



# SAMPLE LOG SHEET & CHAIN OF CUSTODY

LAB USE ONLY  
DATE RECEIVED LAB: \_\_\_\_\_  
DATE ANALYSIS DUE: \_\_\_\_\_

**CUSTOMER INFORMATION: Shaded Areas • LAB INFORMATION: White Areas**

**ENVIRONMENTAL MONITORING, INCORPORATED**  
ENVIRONMENTAL CONSULTANTS ▲ ANALYTICAL LABORATORIES  
P.O. Box 1190 ▲ Norton, Virginia 24273 ▲ 276-679-6544

\* CLIENT: \_\_\_\_\_ BILLING ADDRESS: \_\_\_\_\_  
\* CONTACT: \_\_\_\_\_ CITY: \_\_\_\_\_

\* COLLECTED BY (print) \_\_\_\_\_  
COLLECTOR(S) SIGNATURE(S) \_\_\_\_\_  
TURN-AROUND (circle): 2 Day 3 Day 5 Day 10 Day Regular  
(Working Days) (Working Days) (Working Days) (Working Days) (15 Working Days)

\* PARAMETER (ANALYSIS REQUESTED)

STATE / ZIP \_\_\_\_\_  
PHONE ( ) \_\_\_\_\_  
FAX ( ) \_\_\_\_\_  
Purchase Order No. \_\_\_\_\_

Additional Cost May Apply – Any TAT Not Specified Will Be Regular

\* SITE ID: \_\_\_\_\_

CLIENT PROJ. NO. \_\_\_\_\_ EMI PROJECT MANAGER \_\_\_\_\_ Comments \_\_\_\_\_  
\* EMI PROJECT NO.: \_\_\_\_\_

\* PRESERVATIVE

Preservation Checked By Date: \_\_\_\_\_

SAMPLES WILL BE DISPOSED OF IN ACCORDANCE WITH EMI's TERMS & CONDITIONS OR RETURNED TO CLIENT

EMI No.	EMI SAMPLE #	*CUSTOMER SAMPLE IDENTIFICATION	*DATE COLLECTED	*TIME COLLECTED	*SAMPLE MATRIX	*No. of CNTRS.	*PARAMETER (ANALYSIS REQUESTED)										*PRESERVATIVE	REMARKS			
1.																					
2.																					
3.																					
4.																					
5.																					
6.																					
7.																					
8.																					
9.																					
10.																					
11.																					

Check Shaded Area for Each Parameter Requested on Each Sample  
White Area Lab Use Only

\*Relinquished by (sign) \_\_\_\_\_ \*Date/Time \_\_\_\_\_ \*Received By (sign) \_\_\_\_\_  
\*Relinquished by (sign) \_\_\_\_\_ \*Date/Time \_\_\_\_\_ \*Received By (sign) \_\_\_\_\_

Report to be sent (if different than customer information):  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_  
STATE / ZIP \_\_\_\_\_ FAX ( ) \_\_\_\_\_

\*METHOD OF SHIPMENT TO LAB (circle) \_\_\_\_\_ Temperature of Cooler upon Receipt by Lab \_\_\_\_\_  
US MAIL UPS FED. EX. EMI-DIRECT EMI PICKUP PERSONAL DELIVERY OTHER