

**TRAVELERS**  **TRAVELERS RISK CONTROL LABORATORY**  
 99 LAMBERTON RD  
 WINDSOR CT 06095-2127  
 Phone: 860-687-7400 Fax: 860-687-7430  
**Help Line: 1-800-842-0355** [travelerslab.com](http://travelerslab.com)  
**PLEASE RETURN EQUIPMENT TO THE ADDRESS ABOVE**

Standard Turn-Around Time (5 Business Days)  
 3 Business Day RUSH (50% surcharge is applied.)  
 2 Business Day RUSH (100% surcharge is applied.)  
 1 Business Day RUSH (200% surcharge is applied.)  
**ALL RUSH REQUESTS MUST BE AUTHORIZED PRIOR TO SAMPLE SUBMISSION**  
**LAB CONTACT WHO AUTHORIZED RUSH REQUEST:**

**SEND REPORT TO:**  Check if change of address

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, ZIP Code: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

**SEND INVOICE TO:**  Check if same as Send Report To

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, ZIP Code: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 PO #: \_\_\_\_\_

Call for Credit Card Information (MasterCard or Visa)

Survey Date: \_\_\_\_\_ Location Sampled: \_\_\_\_\_ Shift Duration: \_\_\_\_\_ (hours) Calibrator Barcode: \_\_\_\_\_

Sample or Filter #	Sample Description or Person Sampled	Job Task (please choose one)	Sampling Media (please choose one)	Sampling Time (1)			Pump Barcode	Flow Rates (LPM) (2)			Flow Rate Used	Sample Volume Liters	Analyte(s) Requested (review analyte compatibility codes in the Travelers Air Sampling Guidelines)
				Start (i.e. 7:33)	Stop (i.e. 16:08)	Total Minutes Sampled		Pre	Post	Average			
1234-5678	J. Example	Welding - Carbon	PVC filter - preweighed	08:35	15:45	430	00001234	2.010	2.024	2.017	2.017	867.3	manganese, iron oxide

**Notes:**  
 (1) Enter the Start and Stop Times using military format (8:35 am = 08:35, 3:45 pm = 15:45, do not exceed 24 hours)  
 (2) Enter the Pump Flow Rate in Liters per minute (LPM)  
 \* An asterisk indicates that the pump flow rate changed by more than 5%. The lower flow rate, rather than the average, was used to calculate the sample air volume.

Submitted by	Print Name	Date
Received by (LAB)		
Special Instructions: (Please List Any)		