



Request for Laboratory Services and CHAIN OF CUSTODY

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No:

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Laboratory Information Section - Lab use only

Received By: \_\_\_\_\_

Received By (signature): \_\_\_\_\_

Received Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yy)

Custody Seal Present: Yes ☐ No ☐

Cooling Agent Present: Yes ☐ No ☐ Type: \_\_\_\_\_

Received Time: \_\_\_\_:\_\_\_\_ (hr : min)

Custody Seal Intact: Yes ☐ No ☐

Temperature Upon Receipt (°C) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

LAB LIMS #: \_\_\_\_\_

| REPORT INFORMATION | INVOICE INFORMATION                                   |  |   |
|--------------------|---|--|---|
| Company: _____     | <input type="checkbox"/> (same as Report Information) | Quotation #: _____   | P.O. #: _____   |
| Contact: _____     | Company: _____  | Project #: _____   | Site Location/ID: _____   |
| Address: _____     | Contact: _____  | <b>TURNAROUND TIME (TAT) REQUIRED</b>  |   |
| _____              | Address: _____  | <input type="checkbox"/> Client Regular TAT  | <input type="checkbox"/> Regular TAT (5-7days)  |
| Phone: _____       | _____   | TAT's are quoted in business days (exclude statutory holidays & weekends).<br>Samples received after 6pm or on weekends: TAT begins next business day                          |   |
| Fax: _____         | Phone: _____  | <b>RUSH TAT (Additional Charges May Apply):</b> <input type="checkbox"/> 1 Day <input type="checkbox"/> 2 Days <input type="checkbox"/> 3 Days <input type="checkbox"/> 4 Days |   |
| Email: _____       | Email: _____  | <b>PLEASE CONFIRM RUSH FEASIBILITY WITH SGS REPRESENTATIVE PRIOR TO SUBMISSION</b>   |   |
|                    |   | Specify Due Date: _____  | <b>*NOTE:</b> DRINKING (POTABLE) WATER SAMPLES FOR HUMAN CONSUMPTION MUST BE SUBMITTED WITH SGS DRINKING WATER CHAIN OF CUSTODY |

| REGULATIONS   |   |  |  |                                       | ANALYSIS REQUESTED   |   |  |  |           |                                   |   |              |                       |                        |           |   |  |      |      | COMMENTS: |  |   |   |               |               |                     |
|---|---|--|--|---------------------------------------|----------------------|---|--|--|-----------|-----------------------------------|---|--------------|-----------------------|------------------------|-----------|---|--|------|------|-----------|--|---|---|---------------|---------------|---------------------|
| <input type="checkbox"/> O.Reg 153/04   | <input type="checkbox"/> O.Reg 406/19                                       | Other Regulations:                                     |  | Sewer By-Law:                         | M & I                |   |  |  | SVOC      | PCB                               | PHC   | VOC          | Pest                  | Other (please specify) |           |   |  | SPLP | TCLP |           |  |   |   |               |               |                     |
| <input type="checkbox"/> Table 1  | <input type="checkbox"/> Res/Park   | Soil Texture:  | <input type="checkbox"/> Reg 347/558 (3 Day min TAT) | <input type="checkbox"/> Sanitary     | Field Filtered (Y/N) | Metals & Inorganics<br>incl CrVI, CN, Hg, pH, (B(HWS), EC, SAR-soil) (Cl, Na-water) | Full Metals Suite<br>ICP metals plus B(HWS-soil only) Hg, CrVI | ICP Metals only<br>Sb, As, Ba, Be, B, Cd, Cr, Co, Cu, Pb, Mo, Ni, Se, Ag, Tl, U, V, Zn | PAHs only | SVOCs<br>all incl PAHs, ABNs, CPs | PCBs<br>Total <input type="checkbox"/> Aroclor <input type="checkbox"/> | F1-F4 + BTEX | F1-F4 only<br>no BTEX | VOCs<br>all incl BTEX  | BTEX only | Pesticides<br>Organochlorine or specify other |  |      |      |           |  | Sewer Use:<br>Specify pkg: <input type="checkbox"/> General <input type="checkbox"/> Extended | Water Characterization Pkg<br><input type="checkbox"/> Metals <input type="checkbox"/> VOC <input type="checkbox"/> 1,4-Dioxane <input type="checkbox"/> OCP <input type="checkbox"/> ABN | Specify tests | Specify tests |                     |
| <input type="checkbox"/> Table 2  | <input type="checkbox"/> Ind/Com  | <input type="checkbox"/> Coarse                        | <input type="checkbox"/> PWQO                        | <input type="checkbox"/> MMER         |                      |   |  |  |           |                                   |   |              |                       |                        |           |   |  |      |      |           |  |   |   |               |               | Municipality: _____ |
| <input type="checkbox"/> Table 3  | <input type="checkbox"/> Agri/Other   | <input type="checkbox"/> Medium/Fine                   | <input type="checkbox"/> CCME                        | <input type="checkbox"/> Other: _____ |                      |   |  |  |           |                                   |   |              |                       |                        |           |   |  |      |      |           |  |   |   |               |               |                     |
| <input type="checkbox"/> Table _____ Appx. _____  | Soil Volume <input type="checkbox"/> <350m3 <input type="checkbox"/> >350m3 | <input type="checkbox"/> ODWS Not Reportable *See note |  |                                       |                      |   |  |  |           |                                   |   |              |                       |                        |           |   |  |      |      |           |  |   |   |               |               |                     |
| RECORD OF SITE CONDITION (RSC) <input type="checkbox"/> YES <input type="checkbox"/> NO |   |  |  |                                       |                      |   |  |  |           |                                   |   |              |                       |                        |           |   |  |      |      |           |  |   |   |               |               |                     |
| SAMPLE IDENTIFICATION   |   | DATE SAMPLED   | TIME SAMPLED   | # OF BOTTLES                          | MATRIX               |   |  |  |           |                                   |   |              |                       |                        |           |   |  |      |      |           |  |   |   |               |               |                     |
| 1   |   |  |  |                                       |                      |   |  |  |           |                                   |   |              |                       |                        |           |   |  |      |      |           |  |   |   |               |               |                     |
| 2   |   |  |  |                                       |                      |   |  |  |           |                                   |   |              |                       |                        |           |   |  |      |      |           |  |   |   |               |               |                     |
| 3   |   |  |  |                                       |                      |   |  |  |           |                                   |   |              |                       |                        |           |   |  |      |      |           |  |   |   |               |               |                     |
| 4   |   |  |  |                                       |                      |   |  |  |           |                                   |   |              |                       |                        |           |   |  |      |      |           |  |   |   |               |               |                     |
| 5   |   |  |  |                                       |                      |   |  |  |           |                                   |   |              |                       |                        |           |   |  |      |      |           |  |   |   |               |               |                     |
| 6   |   |  |  |                                       |                      |   |  |  |           |                                   |   |              |                       |                        |           |   |  |      |      |           |  |   |   |               |               |                     |
| 7   |   |  |  |                                       |                      |   |  |  |           |                                   |   |              |                       |                        |           |   |  |      |      |           |  |   |   |               |               |                     |
| 8   |   |  |  |                                       |                      |   |  |  |           |                                   |   |              |                       |                        |           |   |  |      |      |           |  |   |   |               |               |                     |
| 9   |   |  |  |                                       |                      |   |  |  |           |                                   |   |              |                       |                        |           |   |  |      |      |           |  |   |   |               |               |                     |
| 10  |   |  |  |                                       |                      |   |  |  |           |                                   |   |              |                       |                        |           |   |  |      |      |           |  |   |   |               |               |                     |
| 11  |   |  |  |                                       |                      |   |  |  |           |                                   |   |              |                       |                        |           |   |  |      |      |           |  |   |   |               |               |                     |
| 12  |   |  |  |                                       |                      |   |  |  |           |                                   |   |              |                       |                        |           |   |  |      |      |           |  |   |   |               |               |                     |

Observations/Comments/Special Instructions

Sampled By (NAME): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yy)

Relinquished by (NAME): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yy)

Revision #: 1.8

Date of Issue: 06 SEP 2024

Note: Submission of samples to SGS is acknowledgement that you have been provided direction on sample collection/handling and transportation of samples. {2} Submission of samples to SGS is considered authorization for completion of work. Signatures may appear on this form or be retained on file in the contract, or in an alternative format (e.g. shipping documents). {3} Results may be sent by email to an unlimited number of addresses for no additional cost. Fax is available upon request. This document is issued by the Company under its General Conditions of Service accessible at [http://www.sgs.com/terms\\_and\\_conditions.htm](http://www.sgs.com/terms_and_conditions.htm). (Printed copies are available upon request.) Attention is drawn to the limitation of liability, indemnification and jurisdiction issues defined therein.

Pink Copy - Client

Yellow & White Copy - SGS

## General Sampling Guidelines

| Parameter {1}   | Sample Container | Minimum volume (mL) | Preservative {2}   | Holding Times {3} |             |
|---|------------------|---------------------|--|-------------------|-------------|
|   |                  |                     |  | Preserved         | Unpreserved |
| WATER   |                  |                     |  |                   |             |
| Inorganic   |                  |                     |  |                   |             |
| Alkalinity/pH   | P                | 150                 | None   | -                 | 14d/7d      |
| Ammonia/TKN/COD/Phosphorous                                   | P                | 60                  | H <sub>2</sub> SO <sub>4</sub>                                       | 28d               | -           |
| BOD/cBOD  | P                | 300                 | None   | -                 | 7d          |
| Anions (Br, Cl, F, SO <sub>4</sub> )                          | P                | 50                  | None   | -                 | 28d         |
| Nitrates  | P                | 50                  | None   | -                 | 7d          |
| Metals {4}  | P                | 100                 | HNO <sub>3</sub>   | 60d               | 14d         |
| Chlorine, Residual Chlorine                                   | AB/T             | 50                  | None   | -                 | Immediate   |
| Bromate, Chlorite, Chlorate, Bromide                          | P                | 60                  | EDA  | -                 | 28d         |
| Conductivity  | P                | 100                 | None   | -                 | 28d         |
| Cr(VI)  | G                | 5                   | (NH <sub>4</sub> ) <sub>2</sub> SO <sub>4</sub> / NH <sub>4</sub> OH | 28d               | 24h         |
| Cyanide, CN(f), CN(wad)                                       | P                | 100                 | NaOH   | 14d               | -           |
| Mercury   | G/H              | 50                  | HCl  | 28d               | -           |
| DOC, TOC, DIC, TIC  | G, P             | 40                  | None   | -                 | 7d          |
| Phenols (4AAP)  | AG               | 100                 | H <sub>2</sub> SO <sub>4</sub>                                       | 28d               | -           |
| Phosphate (PO <sub>4</sub> )                                  | P                | 50                  | None   | -                 | 7d          |
| Solids (TS,TSS, TDS, VS, VSS)                                 | P                | 1000                | None   | -                 | 7d          |
| Sulphide (S <sub>2</sub> -)                                   | AG               | 100                 | ZnAc / NaOH  | 14d               | -           |
| Turbidity   | P                | 100                 | None   | -                 | 48h         |
| Tannin & Lignin   | AG/T             | 100                 | None   | -                 | 7d          |
| UV Transmittance/Absorbance                                   | AG               | 50                  | None   | -                 | 7d          |
| Microbiological (*Specific Microbiology Bottles Required)     |                  |                     |  |                   |             |
| Microbiological - Coliforms (Total, Escherichia & Fecal), HPC | SP               | 125 / each          | Na <sub>2</sub> S <sub>2</sub> O <sub>3</sub> .5H <sub>2</sub> O     | 48h               | -           |
| Microcystin   | AG               | 1000                | None   | 5d                | 5d          |
| Endotoxin   | P/pyrogen free   | 10                  | None   | 28h               | 28h         |
| Organics  |                  |                     |  |                   |             |
| Diquat/Paraquat/Glyphosate                                    | OP/T             | 25                  | Na <sub>2</sub> S <sub>2</sub> O <sub>3</sub> .5H <sub>2</sub> O     | 20d               | -           |
| Geosmin, MIB  | AG/T             | 1000                | None   | -                 | 10d         |
| Haloacetic Acids (HAAs)                                       | GV/T             | 1 x 40              | NH <sub>4</sub> Cl / ZHS   | 14d               | -           |
| Methane   | GV/T             | 1 x 40              | NaHSO <sub>4</sub> / ZHS   | -                 | 14d         |
| NDMA  | AG/T             | 2x1000              | None   | -                 | 10d         |
| Nitritotriacetic Acid (NTA)                                   | G                | 100                 | None   | -                 | 30d         |
| Nonylphenols  | AG/T             | 1000                | NaHSO <sub>4</sub>   | -                 | 28d         |
| Oil & Grease, Heavy Oils, SEM                                 | AG/T             | 1000                | NaHSO <sub>4</sub>   | 30d               | 7d          |
| Pesticides / Herbicides                                       | AG/T             | 1000                | None   | -                 | 14d         |
| PCB   | AG/T             | 500                 | None   | -                 | 20d         |
| F1 (C6-C10) (Non-chlorinated)                                 | GV/T             | 2 x 40              | HCl / ZHS  | 14d               | 7d          |
| F1 (C6-C10) (Chlorinated water)                               | GV/T             | 2 x 40              | Na <sub>2</sub> S <sub>2</sub> O <sub>3</sub> / ZHS                  | 14d               | 7d          |
| F2-F4 (C10-C50)   | AG/T             | 2 x 100             | NaHSO <sub>4</sub>   | 14d               | 7d          |
| PAHs  | AG/T             | 2 x 100             | NaHSO <sub>4</sub>   | 14d               | 7d          |
| Acid/Base/Neutral Extractables                                | AG/T             | 2 x 1000            | None   | -                 | 30d         |
| Volatile Organic Compounds (VOCs)(Chlorinated water)          | GV/T             | 2 x 40              | Na <sub>2</sub> S <sub>2</sub> O <sub>3</sub> / ZHS                  | 14d               | 7d          |
| Volatile Organic Compounds (VOCs)(Non-chlorinated water)      | GV/T             | 2 x 40              | NaHSO <sub>4</sub> / ZHS   | 14d               | 7d          |
| Dioxins & Furans  | AG/T             | 1000                | None   | -                 | 30d         |

| Parameter {1}  | Sample Container | Minimum mass (g-dry/eq)   | Preservative {2} | Holding Times {3}  |                |
|--|------------------|---|------------------|--|----------------|
|  |                  |   |                  | Preserved  | Unpreserved    |
| SOIL   |                  |   |                  |  |                |
| Inorganic  |                  |   |                  |  |                |
| pH, Conductivity   | G or P           | 50  | None             | -  | 30d            |
| Ammonia/TKN  | G or P           | 50  | None             | -  | 28d            |
| Anions (Br, Cl, F, SO <sub>4</sub> )   | G or P           | 50  | None             | -  | 28d            |
| Nitrates   | G or P           | 50  | None             | -  | 7d             |
| Cyanide  | AG               | 50  | None             | -  | 14d            |
| Carbon, TOC, TIC, Sulphur, Sulphide  | AG               | 50  | None             | -  | 28d            |
| Metals, Boron (HWS)  | G or H           | 50  | None             | -  | 180d           |
| Mercury, Cr(VI)  | G or H           | 50  | None             | -  | 28d            |
| Microbiological (Specific Microbiology Bottles Required)   |                  |   |                  |  |                |
| Coliforms (Total, E. Coli, Fecal)  | SP               | 50  | None             | -  | 48h            |
| Organics   |                  |   |                  |  |                |
| CCME F1/BTEX/VOCs  | GV/S             | 5   | Methanol         | 14d  | 48h(hermetic)  |
| Note: A separate glass jar must be sent with CCME F1/BTEX/VOCs for moisture analysis   |                  |   |                  |  |                |
| CCME F2-F4/F4g/Heavy Oil   | AG               | 50  | None             | -  | 14d            |
| PAHs   | AG               | 50  | None             | -  | 60d            |
| PCBs   | AG               | 50  | None             | -  | -              |
| Chlorophenols  | AG               | 50  | None             | -  | 14d            |
| 1,4-Dioxane  | AG               | 50  | None             | -  | 14d            |
| sVOCs (Acid/Base/Neutral)  | AG               | 50  | None             | -  | 14d            |
| Herbicides/Pesticides  | AG               | 50  | None             | -  | 14d            |
| Oil & Grease/TPH Heavy Oil   | AG               | 50  | None             | -  | 14d            |
| TCLP 1311 or SPLP 1312 - extraction  | G or P           | 500   | None             | -  | 180d / 28d(Hg) |
| TCLP 1311 or SPLP 1312 (VOCs/ sVOCs) - extraction  | G or P           | 500   | None             | -  | 14d            |
| SGS provides all sample containers, labels, preservation chemicals, shipping containers and appropriate paperwork  |                  |   |                  |  |                |
| Complete sample submission or chain of custody forms with all information requested. Missing information or incomplete chain of custody forms may cause delays in initiating analysis  |                  |   |                  |  |                |
| All holding times based on SGS preferred maximum limits based on common regulatory requirements. Holding times may vary depending on specific regulatory or project requirements. Please confirm specific requirements with your SGS Project Specialist.   |                  |   |                  |  |                |
| Sample Container Codes:  |                  | Sample Cap Codes:   |                  | Keep all samples cool (5°+/-3°C), but avoid freezing unless otherwise stated.                            |                |
| P - Plastic  |                  | P - Plastic   |                  | Label all sample containers clearly with non-removable markings. SGS provides labels for all containers. |                |
| G - Glass  |                  | T - Teflon  |                  |  |                |
| AG - Amber glass   |                  | S - Septum Cap  |                  |  |                |
| OP - Opaque Plastic  |                  |   |                  |  |                |
| GV - Glass Vial  |                  |   |                  |  |                |
| SP - Sterile Plastic   |                  | NOTE: Appropriate precautions must be taken when using sampling kits provided by SGS. If you need further information, contact the SGS laboratory personnel. To avoid contamination ensure sample bottle cap does not come in contact with anything other than the sample itself. |                  |  |                |
| H - HDPE: High Density Polyethylene  |                  |   |                  |  |                |
| ZHS - Zero Head Space  |                  |   |                  |  |                |
| {1} A separate container is not required for each parameter requested. If the container type and preservation are the same, and the total volume of each sample required for each parameter does not exceed the container capacity, then more than one parameter can be analysed from the same container. Please contact SGS for assistance. |                  |   |                  |  |                |
| {2} Sample preservation where applicable should be performed Immediately upon collection. If preservation is not possible contact your a project specialist for direction  |                  |   |                  |  |                |
| {3} The SGS holding times listed are the recommended maximum time that samples may be held before extraction or analysis. However, unique sample composition may make practical holding times shorter or longer.   |                  |   |                  |  |                |
| {4} Samples for dissolved metals should be filtered Immediately on-site before adding preservative. If field filtering is not possible, keep samples at 5+/-3°C and deliver to the laboratory within 48 hours.   |                  |   |                  |  |                |