MISSISSIPPI STATE CHEMICAL LABORATORY
Chain of Custody Record/Sample Submission Form

Enclose with samples and ship to:
Mississippi State Chemical Lab
310 Presidents Circle 1145 Hand Lab
Box CR
Mississippi State, MS 39762
Phone: 662-325-3428
Fax: 662-325-7807
Email: info@mscl.msstate.edu

Report Results To:
Company:
Contact Name:
Address:
Fax:
E-Mail:
Send Invoice To:
Contact Name:
Address:

Phone:
Purchase Order Number:

<table>
<thead>
<tr>
<th>Service Type: (Standard/Rush)</th>
<th>Sample Matrix</th>
<th>Sample ID</th>
<th>Analysis Requested</th>
<th>Expected Levels</th>
<th>For LAB Use Only</th>
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<td>Place S or R</td>
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<td>(i.e.) Feed, Fertilizer</td>
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<td>Water, Soil</td>
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A signed copy of the Limitations of Liability and Disclaimer form must accompany each sample submission sheet. Prepayment is required at the time of Sample Submission unless prior arrangements have been made with the Business Office (i.e., purchase order or credit card payment). No results will be released until payment has been received.
This form must be filled out and sent with the 1st Page to MS State Chemical Lab

Limitations of Liability

Mississippi State Chemical Laboratory (MSCC) performs analytical services with reasonable care and diligence standard to the analytical laboratory industry. In the event of an error or material deficiency in the performance of its services, the discretion and exclusive responsibility of MSCC shall be to provide the laboratory analysis at its expense. MSCC shall have no liability whatsoever.

Any claims of error or material deficiency in the performance of its services are to be reported to MSCC within thirty (30) days of discovery, but no later than one (1) year from the date of performance of the analytical services. In no event shall MSCC be liable, whether in contract, tort, or otherwise, for any incidental, consequential or special damages, including but not limited to damages in any way connected with the use or interpretation of analyses and additional information provided by MSCC. Our representation for the work is limited to the accuracy of analysis of samples as received. We assume no responsibility for the purpose for which the client uses the test results, nor liability for any other warranties, expressed or implied, including warranties of fitness for a particular purpose or for merchantability made by the client. These terms and conditions shall supersede any conflicting terms and conditions stated in any purchase order, or other order of work submitted by the client. Without prejudice to the foregoing, MSCC liability is controlled by Sections 11-63-1, et seq., Mississippi Code.

DISCLAIMER AND ASSUMED CLIENT RESPONSIBILITY

EXCEPT AS PROVIDED ABOVE, MISSISSIPPI STATE CHEMICAL LABORATORY (MSCC) HAS PROVIDED NO EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE CONCERNING THE SERVICES AND RELATED REPORTS FURNISHED BY MSCC.

Sample Acceptance Policy

All samples must be submitted with a completed and properly executed Chain-of-Custody/Sample Submittal Form (COSSF) record. The COSSF record should be filled out in Ink. In addition to names, address and contact information, additional information that must be included on the COSSF form in order for it to be considered complete includes:

- Sample Identification
- Sample Type
- Sample Description Information (size, type, and number)
- Sampling Information (date, time, and sample collector's initial)
- Preservative (if any) added to sample in the field
- Analysis/Methods Requested
- Special remarks regarding the sample, its collection, or specific reporting limits
- All individuals who handled or processed the samples must sign COSSF

For ALS Samples:

1. Samples must be received in the appropriate containers required by the test methods and be in good condition without any visible signs of damage or contamination.
2. Sufficient sample volume must be received within the holding time defined by the regulatory agency to perform the analyses/methods requested.
3. All samples and sample containers must be properly labeled with a sample ID (unique characters), sample date and time for each sample and sample container and be in agreement with the COSSF record.
4. Sample labeling must be completed using water proof labels and permanent ink markings.
5. Environmental samples require thermal preservation. Temperatures for sample shipment/storage should be 2-8°C. It is the responsibility of the person collecting and packaging the samples to make sure the temperature requirements are met.
6. Please note on the COSSF if samples may be hazardous or highly contaminated.
7. Sample name should be one you wish to see on the final report.

Please review the following checks for proper shipment of samples to MSCC:

- Please note packing material used in the bottle to prevent bottle breakage. Completely fill cooler with packing materials to ensure bottles will not shift if cooler is placed on its side, or handled in a rough manner.
- Enclose completed COSSF form in plastic zip-lock bag.
- Seal cooler with sufficient packing tape to prevent opening during return shipment.
- Return shipment per instructions provided by MSCC personnel.
- Place the samples so that the samples are received at the desired temperature.

IMPORTANT: Sample containers provided by MSCC may contain very small amounts of preservatives by the requested test method, containers will be labeled accordingly. The preservatives are likely to be strong acids or bases, and can cause superficial burns to skin and/or damage clothing. Extra care should be exercised when handling and filling pre-preserved sample containers.

- Please do not place the pre-preserved sample containers.
- Fill sample containers to approximately 1/2 fill of the bottle top (with the exception of volatile analysis).
- Cap bottles tightly.

Samples not submitted in accordance with the above procedures are required to be 'tagged' by detailing the discrepancy on the final report in accordance with accreditation requirements.

HAZARDOUS SAMPLE DISPOSAL FEE: Samples that require specific handling and disposal will be assessed a charge based on sample type and ADRP codes and regulations.

I have read the above terms and conditions.

Client Signature