



# Sample Submission Form for Heavy Metals Testing

## Food, Beverages, and Supplements

Brooks Applied Labs  
 c/o Sample Control  
 18804 North Creek Parkway  
 Suite 100  
 Bothell, WA 98011

206-632-6206  
 Fax: 206-632-6017  
 info@brooksapplied.com  
 www.brooksapplied.com

For Laboratory Use Only	
Received by:	Temp:
Date:	PM:
Time:	Total Cost:
Signature:	Signature:

Client Information	Authorization	Report Limits *
Company:	PO or Reference:	<input type="checkbox"/> Standard Limits <input type="checkbox"/> Custom Reporting Limits (enter below) <input type="checkbox"/> CA Prop 65 Compliance (enter serving size below)
Contact:	Printed Name:	
Address:	Signature:	
	Payment Information	Report Type
Phone/Fax:	Payment Method: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Invoice (NET 30)	<input type="checkbox"/> COA (1 per sample) <input type="checkbox"/> Level II (\$25)
E-Mail (for report delivery):	**A representative from BAL will contact the client regarding credit card information.	

Sample Handling/Disposal	Special Instructions	Turn-Around-Time
<input type="checkbox"/> Return Samples (\$10 per sample)	<b>Samples require homogenization - \$20 per sample:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>Serving size / Average Weight Determination - \$10 per sample:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Business Days</i> <input type="checkbox"/> 5 (Standard) <input type="checkbox"/> 3 (Call First, incurs 5-sample minimum and 200% Surcharge)

Custom Reporting Limits, if requested, must be entered below for each sample and analyte.

"Big Four"				arsenic (ppb)	cadmium (ppb)	lead (ppb)	mercury (ppb)				Comments

#	Sample Name	Sample Lot Number	Sample Type	Serving Size (g)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Please submit a minimum of 10 g for each sample. Please see the next page for important details regarding the Standard Terms & Conditions, and Form Instructions.  
 \*Results that are below the Reporting Limit will be reported as such (e.g. "Arsenic <10 ppb").

# Standard Terms & Conditions

Sample submission constitutes acceptance of these Standard Terms & Conditions. These analytical services are only meant to apply to materials meant for human or animal consumption and Brooks Applied Labs reserves the right to refuse to analyze any samples that it determines not to be fit for human or animal consumption. By submitting samples to Brooks Applied Labs, the client assumes responsibility for the payment of all requested analyses and releases Brooks Applied Labs to collect the appropriate amount based on the information provided by the client in the *Sample Submission Form*. **There is a \$250 minimum which will be applied where the total price of all services performed does not reach or exceed this minimum.** The client assumes all responsibility for any errors made by the client in the *Sample Submission Form*. Brooks Applied Labs reserves the right to refuse to perform any work until payment has been collected or an agreement to net 30 days payment upon invoicing has been authorized.

**Prepayment (in US Dollars) is required for International clients. Please see Brooks Applied Labs Prepayment Instructions for payment options and associated fees. Net 30 terms may be available to approved clients and would incur a 1% handling charge.**

## Form Instructions

**Client Information** – Complete this section with all of the information necessary to contact the individual requesting analytical services so that authorization to proceed can be confirmed, any discrepancies can be resolved, and reports can be delivered in a timely manner. Reports will be sent (as PDF) to the email address(es) of the listed contact(s). Analyses may be delayed if this information is incomplete.

**Payment Information** – Complete this section with all of the information necessary to process your payment via credit card. Analyses may be delayed if this information is incomplete or payment cannot be processed. If you prefer to be invoiced instead of prepayment, please enter a PO number and sign the form authorizing acceptance of Net 30 Terms.

**Special Instructions** – Include any special instructions for details that are not covered elsewhere in the *Sample Submission Form*.

**Authorization** – The individual authorizing payment for analytical services must provide their printed name and signature in this section. Analyses may be delayed if this section is incomplete.

**Sample Handling/Disposal** – Select one of the following options:

- *Return Samples*: Within five days of report delivery, samples will be shipped to the client via FedEx Ground. An additional fee of \$10 per sample applies for each sample that is returned to the client. Return shipping is available at ambient temperatures only (i.e., no coolant).
- *Dispose of Samples*: Samples will be retained for a minimum of 30 calendar days after report delivery but can be discarded any time thereafter at the laboratory's discretion.

**Report Type** – Select one or more of the following options:

- *Certificate of Analysis (COA)*: an individual certificate is provided for each sample and includes the certified results of each analysis. COAs are included in the cost of analysis.
- *Level II*: a report that includes a brief cover narrative, sample information, sample results, and the results of quality control analyses (e.g. standard reference materials, duplicates, matrix spikes, method blanks, etc.).
- *Level IV*: a report that includes everything that is included in a Level II report and also includes all of the bench sheets and instrument data files (this type of report is typically only requested if independent validation of the data is required).

**Reporting Limits** – Select one of the following options:

- *Method Limit of Quantification (LOQ)*: results that are below the LOQ will be reported as such (e.g. "Arsenic <10 ppb").
- *Custom Reporting Limits (CRL)*: results that are below the CRL will be reported as such (e.g. "Arsenic <100 ppb"). CRLs must be entered by the client in the analyte column for each sample/analyte to report results using these limits.
- *CA Prop 65 Compliance*: Results will also be reported on a µg/serving basis, provided the serving size is entered by the client on the submission form. These results can be compared to the Maximum Allowable Daily Limit (MADL) described in California Prop 65.
- *Method Limit of Detection (LOD)*: results below the LOD are reported as such (e.g. "Arsenic <1.6 ppb"). Results between the LOD and the LOQ are reported but qualified as estimates.

**Turn-Around-Time** – All Turn-Around-Times are in business days, excluding holidays.

**Permission is required from the Laboratory Manager before expedited TATs less than 10 days will be accepted.**

Surcharges will only be applied according to the achieved TAT. Select one of the following options:

- 10 days – no surcharge will be applied.
- 7 days – a minimum billable quantity of 5 samples and a surcharge of 50% may be applied to the cost of analyses.
- 5 days – a minimum billable quantity of 5 samples and a surcharge of 100% may be applied to the cost of analyses.
- 3 days – a minimum billable quantity of 5 samples and a surcharge of 200% may be applied to the cost of analyses.

**Sample & Analysis Information** – For each sample enter the following information:

- *Sample Name*: provide a unique sample name for each sample.
- *Sample Lot Number*: provide a lot number for each sample.
- *Sample Type*: provide a simple description for each sample (e.g., rice flour, apple juice, infant formula, etc.).
- *Serving Size*: if CA Prop 65 MADL need to be calculated, include the daily suggested serving size for each sample submitted.
- *Analyses*: include the specific metal in the top column and a check mark or reporting limit in the corresponding row for each sample to be analyzed for that analyte.
- *Comments*: include any comments specific to each sample.