



TESTING REQUIREMENTS

O.Reg 153 Table _____ Medium/Fine Coarse MISA Guidelines
 RPI ICC Agricultural (O.Reg 153) O.Reg 558 Leachate Analysis
 Yes No Record of Site Condition (O.Reg 153) Disposal Site: _____
 Provincial Water Quality Objectives Landfill Monitoring
 Sewer Use By-Law: _____ Other: _____

REPORT NUMBER (Lab Use)

Are any samples to be submitted intended for Human Consumption under any Drinking Water Regulations? Yes No (If yes, submit all Drinking Water Samples on a Drinking Water Chain of Custody)

Indicate Laboratory Samples are submitted to: Kingston Ottawa Richmond Hill Windsor Barrie London

Organization:	Address and Invoicing Address (if different)		ANALYSES REQUESTED (Print Test in Boxes)												TURNAROUND SERVICE REQUESTED (see back page)	
Contact:			Suspected Highly Contaminated												<input type="checkbox"/> Platinum 200% Surcharge	
Tel:															<input type="checkbox"/> Gold 100% Surcharge	
Fax:															<input type="checkbox"/> Silver 50% Surcharge	
Email:	Quote No.:	Project Name:	<input type="checkbox"/> Bronze 25% Surcharge													
	P.O. No.:	Additional Info:	<input type="checkbox"/> Standard 5-7 days													
			<input type="checkbox"/> Specific Date: _____													

* Sample Matrix Legend: WW=Waste Water, SW=Surface Water, GW=Groundwater, LS=Liquid Sludge, SS=Solid Sludge, S=Soil, Sed=Sediment, PC=Paint Chips, F=Filter, Oil = Oil

Lab No:	Sample Identification	S.P.L.	Sample Matrix *	Date Collected (yy-mm-dd)	Time Collected	Indicate Test For Each Sample By Using A Check Mark In The Box Provided												pH	Temp.	# Bottles/ Sample	Field Filtered(Y/N)
						✓															

SAMPLE SUBMISSION INFORMATION		SHIPPING INFORMATION		REPORTING / INVOICING		SAMPLE RECEIVING INFORMATION (LABORATORY USE ONLY)			
Sampled by:	Submitted by:	Client's Courier <input type="checkbox"/>	Invoice <input type="checkbox"/>	Report by Fax <input type="checkbox"/>	Received By (print):	Signature:			
Print:		Caduceon's Courier <input type="checkbox"/>	<input type="checkbox"/>	Report by Email <input type="checkbox"/>	Date Received (yy-mm-dd):	Time Received:			
Sign:		Drop Off <input type="checkbox"/>	# of Pieces	Invoice by Email <input type="checkbox"/>	Laboratory Prepared Bottles: <input type="checkbox"/> Yes <input type="checkbox"/> No				
		Caduceon (Pick-up) <input type="checkbox"/>		Invoice by Mail <input type="checkbox"/>	Sample Temperature °C:	Labeled by:			
	Date (yy-mm-dd)/Time:	Date (yy-mm-dd)/Time:							

Comments: _____

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GENERAL TERMS, CONDITIONS AND SAMPLING INFORMATION GUIDE

Sample Acceptance

Caduceon Enterprises is a commercial testing laboratory specializing in environmental analyses of samples including, but not limited to the following: Drinking Water, Groundwater, Surface Water, Wastewater and/or Industrial Process Water/Effluents, Liquid and Solid Sludge, Soil and Sediment, Oil (limited types).

Caduceon does not accept samples including but not limited to the following matrices unless otherwise prearranged with an authorized Caduceon representative:

Human or Animal Tissue, Unprocessed Human or Animal Waste, Food or Beverage (other than Drinking Water), Unknown solids and liquids, Vegetation, Hazardous Waste, Highly contaminated samples (which cause process and instrument complications).

Samples submitted to Caduceon without proper designation are subject to supplementary charges, but not limited to the following:

Sample Disposal Fees, Process and Handling Fees, Instrument Maintenance and Refurbishment Fees (parts and labour).

Chain of Custody Forms must be completed with all required information. Analyses of samples will not commence until all required information is received. Receipt of samples will only occur at this time.

Samples must be submitted in Caduceon sampling containers and/or acceptable alternatives with appropriate preservatives (if required).

Samples must be received at the laboratory within required sample holding times. If samples require RUSH analyses based on sample holding times, surcharges may apply. See Turnaround Time Terms and Conditions.

Turnaround Time

Platinum Service – 200% Surcharge (minimum)** Fastest possible Turnaround Time available and/or achievable, same day service or does not meet one of the other listed categories. Subject to additional fees for weekend and/or after hours service.

Gold Service – 100% Surcharge Samples received prior to 2 p.m. will be reported by 5 p.m. on the next business day from the day of receipt. Samples received after 2 p.m. will be reported by 12 p.m. on the second business day from the day of receipt.

Silver Service - 50% Surcharge Samples received prior to 2 p.m. will be reported by 5 p.m. on the second business day from the day of receipt. Samples received after 2 p.m. will be reported by 12 p.m. on the third business day from the day of receipt.

Bronze Service - 25% Surcharge Samples received prior to 2 p.m. will be reported by 5 p.m. on the third business day from the day of receipt. Samples received after 2 p.m. will be reported by 12 p.m. on the fourth business day from the day of receipt.

Standard Service – No Surcharge 5- 7 business days from the time of receipt. Note: Samples received after 2 p.m. are considered received the next business day.

Note: If the specific level of Turnaround Time requested is not met the next level of service achieved will be surcharged accordingly. This is at the sole discretion of the laboratory.

Payment

By submission of samples and signing of the chain of custody you agree to Caduceon's Payment Terms and Conditions. (See Caduceon website for details www.caduceonlabs.com)



Laboratory & Depot Locations/Shipping Addresses

Kingston Lab - 285 Dalton Ave., Kingston, ON K7K 6Z1, Tel: (613) 544-2001 Fax: (613) 544-2770 Email: supplieskingston@caduceonlabs.com

Ottawa Lab - 2378 Holly Lane, Ottawa, ON K1V 7P1, Tel: (613) 526-0123 Fax: (613) 526-1244 Email: suppliesottawa@caduceonlabs.com

Richmond Hill Lab - #14-110 West Beaver Creek Rd., ON L4B 1J9, Tel: (289) 475-5442 Fax: (866) 562-1963 Email: suppliesgta@caduceonlabs.com

Windsor Lab - #5-3201 Marentette Ave., Windsor, ON N8X 4G3, Tel: (519) 966-9541 Fax: (519) 966-9567 Email: supplieswindsor@caduceonlabs.com

Barrie Lab - 112 Commerce Park Drive, Unit L, Barrie, ON L4N 8W8, Tel: (705) 252-5743 Fax: (705) 252-5746 Email: suppliesgta@caduceonlabs.com

London Depot - #1-600 Newbold St., London, ON N6E 2T7, Tel: (519) 601-1833 Fax: (519) 601-1833 Email: supplieslondon@caduceonlabs.com