

**Cannabis Chain of Custody Record****Código: F-106-001E****Version: 2.0****FORMAT****Expiration date: Aug/2022**

Collection Time:	Received Time:	Container in good condition : <input type="checkbox"/> Yes <input type="checkbox"/> No
Sample return: <input type="checkbox"/> Yes <input type="checkbox"/> No		Evidence of cooling: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for return:		Sample temperture: _____

All services performed by Kelab Analítica are subject to the Terms and Conditions.

Chain of Custody Instructions

REPORT ATTENTION -	Name of the person who receives the labs report
CUSTOMER NAME -	Name of the company or individual requesting the analysis.
MAILING ADDRESS -	Address of the customer to which the labs report and billings should be sent.
REPORT INSTRUCTIONS -	A brief description of any special mail or transmittal instruction or address information pertaining to extra report copies.
SAMPLE ID OR DESCRIPTION	A short description of the sample point and material to be analyzed. This description will appear on the report.
COLLECTION DATE -	The date on which the sample(s) was/were collected.
COLLECTION TIME -	The time at which the sample(s) was/were collected.
ANALYSIS REQUESTED -	Use one line for each analysis or group of analyses associated to a specific bottle or container.
RELINQUISHED BY -	The sampler signs this box when he/she gives the sample to someone else, and then fills in the date/time the sample left his/ her possession, etc.
RECEIVED BY -	The person who receives the sample(s) signs here and fills in the date/time received. The date and time should be same as "Relinquished by" unless the sample(s) was shipped.

TERMS AND CONDITION

CONFIDENTIALITY: All data and reports are the confidential property of the client. No information will be released to others without the express written consent of the client, unless legally required by government regulation or a court of law.

SAMPLE RECEIPT: Samples should be delivered with Chain of Custody forms are available from the lab or can be downloaded from the website.

SAMPLE DISPOSITION FINAL: Once the analysis is completed, the samples will be returned to the customer, indicating the final weight.

ASSOCIATED DOCUMENTS: Work Instruction WI-006-001

1.0 Revision History

Version	Change date	Description of changes	Justification for changes
1.0	28-feb-2020	New document	New document
2.0	31-Aug-2020	<p>The water activity test was replaced by aflatoxins in the requested field of analysis</p> <p>The weight record fields delivered by the client and received by Kelab were specified</p> <p>It was included in the field of use only for kelab, sample temperature, condition of the sample container.</p> <p>A field was included to describe in case of return of the sample, the reason for the return.</p>	<p>Opportunities for format improvement and alignment with ISO 17025: 2017</p>

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Date: 30-Aug-2020	Date: 31-Aug-2020	Date: 31-Aug-2020