

**Appendix C:
Completed Example of Chain of Custody
Documentation**

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)

Ontario Drinking Water Sampling Requirements

Sample Containers						
Parameter	Sample Containers		Minimum Volume (mL)	Preservative	Storage Conditions	Holding Times
	Size (mL)	Type				
Treated & Distribution Samples						
Item 1: Total Coliforms (& Background Colonies), <i>Escherichia coli</i> (E.coli), Heterotrophic Plate Count	200	SP	100 per test	Na ₂ S ₂ O ₃	1	48h
Raw Samples						
Item 2: Total Coliforms (& Background Colonies), <i>Escherichia coli</i> (E.coli)	200	SP	100 per test	Na ₂ S ₂ O ₃	1	48h
Treated						
Item 3: Nitrate and Nitrite as N (quarterly)	500	P	50	None	1	7d
Item 5: Schedule 23: Inorganic Parameters (As, Ba, B, Cd, Cr, Hg, Sb, Se, U)	125	P, Red Cap	100	HNO ₃	1	60d
Item 6: Schedule 24: Semivolatile & Volatile Organics (Pesticides, Herbicides, PCB's, Benz(a)pyrene) & MCPA	125	G	100	K ₂ Cr ₂ O ₇ + HNO ₃	1	14d
	1000	AG	1000(x5)	None, 1 x Na ₂ S ₂ O ₃	1	14dpre/14dpost/40dpost
	1000	P	1000	Na ₂ S ₂ O ₃	1	20dpre/36dpost
	40	AGV	40	Na ₂ S ₂ O ₃ (No headspace)	1	14d
Item 7: Fluoride (can be sampled with Item 3)	500	P	100	None	1	30d
Item 8: Sodium (can be sampled with Item 5)	125	P, Red Cap	100	HNO ₃	1	60d
Distribution						
Item 4: Trihalomethanes or, HAA's (quarterly if chlorination system used)	40	AGV	40(x2)	Na ₂ S ₂ O ₃ (No headspace)	1	14d
Item 9a: Lead	40	AGV	40(x2)	NH ₂ Cl	1	28d
Item 9b: Alkalinity	125	P, Red Cap	100	HNO ₃	1	60d
Item 10: Lead (monthly)	120	P	50	None	1	14d
Item 10: Lead (quarterly)	1000	P	1000(x2)	HNO ₃	1	60d
Sample Container Codes: P = Plastic, either HDPE or PETE G = Glass						
Storage Conditions Codes: 1 = 4 ± 3°C					Holding Time Codes: h = hours d = days	

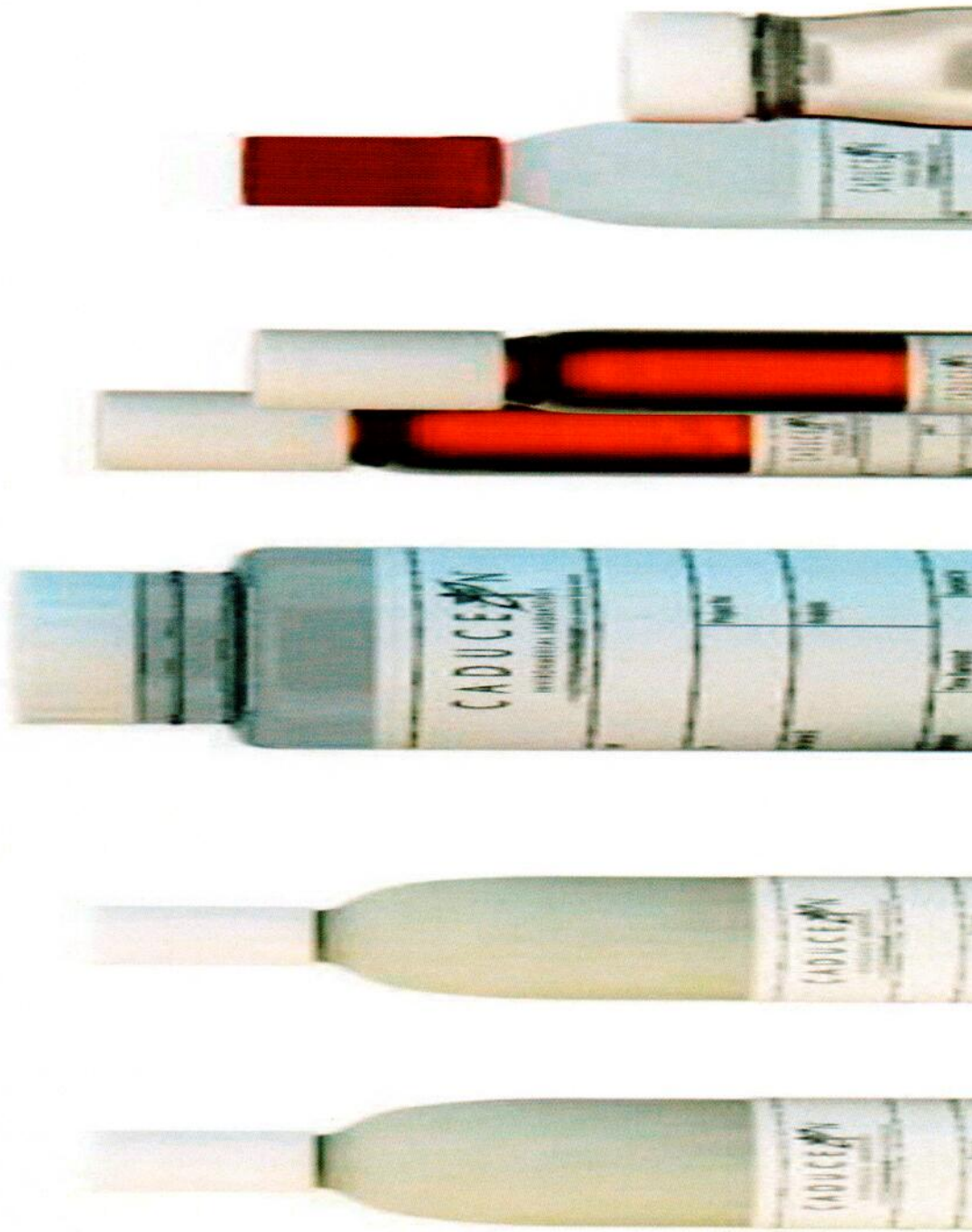
Sample Container Codes:

P = Plastic, either HDPE or PETE
G = Glass
AG = Amber Glass, AGV = Amber Glass Vial,
SP = Sterile Plastic

Storage Conditions Codes:
1 = 4 ± 3°C

Holding Time Codes:
h = hours
d = days
dpre = days pre extraction
dpost = days post extraction

Holding times are summarized for convenience purposes and are to be used only as a guide. Please consult the official regulations to ensure the appropriate holding times are followed.



Laboratory & Depot Locations/Shipping Addresses

Kingston Lab - 285 Dalton Ave., Kingston, ON K7K 6Z1, Tel: (613) 544-2001 Fax: (613) 544-2770 Email: contactkingston@caduceonlabs.com
 Ottawa Lab - 2378 Holly Lane, Ottawa, ON K1V 7P1, Tel: (613) 526-0123 Fax: (613) 526-1244 Email: contactottawa@caduceonlabs.com
 Richmond Hill Lab - #14-110 West Beaver Creek Rd., ON L4B 1J9, Tel: (866) 562-1963 Fax: (866) 562-1963 Email: contactrichmondhill@caduceonlabs.com
 Windsor Lab - #5-3201 Marentette Ave., Windsor, ON N8X 4G3, Tel: (519) 966-9541 Fax: (519) 966-9567 Email: contactwindsor@caduceonlabs.com
 Barrie Lab - 112 Commerce Park Drive, Unit L, Barrie, ON L4N 8W8, Tel: (705) 252-5743 Fax: (705) 252-5746 Email: contactbarrie@caduceonlabs.com
 London Depot - #1-600 Newbold St., London, ON N6E 2T7, Tel: (519) 601-1833 Fax: (519) 601-1833 Email: contactlondon@caduceonlabs.com