



CHAIN OF CUSTODY FORM

ACM ENVIRONMENTAL CORPORATION
 217-2323 Quebec Street, Vancouver, BC
 Phone: (604) 873-8599 Fax: (604) 873-5956
info@acmenvironmental.com
www.acmenvironmental.com

Please Complete All Sections.

I have read and understood the [Sampling Instructions and Information](#) available from the ACM Website under "Downloads" at <http://www.acmenvironmental.com/Downloads.htm> : yes

SECTION 1: Billing Information

Contact:		Address:		
Company:		City:	Province:	Postal Code:
Email:		Phone:	Fax:	

SECTION 2: Sample Information

Site Name & Address:	
Collected By:	Date Collected:
Company:	Company Project No:

Results Within: (please circle)			
Reg. 6 days	Rush 72 hrs	Rush 24 hrs	Rush 2 hrs
<i>Surcharges apply for rush samples Turnaround times are based on the operational hours of 8am-4:30pm (Mon-Fri) excl. holidays</i>			

For Lab Use Only	
Analyst:	Project No:
Date:	

Check all that Apply:
<input type="checkbox"/> Report
<input type="checkbox"/> Spreadsheet only
<input type="checkbox"/> Email
<input type="checkbox"/> Fax
<input type="checkbox"/> Verbal

Requested Services					
Bulk Asbestos Analysis (PLM)	Airborne Asbestos Fibre Counting				

SECTION 3: Sample Details

Lab Use Only ID #	Sample Identification	Location Sampled	Sample Type

Relinquished By: _____ Date & Time: _____ Received By: _____ Date & Time: _____
 Relinquished By: _____ Date & Time: _____ Received By: _____ Date & Time: _____



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SAMPLING INSTRUCTIONS

The following excerpts are from ACM Environmental Corporation (ACM) Handling Procedures and are also EPA recommended procedures for the handling of potentially hazardous bulk material and are provided to help persons and companies prepare and transport samples to (ACM) for testing.

Note: Employees must adhere to WorkSafe BC occupational health and safety regulations. Employers must ensure that workers comply with those regulations.

- Preferably, material should be sampled when areas are not in use or not occupied
- Spray a light water mist on the material prior to sampling to prevent fibres from being released
- If multiple samples are to be taken, wear a NIOSH approved respirator.
- If only one sample is to be collected and a respirator is not available, avoid creating dust and avoid breathing while taking sample.
- Use a small “zip lock”-type sealable plastic bag to contain the sample.
- Using a clean knife, cut a piece of material about 2 square inches or 2 tablespoons (be sure to penetrate any protective coating including paint and to sample all layers)
- Tightly close the sample bag and wipe exterior with a damp cloth to remove material or dust that may have adhered to the bag during sampling, disposing of the cloth in a trash container.
- Label the bag with the Date, Location Taken From, and Sample Type (e.g. insulation, tape, plaster etc.)
- Enclose all samples in a Large “zip-lock” bag along with Chain of Custody to submit for analysis

Additional Special Instructions When Sampling Vermiculite Attic Insulation

It is recommended to leave vermiculite insulation in the state it is in ONLY if it is NOT being disturbed and your attic is NOT in use for living space. However, some conditions warrant testing and expert advice even if the above circumstances are true. For instance, if the area is frequently entered for storage, if dust is sifting out of the attic or walls through seams, ducts or penetrations, or if home renovations are planned.

If the decision is made to sample vermiculite insulation, the following procedures are recommended:

- Collect 2 cups full of the material from the bottom half of the insulation in the attic or from the bottom of the wall cavity.
- Avoid creating and breathing dust and do not remain in the area longer than absolutely necessary.
- Health Canada recommends that you use a respirator to reduce the dust you breathe during collection. A NIOSH approved half-face P100 respirator is recommended and can be purchased at most hardware stores. Be sure to follow all instructions for the respirator regarding fitting and maintenance. Please Note: This respirator is NOT adequate protection if a major disturbance of vermiculite is encountered as would be the case during a renovation or for the removal of the material.
- Place sample in “zip lock” freezer bag. Place in larger “zip lock” bag with completed chain of custody form and submit for analysis.

The sampler or submitter should contact the ACM laboratory if unsure of any aspect of sample collection at 604-873-8599 or 604-873-5956 (fax).



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CHAIN OF CUSTODY AND TRANSPORT INFORMATION

Chain of Custody

Each person that accepts custody of a legal sample also accepts responsibility for ensuring the security of that sample. ACM provides a Chain-of-Custody (COC) form to document sequentially those who have accepted custody of legal samples. A brief set of directions for completing the ACM chain-of-custody form are as follows.

1. The submitter will complete all sections in the chain of custody form. Please provide as much information as possible including a detailed description of the number and types of samples and physical characteristics.
2. The completed Chain-of-Custody form, with any other supporting documentation, must be submitted with the sample(s) in separate plastic zip-lock bag and/or affixed to the exterior of the sample bag with tape or other means (**not stapled**).
3. The Submitter is responsible for ensuring sample security as long as the sample is in his or her custody. When the custody of the sample is transferred, each receiver will document (signature and date/time) sample receipt and release at the bottom of the form.
4. Although copies of the COC form may be provided to submitters, the original is retained with the sample.

Sample Transport

Samples may be delivered to the ACM laboratory by either of the following methods:

1. *Delivery by the Sampler/Submitter:* Coordinate delivery arrangements through the ACM head office at 604-873-8599.
2. *Courier:* Bonded courier services should be used to transport legal samples to the ACM laboratory. Priority for pick-up (Immediate or Next Working Day) will be determined by ACM risk assessment. Samples will be prepared and secured for transport as described in the *Sample Packaging* and *Custody* sections. The courier will document accepting and relinquishing custody of the sample by signature and date/time. The courier will also ensure sample security as described in the *Custody* section.