



Phone: 204.237.9128
 Fax: 855.754.1046
 Toll Free: 877.955.7861
 Email: info@ctl.mb.ca
 Website: www.ctl.mb.ca

Unit 9 - 851 Lagimodiere Blvd.
 Winnipeg, MB
 R2J 3K4

**CHAIN OF CUSTODY SAMPLE/TEST
 REQUEST FORM**

COMPANY NAME: _____ ADDRESS: _____ POSTAL CODE: _____

CONTACT: _____ DATE: _____ DATE RECEIVED IN LAB: _____ PO#: _____

PHONE NO.: _____ FAX #: _____ EMAIL ADDRESS: _____

SAMPLE ID	CLIENT NAME	SAMPLE DESCRIPTION	TEST PACKAGE	COMMENTS	LAB NO.

Payment terms: Please include payment with sample unless credit has been arranged.

DELIVERY ADDRESS: CENTRAL TESTING LABORATORY LTD.
 (Mail and Courier) **9-851 Lagimodiere Blvd., Winnipeg, MB R2J 3K4**

PH: (204) 237-9128
 PH: (877) 955-7861
 FX: (855) 754-1046

I agree to the terms outlined below

print: _____

Sign: _____

SAMPLE TURNAROUND TIME

All laboratory results will be reported within 10 business days of receipt of sample, unless for non-routine tests, which may require extended analysis time. Most routine analysis is available within 3 business days of receipt of sample. Samples designated as "RUSH" analysis may be subject to additional costs.

Samples received by the Central Testing Labs Ltd. with incomplete or missing documentation will be held pending receipt of instruction from the client. This may affect the sample turnaround time.

ANALYTICAL RESULTS

Reports of Analysis will be issued by email or facsimile. Reports may also be available by mail on request. Electronic data can also be forwarded in a format suitable to the client, at no additional charge, providing the request is reasonable and is within the capability of Central Testing Labs Ltd. electronic technology.

Reports and analytical data will be retained for a period of 5 years from the date of reporting. An additional charge may apply for accessing data or reports.

SAMPLE RECEIPT / CUSTODY / STORAGE

All samples submitted, as well as sample containers, will be retained for a period of 30 days for most samples, and 14 days for liquid samples. Samples can be stored beyond the normal retention period at the client's request, which are subject to a storage surcharge. Return of samples and containers to the client may be done by written request only, and is at the discretion of Central Testing Labs Ltd.

SAMPLE ANALYSIS

Wherever applicable, Central Testing Labs Ltd. will employ analytical methods that have been recognized by external bodies, and are validated internally according to Central Testing Labs Ltd. SOP's (Standard Operating Procedures). These external bodies may include AOAC, and AACC, among others.

Central Testing Labs Ltd. reserves the right to refuse to perform analysis if Central Testing Labs Ltd. deems not to have the capability or resources required for the analysis. This decision can be based on the lab facilities, equipment and instrumentation, expertise, scheduling and capacity, and proper Quality Control specifications.

PRICING / PAYMENT

Pricing may vary depending on the sample type and condition to be determined by Central Testing Labs Ltd. Central Testing Labs Ltd. requires payment for all services in advance of analysis unless the client has an account with the laboratory in good standing.