or RPC Moncton at (506) 855-6472.

Email: [info@rpc.ca](mailto:info@rpc.ca)

**RPC's Laboratories are accredited by the Standards Council of Canada (SCC).**

### Sample Retention:

*Unused portions of original samples and/or sample extracts are typically retained for a minimum of one month from the date the final report is issued. Samples will be discarded after this time unless prior arrangements have been made.*

### Priority:

Rush services are offered on an as available basis (surcharge applies). Please contact the laboratory to make arrangements prior to sample submission.

A sample disposal fee of 1.5% of the analysis cost will apply to all non-hazardous samples. Disposal costs for hazardous sample disposal will be borne by the customer.