

# MEMO

**From:** Helene Harper  
Client Service Officer

**To:** Taiga Clientele

**Effective Date:** May 20, 2005

**Subject:** New Field Sheet

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Dear Valued Client,

In an effort to assist you in ensuring your samples will be processed more quickly and efficiently, Taiga Environmental Laboratory has updated its field sheet. We ask that you please discard all old field sheets and start using the updated version upon your next sample submission.

Please note some important changes on the new updated Taiga field sheet:

- Biological Oxygen Demand – this test will now require its own individual bottle; in order to process the sample, please check the appropriate box in the field sheet.
- Client signature is now required on each Taiga field sheet submission; a space is provided for this in the upper left corner box.
- Sample Type is required for each sample; space is provided above the “Client Sample ID” box.
- Note in the upper right box the following statement: “Analysis may be subcontracted without prior notice.”
- For tests not listed on the Taiga field sheet or for special requests, please fill out and submit a Special Request form.

If you have any questions or require further explanation, please do not hesitate to contact me at (867) 669-2868 or (867) 669-2788.

With kind regards,

Helene Harper  
Client Service Officer