



How to Submit Samples

1. First you must sign up for an account at <http://fses.oregonstate.edu/user>. As soon as you are approved, login at the same address, you will be greeted with the following login page:

Welcome the FSES LAB COC main page!

- › [Submit a New COC](#)
- › [Edit Submitted COC](#)
- › [Admin Edit Submitted COC](#)

2. Click the “Submit a New COC” link and you will be taken to our automated sample submittal system:

Submit a New COC

▼ [User Info](#)

Fill Out the COC Form Below	
Name <input type="text"/>	Agency/Company <input type="text"/>
Address 1 <input type="text"/>	Address 2 <input type="text"/>
City <input type="text"/>	State <input type="text"/>
Country <input type="text"/>	Zip <input type="text"/>
Phone Number <input type="text"/>	Fax <input type="text"/>
E-mail <input type="text"/>	

▼ [Sample Data](#)

3. The top part of the page is your contact information. Please fill out all applicable fields.

- Once you've entered your contact info, scroll down to enter your sample info. You will see 1 sample line ready to go, at any time you can add more sample lines by selecting from the "number of samples to add" dropdown and clicking "Add sample(s)". You can also check samples that should be deleted and click "Delete selected sample(s)" to remove them.

▼ [Sample Data](#)

Sample ID	Sample Type	Amount	Units	Tests Requested	Preservation	Preservation Comments	Sample Remarks	
<input type="checkbox"/>	<input type="text"/>	LFT-Water	<input type="text"/>	<input type="text"/>	Flame Retardants by GC-MS	Yes	<input type="text"/>	<input type="text"/>

▼ [Add or Delete Samples](#)

Number of samples to add

▼ [Footer](#)

Email Results
 Fax Results
 Verbal

Shipping Conditions

- At the bottom you will need to select the sample shipping/storage conditions and your desired way to receive results (you can select more than one).
- When you are done, click "Save information" and it will notify us of the impending samples. It will also email you a copy of the COC, **this will need to be PRINTED, SIGNED, and SHIPPED with the samples to our lab.** On the next page you will find an example of the COC you will receive.

Thanks for submitting samples to our lab, If you have any questions please call us at 541-737-xxxx or email us at osufses@science.oregonstate.edu.

FSES Case#

Date Rec.

Oregon State University Food Safety & Environmental Stewardship Program

1007 Agriculture & Life Sciences Bldg, Corvallis, OR 97331-7301, 541-737-1781, FAX 541-737-0497

Client Information:

Name:		Agency/Company:	
Address 1:			
Address 2:		Country:	
City:	State:	Zip:	
Phone:	Fax:	Email:	

Reporting Requirements	CHAIN OF CUSTODY
Email Results: No	Relinquished By:
Verbal Results: No	Received By:
Fax Results: No	Storage Requirements:

Time/Date	Signature	Time/Date	Signature
Relinquished By:		Relinquished By:	
Received By:		Received By:	

FSES # (lab use only)	Submitter Sample ID	Sample Type	Amount	Unit	Location	
					Tests Requested	Preservation Remarks
						Remarks