



Sample Documentation and Labeling Requirements

In order for samples to be processed under our 10 Days Guaranteed Program, the following requirements must be met. All samples shipped that do not comply with these requirements are subject to delayed receipt by Accurassay Laboratories until proper information is provided by the customer. Receipt of samples (and therefore the beginning of the 10 Day Guarantee) will occur when the proper documentation is provided. While Accurassay wishes to process your samples without delay and will make every reasonable effort to obtain the information required, we are not responsible for delays caused by failure to follow these protocols.

Analytical Request Sheets

An Analytical Request Sheet must be properly completed (and included with the shipment of samples) including the following information:

1. Address and contact information for **results** including complete email and fax distribution lists (first shipment and changes as required)
2. Address and contact information for **invoicing** (first shipment and changes as required)
3. Customer purchase order number (as required by customer)
4. Customer project codes (as required by customer)
5. Sample identification numbers
6. Complete list of analyses requested
7. Sample disposal information
8. Customer authorization

Analytical Request Sheets may be obtained from one of our offices or on our website at www.accurassay.com.

Labeling of Shipping Bags

All shipping bags and containers must be clearly and prominently labeled with the following on the outside of the bag or container:

- A. Contents
 1. If the samples are in a logical, predictable series, the sample numbers in each bag or container (e.g. 1-5, 6-10, 11-15, etc.), **OR**
 2. The order in which the bags or containers are to be processed (e.g. 1 of 15, 2 of 15, ..., 15 of 15)
- B. Analytical Request Sheet
 1. The bag or container containing the Analytical Request Sheet must be distinctly marked (e.g. with coloured flagging tape)

If you are dropping a shipment at one of our facilities, please notify our front office staff, or one of our shift supervisors of the shipment. This will ensure your samples are properly accounted for.