



HP ENVIRONMENTAL, INC
 104 Elden St., Suite 11, Herndon, VA 20170
 tel: (703) 471-4200 fax: (703) 471-0020

Environmental Conditions at the time of Air Sampling

Level	Weather	Fog	Rain	Snow	Wind	Clear
	None					
	Light					
	Moderate					
Heavy						

MICROBIOLOGY SAMPLE CHAIN-OF-CUSTODY RECORD

Client:			Tel:		Mobile:		Fax:	
Contact:						Email:		
Street:						Customer Job / P.O. #:		
City:			State:		Zip code:		Invoice To:	

Project Location:				Special Instructions/Notes:				
Reported By: Mail <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/>				No. Samples:		TURN-AROUND-TIME (TAT): ROUTINE RUSH EMERGENCY		

Sample ID	Matrix	Description/Location	Date Sampled	Time Sampled	Sample Type	Volume / Area	ANALYSIS/TEST (Description/Test Code)	Chlorine Residual
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Collected by:			Date:		LAB USE:		HPE Report #:	
Relinquished by:			Date/Time:		Received by:		Date/Time:	
Sample Type	AS: Andersen Sample	PW: Potable Water	TL: Tape Lift	DS: Dust Sample	Sample Condition: Acceptable <input type="checkbox"/> Other (explain) <input type="checkbox"/>			
	ST: Spore Trap, Zefon, Air-O-Cell, Burkard	NP: Non-Potable Water	SW: Swab	BS: Bulk Sample				
	WS: Water Sample	CP: Contact Plate			Method of Shipment:			
Notes:								



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HP ENVIRONMENTAL, INC.

HP Environmental, Inc. Standard Terms & Conditions for Laboratory Services

1. **CHAIN OF CUSTODY:** The CUSTOMER is requested to complete the HP Environmental, Inc. (HPE) Sample Transmittal Form when submitting samples. The CUSTOMER acknowledges that HPE will rely on the information on the transmittal form and will not be responsible for any erroneous results or interpretations arising from this.
2. **FIELD BLANKS:** The CUSTOMER is requested to submit field blanks for all sampling media. Good environmental sampling practice recommends a minimum of one blank per ten or fewer samples.
3. **ACCEPTANCE OF SAMPLES:** HPE reserves the right to refuse any or all samples at the sole discretion of HPE including but not limited to those of unsuitable volume, those that pose an unacceptable health or safety or environmental risk, and those that exhibit unacceptable microbial growth, or those with improper/inadequate labeling or identification, if applicable.
4. **SAFETY:** The CUSTOMER shall notify HPE in advance of shipping samples, or any hazardous or infectious substances present at the site where samples were acquired, or believed by CUSTOMER to be present in the samples, that may put analysts at risk. HPE may refuse acceptance of samples if it determines they present a risk to health & safety.
5. **OWNERSHIP:** Any documents produced by HPE are the sole property of HPE. Laboratory and analytical results issued by HPE may be reproduced by the CUSTOMER but only in full-unedited form. HPE will maintain records & supporting documents for a period of three (3) years after completion.
6. **SAMPLE OWNERSHIP:** Samples accepted by HPE shall remain the property & liability of the CUSTOMER while in the custody of HPE. HPE shall retain samples for a maximum period of sixty (60) days, following the date of receipt. HPE shall extend the retention period or return samples ONLY at the CUSTOMER's written request. Additional charges for storage or shipment may apply.
7. **SAMPLE LOSS:** Samples received by HPE will be handled with great care. However, in case of a sample loss, the CUSTOMER will supply a replacement sample. HPE will analyze the replacement sample at no cost to the customer.
8. **CONFIDENTIALITY and THIRD PARTIES:** HPE will not provide analytical results to any party other than the CUSTOMER, unless the CUSTOMER, in writing, requests information to be provided to a third party or unless disclosure by HPE is required by law. Information provided by HPE is intended for CUSTOMER use only. Any use by a third party, of reports or documents authored by HPE, or any reliance on or decisions made by a third party based on the findings described in said documents, are the sole responsibility of such third parties, and HPE accepts no responsibility for damages suffered by any third party as a result of decisions made or actions conducted.
9. **CANCELLATION and CHARGES:** The CUSTOMER shall have the right to cancel or change analytical orders placed with HPE, but shall be obligated to pay for any work completed and expenses incurred during the period of time prior to cancellation.
10. **RESPONSIBILITIES OF HPE:** HPE shall perform its work in accordance with accepted laboratory standards and accepted standard operating procedures. HPE reserves the right to modify methods as necessary based upon experience and/or current scientific literature. If the CUSTOMER requests a manner of analysis that varies from standard operating or recommended procedures, the CUSTOMER shall not hold HPE responsible for the results. Such variations of analysis will be noted on the reports.
11. **LIMITATIONS OF LIABILITY:** Any work performed by HPE will be conducted in accordance with industry standards. The total liability of HPE or its staff whether based in contract or tort, will be limited to the lesser of the fees paid or actual damages incurred by the CUSTOMER. HPE will not be responsible for any consequential or indirect damages even if caused by negligence of HPE. HPE will only be liable for damages resulting from negligence of HPE. All claims by the CUSTOMER shall be deemed relinquished if not made within one year after analysis date. No warranty is either expressed or implied, or intended by any agreement or by furnishing oral or written reports or findings.
12. **RESPONSE TO LEGAL PROCESS:** The CUSTOMER shall compensate HPE for its services and expenses if HPE is required to respond to legal process related to its services for the CUSTOMER. Compensable services shall include hourly charges for all HPE personnel involved in the response and attorney fees and expert fees reasonably incurred in obtaining advice concerning the response, the preparation or the testifier and appearances related to the legal process.
13. **PAYMENT TERMS:** Payment is required in advance for all CUSTOMERS until a credit account has been established. The CUSTOMER shall pay in full the net amount of each invoice submitted by HPE within thirty (30) days. Invoices not paid within forty-five (45) days of issue shall bear interest at a rate of 1.5% per month from the date due until the date of payment.