



## CLIENT INSTRUCTION – 'CoC- Chain of Custody'

### General information

Chain of custody samples have to 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: [info.on@alsglobal.com](mailto:info.on@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: [info.on@alsglobal.com](mailto:info.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 Tsjeckia, ALS Luleå, ALS Täby, 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.





## CLIENT INSTRUCTION - 'CoC- Chain of Custody'

### 4) Delivery of samples:

- a) Packages delivered to ALS personally: Client and ALS representative sign on the row «delivered» and «received», including time and date of the delivery.
- b) 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:

**ALS LABORATORY GROUP NORWAY AS**

**Department Oslo**

Drammensveien 264,  
0283 Oslo

**Department Sarpsborg**

Yvenveien 17  
1715 Yven

Customer service: +47 22 13 18 00

Order sheets are available at [www.alsglobal.no](http://www.alsglobal.no)



**Dokument:** NOR  
Kundeinstruks  
**Utarbeidet av:** PIHO

**Tittel:** CoC - Chain of Custody (engelsk)  
**Godkjent av:** IEA

**ALS ref./Dok.id:** OKK25/SOP-0106  
**Godkjent dato:** 2018-04-04

**Rev.nr:** 2.0  
**Side:** 2(2)

