



# Pacific Coast Analytical Services

15751 Roxford Street Unit F Sylmar CA 91342 Tel. 818.364.7470 Fax 818.364.7472

## **How to Submit Samples:**

The accuracy of your test results is dependent on the proper sample collection and preparation. Use the following guidelines when submitting samples for testing at PCAS Labs:

Make sure the product is well mixed and homogeneous before collecting a sample. Collect the sample with care using materials that will not add contamination. Pack the sample in a way that it will preserve its integrity. Make sure containers are tightly sealed and properly identified.

We recommend that perishable products be packed on "blue ice" chill packs and shipped overnight. Samples that are frozen should be maintained in the frozen state using dry ice. Please mark "refrigerate", "dry ice" or "keep frozen" as applicable on the outside of the package. Please call us at 818-364-7470 to coordinate the shipping and receiving of samples that are iced or frozen in order to minimize the chance of warming or spoilage.

Complete a [Chain of Custody Form](#) for each shipment filling all the required fields as shown in the [Chain of Custody Example](#). Describe in the "Special Instructions" section of the Chain of Custody form any specific handling or composite instructions you want us to do. PCAS Labs cannot accept unidentified samples.

Normal business hours are Monday through Friday, 8:00 AM - 5:30 PM (Pacific Standard Time). Please ship samples for delivery within normal business hours to the address below:

**Sample Receiving**  
**PCAS Labs – Pacific Coast Analytical Services**  
**15751 Roxford St.**  
**Suite F**  
**Sylmar, CA 91342**