

1818 New York Ave. NE, Ste 231, Washington, DC 20002

December 31, 2020

Prince George's County Public Schools Environmental Safety Office 13306 Old Marlboro Pike Upper Marlboro, MD 20772

- Attention: Alex Baylor alex.baylor@pgcps.org
- Subject: Indoor Air Quality Survey Laurel Elementary School 516 Montgomery Street #4299 Laurel, MD 20707

Mr. Baylor:

On December 9, 2020, a Soil and Land Use Technology, Inc. (SaLUT) Industrial Hygienist conducted an indoor air quality (IAQ) evaluation at Laurel Elementary School, a property maintained by Prince George's County Public Schools (PGCPS) located at 516 Montgomery Street #4299, Laurel, MD 20707. The inspection was performed in accordance with PGCPS contract number IFB 022-19.

Methodology

The IAQ evaluation conducted by SaLUT included a visual assessment, IAQ instrumentation screening, and a collection of interior air samples for mold in representative locations throughout the building. Additionally, one building exterior environmental air sample was taken for comparison.

Air-borne fungal spore samples were collected on *Air-O-Cell* cassettes using a Buck BioAire calibrated pump. The air samples were taken between three and five feet from the ground. In tandem with collecting mold samples, real-time readings for carbon dioxide, carbon monoxide, temperature and relative humidity were collected using a Fluke 975 Air Meter in representative areas within the facility.

The fungal spore air samples were delivered to EMSL Analytical, Inc. of Beltsville, Maryland for analysis. Fungal spores and particulates in air samples were analyzed by Optical Microscopy (methods EMSL 05-TP-003 and ASTM D7391). The sample chain-of-custody and laboratory reports are attached.

Observations

The table below summarizes the main observations from the IAQ survey at Laurel Elementary School, visited on December 9, 2020.

Location	Summary of Observations 12-9-2020
Hallway in front of	2'x4' ceiling tiles and 2'x2' tile floor;
Main Entrance	No visual signs of microbial growth;
	Mild odor;
	Stained ceiling tiles;
	No visible dust on floor/other furniture surfaces;
	No visible dust around ventilator;
	Central AC.
Hallway in front of	2'x4' ceiling tiles and 1'x1' tile floor;
Pod 2	No visual signs of microbial growth, and no odor;
	No visible dust on floor/other furniture surfaces;
	No visible dust around ventilator;
** 11 1 .	Central AC.
Hallway between	2'x4' ceiling tiles and 2'x2' tile floor;
Classroom 01 and 04	No visual signs of microbial growth, and no odor;
Pod 3	No visible dust on floor/other furniture surfaces;
	No visible dust around ventilator;
I Iallanaa hataraar	Central AC.
Hallway between Classroom 01 and 04	2'x4' ceiling tiles and 1'x1' tile floor;
Classroom 01 and 04	No visual signs of microbial growth, and no odor; No visible dust on floor/other furniture surfaces;
	No visible dust around ventilator;
	Central AC.
Hallway between	2'x4' ceiling tiles and 1'x ' tile floor;
Classroom 02 and 03	No visual signs of microbial growth, and no odor;
Pod 5	No visible dust on floor/other furniture surfaces;
	No visible dust around ventilator;
	Central AC.

Table 1-Observations

Measurements of Indoor Environmental Quality Parameters

Table 2 depicts a summary of average measurements of comfort.

<u>Temperature</u>

The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) have published recommendations for year round acceptable temperatures in Standard 55-2010 *Thermal Environmental Conditions for Human Occupancy*. The winter comfort range is 20 to 24°C (68 to 75°F) and 23 to 26°C (73 to 79°F) is the summer comfort range. The temperature readings were within the ASHRAE recommended ranges in the representative spaces.

Relative Humidity (RH)

RH is a key factor for mold growth. Mold has the potential of growing on suitable surfaces with humidity levels above 60%. ASHRAE Standard 62.1-2010 *Ventilation for Acceptable Indoor Air Quality* recommends a maximum indoor RH of 65% to preclude the likelihood of condensation on cool surfaces encouraging mold growth. The RH readings were within the ASHRAE recommended ranges in the representative areas.

Carbon Dioxide (CO₂)

Under conditions of maximum occupancy, ASHRAE Standard 62.1-2010, Appendix C, infers that the acceptable CO_2 upper limit is the prevailing outdoor CO_2 concentration plus 700 parts per million (ppm). On the day of the space evaluation, the outdoor (building exterior) CO_2 concentration was approximately 489 ppm therefore indoor concentrations should not exceed approximately 1,189 ppm (700 + 489). The maximum average interior CO_2 concentration detected was 554 ppm in the Hallway between Classroom 02 and 03, a range within the ASHRAE recommendations, per Table 2 below.

Carbon Monoxide (CO)

CO is a colorless and odorless gas that is produced by the incomplete combustion of carbon containing fuels. Oil, gasoline, diesel fuels, wood, coke, and coal are major sources of CO. All registered CO concentrations were below the EPA National Ambient Air Quality Standard (NAAQS) of 9 ppm, per Table 2 below.

Table 2: Laurel Elementary School, Instrumental Screening LevelsDecember 9, 2020 (7:30 AM-9:30 AM)

Consult Location	Temp	DII 0/	CO	CO ₂
Sample Location	⁰ F ASHRAE	RH% ASHRAE	ppm NAAOS	ppm ASHRAE
Standards	68 to 75°F*	<65%	9	1,189
Hallway in front of Main Entrance	65.5	23.9	0	449
Hallway in front of Pod 2	63.7	36.1	0	535
Hallway between Classroom 01 and 04 Pod 3	62.2	28.8	0	545
Hallway between Classroom 01 and 04	68.1	34.1	0	525
Hallway between Classroom 02 and 03 Pod 5	65.3	35.2	0	554
Outside Exterior EV Sample	38.3	51.0	0	489

PM – Particulate Matter size °F – Degrees Fahrenheit CO – Carbon Monoxide ppm – parts per million $\mu g/m^3$ – micrograms per cubic meter RH% - % Relative Humidity CO₂ – Carbon Dioxide * - Winter Comfort Range



Mold-in-Air Samples

There are no definitive regulations or standardized guidelines for addressing airborne mold in an indoor setting. If building systems (ventilation, envelope) are functioning properly, the indoor population profile should mimic what is encountered outdoors and the concentrations should be below the outdoor (building exterior) environmental sample levels.

Tables 3 summarizes airborne mold spore sampling results and locations. On December 9, 2020, total mold counts in representative samples (spore count/m³ of air) in all the areas inspected were lower than the outdoor concentrations. Laboratory analysis follows this report (see attachment).

Spore Types	Hallway in front of Main Entrance	Hallway in front of Pod 2	Hallway between Classroom 01 and 04 Pod 3	Hallway between Classroom 01 and 04
Alternaria (Ulocladium)	-	-	-	-
Ascospores	-	-	-	-
Aspergillus/Penicillium	420	-	200	-
Basidiospores	40	-	-	-
Bipolaris++	-	-	-	-
Chaetomium	-	-	-	-
Cladosporium	40	40	-	40
Curvularia	-	-	-	-
Epicoccum	-	-	-	-
Fusarium	-	-	-	-
Ganoderma	-	-	-	-
Myxomycetes++	80	-	-	80
Pithomyces++	-	-	-	-
Rust	-	-	-	-
Scopulariopsis/Microascus	-	-	-	-
Stachybotrys/Memnoniella	-	-	-	-
Unidentifiable Spores	-	-	-	-
Zygomycetes	-	-	-	-
Nigrospora	-	-	-	-
Hyphal Fragment	30*	40	-	10*
Insect Fragment	30*	-	-	-
Pollen	-	-	-	-
Total Fungi	580	40	200	120

Table 3: Laurel Elementary School - Measurements of Mold-in-Air SamplesDecember 9, 2020 (7:30 AM-9:30 AM)

* Spore Counts per cubic meter of air (Counts/m³).

++Includes other spores with similar morphology.



Table 3: Laurel Elementary School - Measurements of Mold-in-Air Samples continuedDecember 9, 2020 (7:30 AM-9:30 AM)

Spore Types	Hallway between Classroom 02 and 03 Pod 5	Outside EXT EV sample	Field Blank
Alternaria (Ulocladium)	-	-	-
Ascospores	-	80	-
Aspergillus/Penicillium	300	40	-
Basidiospores	40	300	-
Bipolaris++	-	-	-
Chaetomium	-	-	-
Cladosporium	-	-	-
Curvularia	-	-	-
Epicoccum	-	-	-
Fusarium	-	-	-
Ganoderma	-	-	-
Myxomycetes++	-	200	-
Pithomyces++	-	-	-
Rust	-	40	-
Scopulariopsis/Microascus	-	-	-
Stachybotrys/Memnoniella	-	-	-
Unidentifiable Spores	-	-	-
Zygomycetes	-	-	-
Nigrospora	-	-	-
Hyphal Fragment	-	100	-
Insect Fragment	-	-	-
Pollen	-	-	-
Total Fungi	340	670	No Trace

*Spore Counts per cubic meter of air (Counts $/m^3$).

++Includes other spores with similar morphology.



Findings and Conclusions

The comfort parameters (i.e., temperature, RH, CO₂, and CO levels) in the representative areas conform to ASHRAE and/or NAAQS guidelines. On December 9, 2020, total mold counts in representative area samples (spore count/m³ of air) in all the areas inspected were lower than the outdoor concentrations, indicating no amplified mold growth.

Thank you for the opportunity to provide industrial hygiene services for PGCPS. If you have any questions, please contact me at 301.595.3783.

Sincerely,

Chaminda Jayatilake, PE, CIH, CSP, CHMM Certified Industrial Hygienist Soil and Land Use Technology Inc. (SaLUT)

Attachment

Attachment - Mold Spore Sample Analytical Results and Chain-of-Custody Forms

Attachment

Mold Spore Sample Analytical Results and Chain-of-Custody Forms



EMSL Analytical, Inc.

5221 Militia Hill Road Plymouth Meeting, PA 19462 Tel/Fax: (610) 828-3102 / (610) 828-3122 http://www.EMSL.com / plymouthmeetinglab@emsl.com EMSL Order: 182004010 Customer ID: SALU50 Customer PO: Project ID:

Attention: Indika Jayatilake

SaLUT 1818 New York Avenue, NE Suite 231 Washington, DC 20002 Project: 19-035 Laurel ES Phone: (301) 595-3783 Fax: (301) 595-3787 Collected Date: 12/09/2020 Received Date: 12/10/2020 08:02 PM Analyzed Date: 12/15/2020

Test Report:Air-O-Cell(™) Analysis of Fungal Spores & Particulates by Optical Microscopy (Methods MICRO-SOP-201, ASTM D7391)										
Lab Sample Number:	1	82004010-0001		1	82004010-0002		1	82004010-0003		
Client Sample ID:		S1 75			S2 75		S3 75			
Volume (L): Sample Location:						_				
		ront of Main En			In Front of Pod			veen CR 04 and		
Spore Types	Raw Count	Count/M ³	% of Total	Raw Count	Count/M ³	% of Total	Raw Count	Count/M ³	% of Total	
Alternaria (Ulocladium)	-	-	-	-	-	-	-	-	-	
Ascospores	-	-	-	-	-	-	-	-	-	
Aspergillus/Penicillium	10	420	72.4	-	-	-	4	200	100	
Basidiospores	1	40	6.9	-	-	-	-	-	-	
Bipolaris++	-	-	-	-	-	-	-	-	-	
Chaetomium	-	-	-	-	-	-	-	-	-	
Cladosporium	1	40	6.9	1	40	100	-	-	-	
Curvularia	-	-	-	-	-	-	-	-	-	
Epicoccum	-	-	-	-	-	-	-	-	-	
Fusarium	-	-	-	-	-	-	-	-	-	
Ganoderma	-	-	-	-	-	-	-	-	-	
Myxomycetes++	2	80	13.8	-	-	-	-	-	-	
Pithomyces++	-	-	-	-	-	-	-	-	-	
Rust	-	-	-	-	-	-	-	-	-	
Scopulariopsis/Microascus	-	-	-	-	-	-	-	-	-	
Stachybotrys/Memnoniella	-	-	-	-	-	-	-	-	-	
Unidentifiable Spores	-	-	-	-	-	-	-	-	-	
Zygomycetes	-	-	-	-	-	-	-	-	-	
Spegazzinia	-	-	-	-	-	-	-	-	-	
Total Fungi	14	580	100	1	40	100	4	200	100	
Hyphal Fragment	2*	30*	-	1	40	-	-	-	-	
Insect Fragment	2*	30*	-	-	-	-	-	-	-	
Pollen	-	-	-	-	-	-	-	-	-	
Analyt. Sensitivity 600x	-	42	-	-	42	-	-	42	-	
Analyt. Sensitivity 300x	-	13*	-	-	13*	-	-	13*	-	
Skin Fragments (1-4)	-	2	-	-	2	-	-	1	-	
Fibrous Particulate (1-4)	-	1	-	-	1	-	-	1	-	
Background (1-5)	-	1	-	-	1	-	-	1	-	

++ Includes other spores with similar morphology; see EMSL's fungal glossary for each specific category.

Mun Un

Kevin Ream, Laboratory Manager or other Approved Signatory

EMSL maintains liability limited to cost of analysis. Interpretation and use of test results are the responsibility of the client. This report relates only to the samples are received, accept in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. The report reflects the samples as received. Results are generated from the field sampling data (sampling volumes and areas, locations, etc.) provided by the client on the Chain of Custody. Samples are within quality control criteria and met method specifications unless otherwise noted. High levels of background particulates can overloading of background particulates, leading to underestimation. Background levels of 5 indicate an overloading of background particulates, prohibiting accurate detection and quantification. Present = Spores detected on overloaded samples. Results are not blank corrected unless otherwise noted. The detection limit is equal to one fungal spore, structure, pollen, fiber particle or insect fragment. "*" Denotes particles found at 300X. "." Denotes not detected. Due to method stopping rules, raw counts in excess of 100 are extrapolated based on the percentage analyzed.

Samples analyzed by EMSL Analytical, Inc. Plymouth Meeting, PA AIHA-LAP, LLC-EMLAP Accredited #178659

Initial report from: 12/15/2020 10:50 AM

For information on the fungi listed in this report, please visit the Resources section at www.emsl.com MIC_M001_0002_0002 Printed: 12/15/2020 10:50 AM



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5221 Militia Hill Road Plymouth Meeting, PA 19462 Tel/Fax: (610) 828-3102 / (610) 828-3122 http://www.EMSL.com / plymouthmeetinglab@emsl.com EMSL Order: 182004010 Customer ID: SALU50 Customer PO: Project ID:

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Test Report:Air-O-Cell(™) Analysis of Fungal Spores & Particulates by Optical Microscopy (Methods MICRO-SOP-201, ASTM D7391)											
Lab Sample Number: Client Sample ID: Volume (L):	1	182004010-0004 182004010-0005 182004010-0006 S4 S5 S6 75 75 75									
Sample Location:	HW Be	etween CR 01 a	d 04	HW Betwe	en CR 02 and 0	3 POD 5		Outside			
Spore Types	Raw Count	Count/M ³	% of Total	Raw Count	Count/M ³	% of Total	Raw Count	Count/M ³	% of Total		
Alternaria (Ulocladium)	-	-	-	-	-	-	-	-	-		
Ascospores	-	-	-	-	-	-	2	80	11.9		
Aspergillus/Penicillium	-	-	-	8	300	88.2	1	40	6		
Basidiospores	-	-	-	1	40	11.8	7	300	44.8		
Bipolaris++	-	-	-	-	-	-	-	-	-		
Chaetomium	-	-	-	-	-	-	-	-	-		
Cladosporium	1	40	33.3	-	-	-	-	-	-		
Curvularia	-	-	-	-	-	-	-	-	-		
Epicoccum	-	-	-	-	-	-	-	-	-		
Fusarium	-	-	-	-	-	-	-	-	-		
Ganoderma	-	-	-	-	-	-	-	-	-		
Myxomycetes++	2	80	66.7	-	-	-	4	200	29.9		
Pithomyces++	-	-	-	-	-	-	-	-	-		
Rust	-	-	-	-	-	-	3*	40*	6		
Scopulariopsis/Microascus	-	-	-	-	-	-	-	-	-		
Stachybotrys/Memnoniella	-	-	-	-	-	-	-	-	-		
Unidentifiable Spores	-	-	-	-	-	-	-	-	-		
Zygomycetes	-	-	-	-	-	-	-	-	-		
Spegazzinia	-	-	-	-	-	-	1*	10*	1.5		
Total Fungi	3	120	100	9	340	100	18	670	100		
Hyphal Fragment	1*	10*	-	-	-	-	3	100	-		
Insect Fragment	-	-	-	-	-	-	-	-	-		
Pollen	-	-	-	-	-	-	-	-	-		
Analyt. Sensitivity 600x	-	42	-	-	42	-	-	42	-		
Analyt. Sensitivity 300x	-	13*	-	-	13*	-	-	13*	-		
Skin Fragments (1-4)	-	2	-	-	1	-	-	1	-		
Fibrous Particulate (1-4)	-	1	-	-	1	-	-	1	-		
Background (1-5)	-	1	-	-	1	-	-	1	-		

++ Includes other spores with similar morphology; see EMSL's fungal glossary for each specific category.

Mun Un

Kevin Ream, Laboratory Manager or other Approved Signatory

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Lab Sample Number: Client Sample ID: Volume (L): Sample Location:	1	82004010-0007 S7 Field Blank							
Spore Types	Raw Count	Count/M ³	% of Total	-	-	-	-	-	-
Alternaria (Ulocladium)	-	-	-			-		- 1	
Ascospores	-	-	-			-			
Aspergillus/Penicillium	-	-	-			-			
Basidiospores	-	-	-			-			
Bipolaris++	-	-	-			-			
Chaetomium	-	-	-			-			
Cladosporium	-	-	-			-			
Curvularia	-	-	-			-			
Epicoccum	-	-	-			-			
Fusarium	-	-	-			-			
Ganoderma	-	-	-						
Myxomycetes++	-	-	-			-			
Pithomyces++	-	-	-			-			
Rust	-	-	-			-			
Scopulariopsis/Microascus	-	-	-						
Stachybotrys/Memnoniella	-	-	-			-			
Unidentifiable Spores	-	-	-						
Zygomycetes	-	-	-			-			
Spegazzinia	-	-	-			-			
Total Fungi	-	No Trace	-			-			
Hyphal Fragment	-	-	-						
Insect Fragment	-	-	-			-			
Pollen	-	-	-	-	-	-	-	-	
Analyt. Sensitivity 600x	-	0	-	-	-	-	-	-	-
Analyt. Sensitivity 300x	-	0*	-			-			
Skin Fragments (1-4)	-	-	-			-			
Fibrous Particulate (1-4)	-	-	-			-			
Background (1-5)	-	-	-			_			

++ Includes other spores with similar morphology; see EMSL's fungal glossary for each specific category.

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Kevin Ream, Laboratory Manager or other Approved Signatory

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EMS

EMSL ANALYTICAL, INC. 200 ROUTE 130 NORTH CINNAMINSON, NJ 08077 PHONE: (800) 220-3675 FAX:(856) 786-0262

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Street: 1818 New York Avenue NE			Third Party Billing requires written authorization from third party.						
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	e): Indika Jayatilake		Telephone #:						
	ijayatilake@salutinc.com		Fax #:	•		Purchase (Order:		
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M030 Micro 5	M032 Allergenco-D	M015 Heterotr	ophic Plate Count		M117 Sew	age Screen - S	wab (P/A***)		
M041 Fungal Direct M169 Pollen ID & E			liform & <i>E. coli</i> (Colilert liform & <i>E. coli</i> (MFT*)	: P/A***)		age Screen - S hicillin-resistant			
M280 Dust Charact		M114 Total Co	liform & E. coli Ènumer	ration	(MRSA)				
M281 Dust Charact		(Colilert MPN*) M019 Fecal Co				d-growing non- k Enumeration	TB Mycobacteria		
	- Air Samples (Genus ID & Count) - Air Samples (Includes <i>Penicillium,</i>	M020 Fecal St	reptococcus (MFT*)		M014 Ende	otoxin Analysis			
Aspergillus, Clados	porium, Stachybotrys Species ID &	M029 Enteroco	xcci (MFT*) xcci (Enterolert P/A***)		Dust Mite)	ip Allergen (Ca	t, Dog, Cockroach,		
Count)	ngi - Surface Samples (Genus ID &	M180 Real Tim	ne qPCR-ERMI 36 Pan		Other See	Analytical Price			
Count)		M025 Sewage	Screen –Water (MFT*))	Legionella Legionella	Analysis Plea	ise use EMSL		
	ngi - Surface Samples (Includes illus, Cladosporium, Stachybotrys				Logionena				
Species ID & Count	t)	*MFT≂ Membr	ane Filtration Techniqu	e		Ň			
	ture Gram Stain & Count Int & ID - 3 Most Prominent	**MPN= Most I	I= Most Probable Number						
	nt & ID - 5 Most Prominent	***P/A= Preser	ce/Absence						
Name of Sample	r: shenal Dias		Signature of Sam	pler:	_				
Sample #	Sample Location/Description	Sample Type	Potable/ NonPotable (Only for Waters)	Test Code	Volume/ Area	Date/Time Collected			
Example A1	Kitchen Sink/Tap	Water	⊠ P □NP	M017	100 mL	9/1/13 4:00 PM			
S1	HW in front of main entrance	Air		M001	75ml	12/09/20			
S2	HW in front of Pod 2	"		n		*			
S3	HW between CR 04 and 01 POD 3	ų		H	".	N			
S4	HW between CR 01 and 04	н			n	*			
S5	HW between CR 02 and 03 POD 5	"		-	м	P			
Client Sample #	(s): -	Total # of S	Samples: ()7		as Receive Lab Use Oni		Yas / No		
Relinquished (Cl	liemt):		Date:		Time:				
Received (Lab):	K. Converte, Plop.	fex	Date:		Time:				
Comments/Special Instructions:									
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Controlled Document COC-34 Micro R8 11/14/2017									

OrderID: 182004010

182004010

Microbiology Chain of Custody EMSL Order Number (Lab Use Only):



 EMSL ANALYTICAL, INC. 200 ROUTE 130 NORTH CINNAMINSON, NJ 08077 PHONE: (800) 220-3675 FAX:(856) 786-0262

Additional pages of the chain of custody are only necessary if needed for additional sample information.

Sample #	Sample Location/Description	Sample Type	Potable/ NonPotable (Only for Waters)	Test Code	Volume/ Area	Date/Time Collected	Temperature (9) (constant sole)
S6	Outside	Air		M001	75ml	12/09/20	
S7	Filed Blank	17		n	11	94	
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Comments/Special	INSTRUCTIONS:						

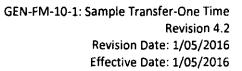
Page _____ of _

EMSL Analytical, Inc.'s Laboratory Terms and Conditions are incorporated into this chain of custody by reference in their entirety. Submission of samples to EMSL Analytical, Inc. constitutes acceptance and acknowledgment of all terms and conditions by Customer.

Controlled Document - COC-34 Micro R8 11/14/2017

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EMSL Analytical, Inc.

Sample Transfer Form

Receiving Lab:	EMSL- BELTSV	/ILLE		Phone Number:	3019375			
				Fax Number:	3019375	101		
Relinquished to:	EMSL- PLYMO	UTH MEETI	NG	Phone Number:	8002203	675	······································	
				Fax Number:	8567860	262		
Does new lab hold equ	uivalent or add	itional accr	editation? *		Yes	No	·	
EMSL Customer ID # (if known):		SALU50						
Client Name:		SALUT INC	6					
Client Project:	·····	19-035 - L	AUREL ES					
Tests to be Performed	l:	M001						
Date Received:		12/10/20						
Date Relinquished:	12/10/20							
Date Due:	3 DAYS - DUE 12/15/20							
Special Instructions:		t						
(e.g. Work Order # , re	•							
qualifications, project procedures/modificati		ļ						
Relinquished by (Signa		Date: Received by (Signature):					Date:	
Unla 1					-	/		
L. Winorth		12/10/20	A	\leq	1_		12.11.20	
Relinquished by (Signa	ature):	Date: Received by (Signature): Dat				Date:		
	-			+ +		- ·	ou agree to permit the	
above named receiving	-	-	-		•	•	· · · · ·	
final report will be issued from the analyzing laboratory. Ensure any re Name (please print): Signature:					ments are nt of:	listed in sp	Date:	
wanie (hiedze hund)		Jignature	•	~gei			Jaic.	
If this is a recurring pro		type that m	ay require san	ples to be re	linquished	on a regula	ar basis, a Standing	
Agreement form must * Receiving and analyzing		re of require	d qualifications	of project pric	or to transfe	r of samples	i.	

Note: If customer has been notified and approved this transfer verbally or by e-mail, the receiving lab must sign for the customer above. EMSL employee filling out form on behalf of customer shall print name of person to whom they spoke, date agreement was received, and then sign under Signature.