



# Instructions for Completing the Chain of Custody (COC)

## ASBESTOS BULK SAMPLE

### Important Information

- The Chain of Custody is a legal document. Complete every applicable section, sign it, and seal a copy inside the shipping container — an incomplete COC will delay login and analysis.
- Contact AGT Labs PRIOR to sample submittal to confirm that an Immediate (4 hour) or Rush (2 day) turnaround is available for your job. A surcharge applies to both.
- Collect and ship one bulk sample per sealed, labelled bag or container, and double-bag friable material. Loose or shared containers risk cross-contamination and the lab may reject the sample.
- AGT Labs cannot accept verbal changes. Fax written changes to 713-453-6091 or email a revised COC to your project manager. Samples are disposed of after 21 days; AGT Labs reserves the right to return samples.

#### A Report To

The company and contact who will receive the final report. Complete company, address, contact, phone and email — reports are sent to the address given here.

#### B Invoice To

Complete only if billing differs from Report To; otherwise the Report To contact is invoiced.

#### C PO # and Turnaround Time

Enter a purchase order number if your accounts department requires one, then tick exactly one turnaround box: Immediate (4 hour), Rush (2 days) or Regular (3–5 working days). Use Need By for a specific due date. Immediate and Rush both carry a surcharge and must be arranged in advance.

#### D Project and Sampler

AGT Labs' Job ID and Date Received are completed by the laboratory. Provide the Project Name / # and the sampler's name, company, signature and the date sampled.

#### E Sample Identification

One line per sample, numbered 1–10. Client Sample # is required and must match the label on the bag. AGT Sx ID is assigned by the lab — leave it blank. Type (material) and Location / Description are optional but speed up analysis and reporting.

#### F Shipment Details

Record the Method of Shipment (courier, hand delivery, mail) and the Bill of Lading or tracking number so the shipment can be traced if it is delayed.

#### G Custody Transfer

Every transfer of custody must be signed. Complete Relinquished By and Received By with the date and time of each transfer. Record known hazards and any special handling in the comments box.

#### H Condition on Receipt

Completed by the laboratory: whether samples arrived intact, whether condition and temperature were acceptable, and the receiver's initials.

#### BEFORE YOU SHIP — QUICK CHECK

- ☐ Every bag is labelled and matches its Client Sample # line.
- ☐ One sample per sealed bag; friable material double-bagged.
- ☐ One turnaround time box is ticked.
- ☐ Relinquished By is signed and dated.
- ☐ A copy of the COC is sealed inside the container.

AGT-4003-0229

The Chain of Custody is a Legal Document

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|                                                                                                                                                                                                                           |                 |                                                          |           |                                                      |  |                                                          |      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------|-----------|------------------------------------------------------|--|----------------------------------------------------------|------|
|                                                                                                                                        |                 | <b>1. REPORT TO:</b>                                     |           | <b>2. INVOICE TO:</b>                                |  | <b>3. PO #:</b>                                          |      |
| 10200 East Freeway<br>Suite 101, Houston<br>TX 77029<br>713-453-6090<br>info@agtlabs.com<br>www.agtlabs.com                                                                                                               |                 | Company:<br>Address:<br>Contact:<br>Phone:<br>Email:     |           | Company:<br>Address:<br>Contact:<br>Phone:<br>Email: |  | Need By:<br>* Immediate / Rush surcharge may apply       |      |
| AGT Labs' Job ID:                                                                                                                                                                                                         |                 | Date Received:                                           |           |                                                      |  |                                                          |      |
| 5. Project Name / #:                                                                                                                                                                                                      |                 | D                                                        |           | 6. Sampler's Name & Co.:                             |  |                                                          |      |
| 6. Sampler's Name & Co.:                                                                                                                                                                                                  |                 | Sampler's Signature & Date:                              |           |                                                      |  |                                                          |      |
| No.                                                                                                                                                                                                                       | Client Sample # | AGT Sx ID<br>(Lab Use Only)                              | Type      | Location / Description                               |  |                                                          |      |
| 1                                                                                                                                                                                                                         |                 |                                                          |           |                                                      |  |                                                          |      |
| 2                                                                                                                                                                                                                         |                 |                                                          |           |                                                      |  |                                                          |      |
| 3                                                                                                                                                                                                                         |                 |                                                          |           |                                                      |  |                                                          |      |
| 4                                                                                                                                                                                                                         |                 |                                                          |           |                                                      |  |                                                          |      |
| 5                                                                                                                                                                                                                         |                 |                                                          |           |                                                      |  |                                                          |      |
| 6                                                                                                                                                                                                                         |                 |                                                          |           |                                                      |  |                                                          |      |
| 7                                                                                                                                                                                                                         |                 |                                                          |           |                                                      |  |                                                          |      |
| 8                                                                                                                                                                                                                         |                 |                                                          |           |                                                      |  |                                                          |      |
| 9                                                                                                                                                                                                                         |                 |                                                          |           |                                                      |  |                                                          |      |
| 10                                                                                                                                                                                                                        |                 |                                                          |           |                                                      |  |                                                          |      |
| Client Sample # is required. AGT Sx ID is assigned by the lab. Type and Location are optional.                                                                                                                            |                 |                                                          |           |                                                      |  |                                                          |      |
| Method of Shipment:                                                                                                                                                                                                       |                 | F                                                        |           | Bill of Lading / Tracking #:                         |  |                                                          |      |
| RELINQUISHED BY                                                                                                                                                                                                           |                 | DATE                                                     | TIME      | RECEIVED BY                                          |  | DATE                                                     | TIME |
| 1) G                                                                                                                                                                                                                      |                 |                                                          |           | 1) H                                                 |  |                                                          |      |
| 2)                                                                                                                                                                                                                        |                 |                                                          |           | 2)                                                   |  |                                                          |      |
| Samples received intact?                                                                                                                                                                                                  |                 | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initials: | Received in good condition / temperature OK:         |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |      |
| AGT LABS CANNOT ACCEPT VERBAL CHANGES. PLEASE FAX WRITTEN CHANGES TO 713-453-6091 OR EMAIL THE NEW COC TO YOUR PROJECT MANAGER. Samples will be disposed of after 21 days. AGT Labs reserves the right to return samples. |                 |                                                          |           |                                                      |  |                                                          |      |

#### COMMON BULK MATERIAL TYPES

- Floor tile & mastic
- Joint compound & drywall
- Popcorn / textured ceiling
- Pipe & boiler insulation
- Roofing felt, shingle, mastic
- Transite board & panel
- Plaster, skim coat, stucco
- Vermiculite & loose fill
- Gasket, rope, fireproofing

#### 4. TURNAROUND TIME

- Immediate — 4 hour \*
- Rush — 2 days \*
- Regular — 3–5 working days
- Need By (state date)

\* Surcharge may apply — confirm availability before submitting. Turnaround starts when the lab receives and logs the samples, not when they are shipped.