



# Client instruction: "CoC- Chain of Custody"

---

## General Information

Chain of custody samples must be sent in boxes sealed with ALS Laboratory Group Norway AS CoC-labels. Bottles, packaging, and labels can be ordered from ALS Laboratory Group Norway by sending your request to: [resepsjon@alsglobal.com](mailto:resepsjon@alsglobal.com).

## HSE

If the shipping contains chemical samples, data sheets must always be included in the shipping.

## How to do it

1) Receiving of CoC sample package:

If the sample containers have been delivered in CoC packages, make sure that the sealing is intact on upper and bottomside of the box before you open. CoC sheet is placed in the box and should be used as an order form, or it can be sent to ALS by email.

2) Completion the CoC form:

Make sure the CoC form includes:

- Client information and required analyses. If the required analyses are not filled in, an order form must be sent to: [provreg.on@alsglobal.com](mailto:provreg.on@alsglobal.com).
- Sample ID.
- Sample matrix.
- Sampling date and time for each sample.
- If there are any knowledge regarding high levels of contaminants, write a comment about it.

3) Packing and sealing:

- Sort the samples in different boxes by the lab performing the different analyses.
- The samples must be packed to withstand the shipping.



- On the outside of each box apply the performing laboratory (ALS Tsjekkia, ALS Luleå, ALS Danderyd, ALS Danmark, GBA). Please contact us if there are any uncertainty regarding which laboratory to use.
- Seal each box with a label on the upper-and bottomside.
- Sign each label, including time and date.

4) Delivery of samples:

- Packages delivered to ALS personally: Client and ALS representative sign on the row «delivered» and «received», including time and date of the delivery.
- Packages delivered by transport company: Set line in the row «received», enter the carriers name under «comment». Enter the time of collection and sign under «delivered». Attach the completed CoC form to the plastic pocket on the outside of the box.

## Sample delivery address/Contact information

**Norway package/Service package and letter post:**

ALS LABORATORY GROUP NORWAY AS  
PB 643 Skøyen,  
0214 Oslo

**Business package and visiting address:**

ALS LABORATORY GROUP NORWAY AS  
Drammensveien 264,  
0283 Oslo

Remember to attach an order or reference to a digital order.

**Kontakt oss:**

E-post: [info.on@alsglobal.com](mailto:info.on@alsglobal.com)  
Switchboard: 22 13 18 00