

FILLING OUT YOUR COC – HOMEOWNER GUIDE



Homeowner / Non Account Chain of Custody
 Shipping - 600 South Wagner Rd. Ann Arbor MI, 48103
 Dropoff - 674 South Wagner Rd. Ann Arbor MI, 48103
 877-220-3528 | info@pellabs.com

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Your Information:		For Lab Use Only	
Name:	Project Description:	Lab. No.	Accept <input type="checkbox"/> Reject <input type="checkbox"/>
Email:	Project Address:	Report Results by:	
Phone:	Secondary Contact:	(Check One Box)	
Date/Time Sampled:	Other Notes:	Email (Default if nothing selected):	
		Other (Define below):	

Relinquished By	Date & Time	VIA	Received By	Date & Time

Requested Testing - MUST select testing/turnaround time to proceed.

Asbestos	Mold Tape Lift/Bulk/Spore Trap	Lead Paint/Bulk
PLM EPA 600 - Rush (\$110 per)	Fungal ID - Rush (\$132 per)	Lead by Flame AA - 2 day (\$63 per)
PLM EPA 600 - 3 day (\$50 per)	Fungal ID - 3 day (\$60 per)	Lead by Flame AA - 3 day (\$40 per)

Other analysis - Please describe:

PEL Sample No.	Sample I.D. <small>(Must match your bag labeling)</small>	Sample Description	Volume <small>(Air Samples Only)</small>	Notes
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

v2026-1

Legally, this document constitutes a contract, so it does need to be filled out properly. If there are mandatory fields missing, we will need to get a written request to amend via e-mail. The minimally mandatory items appear **bolded** below.

Your Information: – This is the information that will appear in the report header, and that we will use for distribution of the report and invoice. Only your **name, phone number, and email address** need to be filled out; the other fields can be filled in or not as desired. We do not need to know the identity of the property if you do not wish that information to appear on the report.

Report Results by: - Please indicate if you would like results via email or via other method. If you select other method, please write your request in below the box. If nothing is selected, we will default to email.

Relinquished by: - When you are submitting samples, whether in person or to a delivery service, you can sign and date here. We will sign and date when received. This ensures a legally unbroken chain of sample custody. This is entirely optional on your end.

Requested Testing: - This is where you select your **testing and turnaround time**. “Rush” is defined as a half day, so rush samples rec’d by us in the morning will be completed by afternoon and vice versa. **You MUST make a selection here** – writing “test for asbestos please” or similar is not acceptable. If you do not make a selection here, we will be unable to proceed until we have your selection in writing via email.

If you are requesting an analysis/turnaround time not listed in the box below, please contact the lab ahead of time to make sure your request can be fulfilled.

Samples Area: – A table of all included samples.

Column 1 – PEL Sample No. – This is how the samples will be numbered on our report. You do not need to do anything here.

Column 2 – Sample I.D. – This is the required element for each sample present. Each sample must be in a separate bag and labeled distinctly from all other samples. Most people will label using 1, 2, 3, etc. or A, B, C etc.; but the labeling can be whatever you want, as long as each sample bag is labeled uniquely, and that labeling appears in this table.

Column 3 – Sample Description – You can include the material’s identity or source location here. This is for your reference for eventually reading the report – we do not require anything here.

Column 4 – Volume – Nothing is needed here unless you are sampling the air with a cassette of some sort.

Column 5 – Notes – Again, this is for your reference only. No entries are required.

In summary, the minimum information required is:

- Enough “Contact Information” to identify and contact you as necessary
- Test Method/Turnaround Time selected.
- A “Sample ID” for each sample that uniquely matches a single sample bag label.

See below for a COC properly filled out for three PLM asbestos samples on 3-day TAT.

That’s it! If you have further questions, feel free to send us an e-mail at Info@PELLabs.com

CORRECTLY FILLED OUT COC:



PELLaboratories

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Your Information:		For Lab Use Only	
Name: Reno McGee		Lab. No. _____	
Project Description: Bathroom Remodel		Accept <input type="checkbox"/> Reject <input type="checkbox"/>	
Email: RMG@aol.com		Report Results by:	
Project Address: 123 Main St.		(Check One Box)	
Phone: 734-123-4567		Email (Default if nothing selected): <input checked="" type="checkbox"/>	
Secondary Contact: -		Other (Define below): _____	
Date/Time Sampled: 1/1/26 12pm		Other Notes: _____	

Relinquished By	Date & Time	VIA	Received By	Date & Time
Reno McGee	1/2/26 3:00p	Dropbox		
Requested Testing - MUST select testing/turnaround time to proceed.				
Asbestos		Mold Tape Lift/Bulk/Spore Trap		Lead Paint/Bulk
PLM EPA 600 - Rush (\$110 per)	<input type="checkbox"/>	Fungal ID - Rush (\$132 per)	<input type="checkbox"/>	Lead by Flame AA - 2 day (\$63 per)
PLM EPA 600 - 3 day (\$50 per)	<input checked="" type="checkbox"/>	Fungal ID - 3 day (\$60 per)	<input type="checkbox"/>	Lead by Flame AA - 3 day (\$40 per)
Other analysis - Please describe: _____				

PEL Sample No.	Sample I.D. <small>Must match your bag labeling</small>	Sample Description	Volume <small>(Air Samples Only)</small>	Notes
1	Sample 1	Floor Tile - Bathroom		
2	Sample 2	Caulk - Sink		
3	Sample 3	Caulk - Tub		
4				
5				
6				
7				
8				
9				
10				
11				
12				