

Procedure:WAL.QAP.104.11	Date Issued: 09/25/2002	Effective Date: 3/29/2010
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Form 104A - Laboratory Sample Retention Record (LSRR)

LTN: _____ Client Confidentiality # _____

ACTIVE SAMPLE

Sample ID: _____

(Checkmark Applicable Final Disposition)

Final Sample Disposition: Dispose of as per WAL.QAP.104._____
 Return Samples to Client
 Other _____

Comments: _____

Initials/Date: _____

IN-ACTIVE SAMPLE

Sample Inactive Date: _____

(Date maintenance is being performed; note: date must be same or after report issue date)

Sample Expire Date: _____

(30 calendar days from inactive date)

Initials/Date: _____

SAMPLE DISPOSITION RECORD

Final Disposition: (Circle One) WAL.QAP.104._____
RTC: _____ Other: _____

Disposition Date/Initials: _____

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Initiated By _____ Date _____

LTN 01234

CUSTOMER LOG SHEET

Company: _____

Log In Date: _____

Address: _____

Phone: _____

Fax: _____

Client ID# _____

PO NUMBER: _____

Contact Name: _____

WAL.QAP.104.11 Revision Date: 3/29/2010 Form 104b

Number of Sample(s): _____; Quantity of each sample(s): _____

Sample Identification: _____

Receiving Comments: _____

INSTRUCTIONS / SPECIAL REQUIREMENTS:

Contract Review: (Checkmark all applicable requirements / Not Checked indicates Not Applicable)

- Verification of Test Method
- If Client Protocol/ Method are provided: Assignment of Form 117c
- Verification of Sample Description
- Verification of Test Specifications
- Verification of Client Specification Instructions (To be noted in Instructions/ Special Requirements Section)

Contract Review By: _____

Date: _____

Final Data Reviewed By: _____

Date: _____

Form 104b

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CHAIN OF CUSTODY SAMPLE TRACKING RECORD

Customer:	Contract Attachments:	Total Number Of Samples:	Laboratory Tracking #:
Client Confidentiality ID #:	Relinquished By:	(Date/Time)	Received By:
Contact Name:	Relinquished By:	(Date/Time)	Received By:
Phone:	Relinquished By:	(Date/Time)	Received By:

Sample ID	Sample Description	Sample Condition	Holding Location	Analysis Requested	Test Method	Technician/Initials	Date of analysis	Sample Disposition