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Chain of Custody Record for Odour Samples

Company:			Project/P.O.#:			<input type="checkbox"/> Destroy sample 48 hours after analysis <input type="checkbox"/> Hold for pickup within one (1) week of analysis				
Contact Name:			Sampled By:							
Address:			Sampling Date:							
Phone:			Send Report To:							
Are samples safe for human consumption? Yes <input type="checkbox"/> No <input type="checkbox"/> *Samples not safe for human consumption cannot be accepted			Report Format Paper <input type="checkbox"/> PDF <input type="checkbox"/>			Evaluation Requested (Check all applicable)				For Lab Use Only
Item No.	Field ID	Process (ex. Compost pile, paint line)	Source (ex. Biofilter inlet, spray booth exhaust)	Field Pre-Dilution Ratio	Sample Time	Detection (DT)	Recognition (RT)	Hedonic Tone (HT)	Characterization	Odour Evaluation Report No.
										Lab Sample No
1						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notes/Special Instructions:					Comments					
Relinquished By (Name):					Accepted By :				Date:	
Date:					Analyzed By (Initial):				Date:	

Authorized by: _____

Signature

Date:

Customer Signature MUST Accompany Request. Customer accepts Pinchin Ltd. Standard Terms and Conditions for Odour Laboratory Services (see over)

Distribution: White = Laboratory, Yellow = Customer Copy, Pink= Customer Copy



Pinchin Ltd. Standard Terms and Conditions for Odour Laboratory Services

1. **CHAIN OF CUSTODY:** The CUSTOMER is requested to complete the Pinchin Ltd. (PINCHIN) Chain of Custody (CoC) Form when submitting samples. The CUSTOMER acknowledges that PINCHIN will rely on the information on the CoC Form and will not be responsible for any erroneous results or interpretations arising from this.
2. **FIELD BLANKS:** PINCHIN recommends that the CUSTOMER submit field blanks. Good environmental sampling practice recommends a minimum of one blank per ten or fewer samples for each nitrogen cylinder used or sampling apparatus employed.
3. **ACCEPTANCE OF SAMPLES:** PINCHIN reserves the right to refuse any or all samples at the sole discretion of PINCHIN including but not limited to those of unsuitable volume, those that pose an unacceptable health or safety or environmental risk, and those that exhibit unacceptable levels on condensation in the sample bag.
4. **SAFETY:** It is the CUSTOMER'S sole responsibility to ensure that the samples are safe for human assessor consumption.
5. **OWNERSHIP:** Any documents produced by PINCHIN are the sole property of PINCHIN. Laboratory and analytical results issued by PINCHIN may be reproduced by the CUSTOMER but only in full unedited form. PINCHIN will maintain records and supporting documents for a period of three (3) years after completion.
6. **SAMPLE OWNERSHIP:** Samples accepted by PINCHIN shall remain the property and liability of the CUSTOMER while in the custody of PINCHIN. Unless the CUSTOMER indicates otherwise, all samples will be disposed of 48 hours after analysis.
7. **SAMPLE LOSS:** Samples received by PINCHIN staff will be handled with great care. However, in the case of a sample loss, the CUSTOMER will supply a replacement sample. PINCHIN will analyze the replacement sample at no cost the CUSTOMER.
8. **CONFIDENTIALITY and THIRD PARTIES:** PINCHIN will not provide analytical results to any party other than the CUSTOMER, unless the CUSTOMER, in writing, requests information to be provided to a third party or unless disclosure by PINCHIN is required by law. Information provided by PINCHIN is intended for CUSTOMER use only. Any use by a third party of reports or documents authored by PINCHIN, or any reliance on or decision made by a third party based on the findings described in said documents, are the sole responsibility of such third parties, and PINCHIN accepts no responsibility for damages suffered by any third party as a result of decisions made or actions conducted.
9. **CANCELLATION and CHANGES:** The CUSTOMER shall have the right to cancel or change odour panels scheduled, but shall be obligated to pay for any panels cancelled within 24 hours of their scheduled start time.
10. **RESPONSIBILITIES OF PINCHIN:** PINCHIN shall perform its work in accordance with accepted laboratory standards and accepted standard operating procedures. PINCHIN reserves the right to modify methods as necessary based upon experience and/or current scientific literature. If the CUSTOMER requests a manner of analysis that varies from standard operating or recommended procedures, the CUSTOMER shall not hold PINCHIN responsible for the results. Such variations of analysis will be noted on the reports.
11. **LIMITATION OF LIABILITY:** Any work performed by PINCHIN will be conducted in accordance with industry standards. The total liability of PINCHIN or its staff whether based in contract or tort, will be limited to the lesser of the fees paid or actual damages incurred by the CUSTOMER. PINCHIN will not be responsible for any consequential or indirect damages even if caused by negligence of PINCHIN. PINCHIN will only be liable for damages resulting from negligence of PINCHIN. All claims by the CUSTOMER shall be deemed relinquished if not made within one year after analysis date. No warranty is either expressed or implied, or intended by any agreement or by furnishing oral or written reports or findings.
12. **RESPONSE TO LEGAL PROCESS:** The CUSTOMER shall compensate PINCHIN for its services and expenses if PINCHIN is required to respond to legal process related to its services for the CUSTOMER. Compensable services shall include hourly charges for all PINCHIN personnel involved in the response and attorney fees and expert fees reasonably incurred in obtaining advice concerning the response, the preparation of the testifier and appearances related to the legal process.
13. **PAYMENT TERMS:** Payment is required in advance for all CUSTOMERS until a credit account has been established. The CUSTOMER shall pay in full the net amount of each invoice submitted by PINCHIN within thirty (30) days. Amounts not paid when due shall bear interest at the rate of 18% per annum from the date due until the date of payment.