



# LAMBTON SCIENTIFIC

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a division of Technical Chemical Services Inc.

L.S. Invoice #:	L.S. Submission #: _____
Date Received (mm-dd-yyyy): _____	

**CLIENT INFORMATION<sup>(1)</sup>** (for hardcopy distribution/invoice):

Customer : \_\_\_\_\_

Attention : \_\_\_\_\_

Mailing Address : \_\_\_\_\_

\_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Phone : \_\_\_\_\_

Fax : \_\_\_\_\_

E-mail 1<sup>(5)</sup> : \_\_\_\_\_

E-mail 2<sup>(5)</sup> : \_\_\_\_\_

Please check preferred ✓

**PROJECT INFORMATION:**

Purchase Order # <sup>(1)</sup> : \_\_\_\_\_

Quotation # : \_\_\_\_\_

Project Description : \_\_\_\_\_

\_\_\_\_\_

Are these regulatory samples ?  Yes  No  
 If yes, which regulation: \_\_\_\_\_

If yes, regulatory criteria on report ?  Yes  No

**REQUESTED TURNAROUND TIME (TAT):**

Standard <sup>(3)</sup> (4 - 7 Business Days)

RUSH <sup>(4)</sup> (2 - 3 Business Days +50%\$)

RUSH <sup>(4)</sup> (Next Business Day +100%\$)

RUSH <sup>(4)</sup> (Same Day +150%\$)

TAT can vary depending on the complexity of analysis, pre-treatment requirements and lab workload at time of submission. Please contact lab to confirm TATs.

(1) - Information **REQUIRED** to process sample(s)  
 (2) - I understand and abide with Lambton Scientific's "Terms and Conditions" (see over), and this signature is considered authorization to proceed with this work  
 (3) - Samples not marked with TAT will be considered standard  
 (4) - RUSH TAT **must** have prior notice and approval by L.S.  
 (5) - E-mailed reports are sent in Microsoft Excel format (pdf available on special request)

<b>LAMBTON SCIENTIFIC ID # :</b>	<p style="text-align: center;"><b>SAMPLE DETAILS</b> <i>(Data will appear on Final Report)</i></p> <p style="text-align: center;"><b>CUSTOMER SAMPLE IDENTIFICATION INFORMATION<sup>(1)</sup></b></p>
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SAMPLE INFORMATION <i>(Data will appear on Final Report)</i>						NUMBER OF CONTAINERS	ANALYSIS / TEST METHOD REQUESTED <sup>(1)</sup>										PRESERVATION					
DATE <small>(mm-dd-yyyy)</small>	TIME <small>(24hr)</small>	TYPE <small>please mark one</small>	MATRIX <small>please mark one</small>														Please indicate with a P if these samples are Preserved. For preserved samples, please also indicate with an F if they were Field Filtered. (parameters not marked will be considered not preserved or field filtered)					
		COMP	GRAB	WATER	SOIL	OTHER																COMMENTS <small>Please document any known hazards or expected high analyte levels</small>

*"I the undersigned, hereby acknowledge the understanding and acceptance of Lambton Scientific's Terms and Conditions."*

<b>REMARKS:</b>	<b>FINAL REPORT COMMENTS:</b>	<b>SAMPLE CONDITION</b>
		Condition <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Initials: _____
Relinquished By <sup>(1) (2)</sup> : _____ Date/Time : _____	Received By : _____ Date/Time : _____	

## Lambton Scientific - Terms & Conditions

### Liabilities:

Lambton Scientific's sole responsibility is to perform its services in accordance with commonly accepted professional standards using accepted testing methodologies and procedures, unless alternate standards or methods are prescribed by the "client". Although every care and due diligence is taken in the performance of our services, Lambton Scientific and its staff has no liability whatsoever for indirect, consequential, exemplary, incidental, special or punitive damages, including lost profits, resulting directly or indirectly from any errors or omissions. The extent of Lambton Scientific's liability is limited to a refund of the analytical costs.

### Confidentiality:

All results and information obtained by Lambton Scientific will be held in strict confidence unless (i) the client directs otherwise in writing, (ii) any disclosure or subsequently becomes generally available to the public without breach of any confidentiality agreement by Lambton Scientific, or (iii) disclosure is compelled by law, in which event Lambton Scientific will use reasonable efforts to give client prior notice.

### Fees:

- Prices are based on list prices. Prices may be subject to change without prior notice. Pricing is available in Canadian or US dollars. Canadian clients are subject to GST (and PST if applicable).
- A minimum charge of **\$75.00 (CDN) per order** to be applied to all analytical work. For US clients, a minimum charge of \$50.00 (US) per order to be applied to all analytical work.
- Surcharge Rates for Priority / RUSH samples (**RUSH service MUST be arranged prior to or at time of sample submission**):
  - Normal analytical turnaround time is 4 to 7 business days, depending on the analyses required.
  - If priority or RUSH service is required, a 50% to 150% surcharge could apply, based on requested turnaround as follows:
    - 2 to 3 day turnaround subject to 50% surcharge.
    - 24 hour turnaround (by end of next business day) subject to 100% surcharge.
    - Same day turnaround (if possible) subject to 150% surcharge.
    - For RUSH service "day 1" is considered to be only if samples are logged in at Lambton Scientific prior to 11:00AM, otherwise day 1 is considered the next business day.

### Fees (Continued)

- Charge-Out Rates for Other Services:
  - \$ 100.00/hour/person - Project consultation
  - \$ 80.00/hour/person - On-site or field collection services performed during regular business days and hours, 8AM - 5 PM (includes field vehicle and all sample collection supplies)
  - \$ 125.00/hour/person - On-site or field collection services performed during off-hours (nights, weekends, statutory holidays, etc)
  - \$ 125.00/hour/person - Off-hours, general laboratory analytical services. For off-hours service, a pager/mobile phone system may be made available to clients with established service contacts. Off-hours minimum callout time is 4 hours (i.e. \$ 500.00). Off-hours invoicing may also include the analytics list pricing (this cost may be waived depending on the type of analytics, number of samples and duration of off-hours support). **Note: NO implied guarantee of support for off-hours emergency or rush support. Off-hours support is conditional upon manpower availability.**
- R&D (during regular business hours) - General Chemistries - \$100.00/hour
- R&D (during regular business hours) - Metals: ICP, GFAAS, CVAAS, Hydride Metals - \$140.00/hour
- R&D (during regular business hours) - Organics: GC/MS, P&T GC/MS, Cl/MS/MS - \$175.00/hour
- Legal consultation or expert witness (during regular business hours) - \$200/hour
- Extensive analytical programs and long-term contractual work may qualify for volume discounts. Contact our office and request a pricing/service quotation.

### Work Authorization:

Authorization to proceed with the job/analyticals is considered one or more of the following:

- Submission of a customer Chain of Custody form with the analytics specified
- Customer signature on Lambton Scientifics' Sample Submission Form with the analytics specified
- A received hard copy of the Purchase Order with the analytics specified

Miscommunication may result in turnaround time delays in processing sample(s). Sample(s) will be held in a state of quarantine until work authorization is clearly communicated.

### Sampling Supplies:

Specialized sample containers, bottle labels, preservatives and Chain of Custody documentation can be supplied at no additional charge, provided that the analytical work is performed by Lambton Scientific. All designated coolers and ice packs are the property of Lambton Scientific.

### Sample Shipment:

Samples shipped to Lambton Scientific must be properly labeled, packaged and documented as per applicable transportation legislation (including WHMIS). Samples which are suspected to be hazardous must be clearly marked as such prior to submission to the laboratory. Samples must be accompanied by clear instructions specifying: **sample identification, sample details, Purchase Order Number, analytical requirements, distribution of report and invoicing information and any other applicable notes.** Sample pickups within Lambton county and Port Huron, Michigan can be arranged by calling Lambton Scientific (519) 344-4747, Monday to Friday, 8AM to 4:30 PM.

### Sample Storage / Disposal:

Water and sludge samples will be retained by Lambton Scientific for typically one month from the final report date. Solids and R&D samples will typically be retained for two months. Afterwards, samples will either be discarded or returned to the customer. Lambton Scientific reserves the right to return unique, toxic, flammable or hazardous samples to customers for proper disposal.

### Payment:

Payment conditions for services rendered is net 30 days from the invoice date, for credit approved customers. For new clients (credit approval pending) prepayment is required via cheque, credit card or cash, for the first business transaction, upon receipt of samples. Lambton Scientific reserves the right to suspend any work and reports until satisfactory payment arrangements are established.

## For Internal Use Only:

### Sample Reception Checklist

(a checkmark indicates a performed or "yes" response)

This checklist is based on SOP-301 - Sample Collection & Storage Requirements ...

- Samples received in a "cooler"
- Sufficient sample size (weight or volume)
- Appropriate container type(s)
- Appropriate parameter(s) compatibility
- No "Precautions" violations
- All samples appropriately preserved
- Sample preservation info / stickers attached
- No sample Hold Time violations/concerns

DOCUMENT ANY DEFICIENCIES IN THE **FINAL REPORT COMMENTS** FIELD OF SAMPLE SUBMISSION FORM

### Other Comments

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