



CASSEN Testing Laboratories

Division of CASSEN Group Inc.

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FOR CASSEN USE ONLY CASSEN Work Order No:

ANALYTICAL SERVICES REQUEST FORM

Send Report To:	Check if this is a new address	Invoice To (if different):	Check if this is a new address
Company:		Company:	
Address:		Address:	
City:	Province:	City:	Province:
Attention:	Postal Code:	Attention:	Postal Code:
Phone:	Fax:	Phone:	Fax:
Email:		Email:	
Required Turnaround Time (TAT)		Rush Analysis Options (Please Call Ahead)	
Regular Routine Analysis Turnaround Time (Please enquire the TAT of the test)*		8 Hours	24 Hours
		48 Hours	72 Hours

Check the box if this is for a litigation case
 (Contact the lab for quoting additional costs)

Project Name / Number

Sampled By:

P.O. Number:

Sampling Data Sheet Attached

Client Sample Number Description/Identification	Date Sampled (DD/MM/YYYY)	Sample Type	Active Sample Volume (L)	Passive Sample Time (mins)	Analysis Requested	Comment	LAB ID (For lab use)

Special Instructions

CHAIN OF CUSTODY	Print Name	Signature	Date (DD/MM/YYYY)	Time
Relinquished by:				
Received by Lab:				

Sample Condition Upon Receipt

Acceptable

Other (Explain Below)

Sample Condition
 Additional Comments:

* Working days only, please consult the laboratory regarding workload. Samples received after 3:00PM will be treated as next day's samples.
 CASSEN's terms and conditions form a part of this contract for services. (See forms section of our website)

Sample Submission

MINIMUM SUBMISSION: A minimum lab fee of \$250 (excluding sampling media and equipment) and a minimum submission of 2 samples & 1 field blank apply for all routine sample submissions for quantitative analysis. Samples submitted after 3 PM will be treated as next business day submission.

FIELD BLANKS: One (1) field blank must be submitted in accordance to our ISO17025 accreditation requirement. If no field blank is received, CASSEN will add a blank at the expense of the client. Field Blank analysis is charged at the same rate as samples, unless otherwise stated.

SPIKE RECOVERY (SR): If the submitted sampling media was not provided by CASSEN or is not a type of media that CASSEN provides, the client is required to submit extra media to determine the SR. If extra media is not provided, the desorption efficiency is calculated using CASSEN media. Additional charges apply for such determination for non-routine analysis if required.

SAMPLE DISPOSAL: Bulk samples from clients are held for 2 weeks and will be returned to clients at their own expense after the issuance of the analytical report, unless otherwise specified by the client in writing. CASSEN's prepared samples will be discarded after reporting.

Pricing/Payment

PRICING: Analytical fees are in Canadian Dollars and do not include HST or other applicable taxes. Prices are subject to change without notice. Shipping and handling fees are not included.

SAMPLING MEDIA: Sampling media not submitted for analysis will be billed as per the current media pricing.

DISCOUNT POLICY: When more than one analyte is required for the same analysis of the same sample, a reduced rate is available for majority of the analytes. When more than 15 samples are submitted at the same time for an identical analysis, a 10 percent volume discount will be applied to the analytical fee. Please note that this volume discount does not apply to all packages and parameters, contact CASSEN for analyte-specific discounts.

SURCHARGE FOR INTENDED LITIGATION PROJECTS: Please note that if the results of this analysis are intended for use in any form of litigation, whether civil or criminal, that this fact shall be disclosed to our laboratory prior to any analysis being conducted, and further, there will be an additional cost related to precautionary measures required for the control of documentation and the secure storage of such samples during the testing process. Please call the lab for additional cost.

PAYMENT POLICY: For new clients, credit card information should be submitted before the analysis of the first work order. Payment terms are net 30 days for invoices with a purchase order. CASSEN reserves the right to apply a monthly charge of 1.5% of the unpaid balance after 30 days. Payment by either VISA or MasterCard is accepted. Some analyses require a three (3) sample minimum fee to cover the cost of method setup. A minimum lab fee of \$250 applies.

Legal Terms

LIMIT OF LIABILITY: It is understood and agreed that the services provided by CASSEN Testing Laboratories hereunder are analytical services only and the rates established herein are based solely on the cost of service. In the case of failure to perform such service and a resulting loss, CASSEN Testing Laboratories' liability hereunder, if any, shall be limited to a sum equal to the total amount paid by the client for such testing services. Such a sum shall be paid and received as liquidated damages whether such loss arises by reason of the failure of CASSEN Testing Laboratories to perform any services under the agreement or by reason of any negligence or want of skill on the part of CASSEN Testing Laboratories, its servants, agents, or for any other reason whatsoever against CASSEN Testing Laboratories with respect to loss.

INDEMNIFICATION: The client shall indemnify, defend, and hold harmless CASSEN Testing Laboratories and its affiliated corporations, employees, officers, directors, agents and assigns, from and against any and all claims, causes of action, demands, losses, costs and expenses, liabilities, damages, settlements or judgments of any nature, including without limitation those related to the defence or investigation thereof and all lawyer fees incurred, which are attributable or connected to errors and emissions, negligence, wrongful conduct of the client, its employees, or agents.

WARRANTY: Any analysis performed by CASSEN pertains only to the samples as received. The representative nature of the sample is the sole responsibility of the sender. Except as stated above, CASSEN makes no representation or warranty, expressed or implied, for laboratory services. CASSEN provides interpretation for Open Characterization analysis; however, the interpretation is based solely on the results of sample analysis such as the VOC pattern. It is provided to aid the sender in tracking the source(s) of the problem at the sampling site and should be used with discretion. CASSEN assumes no legal responsibility or liability for the manner in which the results are used as well as the quality of samples submitted to the laboratory.

INDEPENDENT CONTRACTOR: CASSEN is acting as an independent contractor and neither CASSEN nor any of its employees or agents will be considered as employees of the client.

Results

CONFIDENTIALITY: All laboratory reports and results are strictly confidential, and will only be released to the client as per the specified e-mail address on the submitted chain of custody (COC) or as otherwise directed by the client in writing.

DATA RETENTION: Raw data, such as chromatograms and instrument printouts, are retained for three years after issuance of the report. Laboratory reports are retained for five years unless otherwise specified by client in writing.

TURNAROUND TIME (TAT): It is CASSEN's objective to meet the TAT requirements of our clients. Normal TAT is 5 business days for routine analysis. Characterization, non-routine analyses, and large volume analysis require longer TAT. Please contact us for the availability of non-routine analysis. The following rush charges will be added to the regular analytical fee:

RUSH TAT OPTION	SURCHARGE
Rush TAT & Surcharges – Air/Wipe Samples (Industrial Hygiene)	
8-Hour (same-day)*	200%
24-Hour	100%
48-Hour	75%
72-Hour	50%
96-Hour	25%
Rush TAT & Surcharges – Open Characterization	
8-Hour (same-day)*	200%
24-Hour	150%
48-Hour	100%
72-Hour	75%
96-Hour	50%
5-Day	35%
6-Day	25%
7-Day	10%
Rush TAT & Surcharges - BULK SAMPLES	
24-Hour	150%
48-Hour	100%
72-Hour	75%
96-Hour	50%
5-Day	35%
6-Day	20%
7-Day	10%

Please note:

- Interpretation is subjected to laboratory schedule and difficulty of the matrix
- The number of samples will determine which rush option is possible
- Samples that arrive after 3 PM. will be treated as next business day submission
- Samples for 8-hour (same-day) rush TAT need to arrive by 9:00 AM*
- Please provide as much advance notice for rush service requests to confirm availability
- Please note that the TAT is calculated based on the date that the samples and COC are received by the laboratory as Day 0. Days are based on normal working days; holidays and weekends are excluded. Usually, non-routine analysis may require a longer TAT.
- Minimum submission is 2 samples and 1 field blank for all routine samples requiring quantification

Disclaimer

TECHNICAL GUIDE AND INFORMATION: The technical information contained in our guide and result reports have been reviewed and provided for informational purposes only. Although CASSEN believes this information to be correct, it assumes no responsibility for errors and omissions in the content and expresses no opinion as to the significance of or potential usage of the information beyond the data actually contained in the guide or result report. The procedures and methods used will be subject to change without notice. Please contact CASSEN for any updated information.