

Here are a few pointers to help expedite processing of your samples when they arrive at QuanTEM.

1. Use a **QuanTEM chain of custody**. The current chain is included with this letter
2. Legibly complete the chain of custody in its entirety. If you have a question about how to fill it out or what analysis you should request for a particular sample, please call.
3. The project information provided at the top of the chain of custody and your sample ID numbers will appear on the report.
4. If the sample is an air sample, please provide the volume of air collected.
5. If the sample is a vacuum or wipe sample, please provide the area sampled.
6. Select the turnaround time you want. If no turnaround time is selected, samples will be put on a “3 to 5 Day” turnaround.
7. Complete the “Report Results to” area in the bottom right corner (including phone and fax numbers). By putting the phone and fax numbers on the chain of custody, it allows us to get your results to you more quickly.

(Note: QuanTEM usually makes at least two consecutive attempts to fax reports. However, if we cannot establish a connection with your fax machine we may have to put your results aside until you call for them. We apologize for any inconvenience but due to the enormous volume of results being transmitted, we cannot delay faxing sample results to other clients.)

Finally, a note about samples sent to QuanTEM on Saturday via Federal Express . Many times the packages are mis-sorted and do not arrive at the Federal Express office until Monday morning. Federal Express is very good but, just like any other company, it is not perfect. Please call ahead to let us know the samples are coming. That way if they do not show up on Saturday morning, we can contact you. Also, print “**SATURDAY HOLD**” with a marker, or label or some other very obvious method *on the same side* of the package as the shipping label. This seems to help Federal Express get the packages sorted correctly.

We look forward to serving you again this summer. Hopefully, by working together, the summer madness won't be so stressful on all of us.

Ensure your samples get analyzed on time!

If you are sending samples to be received at QuanTEM on a weekend, please call ahead to let us know the samples are coming. We will put them on our schedule with their expected arrival date. In the event that the samples do not show up, we can contact you.

Note that if you are sending samples on an airline, please contact QuanTEM and give us the following information: 1-airline name, 2-flight number, 3- arrival time in Oklahoma City, 4-airbill number. You may want to check ahead of time with your airline because some of the rules have changed regarding air cargo since the terrorist attacks of September 11, 2001.

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AHERA TEM Air Sampling

The following is a summary of those sampling parameters required by the EPA when conducting TEM air clearance sampling in schools.

- Aggressive sampling,
- Five samples collected inside the containment area,
- Five samples collected outside the containment area,
- Two field blanks (opened for 30 seconds),
- One box blank submitted (sealed and unopened),
- Recommended volume between 1200 and 1800 liters,
- Flow rate less than 10 liters per minute.