

CHAIN OF CUSTODY RECORD

ANALYSIS REQUEST



Tweed Laboratory Centre

Tweed Laboratory Centre | 46 Enterprise Avenue, Tweed Heads South NSW 2486 | Ph: 07 5569 3103 | Fax: 07 5524 2676 | E: samplereception@tweed.nsw.gov.au

Company: Address: Contact Name: Telephone: Fax: Email:	Project Reference: Purchase Order No: Send Results to Reports: If a hard copy of results report needs to be sent out by mail please tick: <input type="checkbox"/>
Turnaround time for results is within 10 working days for most samples. Additional charges may apply if required sooner.	

SAMPLE DESCRIPTION

ANALYSIS REQUIRED (please indicate if total and/or soluble)

Sample ID	Sample Date	Sample Time	Water (w) / Soil (S)	Comments															

Relinquished by (name) Date: / / Relinquished by (signature) Time: Received by (name): Date: / / Received by (signature) Time:	Special Requirements (eg. OHS issues etc.) 	Sample Receipt Advice (Lab Use Only) All Samples Received in Good Condition <input type="checkbox"/> All Documentation in Proper Order <input type="checkbox"/> Samples Received Within Recommended Holding Times <input type="checkbox"/> Subcontracted work: <input type="checkbox"/> Lims Batch No. Temperature of Samples (Probe 11) ° C
Please Note: Samples are to be received at the Laboratory no later than 4:30pm unless prior notification has been received (by 1:00pm) or additional charges may apply.		