



USEPA TO-15

External Chain of Custody/ Field Test Data Sheet

Ph. ()
 Fax ()

EMSL Order Number (Lab Use Only):

Report To Contact Name:	Bill To Company:	Sampled By (Sign):
Company Name:	Attention To:	Sampled By (Name):
Address 1:	Address 1:	Total # of Samples:
Address 2:	Address 2:	Date Shipped:
Phone No. :	Fax :	Phone No.:
		Fax :
Email Results To:	Project Name:	Sample Collection Zip Code:
		Purchase Order:

Turnaround Time (in Business Days):	<input type="checkbox"/> 10 Day Standard	Reporting Format:	<input type="checkbox"/> Results Only (Standard Lab Report)
<input type="checkbox"/> 5 Day	<input type="checkbox"/> 4 Day	<input type="checkbox"/> Full Deliverables (Surcharge may apply)	
<input type="checkbox"/> 2 Day	<input type="checkbox"/> 1 Day	<input type="checkbox"/> Other	

Analysis

USEPA TO-15	NUDEP LL TO-15	LIBRARY SEARCH	Other (Specify)	Indoor/ Ambient Air	Soil Gas	Landfill/ Vent
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Field Use - All Information Required!

Lab Use Only

Client Field Sample Identification	Sampling Start Information				Sampling Stop Information				Canister Information					Flow Controller	
	Barometric Pres. ("Hg):				Barometric Pres. ("Hg):				Canister Information					Flow Controller	
	Start Date	Time (24 hr clock)	Canister Pressure ("Hg)	Interior Temp. (F)	Stop Date	Time (24 hr clock)	Canister Pressure ("Hg)	Interior Temp. (F)	Canister ID	Size (L)	Can Cert Batch ID	Outgoing Pressure ("Hg)	Incoming Pressure ("Hg)	Reg. ID	Cal Flow (ml/min)

Comments:	Lab Canister Certification Analyst Signature (TO-15):
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Relinquished by:	Date/ Time	Received by:	Date/ Time	Affixed Seal #	Reason for Exchange (circle appropriate)
					Shipping Courier Receiving Sampling Other:
					Shipping Courier Receiving Sampling Other:
					Shipping Courier Receiving Sampling Other:
					Shipping Courier Receiving Sampling Other:
					Shipping Courier Receiving Sampling Other:



TO-15 External Chain of Custody/Field Test Data Sheet Instructions



The Chain of Custody supplied with the canisters must be used as it contains project specific equipment calibration information.

Reporting and Billing Information

- Enter all pertinent information for contacts and project specifics.



It's important to have an accurate project name as it will be reflected on result forms.

Sample By Information

- Sampler's full name(s) is important to fill out in case the laboratory determines a sampling anomaly



Sample Collection ZIP Code is mandatory for Electronic Data Deliverables (EDD) generation.

Turnaround Time

- Check off appropriate turnaround time in business days. Expedited turnaround must be pre-approved by the client service representative.

Reporting Format

- Check off appropriate reporting format. **Results only** is EMSL's standard deliverable.
- Full deliverables are appropriate for NJDEP Low Level TO-15 and Agency Regulatory Formats. **Additional charges apply.**

Field Use – Sample Collection Start and Stop Items

- Barometric pressure can be obtained from <http://weather.noaa.gov/index.html> .
- Supply accurate sample location to appear on all result forms.
- Sampling start and stop times must be in 24 hour military notation (i.e. 1:30 pm = 13:30).
- Record canister vacuum displayed on the canister vacuum/ pressure gauge attached to the flow regulator.
- For interior building samples, record temperature in degrees F.

Analysis Type and Matrix

- Select the appropriate method of analysis.
- NJDEP LLTO-15 and USEPA TO-15 are analyzed under different protocol and compound lists and are not interchangeable.
- Library Search for TO-15 will include up to 20 TICs and NJDEP LLTO-15 will include up to 30 non-alkene/alkane TICs with alkene and alkane compounds being reported separately.
- Select the appropriate air matrix. Matrix type is important when supplying EDD.

Relinquish/Receiving Information

- All canister/sample transfers must be signed and dated by the person relinquishing the samples and the person receiving the samples.
- Transfer is initiated upon transfer of canisters from the laboratory to sampling consultants.
- Circle the appropriate reason for sample custody transfer.