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| COMMANDING OFFICER  UNIT NAME | ADDRESS  ADDRESS  PHONE #  FAX#  16481  DATE |

**MEMORANDUM**

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| From: | TITLE/NAME/**(*SIGNATURE)*** |

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| To: | USCG Marine Safety Laboratory (CG MSL) |
| Thru: |  |
| Subj: | REQUEST FOR OIL SPILL SAMPLE ANALYSIS AND STORAGE |

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| Ref: |  |

1. Total number of samples: \_\_\_\_\_
2. Type of Service:

□ REGULAR (Results available in 3-5 business days)

□ PRIORITY (Expedited analysis, results available in 1-2 business days)

□ RUSH (Results available ASAP. ***\*Contact MSL directly for special arrangements***)

3. Type of Investigation:

□ CIVIL □ CRIMINAL

4. Type of Analysis (Use line 8 for more specific instructions):

□ Comparison of samples

□ Comparison of samples to previously run CG MSL case number:\_\_\_\_\_-\_\_\_\_\_\_\_.

□ ID Only: Provide ‘fingerprint’ characteristics of each sample without comparing.

□ Prep Only: Prepare samples and store/preserve for potential future analysis.

5. MISLE *Incident Investigation* Activity number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Federal Project Number (FPN) if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Unit Point of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:(\_\_\_\_\_)\_\_\_\_\_\_-\_\_\_\_\_\_\_\_/E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Additional sample information (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Enclosures: | |  |
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| Dist: |  | |
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| Copy: |  | |

Enclosure: Chain of Custody Record