

IG MicroMed Environmental Inc.

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Chain of Custody Completion Instructions

There are five major components to completing a chain of custody or sample submission form.

1. Received from information.

Complete header with your company name, address and details. Also information on how (fax, email, mail) and to whom the certificate of analysis should be sent to should be noted.

2. Sample Matrix

In the check box columns check off the type of sample (whether product, swab or other). If other please describe.

3. Sample Description

Enter the description of the sample being submitted including location, lot numbers etc. This description will be the description we use on the certificate of analysis.

4. Tests Requested

In this section, check off the tests and methods required for the specific sample. Complete the column headers as required. Please note, there can be different methods for a similar test, so be precise in your requirements.

5. Other Comments/Method

In this section add any additional comments related to sample or methods.

General Comments

Samples should be submitted in coolers with ice packs to keep temperature below 10C. We can provide these if necessary at no extra charge.

If there are specification requirements for your products please provide this information along with submission.