



- The Chain of Custody is a legal document. Complete every applicable section, sign it, and send a copy with the samples — an incomplete COC will delay login and analysis.
- Contact AGT Labs PRIOR to sample submittal if services are other than standard, or to confirm that a RUSH turnaround (1–4 business days) is available for the requested analysis. Additional charges apply.
- AGT Labs cannot accept verbal changes. Fax written changes to 713-453-6091 or email a revised COC to Verenise.Valdespino@AGTLabs.com.
- Samples will be disposed of after 21 days. AGT Labs reserves the right to return samples; hazardous samples may be returned at the client's expense.

The company and contact who will receive the final report. Complete company, address, attention, phone and email — reports are emailed to the address given here.

Complete only if billing differs from Report To. Otherwise leave blank and the Report To contact is invoiced

Enter a purchase order number if your accounts department requires one. Tick one TAT box. 1–4 day options are marked * and carry a surcharge; 5 Day is standard. Use "Need By" for a specific due date. Day Zero is the day samples are received and reports are issued by 5:00 pm on the due day.

AGT Labs' Job ID is completed by the laboratory. Provide your Project # (AFE / WO), the Project Name or Location (site, unit, tank or well), and the sampler's name, company, signature and date.

One line per sample. Give a unique Sample Number / Employee / Location, the collection date, the collection time in 24-hour format and the number of containers. Leave the shaded Lab Use Only column blank.

Enter the code that matches the sample type — see the matrix code list below.

Write one analysis, method or parameter per column heading, then mark an X in that column on every sample row requiring it. Attach a separate list for extended suites and note it in the comments.

Every transfer of custody must be signed. Complete Relinquished By and Received By with the date and time of each transfer. Record known hazards (H2S, benzene, corrosives, pressurised containers) and any special handling in the comments box.

Enter the bill of lading or courier tracking number. On receipt the laboratory records whether the cooler and seals arrived intact (Y / N) and initials the form.

- ☐ Every sample line has an ID, date, time and matrix code.
- ☐ One turnaround time box is ticked.
- ☐ Each requested test column is marked for the right samples.
- ☐ Relinquished By is signed and dated.
- ☐ A copy of the COC is sealed inside the cooler.

W = Water	P = Plastic
S = Soil	SL = Sludge
N = Naphtha	C = Crude Oil
F = Fuel	D = Diesel
GR = Grease	G = Gas
SD = Solid	L = Lube Oil
JF = Jet Fuel	WW = Wastewater
O = Other	

- 1 Day *
- 2 Days *
- 3 Days *
- 4 Day *
- 5 Day — Standard
- Need By (state date)

* Surcharge applies — confirm rush availability before submitting.
 Day Zero is the day the sample is received; reports due 5:00 pm.