



Sample Submission Form for Heavy Metals Testing

Food, Beverages, and Supplements

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 c/o Sample Control
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For Laboratory Use Only	
Received by:	Temp:
Date:	PM:
Time:	Total Cost:
Signature:	Signature:

Client Information	Special Instructions	Authorization
Company:	Samples require homogenization - \$20 per sample: <input type="checkbox"/> Yes <input type="checkbox"/> No	PO or Reference:
Contact:		Printed Name:
Address:		Signature:
Phone/Fax:	Payment Information	Sample Handling/Disposal
E-Mail:	Payment Method: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Invoice (NET 30) **Please contact BAL regarding credit card information.	<input type="checkbox"/> Return Samples (\$10 sample) <input type="checkbox"/> Dispose of Samples

Report Type	Report Delivery	Reporting Limits*	Turn-Around-Time
<input type="checkbox"/> COA (1 per sample)	<input type="checkbox"/> E-MAIL	<input type="checkbox"/> Method LOQ (10 ppb)	<i>Business Days</i>
<input type="checkbox"/> Level II (\$25)	<input type="checkbox"/> USPS (\$20)	<input type="checkbox"/> Custom Reporting Limits (enter below)	<input type="checkbox"/> 10
<input type="checkbox"/> Level III (\$50)	<input type="checkbox"/> FAX (\$20)	<input type="checkbox"/> CA Prop 65 Compliance	<input type="checkbox"/> 5
<input type="checkbox"/> Level IV (\$100)	<input type="checkbox"/> PHONE (\$20)	<input type="checkbox"/> Method LOD**	<input type="checkbox"/> 3

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

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

#	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").

**Method LODs are lower than Method LOQs (10 ppb) and vary per analyte. 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.

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*. 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. 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 III*: a report that includes everything that is included in a Level II report plus the results of the instrument calibration.
- *Level IV*: a report that includes everything that is included in a Level III 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).

Report Delivery – Select one or more of the following options:

- *E-MAIL*: electronic copies (PDF) of the report(s) will be sent via e-mail to the address of the listed contact. E-mailed reports are included in the cost of analysis.
- *USPS*: hard copies of the report(s) will be shipped via USPS to the address of the listed contact. An additional fee of \$20 per Work Order applies for report(s) shipped via USPS.
- *FAX*: copies of the report(s) will be sent via facsimile to the number of the listed contact. An additional fee of \$20 per Work Order applies for report(s) faxed.
- *PHONE*: in the event that any results exceed the requested Reporting Limit (see below), the client will be contacted immediately via phone. An additional fee of \$20 per Work Order applies for requests for results via phone, even if none of the results exceed the Reporting Limit.

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 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.
- 5 days – a surcharge of 100% may be applied to the cost of analyses.
- 3 days – 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.