IEH Laboratories & Consulting Group

Sample Submission Form

F81/GN021/02

Customer Information	
Technical Contact:	Completed and signed sample submission form indicates agreement with IEH terms and conditions and authorizes IEH to perform the requested test(s). To protect the confidentiality of customer information, IEH will only include a unique **Customer ID** and **Job ID** on final reports instead of the customer name and address.
Invoicing Contact:	
Company Name:	Please check preferred option(s) for receiving results (Electronic documents will be provided in Adobe Acrobat (PDF) format).
Phone:	☐ Fax to:
Street Address:	☐ E-mail to:
City, State, Zip:	☐ Mailed — Page ____ of ____
Purchase Order #:	Turn around time requested*: ☐ Routine ☐ Expedited ☐ Emergency

Item #	Customer Sample ID	Sample Type *e.g.* air, water, meat, surface wipe, etc.	Analyses Requested** e.g. Quantitative Tests (QNT) : APC; TCC; ECC; LAB; AnPC; PSYCH; AnPSYCH; Y&M; ST Total; ST Fungi; Viable Fungi; Env. Bact; Ent. Bact, Qualitative Tests (QL): ECO157; Salm; List; Lm, Other (describe)	Total Volume/Area (as applicable)	Comments Write below as you want them to appear on the final report (Please use separate sheet if you would like to provide additional information about your samples).	IEH Use Only
e.g.	RX-112233	Water	QNT: APC+TCC + ECC	N/A	Purified Water Sample	IEH Lab Sample #

Sample Condition: ☐ Frozen ☐ Refrigerated ☐ Other (describe): _____ Date/Time Sample(s) Shipped: _____

* Emergency Services require prior notification and sample arrival by 9:00 AM PST, Mon - Sat. Please call our Service Representative at 206-522-5432 for more information regarding turn around time, price and other conditions.

** Definitions for abbreviations: **APC**=Aerobic Plate Count (Total Plate Count); **TCC**=Total Coliform Count; **ECC**=Coliform/*E. coli* Count; **LAB**=Lactic Acid Bacteria Count; **AnPC**=Anaerobic Plate Count; **PSYCH**=Aerobic Psychotrophic Count; **AnPSYCH**=Anaerobic Psychotrophic Count; **Y&M**=Yeast & Mold Count; **ST Total** =SporeTrap (Zefon or equiv.) Total Dust; **ST Fungi**=Spore Trap (Zefon or Equiv.) Fungi only; **Viable Fungi**=Viable Fungi (2 STD Media Bulk or Swab); **Env. Bact**=Envir. Bacteria, 30°C Incu.; **Ent. Bact**=Entero Bacteria, 37°C Incu; **ECO157**=*E. coli* O157:H7 Detection; **Salm**=*Salmonella* spp. Detection; **List**=*Listeria* spp. detection and **Lm**=*L. monocytogenes* detection.

Customer Special Instructions:

Submitted By (print): _____

Authorized Signature: _____

IEH Use Only	Customer ID #:	Job ID # / IEH Project #:	File Name / Sample Set #:
Date/Time Received:	Due Date/Time:	☐ Send Results to IEH Project Manager:	
IEH Special Instructions/ Customer Follow up:		Received By (print):	
		Authorized Signature:	