

# SAMPLE SUBMISSION FORM

An AASHTO Accredited Laboratory – Aggregates, Cement & Concrete



CTLGROUP USE:

**SHIPPING:** Form Generated By:  Client  CTLGroup  
Attention: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Shipped:  FedEx  UPS  USPS  Walk-In  Other: \_\_\_\_\_  
Delivery Date: \_\_\_\_\_ Tracking No.: \_\_\_\_\_ No. Pkgs: \_\_\_\_\_

## CONTACT INFO:

Submitter's Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Country: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Send Results To: \_\_\_\_\_  
Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Country: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Send Final Report by:  Regular Mail  Express Mail\*  Email

Include Results with Consulting Report:  YES  NO

\* Express mail service will be billed at cost plus 10%.

## PAYMENT OPTIONS:

### 1) PURCHASE ORDER / INVOICE:

P.O. Number: \_\_\_\_\_  
Send Invoice To: \_\_\_\_\_  
Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Country: \_\_\_\_\_  
Email: \_\_\_\_\_

**New Clients:** Please enclose payment with your first order or complete the attached Credit Check Application

### 2) ADVANCE PAYMENT:

Check No.: \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_

### 3) CREDIT CARD:

Credit Card Type:  VISA  MasterCard  AmEx  
Cardholder's Name (print): \_\_\_\_\_  
Credit Card Number: \_\_\_\_\_  
Exp. Date: \_\_\_\_\_ (mm/yyyy) V-Code No.: \_\_\_\_\_  
CC Billing Address: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_

**Credit Card Payments:** All CC information (above) & Authorized Signature (below) are required for CC payment.

### 4) BILL WITH CONSULTING FEES:

## SAMPLE HANDLING:

**Number of Samples Submitted:** \_\_\_\_\_

List all samples on second page. Attach additional pages as needed.

**Are any samples Hazardous Materials?**  YES  NO

Hazardous materials must be clearly marked on packaging and MSDS are required. After testing, hazardous materials will be returned or disposed of at submitter's expense.

**Special Sample Storage?:** \_\_\_\_\_

**After testing, are samples to be:**  Returned? \*\* Or  Discarded?

\*\* Return shipping will be billed at cost plus 10% and time handling, unless a set fee has otherwise been agreed upon.

**To use client's carrier for return shipping, please provide:**

Carrier: \_\_\_\_\_ Act. No. \_\_\_\_\_

## PROJECT BACKGROUND:

Reasons for testing or problem observed, if any: \_\_\_\_\_

CTLGroup Project No. \_\_\_\_\_

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Type of Structure: \_\_\_\_\_

Size & Age: \_\_\_\_\_

**Is this a Litigation Case?**  YES  NO

**Nuclear Related Testing?**  YES  NO

## AUTHORIZATION: (AUTHORIZATION SECTION NOT APPLICABLE IF CONSULTING PROJECT ALREADY EXISTS)

By signing I indicate that I've read and agree with CTLGroup's **Standard Terms and Conditions** (see attached).

Amount Authorized: \$ \_\_\_\_\_ (U.S. funds) Authorized Signature: \_\_\_\_\_

**Party responsible for payment must authorize work.**

**This signed Submission Form MUST accompany samples. Testing will not be started until written authorization is received.**

**Please attach relevant documents (if applicable, specifications/mix design, photographs, test results ...).**

Austin, TX • Chicago, IL • Washington, DC

Corporate Office: 5400 Old Orchard Road, Skokie, IL 60077-1030 P: 847-965-7500 F: 847-965-6541 www.CTLGroup.com

CTLGroup is a registered d/b/a of Construction Technology Laboratories, Inc.



# Chain of Custody Procedures

## Client Initiation

1. When Chain of Custody (COC) is required at the beginning of a project, the client should be provided with the CTLGroup Sample Submission form which includes a section for COC.
2. The client completes the form and includes it with the evidence to be shipped.
3. The client arranges the evidence transport, preferably in coordination with project personnel.
4. When common carriers are used, packages should be marked "deliver to addressee only." Also, using custody seal tape on the package is advisable so the recipient can tell if the package has been tampered with. The seal label should read "Chain-of-Custody Sample – Authorization Required to Open". Evidence transported by the U.S. Postal Service must be sent by registered mail, return receipt requested. Evidence sent by private carriers, such as UPS, require a description of the items on the bill of lading.
5. The CTLGroup Sample Submission form with completed COC should always accompany the evidence. The client should keep a copy of this form and any other shipping documents for his/her records.

## CTLGroup Staff Initiation

1. When staff collects evidence while in the field, COC should be initiated by completing the CTLGroup Sample Submission form and the COC section.
2. Keep the number of people involved in collecting and handling evidence to a minimum.
3. Only allow people associated with the project to handle evidence.
4. Always document the transfer of evidence from one person to another on the COC form.
5. Always accompany evidence with the COC form.
6. Give evidence positive identification at all times that is legible and written with permanent ink.
7. When common carriers are used, packages should be marked "deliver to addressee only." Also, using custody seal tape on the package is advisable so the recipient can tell if the package has been tampered with. The seal label should read "Chain-of-Custody Sample – Authorization Required to Open". Evidence transported by the U.S. Postal Service must be sent by registered mail, return receipt requested. Evidence sent by private carriers, such as UPS, require a description of the items on the bill of lading.
8. Once the evidence is at CTLGroup transfer it directly to receiving personnel ("B" dock) so it can be properly logged in the system and put in secure storage.
9. CTLGroup staff should reference the Sample and Package Management Policy for procedures on login, processing, and storage of evidence.

# CTLGROUP

## STANDARD TERMS AND CONDITIONS

**SCOPE OF WORK.** CTLGroup shall perform services in accordance with an Agreement made with Client. The Agreement consists of CTLGroup's Proposal and these Standard Terms and Conditions. The scope of work, costs and time schedules, if any, defined in the Proposal are based on information provided by Client and shall be subject to the provisions of this Agreement. If this information is incomplete or inaccurate, or if Client directs change to the scope of work established by the Proposal, a written amendment to the Agreement equitably adjusting the costs and time schedules shall be executed by Client and CTLGroup as soon as practicable. Client is defined as the person or entity requesting and/or authorizing the work, and in so doing, Client represents and warrants that he/she is duly authorized in this role. The acceptance of CTLGroup's Proposal signifies the acceptance of the terms of this Agreement.

**INVOICES.** CTLGroup shall submit invoices monthly and/or on completion of work for services performed and expenses incurred and not previously billed. Payment is due upon Client's receipt of the invoice, and is past due thirty (30) days from the date shown on the invoice. Client shall inform CTLGroup of any disputed charges on an invoice and the reason for the disputed charge in writing within 10 business days of receiving said invoice. Client agrees to pay a service charge of one and one-half percent (1.5%) per month on all past due amounts.

**STANDARD OF CARE.** CTLGroup will perform its services under this Agreement in conformance with the care and skill ordinarily exercised by reputable members of the profession practicing under similar conditions at the same time. **NO OTHER WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, IN FACT OR BY LAW, IS MADE OR INTENDED.**

**SAFETY.** It is understood and agreed that, with respect to Project site health and safety, CTLGroup is responsible solely for the safe conduct of its personnel in the performance of their duties. It is expressly agreed that CTLGroup has no responsibility for the protection and safety of any other persons on and about the Project site. Unless indicated otherwise in the Proposal, Client shall provide, at its expense, all facilities and labor necessary to afford CTLGroup personnel safe access to sampling, testing or observation locations in conformance with federal, state and local laws, ordinances and regulations. Unless access equipment is provided by CTLGroup, it is understood and agreed that CTLGroup shall not be in charge of, and shall have no control or responsibility over, any aspect of the erection, construction or use of any scaffolds, hoists, cranes, stays, ladders, supports or other similar devices as defined and interpreted under any law, ordinance or regulation relating in any way to Project safety.

**HAZARDOUS SUBSTANCES.** If CTLGroup is to provide services in the general vicinity of a facility or other area where any substance which poses or may pose a present or potential hazard to human health may exist, Client shall immediately notify CTLGroup of such potential health hazard which it knows or reasonably suspects exists and thereafter CTLGroup is authorized by Client to take all reasonable measures, including suspension of services and termination of the Agreement, CTLGroup deems necessary to protect its personnel against such possible health hazards. Client shall bear the direct costs of such measures. In the event samples collected or received by CTLGroup on behalf of Client contain any substance which poses or may pose a present or potential hazard to human health or the environment, CTLGroup will, at the completion of testing and at Client's sole expense and responsibility, return such samples to Client or, upon written request from Client, release such samples to a carrier for transport to a location selected by Client for final disposal.

**ENVIRONMENTAL CONTAMINANTS:** CTLGroup's scope of services is confined to those items described in the applicable proposal or statement of work. It does not include the identification, testing, sampling, removal, abatement or remediation of any environmental pollutant, contaminant, hazard, toxin, condition, irritant, material or problem, including but not limited to molds, fungi, bacteria, mildew, mycotoxins, spores or other irritants of any kind. If in the course of CTLGroup's performance of its services it observes said conditions, or fails to observe said conditions which were otherwise visually detectable, Client agrees CTLGroup shall have no liability to anyone relative to said conditions. Client agrees that CTLGroup will not be liable for the dispersal, discharge, escape, release or saturation of any environmental pollutant, contaminant, hazard, toxin, condition, irritant or material in or onto the atmosphere, or on, onto, upon, in or into a surface or a subsurface in, on, or around the area of CTLGroup's work. Client further agrees that if a claim, lawsuit, arbitration, mediation or other demand is made on CTLGroup directly or indirectly arising from or related to any environmental pollutant, contaminant, hazard, toxin, material, irritant, condition or problem, the Client shall defend, indemnify and hold harmless CTLGroup from same.

**DELAYS.** CTLGroup shall not be considered in default under this Agreement if its performance is prevented or delayed by any cause which is beyond its reasonable control. Further, Client understands and agrees to pay all reasonable charges associated with any delays, cancellations, rescheduling or other activities that may alter time schedules and anticipated costs and that are beyond the reasonable control of CTLGroup.

**OWNERSHIP OF DOCUMENTS.** With the exception of CTLGroup submittals to Client, all documents, including field data, field notes, laboratory test data,

calculations and analyses, prepared by CTLGroup as instruments of service shall remain the property of CTLGroup. CTLGroup will retain all pertinent records relating to the services performed for a period of sixty (60) days following completion of CTLGroup's services. After this period, they may be discarded unless other arrangements are requested and paid for by Client.

**SAMPLE RETENTION.** CTLGroup reserves the right to discard samples immediately after testing. Upon request and at Client's sole expense, samples will be stored or transferred.

**SUBPOENAS OR COURT ORDERS.** If any subpoena or court order is served upon CTLGroup and/or any of its staff, subconsultants or subcontractors requiring the presentation of documents or appearance at a deposition or trial, or for other discovery purposes, arising out of services provided under this Agreement, Client shall pay the charges applicable to CTLGroup's compliance with the subpoena or court order. Charges will accrue on an actual time and related expense basis in accordance with the standard rates in effect at the time of service upon CTLGroup of the subpoena or court order. Invoices will include time and expenses incurred gathering, organizing and duplicating documents, preparing to give testimony, travel and testifying in deposition or trial.

**OPINIONS OF COST.** CTLGroup's opinions of probable costs, if any, provided as part of the services under this Agreement, are made on the basis of CTLGroup's knowledge, experience and qualifications, and represent CTLGroup's judgement as an experienced and qualified professional engineer familiar with the construction industry. CTLGroup cannot and does not guarantee that proposals, bids or actual costs will not vary from the opinions of probable costs provided by CTLGroup.

**LIMITATION OF LIABILITY.** THE LIABILITY OF CTLGROUP FOR ANY REASON WHATSOEVER ARISING UNDER OR RELATING TO THIS AGREEMENT WILL NOT EXCEED IN THE AGGREGATE \$15,000 OR THE AMOUNT OF THE FEE ACTUALLY RECEIVED BY CTLGROUP, WHICHEVER IS GREATER. IN ADDITION, IN NO EVENT WILL CTLGROUP BE LIABLE FOR ANY CLAIM OR DEMAND BY CLIENT, OR AGAINST CLIENT BY ANY THIRD PARTY, IN OR FOR ANY AMOUNTS REPRESENTING LOSS OF PROFIT, LOSS OF BUSINESS, DELAY DAMAGES OR SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES. THE PROVISIONS OF THIS PARAGRAPH SHALL APPLY REGARDLESS OF THE FORM OF THE CAUSE OF ACTION, WHETHER IN CONTRACT, TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE), STATUTE OR OTHERWISE.

**INDEMNIFICATION.** If any claim, suit or legal action arising out of the services under this Agreement is asserted against CTLGroup by a person or entity who is not a party to this Agreement, Client agrees to indemnify, hold harmless, protect and defend CTLGroup from and against any such claim, suit or legal action, and any and all loss, liability, damage, costs and expenses associated therewith, except to the extent that the event and/or damages giving rise to such claim, suit or legal action is found to have been caused by the negligence of CTLGroup. The Client's obligation hereunder includes, but is not limited to, the payment of attorney's fees, court costs, and expert and consulting expenses required for the proper and vigorous defense of CTLGroup.

**NO THIRD PARTY BENEFICIARIES.** Nothing in this Agreement shall create a contractual relationship with, or cause of action in favor of, a third party against Client or CTLGroup.

**DISPUTE RESOLUTION.** All claims, disputes, controversies or matters in question arising out of, or relating to, this Agreement or any breach thereof which cannot be resolved through negotiation shall be submitted to mediation before and as a condition precedent to any other remedy. Upon written request by either party to this Agreement for mediation of any dispute, Client and CTLGroup shall select by mutual agreement a neutral mediator. If the dispute cannot be settled through mediation, then such dispute shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association (AAA) then in effect. The award rendered, if any, by the arbitrator(s) shall be final and binding on both parties and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction. Each party involved in the arbitration process shall pay all its own arbitration fees and costs to the AAA and shall share equally in the fees charged by the arbitrator(s). All mediation or arbitration shall take place in Chicago, Illinois unless Client and CTLGroup agree otherwise.

**TERMINATION.** This Agreement may be terminated by either party upon at least seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, CTLGroup shall be paid for services performed prior to the termination date set forth in the notice plus reasonable termination expenses.

# CREDIT APPLICATION

(Please print/type)

Company Legal Name (and D/B/A Business Name if applicable): \_\_\_\_\_

Unapproved or  Approved

Date: \_\_\_\_\_ by: \_\_\_\_\_

Federal ID No.: \_\_\_\_\_

Company Type (select one):  Sole Proprietor  Partnership  Corporation  Non-Profit  Other: \_\_\_\_\_

State of Formation: \_\_\_\_\_ Date of Formation: \_\_\_\_\_

Website: \_\_\_\_\_ Dun & Bradstreet No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Sales Tax Exemption No.: \_\_\_\_\_

Main Phone No.: \_\_\_\_\_

Main Fax No.: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Estimated Annual Sales: \_\_\_\_\_

Are P.O.'s Required?  Yes  No

How often are Checks Cut?  Weekly  Semi-Monthly  Other \_\_\_\_\_ Number of Employees: \_\_\_\_\_

## Owner or President

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

## Accounts Payable Contact

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Landlord or Mortgage Holder: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Financial Institution: \_\_\_\_\_ Account Type: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Account No.: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

## TRADE REFERENCES

1) Reference's Name: \_\_\_\_\_ Account No.: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

2) Reference's Name: \_\_\_\_\_ Account No.: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

3) Reference's Name: \_\_\_\_\_ Account No.: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

## CREDIT AGREEMENT

I understand that by signing this credit application, I am stating that I am a legal agent of the above mentioned company and that I have the authority to represent the company in this matter. Further, I hereby authorize CTLGroup – Construction Technology Labs, Inc. (CTLGroup) to contact the three trade references, and inquire about the company's payment practices and other factors that may help CTLGroup access creditworthiness. I also authorize CTLGroup to contact the banking references provided above and I authorize the bank to provide CTLGroup with information regarding accounts and balances, lines of credit, and other credit instruments. Further, I understand that I am authorizing CTLGroup to access national, regional, or local databases to obtain any information that may assist in assessing credit risk. As part of this agreement, revoked checks are subject to \$25 fees and outstanding balances past term are subject to additional 1.5% monthly interest charges. Should CTLGroup be forced to file a legal claim against the applicant and/or the undersigned for reason to recover the past due amount, it is the right of CTLGroup to add reasonable collection costs, legal costs and attorney fees to the assigned balance due at time of collection and legal pursuit. Finally, any misrepresentation in this application will be considered evidence of fraud, since this information is the basis of granting credit. As an inducement to grant credit, the undersigned warrants that the information submitted is true and correct.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## PERSONAL GUARANTEE

The undersigned personally and individually guarantees the payment of any outstanding balances and obligations of the named Applicant in this document due CTLGroup, and agree that I am personally obligated to perform all of the terms of, and make all payments to CTLGroup required by the agreement of which this Application is a part. Absent written permission by CTLGroup this personal guarantee may not be revoked.

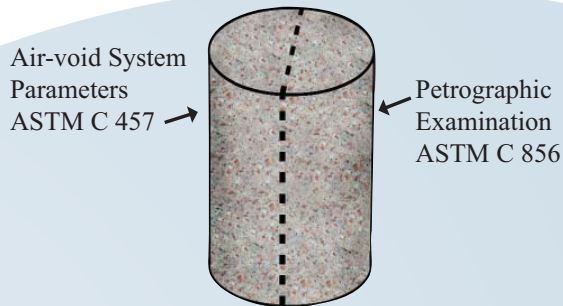
Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

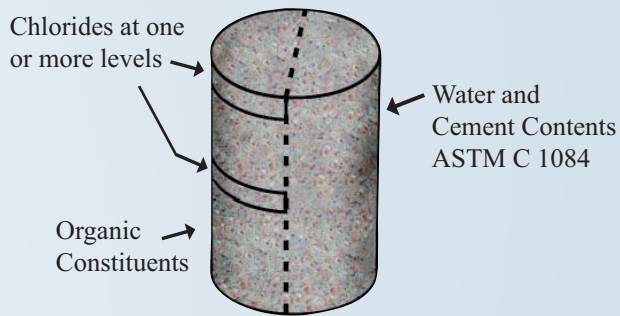
Co-Signed (if applicable): \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

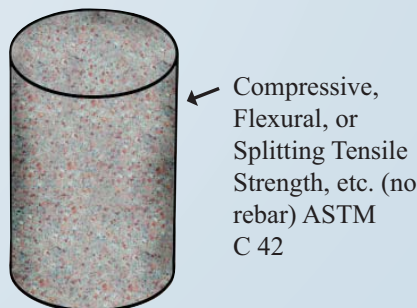
## Recommendations for Concrete Core Sampling\*



**Microscopical Examination**



**Chemical Analysis**

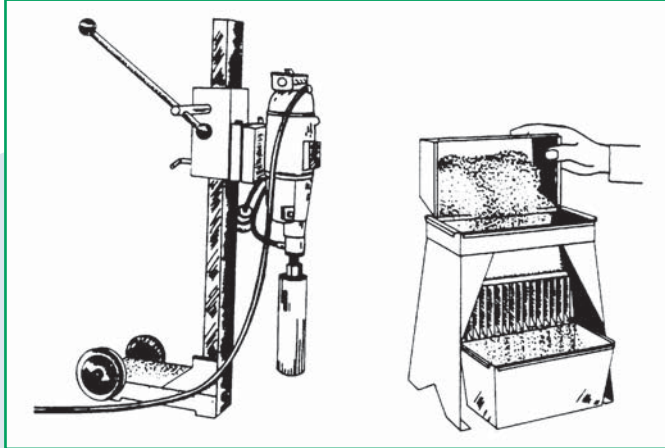


**Strength Testing**

1. Provide separate cores for microscopical examination, chemical analysis, and strength testing.
2. Provide 4-in.-diameter cores or larger, if possible. Clearly label each core with sample identification and original orientation. Indicate exposed surface(s).
3. Prepare samples that represent full thickness for slabs, if possible.
4. Submit samples that represent the range of distress from severe to negligible.
5. Indicate if fresh cracks are the effect of coring. (*Inspect sides of core hole to determine presence and orientation of cracks.*)
6. Include photographs of jobsite showing core locations with a description of the problem.

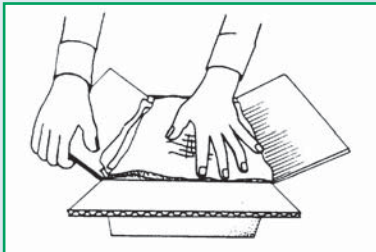
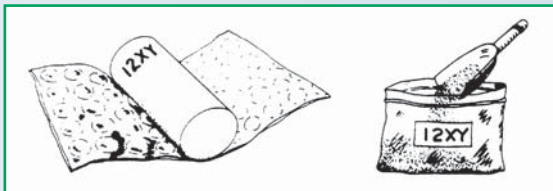
\* For detailed information on obtaining samples from concrete structures, see ACI 201.1R-68 "Guide for Making a Condition Survey of Concrete in Service."

## Shipping Samples to CTLGroup



To assure that your samples will arrive in good condition:

- 1 Be sure that each sample properly represents the batch of material under study.  
See ASTM D75, C183, C823, C72, or C42.
- 2 Label each sample with a unique sample code number (up to 10 characters).
- 3 Put granular samples in double plastic bags or plastic screw-top jars. Pack cores and bulk samples in sturdy boxes, well-padded.
- 4 Pack securely to avoid breakage. Do not use glass containers.
- 5 Use the attached CTLGroup mailing label. Send to the attention of the project manager.



**Open Immediately — Samples Enclosed**

From: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

To: **CTLGROUP**  
Building Knowledge. Delivering Results. CONSTRUCTION TECHNOLOGY LABORATORIES  
Инженерия и Консалтинг Технологический Конструирование

**ATTENTION:** \_\_\_\_\_  
**5400 OLD ORCHARD ROAD, DOCK B**  
**SKOKIE, IL 60077-1030**

*Open Immediately – Samples Enclosed*

**From:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To:**   
Building Knowledge. Delivering Results.

Attention: \_\_\_\_\_  
5400 Old Orchard Road, Dock B  
Skokie, IL 60077-1030 USA

*Open Immediately – Samples Enclosed*

**From:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To:**   
Building Knowledge. Delivering Results.

Attention: \_\_\_\_\_  
5400 Old Orchard Road, Dock B  
Skokie, IL 60077-1030 USA

*Open Immediately – Samples Enclosed*

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\_\_\_\_\_  
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**To:**   
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**From:** \_\_\_\_\_  
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\_\_\_\_\_

**To:**   
Building Knowledge. Delivering Results.

Attention: \_\_\_\_\_  
5400 Old Orchard Road, Dock B  
Skokie, IL 60077-1030 USA