

Lab Client and Project Information		
Lab Client/Consultant:	Project Name / #:	
Lab Client Project Manager:	Project Location:	
Lab Client Address:	Report E-Mail(s):	
Lab Client City, State, Zip:		
Phone Number:		
Reporting Requirements	Turnaround Time	Sampler Information
<input type="checkbox"/> Standard Report <input type="checkbox"/> Level III <input type="checkbox"/> Level IV <input type="checkbox"/> Excel EDD <input type="checkbox"/> Other EDD: _____ <input type="checkbox"/> CA Geotracker Global ID: _____	<input type="checkbox"/> Standard (7 days for preliminary report, 10 days for final report) <input type="checkbox"/> Rush (specify): _____	Sampler(s): Signature: Date:

Sample Receipt (Lab Use Only)	
Date Received:	
H&P Project #	
Lab Work Order #	
Receipt Gauge ID:	Temp: <i>RT</i>
Sample Intact: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> See Notes Below	
Receipt Notes/Tracking #:	
Lab Status #	Lab PM Initials:

Additional Instructions to Laboratory:																									
<div>* Preferred VOC units (please choose one): <div><input type="checkbox"/> µg/L <input type="checkbox"/> µg/m³ <input type="checkbox"/> ppbv <input type="checkbox"/> ppmv</div></div>																									
SAMPLE NAME	FIELD POINT NAME (if applicable for Geotracker)	DATE mm/dd/yy	TIME 24hr clock	SAMPLE TYPE Indoor Air (IA), Ambient Air (AA), Subslab (SS), Soil Vapor (SV)	CONTAINER SIZE & TYPE 400mL/1L/6L Summa, Tedlar	CONTAINER ID TAG (###)	Lab use only: Receipt Vac	VOCs Standard Full List <input type="checkbox"/> 8260SV <input type="checkbox"/> TO-15	VOCs Short List / Project List <input type="checkbox"/> 8260SV <input type="checkbox"/> TO-15	Oxygenates <input type="checkbox"/> 8260SV <input type="checkbox"/> TO-15	Naphthalene <input type="checkbox"/> 8260SV <input type="checkbox"/> TO-15	TPHv as Gas <input type="checkbox"/> 8260SV/m <input type="checkbox"/> TO-15m	Aromatic/Aliphatic Fractions <input type="checkbox"/> 8260SV/m <input type="checkbox"/> TO-15m	Leak Check Compound 1,1-DFA (by 8260SV or TO-15)	Leak Check Compound Helium by ASTM D 1945m	Methane by EPA 8015m	Fixed Gases by ASTM D1945 <input type="checkbox"/> CO2 <input type="checkbox"/> O2 <input type="checkbox"/> N2								
Approved/Relinquished by:				Company:		Date:		Time:		Received by:				Company:		Date:		Time:							
Approved/Relinquished by:				Company:		Date:		Time:		Received by:				Company:		Date:		Time:							
Approved/Relinquished by:				Company:		Date:		Time:		Received by:				Company:		Date:		Time:							

Turnaround Time (TAT):

Standard TAT (10 business days for final data, draft within 7 days when available) is assumed for all fixed base lab tests, unless otherwise indicated.

TAT begins upon sample and COC receipt at the laboratory, pending any clarifications needed.

For samples received after 3pm PST, the TAT will begin the following business day.

Projects with greater than 20 samples per day may be subject to an extended TAT.

Rush analyses are subject to availability and should be confirmed in advance of sample submittal. Rush TAT surcharges are as follows:

4 business day TAT: 25% markup; 3 business day TAT: 50% markup; 2 business day TAT: 75% markup; 1 business day TAT: 100% markup.

Holding Times:

Holding times are carefully monitored by H&P Mobile Geochemistry Inc. (H&P). Since this is a vital part of quality control procedures, H&P will make every effort to perform analysis within the applicable holding times established by the EPA or equivalent methodology. However, samples and sample integrity are ultimately the responsibility of the client. H&P reserves the right to apply rush analysis surcharges to prices in order to meet holding time constraints.

Note about tedlar bag samples: Tedlar bag samples must be received with sufficient time for analysis within the EPA 3-day holding time. Samples received with less than 48 hours remaining for analysis will incur a surcharge or be analyzed outside of holding time. It is recommended to notify the lab in advance of tedlar bag submittal.

Reporting and Accreditation:

H&P provides electronic data deliverables via email. Hard copy reports are available by request with additional costs.

Generation of additional deliverables or revision of data after final results have been reported may incur additional costs.

H&P maintains current sampling and analytical certifications on our website, available for download at www.handpmg.com

Payment Terms:

Standard credit terms are net 30 days and are independent of when clients are compensated. H&P reserves the right to require payment in advance until a credit application has been approved. Credit limits may at any time be increased or decreased based upon payment history. Accounts over 30 days are subject to 1.5% per month interest (18% per annum). Delinquent accounts are liable for legal costs and fees incurred by H&P in its efforts to collect outstanding balances. Credit card payments are available with a processing fee.

Limit of Liability:

H&P does not accept any liability with regard to third party transportation methods (shipping methods).

H&P strives to perform all services in accordance with the local standard of care in the geographic region at the time the services are rendered. Clients should recognize that all samples and sampling events are unique, and that not all samples can be successfully analyzed by generally accepted methods. If analysis proves unsuccessful, the total liability of H&P shall not exceed three times the invoiced amount for the services provided. This limit of liability shall supersede all clauses to the contrary, implied or otherwise, in any client purchase order or contract, unless different terms are authorized in advanced in writing by an officer of H&P.