

**Microbial Analysis Request Form (COC)**

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| Company: | | | | | | | | | | | Client No.: | | | | | | Date: | | |
| Street: | | | | | | | | | | City: | | | | | State: | | | Zip: | |
| Contact: | | | Phone: | | | | Fax: | | | | | E-mail: | | | | | | | |
| Site: | | | | | | | | | | | | PO / Job#: | | | | | | | |
| Comments: | | | | | | | | | | | | | | | | | | | |
| Turn Around Time: | | | | | DUE DATE: DUE TIME: | | | | | | | | | Report Via:  ❒ Fax ❒ E-Mail ❒ Verbal | | | | | |
| Sample ID | Date / Time | Sample Location / Substrate | | | | FOR AIR SAMPLES ONLY | | | | | Sample Area / | | Analysis Requested | | | Sample  Type | | | Culture Media  Viable Samples |
| Time  On/Off | | Avg.  LPM | Total Time | | Air Volume | | ❒ MOLD  OR  ❒ BACTERIA | | | ❒ Spore Trap  ❒ Swab  ❒ Tape  ❒ Other | | | ❒ MEA  ❒ DG-18  ❒ CMA  ❒ TSA  ❒ Cellulose |
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| Sampled By: | | | | | | Date: | | | | | | Time: | | | | | | | |
| Shipped Via: ❒ Fed Ex ❒ DHL ❒ Airborne ❒ UPS ❒ US Mail ❒ Courier ❒ Drop Off ❒ Other: | | | | | | | | | | | | | | | | | | | |
| Relinquished By:  Date / Time:  Condition Acceptable? ❒ Yes ❒ No | | | | Relinquished By:  Date / Time:  Condition Acceptable? ❒ Yes ❒ No | | | | | | | | Relinquished By:  Date / Time:  Condition Acceptable? ❒ Yes ❒ No | | | | | | | |
| Received By:  Date / Time:  Condition Acceptable? ❒ Yes ❒ No | | | | Received By:  Date / Time:  Condition Acceptable? ❒ Yes ❒ No | | | | | | | | Received By:  Date / Time:  Condition Acceptable? ❒ Yes ❒ No | | | | | | | |
| SGS Built Environment may subcontract client samples to other SGS locations to meet client requests.  San Francisco Office: 3777 Depot Road, Suite 409, Hayward, California 94545-2761 / Telephone: (510)887-8828 \* (800)827-3274 / Fax: (510)887-4218 | | | | | | | | | | | | | | | | | | | |
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