



SanAir Technologies Laboratory - Chain of Custody

3247 Vickery Road
 Syracuse, NY 13212
 315-431-9730
 www.SanAir.com

LEED V 4.0

Site Name:	Form#28, Rev#3, 10/1/2025
	PO#:
Project:	
	Quote ID #
	Canister Order#:

TAT Turnaround Time:	Check One	Due Date:	Company:	Company:
5 Business Days	<input type="checkbox"/>		Report to:	Check Here If Same: <input type="checkbox"/>
4 Business Days	<input type="checkbox"/>		Address:	Invoice to:
3 Business Days	<input type="checkbox"/>		City, State, Zip	Address:
2 Business Days	<input type="checkbox"/>			City, State, Zip
*Next Day by 5pm	<input type="checkbox"/>		Email:	Email:
*Next Day by Noon	<input type="checkbox"/>			
*Same Day	<input type="checkbox"/>		Phone:	Phone:

*For Same and Next Day TAT Please Notify Lab			Vacuum		ANALYSIS REQUEST				** Also Record on PM10 & PM2.5 Worksheet		
Sample ID	Date Sampled	Canister Number	Regulator Number	Start/Stop		*** Please Check All That APPLY				PM10 #	PM2.5 #
				In Field	In Lab	TVOC	TD Tube#	CO	Formaldehyde		
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Chain of Custody Sampled by: Relinquished by: Received at Lab by:	Print Name	Signature	Date/Time	Courier: CIRCLE ONE
				FedEx UPS Pickup/Dropoff
				For LAB USE ONLY
				Work Order # _____

***Chain of Custody must be completed in full. Lack of any missing information will affect your Turn Around Times (TAT)
 ***See Additional Information listed on the reverse side.



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SanAir Technologies Laboratory, Inc. – Additional Information

Sample Media

Samples can be collected in a canister or a Tedlar bag. Depending on your analytical needs, SanAir Technologies Laboratory may receive bulk, liquid, soil or other matrix sample for headspace analysis.

Blanks

Every sample is run with a surrogate or tracer compound at a pre-established concentration. The surrogate compound run with each sample is used as a standard to measure the performance of each run of the instrument. If required, a Minican can be provided containing nitrogen to be run as a trip blank with your samples.

Sampling Equipment

SanAir Technologies Laboratory will be happy to provide canisters to carry out your sampling event at no charge. The necessary accessories, such as regulators, tubing or personal sampling belts, are also provided to meet your sampling needs. The customer is responsible for all shipping charges to the client's destination and return shipping to the laboratory. Client assumes all responsibility for lost, stolen and any damages of equipment.

Turn Around Time (TAT)

SanAir Technologies Laboratory provides a range of TAT's, which may vary for samples requiring difficult matrices or other circumstances outside SanAir's control. TAT for samples received after 3PM will begin at 9AM the next business day unless marked as a Same Day. TAT does not include weekends and holidays. Work performed on weekends and holidays must be pre-arranged and are subject to surcharges. SanAir will provide results to its clients by 6:00pm EST by the requested TAT after receipt of samples. Results are emailed to the requested company indicated on the Chain of Custody. Non-routine analysis may require more than the one business-week turnaround time. Please confirm non-routine sample turnaround times.

Rush Turnaround Samples

Expedited turn around times are available, applicable surcharges apply. Please confirm rush turnaround times with Client Services before submitting samples.

Reporting

Results are emailed at no additional charge. The final report package will be emailed within 2-4 days of emailing your results. Cat "B" like packages is within 3-4 weeks from time of analysis (add 10%/sample for Cat B). Standard Electronic Disk Deliverables (EDD) is also available at no additional charge.