

**New Jersey Department of Health  
Public Health and Environmental Laboratories  
Environmental and Chemical Laboratory Services**

**For Physical Delivery:**  
3 Schwarzkopf Drive  
Ewing, NJ 08628

**For USPS Mail Delivery:**  
PO Box 361  
Trenton, NJ 08625-0361

**INSTRUCTIONS FOR COMPLETING SAMPLE SUBMITTAL FORMS**

Sample submittal forms are legal records. To guard against misinterpretation, invalidation, fraudulent, or compromised data:

1. Make entries neat and legible.
2. Use black or blue pens. Do not use pencil.
3. If a correction or modification is necessary:
  - a. Make a single strike through line on the incorrect item; write in the correct information; date and initial the change.
  - b. Do not use Wite-Out<sup>®</sup>, Liquid-Paper<sup>®</sup>, correction tape or fluid, and do not write over the item in need of correction.
4. Where requested, print names in full. Initials are not acceptable.
5. Sample delivery personnel must remain in the laboratory until the samples are checked and weighed, and sample submittal forms are reviewed and deemed acceptable.