



SEND SAMPLES TO:
281 School Lane · Clayton, DE 19938
Voice: 240-436-6150 · Fax: 240-436-6152

INSTRUCTIONS FOR THE COMPLETION OF THE COC FORM

To submit a testing order, The National BioFuel Testing Institute requests that you complete the “Chain of Custody” form for each sample submitted. This will ensure that each of the samples submitted will be tested and reports will be generated in an accurate and timely fashion.

First, please fill of the “SEND TEST RESULTS TO” section of the form by:

Name – The person to whom we are to send the testing results

Company – The name of the company submitting the sample

Address – Physical address of the company submitting the samples

Phone – Phone number of the individual to receive the testing results

Email – Email of the individual to receive the testing results

PO or Credit Card Number – If you wish to pay for the testing results by purchase order, we request that you fill out the new customer and credit application forms. As a courtesy, we will perform the testing requested on the first set of samples while we are setting you up as a new customer. If you are paying by credit card, we request that you fill out only the new customer form.

Next, please fill out:

Source location – The plant number or location where the samples were produced

Sample ID – Your company’s identifier. This identifier will be used when reporting results

Next, please indicate which test and how many replicates you would like us to perform by:

TBP – Indicate which test you would like us to perform on the sample submitted by marking the box in the “TBP” column.

Number of Samples – Indicate the number of replicates you would like us to test for each sample.

Comments – This space is provided should you like to add any additional comments.

Note – All remaining columns are for internal use

Last, please fill out:

Relinquished by – The name of the individual filling out the form and sending the samples

Date – The date the sample is sent and approximate time

Signature – the name of the individual sending the samples and filling out the form.

If you have any questions please feel free to contact us at 240-436-6150 or email us at info@testingbiodiesel.com. Thank you!

