

LABORATORY SERVICE REQUEST- ENVIRONMENTAL MONITORING SAMPLES

Client Info	Report To <i>(Please include contact name and company info.)</i>		Invoice To <i>(If different than Report To info.)</i>	
	Phone		Fax	
	Email		P.O.	
			Quote	

Sample Information	Please indicate the number of each type of sample you are submitting. Item should identify sample - Air Sample Strips, Fallout Plates, Contact Plates, Swabs, etc. For the sample identification, please use the sample codes, locations or other identification that should appear on the final report.		
	Technician Time: hours		Travel Time: hours
	Environmental monitoring samples collected by: <input type="checkbox"/> Client <input type="checkbox"/> PBL		
	Date(s)/ Technician: _____		
	No. Samples	Item/Media Type	Sample Identification (Please list each sample)

Test	<input type="checkbox"/> Incubation, Enumeration and Reporting
	<input type="checkbox"/> Isolate Colony Morphology with Gram Stain OR <input type="checkbox"/> Isolate Gram Stain Only
	<input type="checkbox"/> Ancillary Fluids (Aerobic Bacteria and Fungi Count) → <input type="checkbox"/> Membrane Filtration OR <input type="checkbox"/> Direct Plate

Service	Do You Want Report Date Confirmation? <input type="checkbox"/> No <input type="checkbox"/> Yes																		
	Report Format <input type="checkbox"/> Paper <input type="checkbox"/> PDF <input type="checkbox"/> Paper and PDF <i>(First format NC, \$6.00 for each additional.)</i>																		
	Rush <i>(Will incur a 50% surcharge.)</i> <input type="checkbox"/> No <input type="checkbox"/> Yes																		
	Archive Options (for Paper Records) All paper records will be scanned and stored at PBL indefinitely by a system that is validated to comply with GMP and GLP regulations. Paper records will be stored by PBL at no charge for the first year after study completion. If no options are selected, default options will take effect. Extended storage will be invoiced annually per Fee Schedule at www.PacificBioLabs.com/archivefeeschedule.asp .																		
	<table border="1"> <thead> <tr> <th>Non GLP RPT</th> <th>GLP RPT</th> <th>Archive Options</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Discard (after one year) – Non-GLP Default</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Return to Client (after one year) – GLP Default (Shipping charges apply)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Return Immediately to Client (at study completion) – (Shipping charges apply)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Extended Storage by PBL (after one year) - Invoiced annually for continued PBL retention.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Client Default – Previously selected options by Client</td> </tr> </tbody> </table>	Non GLP RPT	GLP RPT	Archive Options	<input type="checkbox"/>	<input type="checkbox"/>	Discard (after one year) – Non-GLP Default	<input type="checkbox"/>	<input type="checkbox"/>	Return to Client (after one year) – GLP Default (Shipping charges apply)	<input type="checkbox"/>	<input type="checkbox"/>	Return Immediately to Client (at study completion) – (Shipping charges apply)	<input type="checkbox"/>	<input type="checkbox"/>	Extended Storage by PBL (after one year) - Invoiced annually for continued PBL retention.	<input type="checkbox"/>	<input type="checkbox"/>	Client Default – Previously selected options by Client
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OTHER TESTS/SPECIAL INSTRUCTIONS

TESTING AUTHORIZED BY (Please sign) _____ **DATE:** _____