

ENVIRONMENTAL MONITORING & LABORATORY ANALYSIS
110 TECHNOLOGY PARKWAY, NORCROSS, GA 30092
(770) 734-4200 • fax (770) 734-4201

Submitting Samples

1. **Minimum report fee** - There is a minimum report fee of \$159. This will be the minimum amount that you will pay no matter which test you request.
2. **New account form** – Please go to our website (www.asi-lab.com), click on the “Downloads” button, print out the *New Account Form*. Just fill out the top left section of the form then sign and date the bottom. This form must be returned to Shari Harper *as soon as possible* via fax (770-734-4201) or via email sharper@asi-lab.com. This form allows us to set up and account for you in our system.
3. **Credit card number (if applicable)** – We will need a credit card number to send sample containers out to you and to begin analysis of your sample. You need to call or email Shari with your credit card once you submit your *New Account Form*.
4. **Sample containers** – Once we have your *New Account Form* and your credit card number then sample containers will be shipped out to you. Container(s) will be sent to you in a cooler and inside the cooler you will find a gallon baggie that contains paperwork. That paperwork includes:
 - An instructional letter – please read and follow all directions outlined in the letter.
 - A Chain of Custody Record
 - Sample labels
 - A Custody Seal – A sticker that is placed across the mouth of the cooler. It cannot be removed without tamper evidence. Sign and date the custody seal then stick it on the outside of the cooler across the opening so that if anyone tries to open the cooler the seal will break.
5. **Take Sample** – Let your water run for a few seconds then completely fill up your sample container without letting it overflow.
6. **Fill out Chain of Custody** - A Chain of Custody is a legal document that guides the laboratory to perform the proper analyses. If you need any help filling out the Chain of Custody please go to the “Downloads” section on ASI’s website and print out the *Chain of Custody Instructions* and *Example Chain of Custody* to help you.
7. **Send sample back to lab** – Fill a gallon Ziploc baggie with ice and put it on top of the sample container. You may deliver the cooler to the lab or tape it up and ship it overnight to the lab. ASI’s hours for sample receiving are 8am-6pm Mon-Fri and 8am-noon Sat. Please return samples as soon as possible to avoid missing hold times.
8. **Test results will be available in 7 business days** – You can call your Project Manager with any questions you have about your samples.