

# Sample Drop-Off Guidelines & Checklist

To ensure accurate testing and prevent delays, please review and follow the guidelines below when submitting samples to Envirocheck.

## 1. Chain of Custody (COC)

- A completed Chain of Custody (COC) form is required for all sample submissions.
  - The COC can be found on the Envirocheck website.
  - All samples being submitted must be listed on the COC, including any blank samples.
  - Include the requested turnaround time (TAT).
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## 2. How to Collect Samples

- Sample size: no smaller than a quarter and no larger than a business card
  - All samples must be sealed in clean zip-lock bags.
  - One sample per bag. (Flooring samples are charged per layer.)  
Asbestos PCM Samples
  - Record sample start and end times and start and end flow rates on the COC.
  - Ensure all samples collected are fully accounted for on the COC.  
Lead Paint Chip Samples
  - Samples must be approximately the size of a 50-cent piece (or similar) to properly run analysis.  
Lead Waste Profile Samples
  - Submit approximately ½ pound of material, as additional testing may be required.
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## 3. How to Bag Samples

- All samples must be sealed in clean zip-lock bags.
- Never place paperwork inside sample bags.

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## 4. How to Label Samples

- Label each sample bag clearly.  
When submitting multiple samples:
- Number and label each bag (e.g., #1 Bedroom, #2 Kitchen, #3 Bathroom).
- Sample numbers must match exactly with the COC.
- For asbestos PCM samples, all cassettes must be labeled to match the sample number listed on the COC.

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## Same-Day Results

- The cutoff time for same-day results for Asbestos, Lead, or Mold samples is 2:00 PM - (Check availability)

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## Payment Policy (COD Clients)

- For COD clients, payment must be received before samples can be submitted to the lab.

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If you have any questions prior to drop-off, please email [info@envirocheck.com](mailto:info@envirocheck.com) for assistance. We appreciate your cooperation in helping us deliver accurate and timely results.