



Environmental Mold and Mycotoxin Testing

Collection Instructions

THINGS TO KNOW BEFORE SUBMITTING YOUR SAMPLE:

1. Chain of Custody Form must be filled out completely
2. All results will be SENT TO THE ORDERING COMPANY OR INSPECTOR.
3. Results are typically ready in about 10 business days after sample is received

Contents of Kit

Chain of Custody Form
Credit Card Authorization Form
Instructions for Specimen Collection
Sterile Cotton Swabs
Sterile Gauze
Biohazard Bag
Pre-addressed Shipping Label
Padded Shipping Envelope

1. Make sure the ENVIRONMENTAL COMPANY /CLIENT section of the Chain of Custody form is COMPLETELY filled out

ENVIRONMENTAL COMPANY/CLIENT INFORMATION			
Company/Client Name:	Phone:	Fax:	
Company/Client Address:	City:	State:	Zip:
Company/Client Contact Person:	Phone:	Ext:	
Email for results:	<input type="checkbox"/> Bill to credit card on file <input type="checkbox"/> Credit card form submitted		

2. Payment (Credit card authorization, check, or money order) signed and completely filled out.*

* If we don't have your CREDIT CARD ON FILE, fill out the enclosed credit card authorization form and mark CREDIT CARD FORM SUBMITTED

3. Fill out the Project Sample Information section of the Chain of Custody Form.

a) Select your test (EMMA is the complete panel and it includes both mold and mycotoxin testing)

b) If you are taking samples from different spots of the home, please specify under **"sample description"** (i.e. closet, behind fridge, window sill, etc.)

c) Specify if you want the samples to be tested separately (you will be charged the total price of our test for EACH sample). The most common option is a composite test (for this option, check "NO")

PROJECT SAMPLE INFORMATION				
Project Name: (unique name by client)		Date sample(s) collected: ____/____/____		
Address where sample collected:		City:	State:	Zip:
Sample collected by (print name):		Signature:		
Sample released by (print name):		Signature:		
Date released:	____/____/____	Via (courier):	Tracking #:	
Test Selection:		Sample #	Sample Description **please print clearly	Process Samples Separately (additional charges apply)
EMMA	Mycotoxin Panel (Only)	Mold Panel (Only)	1.	
R8700	D8400	M8400	2.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.	
** If more than one sample is submitted, it will be combined (up to 3 samples) into one test, unless specified. If you want them to be processed separately, then additional charges				

If you need to make corrections on the requisition form, cross out and write your initials. DO NOT use white-out

Note: cotton swabs and gauze are provided to collect samples from hard to reach areas

Preferred samples: Any VISIBLE mold or areas where there is water damage (present or past), dust from air conditioner filter, dust from air conditioner or heater vents/grates.

Amount: For dust: the equivalent of a thimble full or small cotton ball (approximately 1-3 grams). Other: a 3x3 inch piece (carpet, sheetrock, etc.)

Many homes do not have central air conditioners or furnaces with filters. Below you can find a few suggestions on how and where to collect your sample from:



Window sills
(if there is visible mold, use moist cotton swabs)



Dust from the back of refrigerators (or vents)



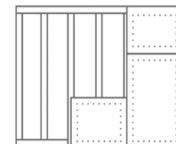
Dust from behind or under furniture



Dust from vacuum cleaner's filter



An unused swiffer duster
(collect as much dust as possible, then place duster in biohazard bag)



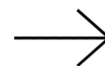
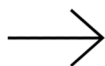
Sheetrock or drywall
(avoid painted surfaces)

Sample must be placed in the enclosed biohazard bag!

* We do not perform testing on water samples

Place filled out Chain of Custody form, biohazard bag with sample and payment form (if applicable) in the provided padded envelope.

Place shipping label on padded envelope



SEND SPECIMEN TO RTL

The mailer provided by RTL is self-addressed and FedEx prepaid, so please do not put any more postage on the mailer. The specimens may also be transported by overnight courier to the address below. RTL is not responsible for express delivery fees. RTL prepaid FedEx return labels may only be used within the continental United States. Shipments outside the continental US must be paid for by the client.

THANK YOU FOR CHOOSING REALTIME LABORATORIES!

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