



## CHAIN OF CUSTODY

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<b>GAP Project # A</b> <small>(Lab use only)</small>
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<b>Report to</b> Company: _____ Contact Name: _____ Address: _____ Phone: _____ Mobile: _____ Email: _____ Client Project #: _____ PO #: _____			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">Fungi Enumeration</td> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">Fungi Genus ID</td> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">Legionella (Culturable)</td> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">Bacteriophage (MS2/T1UV/T7)</td> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">Total Aerobic Plate Count</td> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">Total Coliform</td> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">Faecal Coliform</td> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">E. coli</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>										Fungi Enumeration	Fungi Genus ID	Legionella (Culturable)	Bacteriophage (MS2/T1UV/T7)	Total Aerobic Plate Count	Total Coliform	Faecal Coliform	E. coli					<b>Invoice to:</b> <input type="checkbox"/> Same as report Company: _____ Contact: _____ Address: _____ Phone: _____ Email: _____ Instructions: _____		
Fungi Enumeration	Fungi Genus ID	Legionella (Culturable)	Bacteriophage (MS2/T1UV/T7)	Total Aerobic Plate Count	Total Coliform	Faecal Coliform	E. coli																				
Sample Identification		# of containers	Matrix	Please Check Analyses Requested										Date/Time Collected	Volume Sampled	GAP Sample No. <small>(Lab use only)</small>											
<b>Special Instructions / Comments:</b> _____ _____ _____				<b>Sampler (Print &amp; Sign Name)</b> Collected by: _____ Signature: _____ <input type="checkbox"/> <b>Drinking Water:</b> Please initial if any sample submitted is MOE Regulated Drinking Water. If initialed or if you have any questions please contact GAP EnviroMicrobial Services Ltd (GAP). Unless clearly indicated, all water samples received at GAP will be treated as non-potable, non-reportable, and not subject to any government regulations. See reverse for additional information.										<b>Laboratory Use Only</b> Sample Temperature _____ °C Temp Acceptable Upon Receipt: Yes / No Comments: _____ _____													
Standard turn around time is 5 to 10 business days, for RUSH analysis please contact the lab directly.														Received at Lab by: _____ Date: _____ Time: _____ AM/PM													

Please read the reverse side of this form for sampling and shipping instructions. Reports will only be sent via email unless otherwise specified above.

## Client Sampling and Shipping Instructions

Samples must be collected in a sterile container using sterile sampling methods. Further guidelines for sample collection are available, upon request. Sample containers and materials must be clearly labelled.

Samples containing disinfectant must be neutralized. For example, samples containing chlorine will be neutralized using a sample bottle containing sodium thiosulphate or other neutralizing compound.

Samples must be stored refrigerated (2 to 6°C, not frozen) immediately after collection. GAP EnviroMicrobial Services Ltd. must receive samples within 48 hours, unless otherwise specified by GAP EnviroMicrobial Services Ltd. In the spring, summer and fall, samples must be transported in a cooler containing sufficient ice packs to prevent sample warming. During the coldest winter weather, samples can be shipped in insulated containers to prevent freezing. Do not ship samples by courier on a Friday, as they will not be received by GAP EnviroMicrobial Services Ltd. until Monday. The client is responsible for all shipping costs.

This **fully completed** chain of custody form must accompany samples and clearly state the analyses requested. GAP EnviroMicrobial Services Ltd. does not accept municipal drinking water samples reportable under the Safe Drinking Water Act/02, Ontario Regulation 170/03, Ontario Regulation 318/08, Ontario Regulation 319/08, Ontario Regulation 243/07, Ontario Regulation 252/05, or any other government regulation that requires reporting of adverse drinking water results to a government authority, as GAP EnviroMicrobial Services Ltd. is not licensed by the Ontario Ministry of the Environment.

We would appreciate advance notice of at least 1 week before samples are submitted, particularly for large submissions or specialized procedures such as pathogen detection. Please contact the laboratory to arrange for testing. Samples are discarded 48 hours after testing is completed, unless the client requests sample storage.

By submitting samples with a completed chain of custody form the client accepts all of GAP EnviroMicrobial Services Ltd. methodology including any deviations from standard or reference methods.

Please do not hesitate to contact the laboratory if there are further questions, or to obtain additional chain of custody forms, sterile sample bottles or other materials. GAP EnviroMicrobial Services Ltd. cannot be held responsible for samples collected or shipped to the laboratory in an improper manner.