CHEMCENTRE CHAIN OF CUSTODY FORM

GOVERNMENT OF WESTERN AUSTRALIA

ChemCentre EXPERT SOLUTIONS

Courier/Drop-Off: **SSD, Ground Level, Building 500, Cnr Manning Rd & Townsing Dr, Off Conlon St, Bentley WA 6102**
Postal Address: **SSD, PO Box 1250, Bentley Delivery Centre, WA 6983**
Phone Number: **(08) 9422 9800**
Email Address: **samplereceivables@chemcentre.wa.gov.au**

LAB JOB NO: (LAB USE ONLY)	

****CLIENT (Billing):**
****CONTACT:**
****POSTAL ADDRESS:**
****PURCHASE ORDER #:**
****RESULTS TO EMAIL:**
CCWA QUOTE REF:
PROJECT NAME / NO:
SAMPLED BY:

****ANALYSIS REQUIRED** *(please tick ✓)*

EXTRA REQUIREMENTS

Please indicate if QC results are required:

FALSE **Method QC**
FALSE **Batch QC**
FALSE **Special LOD (use comments section)**

• Method QC data refers to results from a lab blank and a lab verification standard.
• Batch QC data refers to results obtained from duplicate and spiked samples supplied by client and incurs extra charges.

LAB ID NO. (LAB USE ONLY)	** SAMPLE REFERENCE / DESCRIPTION	** MATRIX (e.g. soil, water)	** DATE SAMPLED	TIME SAMPLED	COMMENTS / SAMPLING DETAILS

SAFETY - When submitting samples to ChemCentre, you must give written notice of all known safety or health hazards and any special procedures relevant to the handling, testing, storage, transport and disposal of samples. If samples contain hazardous material, please provide a current safety data sheet (SDS) and pack to prevent leaks, spills and/or breakage.

TURN AROUND TIME (TAT) REQUIRED:

Working Days	7-10	1	2	3	5
Surcharge*	**None**	**100%**	**75%**	**50%**	**25%**
Please tick	FALSE	FALSE	FALSE	FALSE	FALSE

SAMPLE DISPOSAL

DISPOSE	RETURN
FALSE	FALSE

DELIVERY

RELINQUISHED BY:			
EMAIL:			
PHONE:		**DATE:**	

• Standard TAT is 10 working days, 15 for environmental & agricultural soils, and 30 for geological/mineral samples for submissions < 20 samples, unless otherwise quoted.
• Urgent TAT will attract a surcharge and must be agreed to prior to sample submission.
• Unless requested otherwise, sample(s) will be disposed of after 30 days of the issue of the final report. Please indicate if you're required to collect the samples.
*** NOTE: All fields marked with ** are required and will be included on the Certificate of Analysis exactly as they appear on this form, otherwise 'Not supplied' may be reported.*

RECEIVAL (LAB USE ONLY)

RECEIVED BY:			
DATE:	**TIME:**	FALSE	**COLD**
		FALSE	**AMBIENT**
		FALSE	**FROZEN**

Privacy Collection Notice: ChemCentre collects the personal information provided on this form to process your request, provide analytical services, and arrange payment. ChemCentre may also disclose this information where required by law. If you do not provide the required information, ChemCentre may be unable to provide the requested services. For further information about how ChemCentre manages personal information, including access and correction, refer to the Privacy Statement on our website.

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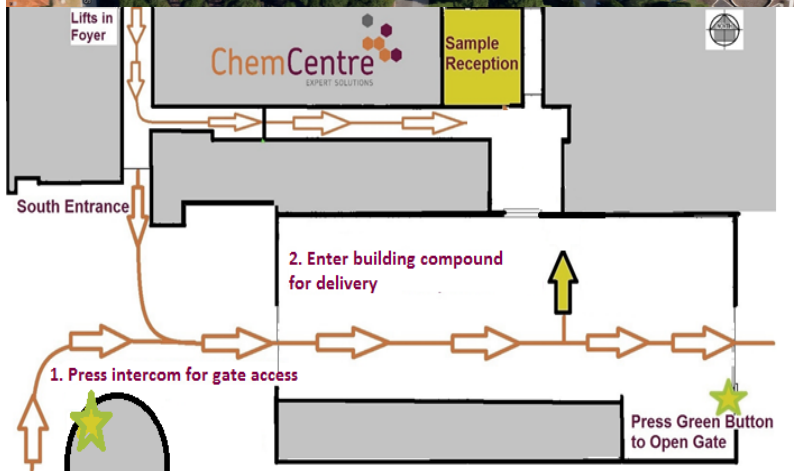
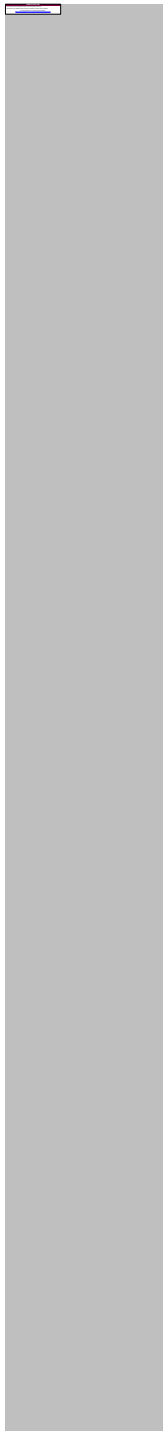
Sample Reception and Deliveries - Scientific Services Division (SSD)

- All deliveries for ChemCentre - Scientific Services Division will be directed to Sample Reception on Level 1.
- Enter via Conlon Street,press the intercom for gate access and proceed to the building compound.
- Staff will open the gate and meet you in the compound to receive the samples.
- To exit, press the green button by the East gate.

Samples to: **Scientific Services Division**
Level 1, Building 500
Cnr Manning Rd & Townsing Drive, Off Conlon Street
Bentley WA 6102
(Forensic Samples to Level 2)

Phone No: **9422 9900**
Open Times: **Monday to Friday, 8:30am – 4:30pm**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