

# CHAIN OF CUSTODY RECORD

## ANALYTICAL SERVICES

**UMPQUA Research Company**  
 738 SE Glenwood Drive  
 Bend, OR 97702  
 Ph (541) 312-9454 Fax (541) 312-9456  
 ORELAP# OR100052

**CLIENT NAME:** \_\_\_\_\_  
**BILLING ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_  
**PO Number:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

PROJECT NAME _____ _____		CONTACT PERSON: _____ TELEPHONE: _____							
PWS Number: _____		EMAIL: _____ FAX: _____							
Report Data to Oregon DWP?    Yes    No    (Circle One)		SAMPLE COLLECTED BY: _____							
		If the sample was collected by a URC Lab Technician, enter the Sample Collection Fee miles and hours to be charged to Client:    _____ Miles    _____ Lab Tech Hours							
Lab Use Only URC SAMPLE ID No.	SAMPLE LOCATION / CLIENT SAMPLE ID No.	COLLECTION		NO. OF BOTTLES	MATRIX			ANALYSIS REQUIRED	
		DATE	TIME		DW	AQUEOUS	SOIL		
Relinquished By Customer/Sample Collector: Signature: _____		Date/Time _____		Received By Sample Custodian: Signature: _____			Date/Time _____		
Relinquished by Sample Custodian: Signature: _____		Date/Time _____		Received By Log In: Signature: _____			Date/Time _____		
Relinquished By Log In: Signature: _____		Date/Time _____		Received By Analyst/Custodian: Signature: _____			Date/Time _____		
QC Level (Circle One)    1    2    3    Other				<b>LAB USE ONLY</b>				Temp Gun ID# QB1001	
In certain circumstances, samples submitted to Umpqua Research Company may be subcontracted to other certified laboratories in order to complete the analysis requested. This serves as notice of this possibility. All sub-contract data will be clearly noted on your analytical report.				Temperature at receipt: _____ °C					
				URC Containers: (circle one) ALL    SOME    NONE					
				Cooler: Client / URC				Cooling process, on ice:    yes    no	

## CHAIN OF CUSTODY RECORD (COC) INSTRUCTIONS:

**UMPQUA Research Company:** UMPQUA Research Company (URC) agrees to provide services listed on this COC under the terms and conditions listed below. Samples collected for analysis must be delivered to our laboratory at the address listed in the upper left-hand corner of the COC.

**Client Name & Address:** Enter the name of the Company or Person requesting the work and responsible for payment. Correspondence and invoices will be sent to this address. The Client or the Client's representative is responsible for completing the COC. Failure to fill out the entire COC may result in rejection of samples.

**Purchase Order Number:** Enter the number of the purchase order to be referenced on Reports, Invoices, and Correspondence associated with this COC. Enter N/A if there is no purchase order.

**Cooler Number:** Enter the number of the cooler in which the samples are contained. Enter N/A if there is no cooler or assigned number.

**Page Number:** Enter the COC page number. The COC is set up to allow a number of samples to be listed on one page. More than one page may be needed to complete a listing of all samples and analysis to be performed under one COC. Always enter the page number and total number of pages where indicated on each page. For example, a one page Record should be numbered Page 1 of 1 and a three page Record should be numbered Page 1 of 3, Page 2 of 3 and Page 3 of 3.

**Project Name:** Enter the Client's project number and/or name. Enter N/A if there is none.

**PWS Number:** Enter the PWS (Public Water System) number associated with the samples on this COC. The PWS number is assigned by the Oregon Public Health Service. Enter N/A if this does not apply to the sample submitted with this COC.

**Client Contact Person, Telephone and Fax:** Enter the name, telephone and fax number of the person who should be contacted concerning analysis of samples and who should receive the laboratory report.

**Sample Collected By:** The person who takes the sample must print his/her name here, and complete the sample collection information on the form. If the sample is collected by URC laboratory personnel, a sample collection fee will be charged to the Client. The sample collection fee covers the cost of round trip mileage from our laboratory in Bend, Oregon and laboratory personnel time expended in transportation and sample collection. Our most recent published rates shall be used.

**URC Sample No:** Do not enter anything in this column. The URC sample ID number will be entered by our laboratory personnel upon receipt of the sample.

**Sample Location/Client Sample ID:** Enter the sample location and/or Client sample identification code, if any. This should enable the Client to readily identify where the sample was taken and must be assigned by the Client.

**Collection Date and Time:** Enter the date and time that the sample was taken. Make sure to indicate the time as "AM" or "PM".

**No. of Bottles:** Enter the number of bottles (containers) used for each sample taken.

**Matrix:** For each sample listed on the COC, enter an "X" under the column that indicates the sample matrix type; DW (Drinking Water), Aqueous, or Soil.

**Analysis Required:** For each sample listed on the COC, enter the type of analysis that is requested, i.e. enter specific analytes, parameters, methods, etc.

**Relinquished By and Received by:** Custody of the sample must be traceable from the person who collected the sample to the laboratory technician who analyzes the sample. The sample collector/customer must sign his/her name in the first "Relinquished By" box at the bottom left-hand side of the form, and enter the date and time when the sample is given to someone else. The person who received the sample from the sample collector/customer must sign his/her name, enter the date and time in the first "Received By" box at the bottom of the form. That person must then sign their name, enter date/time in the second "Relinquished By" box when they give the sample to someone else. This "Chain of Custody" sequence continues for each person who receives the sample and then relinquishes it to someone else. The last person to sign for receipt of the sample must be the URC laboratory technician performing sample analyses.

**QC Level:** Circle the QC reporting level that applies: 1 2 3 OTHER Report levels are defined in the URC Quality Manual.

## SERVICE AGREEMENT

- Authorization to Proceed:** Completion of the COC and submission of the samples to the laboratory by the Client or the Client's representative constitutes Execution of this Agreement and authorizes URC to proceed with the laboratory work.
- Compensation and Term of Payment:** For services described on this COC, URC will be compensated based on verbal or written quotations, or the standard rates per analysis contained in our current published Price Book. Invoices will be issued by URC as services are completed. Invoices are due and payable upon receipt. Interest at the rate of 1-1/2 percent per month or that permitted by law if lesser, may be charged on past due amounts starting 30 days after date of invoice. Payment will first be credited to interest and then to principal amount. The prices stated in a written quotation are valid for 60 days unless stated otherwise. The price does not include sales or other taxes. Such taxes, when applicable, will be added to the invoice. URC reserves the right to change published prices without notice. In the event that a civil action is filed by URC to collect a delinquent account from Client, Client agrees to pay the reasonable attorneys' fees incurred by URC on trial and any appeal in addition to costs and disbursements.
- Standard of Care:** The standard of care applied to our laboratory services will be the degree of skill and diligence normally employed by laboratory testing industry personnel performing the same or similar service.
- Warranty and Limitation of Liability:** URC makes no warranty, express or implied, and under no circumstances will be liable for any claims or damages except those resulting solely from its own or its employees' negligence. To the maximum extent permitted by law, our liability for damages will not exceed the compensation received by URC for the batch of samples under this Service Agreement.
- Severability and Survival:** If any of the provisions contained in this Agreement are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. Limitations of liability and indemnities shall survive termination of this Agreement for any cause.
- Asbestos or Hazardous Substances:** To the maximum extent permitted by law, the Client will indemnify, hold harmless, and defend URC and its officers, employees, subcontractors, and agents from all claims, damages, losses, and expenses, including, but not limited to, direct, indirect, or consequential damages and attorney's fees in excess of the Limitation of Liability in Article 4 arising out of or relating to the presence, discharge, release, or escape of hazardous substances, contaminants, or asbestos on or from the Samples or Sample site.
- Interpretation:** The limitation of liability and indemnities will apply whether URC's liability arises under breach of contract or warranty; tort, including negligence (but not sole negligence); strict liability, statutory liability; or any other causes of action; and shall apply to URC's officers, employees, and subcontractors. Contractual agreements will take precedence in the event there is a conflict with this agreement and chain of custody document.
- Sample Disposal and Storage:** Proper disposal of hazardous waste samples is the responsibility of the Client. Unless disposal agreements are made, hazardous waste samples will be disposed of at a rate of \$25 per sample 30 days after submission of the final analysis report. For larger projects and upon special request, samples may be stored for longer than 30 days at a rate of \$5/month per sample.
- Sample Preservation:** Samples are expected to be field preserved in accordance to applicable methods being requested.