



EMSL ANALYTICAL, INC.
LABORATORY • PRODUCTS • TRAINING

USEPA TO-15

EMSL Analytical, Inc.

External Chain of Custody/ Field Test Data Sheet

Ph. ()
Fax ()

EMSL Order Number (Lab Use Only):

Report To Contact Name:		Bill To Company:		Sampled By (Sign):	
Company Name:		Attention To:		Sampled By (Name):	
Address 1:		Address 1:		Total # of Samples:	
Address 2:		Address 2:		Date Shipped:	
Phone No. :	Fax :	Phone No.:	Fax :	Sample Collection Zip Code:	
Email Results To:		Project Name:		Purchase Order:	

Turnaround Time (in Business Days): <input type="checkbox"/> 10 Day Standard <input type="checkbox"/> 5 Day <input type="checkbox"/> 4 Day <input type="checkbox"/> 3 Day <input type="checkbox"/> 2 Day <input type="checkbox"/> 1 Day <input type="checkbox"/> Other			Reporting Format: <input type="checkbox"/> Results Only (Standard Lab Report) <input type="checkbox"/> Full Deliverables (Surcharge may apply) <input type="checkbox"/> Other			Analysis		Matrix	
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EMSL Sample Identifier

Client Field Sample Identification	Field Use - All Information Required!								Lab Use Only								USEPA TO-15	NUDEP LL TO-15	LIBRARY SEARCH	Other (Specify)	Indoor/ Ambient Air	Soil Gas	Landfill/ Vent
	Sampling Start Information				Sampling Stop Information				Canister Information				Flow Contoller										
	Barometric Pres. ("Hg):				Barometric Pres. ("Hg):				Canister ID	Size (L)	Can Cert Batch ID	Outgoing Pressure ("Hg)	Incoming Pressure ("Hg)	Reg. ID	Cal Flow (ml/min)								
Start Date	Time (24 hr clock)	Canister Pressure ("Hg)	Interior Temp. (F)	Stop Date	Time (24 hr clock)	Canister Pressure ("Hg)	Interior Temp. (F)																

Comments:		Lab Canister Certification Analyst Signature (TO-15):
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Relinquished by:	Date/ Time	Received by:	Date/ Time	Seal #/Intact	Reason for Exchange (circle appropriate)
					Shipping Courier Receiving Sampling Other: <input type="checkbox"/>
					Shipping Courier Receiving Sampling Other: <input type="checkbox"/>
					Shipping Courier Receiving Sampling Other: <input type="checkbox"/>
					Shipping Courier Receiving Sampling Other: <input type="checkbox"/>
					Shipping Courier Receiving Sampling Other: <input type="checkbox"/>



TO-15
External Chain of Custody/Field Test Data Sheet
Instructions



The Chain of Custody supplied with the canisters must be used, as it contains project specific equipment calibration information.

Reporting and Billing Information

- Enter all pertinent information for contacts and project specifics.



It's important to have an accurate project name, as it will be reflected on result forms.

Sample By Information

- Sampler's full name(s) is important to fill out, in case the laboratory determines a sampling anomaly.



Sample Collection ZIP Code is mandatory for Electronic Data Deliverables (EDD) generation.

Turnaround Time

- Check off appropriate turnaround time in business days. Expedited turnaround must be pre-approved by the client service representative.

Reporting Format

- Check off appropriate reporting format. **Results only** is the standard deliverable.
- Full deliverables are appropriate for NJDEP Low Level TO-15 and Agency Regulatory Formats. **Additional charges apply.**

Field Use – Sample Collection Start and Stop Items

- Barometric pressure can be obtained from <http://weather.noaa.gov/index.html>
- Supply accurate sample location to appear on all result forms.
- Sampling start and stop times must be in 24 hour military notation (i.e. 1:30 pm = 13:30).
- Record canister vacuum displayed on the canister vacuum/ pressure gauge attached to the flow regulator.
- For interior building samples, record temperature in degrees F.

Analysis Type and Matrix

- Select the appropriate method of analysis.
- NJDEP LLTO-15 and USEPA TO-15 are analyzed under different protocol, and compound lists and are not interchangeable.
- Library Search for TO-15 will include up to 20 TICs, and NJDEP LLTO-15 will include up to 30 non-alkene/alkane TICs with alkene and alkane compounds being reported separately.
- Select the appropriate air matrix. Matrix type is important when supplying EDD.

Relinquish/Receiving Information

- All canister/sample transfers must be signed and dated by the person relinquishing the samples and the person receiving the samples.
- Transfer is initiated upon transfer of canisters from the laboratory to sampling consultants.
- Circle the appropriate reason for sample custody transfer.