



Instructions for Completing the Chain of Custody (COC)

INDUSTRIAL HYGIENE

Important Information

- The Chain of Custody is a legal document. Complete every applicable section, sign it, and send a copy with the samples — an incomplete COC will delay login and analysis.
- Contact AGT Labs PRIOR to sample submittal if services are other than standard, or to confirm that a RUSH turnaround (1–4 business days) is available for the requested analysis. Additional charges apply.
- Submit field blanks and media blanks with every sample set and identify them clearly in the Sample ID column — most air methods require a blank for the result to be reportable.
- 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.

A Report To

The company and contact who will receive the final report. Complete company, address, attention, phone and email — reports are emailed 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 required, then tick one TAT box. 1–4 day options are marked * and carry a surcharge; 5 Day is standard. Day Zero is the day samples are received and reports are issued by 5:00 pm on the due day.

D Project Information

AGT Labs' Job ID is completed by the laboratory. Provide your Project #, the Project Name or Location, and the sampler's name, company, signature and date.

E Sample ID and Sampling

One line per sample: unique Sample Number / Employee / Location, Date, Time On and Time Off in 24-hour format. Flow Rate, Total Minutes and Total Volume are required for pumped media; badges need no flow rate. Leave Lab Use Only blank.

F Media Type and Matrix

Both are dropdowns — pick the media in column 11 and the matrix in column 12. Code lists are on the form and repeated below.

G Start / Stop Canister Pressure

Summa canisters only. Write the starting vacuum above the diagonal and the final pressure below it, in the same units ("Hg or psig). A canister that reaches ambient pressure before the end of the run should be noted in the comments.

H Tests Requested

One analysis, method or parameter per column heading (NIOSH 7400, OSHA ID-125G), then mark X on every row needing it.

I Custody, Shipment and Receipt

Every transfer is signed with date and time. Note known hazards, enter the bill of lading or tracking number; the lab records whether samples arrived intact.

BEFORE YOU SHIP — QUICK CHECK

- ☐ Every sample line has an ID, date, time on/off and media code.
- ☐ Flow rate and total volume entered for all pumped media.
- ☐ Field and media blanks included and labelled as blanks.
- ☐ One turnaround time box is ticked; tests marked per row.
- ☐ Relinquished By signed and dated; COC sent with the samples.

The Chain of Custody is a Legal Document

INDUSTRIAL HYGIENE

AGT Labs' JOB ID: 10200 East Freeway Suite 101, Houston TX 77029 713-453-6090 info@agtlabs.com www.agtlabs.com

1. REPORT TO: Company: Address: Attn: Phone: Email:

2. INVOICE TO: Company: Address: Attn: Phone: Email:

3. PO #

4. Turnaround Time: ☐ 1 Day * ☐ 2 Days * ☐ 3 Days * ☐ 4 Day * ☐ 5 Day - STD ☐ Need By: * Surcharge Applies

Day Zero is the day sample is received. Report due at 5pm on due day.

5. Project #

6. Project Name / Location:

7. Sampler's Name & Company: Samplers Signature & Date:

11. Media Type: CAN - Canister, CASS - Cassette, MOLD - Air-O-Cell, Allergenco, BADGE - AT566, UME100 etc, TUBE - Charcoal, Silica Gel, XAD

12. Matrix: A - Ambient, CT - Cooling Tower, G - Grab, F - Flare, SG - Soil Gas, IA - Indoor Air, ST - Stack

13. Start/Stop Canister Pressure

14. Tests Requested

Sample Number/Employee or Location*	Lab Use Only	Date*	Time On*	Time Off*	Flow Rate L/Min*	Total Minutes	Total Sample Volume Liters	11. Media Type	12. Matrix	13. Start/Stop Canister Pressure	14. Tests Requested
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

13. RELINQUISHED BY: DATE: TIME: 14. RECEIVED BY: DATE: TIME: KNOWN HAZARDS / COMMENTS:

1) 1) 2) 2)

BILL OF LADING/TRACKING # Intact? ☐ Y ☐ N

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.

11. MEDIA • 12. MATRIX CODES

CAN	Canister
CASS	Cassette
MOLD	Air-O-Cell, Allergenco
BADGE	AT566, UME100 etc
TUBE	Charcoal, silica gel, XAD
A	Ambient
CT	Cooling tower
G	Grab
F	Flare
SG	Soil gas
IA	Indoor air
ST	Stack

4. TURNAROUND TIME

- 1 Day *
- 2 Days *
- 3 Days *
- 4 Day *
- 5 Day — Standard
- Need By (state date)

* Surcharge applies — confirm rush availability before submitting.
Day Zero is the day the sample is received; reports due 5:00 pm.