1 Insert sample number. When applicable, use prefix, e.g. "INV", "FS", "DOC", "PS", etc. (See IOM 4.4.10.2)

2 Insert date sealed. Use figures, month, day, year. (See # 7 below when seal is broken for any purpose.)

3 Sign your signature.

4 Print your name same as signature. (A rubber name stamp may be used if desired but use it carefully and do not smear.)

5 Print your title.

6 Print your district - spell out - do not use abbreviations or symbols. (A rubber stamp may be used.)

7 When seal is broken for any purpose, initial here and enter the date broken. Submit broken seal with sample records.