



## 1 Sample Preparation

Proper preparation ensures samples are delivered safely and enable technical staff to efficiently log information for tracking.

- Ensure all containers, equipment, and PPE are sterilized prior to sample preparation
- Package samples into solid, rigid containers
- Affix labels to each sample container:
  - Company Name
  - Sample Name/ID
  - Harvest Date

Measure samples based on weight standards located in the table below:

Assay	Flower	Concentrates & Extracts
Potency	2.0g	2.0mL
Moisture	2.0g	2.0mL
Terpenes	2.0g	2.0mL
Heavy Metals	2.0g	2.0mL
Pesticides	2.0g	2.0mL
Residual Solvents	2.0g	2.0mL
Mycotoxins	2.0g	2.0mL
Microbes	2.0g	2.0mL
Full Panel	16.0g	16.0mL

## 2 Order Form

The order form allows you to pick only the tests desired for each sample, and is organized for efficiency and ease.

### Order Form Components:

- Company Information
- Client Information
- Results Recipient Information
- Test Details & Pricing
- Payment

Please ensure each component of the form is filled out completely and correctly.

## 3 Chain of Custody

The chain of custody form will ensure that samples are processed and delivered in an organized and efficient manner.

### Chain of Custody Components:

- Sample Specific Information
- Transfer Information

Please ensure each component of the form is filled out completely and correctly.

## 4 Sample Shipping

Correct packaging and shipping of samples ensures their safety and reduces the chance of damage and delays in arrival to testing facility.

- Package all samples in a solid rigid container, surrounded by a cushioning agent (bubble wrap, peanuts, etc.) and place into a secondary container (box, envelope, etc.)
- Ensure the primary and secondary packaging materials are leak-proof and/or water-tight to minimize loss or damage of sample during packaging & transport
- Seal secondary container and affix shipping label/security stickers with packing tape to minimize destruction of tracking information

Any samples that arrive at Clinical Science Laboratory, Inc. which are damaged in any way will not be processed. At which point you will be immediately notified.

### Please enclose the following (with sample):

- Chain of Custody
- Order Form
- Payment (if applicable)