

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1085459

Vendor Name: Galson Laboratories

Invoice Number: 522528125

Invoice Date: 07/12/18

PO Number:

Check Number: E0068497

Check Amount: \$ 270.00

Check Date: 08/01/2018

Department ID: 00761

Reviewer Name: None

Voucher Number: V0521439

Redaction Type: Other

Document Type: AP Invoice

Document Below



GALSON

INVOICE

SGS North America Inc.

Login No : L449054
Project : STANDARD
PO No : 358836
Site : SRC PROJECT

Invoice No : 522528125
Invoice Date : 12-JUL-18
Account No : 19758
Client Project : INDOOR AIR QUALITY

Bill To : Accounts Payable
College of DuPage
425 FAWELL BLVD
Glen Ellyn IL 60137

Report To : Ms. Trisha Sowatzke

TERMS: NET 30 DAYS
Finance charges will be
applied based on the terms
and conditions of sale.

Sample #	Client ID	Media	Analysis	Unit Price
L449054-1	SRC 2111 2618 1967	Spore Trap II AIRS/Standard Mold Screen		\$ 45.00
APPROVED				
Subtotal :				\$ 45.00
Amount Due --->				\$ 45.00
(Charges are displayed in US dollars)				

07/30/18 - BRIAN CAPUTO

Electronic Payments:
SGS North America Inc.
Citibank NA
One Penn's Way
New Castle, DE USA

Please Remit To: SGS North America Inc., P.O. Box 2506, Carol Stream, IL 60132-2506
Phone: 888-432-5227

From: patricia.gregorich@sgs.com
Sent: Thu Jul 12 07:57:28 CDT 2018
To: invoicing@cod.edu
CC:
Subject: SGS Galson Labs Invoice 522528125 for account 19758 for 45

Here is the invoice for your samples from location SRC PROJECT, project INDOOR AIR QUALITY received in our laboratory on 07/09/2018. Viewing the attached PDF report requires that the free Adobe Acrobat reader be installed on your computer. Instructions for downloading and installing the Acrobat reader can be found at <http://www.adobe.com/products/acrobat/readstep2.html> Should you have any questions please call your representative, Patty Gregorich at (888) 432-5227. Thank you! Information in this email and any attachments is confidential and intended solely for the use of the individual(s) to whom it is addressed or otherwise directed. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Company. Finally, the recipient should check this email and any attachments for the presence of viruses. The Company accepts no liability for any damage caused by any virus transmitted by this email. All SGS services are rendered in accordance with the applicable SGS conditions of service available on request and accessible at <http://www.sgs.com/en/Terms-and-Conditions.aspx>

[attachment: L449054_inv_528125.pdf]

1Z6035410354839503

Date: 07/09/18

Shipper: UPS

Initials: MAK



Prep: UNKNOWN

L449054

GALSON

CHAIN OF CUSTODY

Turn Around Time (TAT): (surcharge)		You may edit and complete this COC electronically by logging in to your Client Portal account at https://portal.galsonlabs.com/					
<input type="checkbox"/> Standard	0%	Client Acct No.: 19758		Report To: Ms. Trisha Sowatzke		Invoice To: Accounts Payable	
<input type="checkbox"/> 4 Business Days	35%	Company Name: College of DuPage		Company Name: College of DuPage		Company Name: College of DuPage	
<input type="checkbox"/> 3 Business Days	50%	Address 1: 425 Fawell Blvd.		Address 1: 425 FAWELL BLVD		Address 1: 425 FAWELL BLVD	
<input type="checkbox"/> 2 Business Days	75%	Address 2: IC 1405A		Address 2: IC 1405A		Address 2: IC 1405A	
<input type="checkbox"/> Next Day by 6pm	100%	City, State Zip: Glen Ellyn, IL 60137		City, State Zip: Glen Ellyn, IL 60137		City, State Zip: Glen Ellyn, IL 60137	
<input type="checkbox"/> Next Day by Noon	150%	Phone No.: 630 - 942 - 2589		Phone No.: 630 - 942 - 2589		Phone No.: 630 - 942 - 2589	
<input type="checkbox"/> Same Day	200%	Email Address: invoicing@cod.edu		Email Address: invoicing@cod.edu		Email Address: invoicing@cod.edu	
<input checked="" type="checkbox"/> Samples submitted using the FreePumpLoan™ Program		CS Rep: TLANCASTER		Comments: 358836		P.O. No.: 358836	
<input type="checkbox"/> Samples submitted using the FreeSamplingBadges™ Program		Online COC No.: 157354-8		Payment info.: <input type="checkbox"/> I will call SGS Galson to provide credit card info		<input type="checkbox"/> Card on File (enter the last five digits on the line below)	
Comments:		State Sampled: IL		Please indicate which OEL(s) this data will be used for:			
				<input type="checkbox"/> OSHA PEL <input type="checkbox"/> ACGIH TLV <input type="checkbox"/> MSHA <input type="checkbox"/> Cal OSHA <input type="checkbox"/> IAQ: Specify Limit(s) <input type="checkbox"/> Other: Specify Other			
Site Name: SRC Project		Project: Indoor Air Quality		Sampled By: PAS		List description of industry or Process/interferences present in sampling area: Office Environment	
Sample ID * (Maximum of 20 Characters)	Date Sampled *	Collection Medium	Sample Volume Sample Time Sample Area *	Liters Minutes in ³ , cm ³ , ft ³ *	Analysis Requested	Method Reference ^	Hexavalent Chromium Process (e.g., welding, plating, painting, etc.)
SRC 2141 2618-1967	7-5-18	Air-O-Cell		10min	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	
		Air-O-Cell			Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	
<input type="checkbox"/> ^ If the method(s) indicated on the COC are not our routine/preferred method(s), we will substitute our routine/preferred methods. If this is not acceptable, check here to have us contact you.							
Chain of Custody	Print Name / Signature	Date	Time	Print Name / Signature	Date	Time	
Relinquished By:	PATRICIA A Sowatzke	7-5-18	14:58	Received By:			
Relinquished By:	Michelle Krause			Received By:	Michelle Krause	7/9/18	1057
* You must fill in these columns for any samples which you are submitting. Samples received after 3pm will be considered as next day's business.				Online COC No.: 157354 Prep No.: PSY485516 Account No.: 19758 Draft: 6/28/2018 8:27:29 AM			
All services are rendered in accordance with the applicable SGS General Conditions of Service accessible via: http://www.sgs.com/en/Terms-and-Conditions.aspx							



GALSON
LABORATORIES

6601 Kirkville Road
East Syracuse, NY 13057-0369
Phone: (888) 432-5227
Fax: (315) 437-0571
www.galsonlabs.com

Analytical Notes for Microbiology

Air-O-Cell™ Cassettes and other Spore Traps

Air-O-Cell™ cassettes and other spore traps may capture non-microbial particles that may interfere with spore counts. Galson Laboratories provides an estimation of the density of these particles, referred to as a Crowding Factor. The Crowding Factor ranges from 0 to 5 and is explained below. High levels of particulate matter on the impaction medium may bias the analysis by obscuring or covering spores. In addition, particle capture efficiency may decrease with high levels of particulate matter.

<i>Crowding Factor</i>	<i>Explanation</i>
0	No particles detected. This is typical of blank samples. Because most air samples typically contain some particles, absence of particulate matter could indicate improper sampling if the sample was not meant to be a blank.
1	Particles are far apart and in low numbers. Particulate matter covers approximately <5% of the impaction area. Spore counts not affected or minimally affected by the particle load.
2	Particles are close together and/or overlapping, and some spores may be obscured. Particulate matter covers approximately 5% to 25% of the impaction area. Spore counts may be biased low.
3	Particles are moderately crowded. It is likely that some spores are obscured. Particulate matter covers approximately 25% to 75% of the impaction area. Spore counts are likely biased low.
4	Particles are crowded, frequently obscuring spores. Particulate matter covers approximately 75% to 90% of the impaction area. Spore counts are likely biased low. The degree of bias increases with the percent of the trace that is occluded.
5	Particles are overcrowded making analysis impossible; no spore counts provided. If certain spores are readily detectable, they are reported as "Detected". If heavy quantities of spores are observed along the edges of the trace, this is footnoted in the report.

Counts for any genus that exceed 300 spores are estimated to two significant figures.

GALSON LABORATORIES INC. IS NOW PART OF SGS, THE WORLD'S LEADING INSPECTION, VERIFICATION, TESTING AND CERTIFICATION COMPANY.



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The list of fungal spores reported is:

Alternaria

Ascospores – includes all ascospores with the exception of *Chaetomium*.

Aspergillus/Penicillium-like – These two genera are grouped together as the spores are indistinguishable on a spore trap.

Basidiospores – This includes all basidiospores, even ones that can be identified to genus level, such as *Ganoderma*.

Bipolaris/Drechslera – *Helminthosporium* and *Exserohilum* are included in this grouping.

Chaetomium – Due to its unique shape and due to the fact that it may be associated with indoor mold problems, this ascospore is reported separate from other ascospores.

Cladosporium

Curvularia

Rusts/Smuts – Myxomycetes and *Periconia* are included in this grouping.

Stachybotrys – This includes *Memnoniella*.

Ulocladium

Other/Unidentified – “Other” includes spores that can be identified, but are rarely observed and/or are typically seen in small quantities. They include: *Acremonium*, *Botrytis*, *Cercospora*, *Epicoccum*, *Fusarium*, *Nigrospora*, *Oidium*, *Paecilomyces*, *Pestalotia*, *Pestalotiopsis*, *Pithomyces*, *Polythrincium*, *Scopulariopsis*, *Spegazzinia*, *Stemphylium*, *Taeniolella*, *Tetraploa*, *Torula*, and *Trichoderma*, and *Zygophiala*.

“Unidentified” includes broken and dehydrated spores, spores that are partially obscured by debris, and spores that can't be categorized using microscopy alone.

In addition, other analytes that will be shown on reports include mycelial fragments (hyphae) and pollen.

Reports for expanded analysis include the above list with the addition of skin cells and fibers.

Generally, 100% of the sample deposit is analyzed. However, some analytes with high counts may be estimated based on the analysis of a portion of the slide and the results extrapolated. In these cases, the reported values will differ between the “Raw Count” and “Total Count” columns. For example, if an analyst observed 304 basidiospores after analyzing 25% of the sample, the estimated value is 1216. The final report would show 304 in the “Raw Count” column and 1200 in the “Total Count” column (the “Total Column” is rounded to two significant figures).



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Direct Microscopic Examination (Screens)

- The analytes that we report are the same as those listed for spore traps with the exceptions of pollen, skin cells, and fibers.
- Due to the inherent nature of screen samples, a spore count is not performed.
- Upon special request counts may be performed on swab, liquid, or bulk screens. Counts are never performed on tape lifts due to the nature of the samples to not have uniform distribution of spores.
- The amount of a particular spore detected is reported as a "Level of contamination": Light, Moderate, or Heavy.
- The level of contamination is a subjective measurement and corresponds to the general quantity of spores present in a sample. It also describes the amount of spores relative to one another.

Viable Fungi Analysis

- Standard growing conditions for viable fungi are $25^{\circ}\text{C} \pm 1^{\circ}\text{C}$ for 7 days.
- Standard growing conditions for viable thermophilic fungi are $37^{\circ}\text{C} \pm 1^{\circ}\text{C}$ for 7 days.
- Results are reported in colony forming units (CFUs). A CFU can originate from one or many spores.
- Galson Laboratories uses and provides Potato Dextrose agar for all cultureable fungal methods. We found Potato Dextrose agar to be suitable for the culture of the widest range of organisms. Other agars submitted or requested by clients are grown under the above standard conditions unless otherwise requested by the client.
- Some fungi may not produce identifiable structures in culture or under standard growing conditions. These fungi will be considered sterile hyphae and reported as such.
- Lack of growth under standard conditions does not preclude the presence of fungi or its viability in a sample.
- Samples taken with impactor samplers are not corrected for a positive hole correction factor.
- Identification of fungal organisms is based on visual microscopic examination at up to seven days of growth under standard conditions. Due to the large numbers of different species that may comprise them, certain genera may appear similar due to variations in stages of their life cycles, growth requirements, and/or environmental stress. A very limited amount of identification overlap may occur due to morphological similarities.
- Final interpretation of results is up to the person(s) responsible for conducting the sampling.



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Quality Control/Quality Assurance

- A daily quality control spore trap slide is read each day that an analyst performs analysis on client spore trap samples. These slides consist of old client samples that have been analyzed a minimum of twenty times before they are used as a part of the quality control program. Control limits are set at the mean plus or minus three standard deviations for each analyte and for the total spore count. Warning limits are set at the mean plus or minus two standard deviations for each analyte and for the total spore count.
- A minimum of five percent of the samples are analyzed as duplicates and five percent of the samples are analyzed as replicates (or at least one replicate or duplicate per day). The relative percent difference (RPD) is calculated between the original sample result and its duplicate or replicate. The RPD value must fall within statistically based limits. In addition, there must be agreement between three of the top five categories.
- Daily quality control includes a blind spore trap challenge and a blind fungal culture identification challenge. Each analyst must correctly identify a spore or other airborne particulate from an old spore trap slide and identify a slide prepared from a fungal culture, respectively.
- Monthly quality control includes quantifying and identifying a viable culture to genus level.
- Prior to analyzing samples, each microscope's Kohler illumination is checked. The microscope fields of view are calibrated annually.
- The lactophenol dye, slides, cover slips and spore traps are checked on a daily basis to assure that there is no contamination. Upon initial receipt, one spore trap from each lot that Galson Laboratories receives is checked for possible contamination.
- Media used for viable analysis is tested upon receipt for both sterility and growth promotion.
- A second analyst reexamines samples that have no observable spores.
- All reports are reviewed prior to release by the section supervisor as well as by the QA department.

Galson Laboratories is accredited by the American Industrial Hygiene Association (AIHA) and participates in their Environmental Microbiology Proficiency Analytical Testing Program (EMPAT) as part of the accreditation process.

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1085459
Vendor Name: Galson Laboratories
Invoice Number: 522528128
Invoice Date: 07/12/18
PO Number:
Check Number: E0068497
Check Amount: \$ 270.00
Check Date: 08/01/2018
Department ID: 00761
Reviewer Name: None
Voucher Number: V0521440
Redaction Type: Other
Document Type: AP Invoice

Document Below



GALSON

INVOICE

SGS North America Inc.

Login No : L449051
Project : STANDARD
PO No : 358836
Site : CHC Project

Invoice No : 522528128
Invoice Date : 12-JUL-18
Account No : 19758
Client Project : INDOOR AIR QUALITY

Bill To : Accounts Payable
College of DuPage
425 FAWELL BLVD
Glen Ellyn IL 60137

Report To : Ms. Trisha Sowatzke

TERMS: NET 30 DAYS
Finance charges will be
applied based on the terms
and conditions of sale.

Sample #	Client ID	Media	Analysis	Unit	Price
L449051-1	CHC3 OUTSIDE -2070	Spore Trap	IF-AIRS/Standard Mold Screen	\$	45.00
L449051-2	CHC 2025K -1973	Spore Trap	IF-AIRS/Standard Mold Screen	\$	45.00
L449051-3	CHC 2025E -1946	Spore Trap	IF-AIRS/Standard Mold Screen	\$	45.00
L449051-4	CHC 1007A -1952	Spore Trap	IF-AIRS/Standard Mold Screen	\$	45.00
				Subtotal :	\$ 180.00
				Amount Due :	\$ 180.00

(Charges are displayed in US Dollars)

Electronic Payments:
SGS North America Inc.
Citibank NA
One Penn's Way
New Castle, DE USA

Please Remit To: SGS North America Inc., P.O. Box 2506, Carol Stream, IL 60132-2506
Phone: 888-432-5227

From: patricia.gregorich@sgs.com
Sent: Thu Jul 12 08:11:08 CDT 2018
To: invoicing@cod.edu
CC:
Subject: SGS Galson Labs Invoice 522528128 for account 19758 for 180

Here is the invoice for your samples from location CHC Project, project INDOOR AIR QUALITY received in our laboratory on 07/09/2018. Viewing the attached PDF report requires that the free Adobe Acrobat reader be installed on your computer. Instructions for downloading and installing the Acrobat reader can be found at <http://www.adobe.com/products/acrobat/readstep2.html> Should you have any questions please call your representative, Patty Gregorich at (888) 432-5227. Thank you! Information in this email and any attachments is confidential and intended solely for the use of the individual(s) to whom it is addressed or otherwise directed. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Company. Finally, the recipient should check this email and any attachments for the presence of viruses. The Company accepts no liability for any damage caused by any virus transmitted by this email. All SGS services are rendered in accordance with the applicable SGS conditions of service available on request and accessible at <http://www.sgs.com/en/Terms-and-Conditions.aspx>

[attachment: L449051_inv_528128.pdf]

1Z6035410354839503

Date: 07/09/18

Shipper: UPS

Initials: MAK



Prep: UNKNOWN

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CHAIN OF CUSTODY

64

4449051

Turn Around Time (TAT): (surcharge)		You may edit and complete this COC electronically by logging in to your Client Portal account at https://portal.galsonlabs.com/					
<input type="checkbox"/> Standard	0%	Client Acct No.: 19758		Report To: Ms. Trisha Sowatzke	Invoice To: Accounts Payable		
<input type="checkbox"/> 4 Business Days	35%	Company Name: College of DuPage		Company Name: College of DuPage			
<input type="checkbox"/> 3 Business Days	50%	Address 1: 425 Fawell Blvd.		Address 1: 425 FAWELL BLVD			
<input type="checkbox"/> 2 Business Days	75%	Address 2: IC 1405A		Address 2:			
<input type="checkbox"/> Next Day by 6pm	100%	City, State Zip: Glen Ellyn, IL 60137		City, State Zip: Glen Ellyn, IL 60137			
<input type="checkbox"/> Next Day by Noon	150%	Phone No.: 630 - 942 - 2589		Phone No.: 630 - 942 - 2589			
<input type="checkbox"/> Same Day	200%	Cell No.:		Email Address: invoicing@cod.edu			
<input checked="" type="checkbox"/> Samples submitted using the FreePumpLoan™ Program		CS Rep: TLANCASTER		Comments:		P.O. No.: 358836	
<input type="checkbox"/> Samples submitted using the FreeSamplingBadges™ Program		Online COC No.: 157354-A		Payment info.: <input type="checkbox"/> I will call SGS Galson to provide credit card info <input type="checkbox"/> Card on File (enter the last five digits on the line below)			
		15LPM GS					
Comments:				State Sampled: IL	Please indicate which OEL(s) this data will be used for: <input type="checkbox"/> OSHA PEL <input type="checkbox"/> ACGIH TLV <input type="checkbox"/> MSHA <input type="checkbox"/> Cal OSHA <input type="checkbox"/> IAQ: Specify Limit(s) <input type="checkbox"/> Other: Specify Other		
Site Name: CHC Project		Project: Indoor Air Quality Project		Sampled By: PAS		List description of industry or Process/interferences present in sampling area: Classroom / office ENVIRONMENT	
Sample ID * (Maximum of 20 Characters)	Date Sampled *	Collection Medium	Sample Volume Sample Time Sample Area *	Liters Minutes in ³ , cm ³ , ft ³ *	Analysis Requested	Method Reference ^	Hexavalent Chromium Process (e.g., welding, plating, painting, etc.)
CHC3 outside 248-2070	7-5-18	Air-O-Cell		10 min	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	
CHC 2025K 2618-1973	7-5-18	Air-O-Cell		10 min	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	
<input type="checkbox"/> * If the method(s) indicated on the COC are not our routine/preferred method(s), we will substitute our routine/preferred methods. If this is not acceptable, check here to have us contact you.							
Chain of Custody	Print Name / Signature		Date	Time	Print Name / Signature		Date
Relinquished By:					Received By:		
Relinquished By:					Received By: Michelle Krause		7/9/18 1057
<p>* You must fill in these columns for any samples which you are submitting.</p> <p>Samples received after 3pm will be considered as next day's business.</p> <p>Online COC No.: 157354 Prep No.: PSY485516 Account No.: 19758 Draft: 6/28/2018 9:27:29 AM</p>							
All services are rendered in accordance with the applicable SGS General Conditions of Service accessible via: http://www.sgs.com/en/Terms-and-Conditions.aspx							



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CHAIN OF CUSTODY

Comments :

Sample ID * (Maximum of 20 Characters)	Date Sampled *	Collection Medium	Sample Volume Sample Time Sample Area *	Liters Minutes in ² , cm ² , ft ² *	Analysis Requested	Method Reference ^	Hexavalent Chromium Process (e.g., welding, plating, painting, etc.)
CHC 2025E 2618-1946	7-5-18	Air-O-Cell		10 MIN	Standard Mold Screen	In-house: IB- AIROCELL; Microscopy	
CHC 1007A 2618-1952	7-5-18	Air-O-Cell		10 MIN	Standard Mold Screen	In-house: IB- AIROCELL; Microscopy	
		Air-O-Cell			Standard Mold Screen	In-house: IB- AIROCELL; Microscopy	
		Air-O-Cell			Standard Mold Screen	In-house: IB- AIROCELL; Microscopy	
		Air-O-Cell			Standard Mold Screen	In-house: IB- AIROCELL; Microscopy	
		Air-O-Cell			Standard Mold Screen	In-house: IB- AIROCELL; Microscopy	

☐ ^ If the method(s) indicated on the COC are not our routine/preferred method(s), we will substitute our routine/preferred methods. If this is not acceptable, check here to have us contact you.

Chain of Custody	Print Name / Signature	Date	Time		Print Name / Signature	Date	Time
Relinquished By:	Patricia A. Smatka	7-5-18	14:58	Received By:			
Relinquished By:				Received By:	Michelle Krause	7/9/18	1057

* You must fill in these columns for any samples which you are submitting.

Samples received after 3pm will be considered as next day's business.

Online COC No.: 157354

Prep No.: PSY485516

Account No.: 19758

Draft: 6/28/2018 9:27:29 AM

All services are rendered in accordance with the applicable SGS General Conditions of Service accessible via: <http://www.sgs.com/en/Terms-and-Conditions.aspx>



GALSON
LABORATORIES

6601 Kirkville Road
East Syracuse, NY 13057-0369
Phone: (888) 432-5227
Fax: (315) 437-0571
www.galsonlabs.com

Analytical Notes for Microbiology **Air-O-Cell™ Cassettes and other Spore Traps**

Air-O-Cell™ cassettes and other spore traps may capture non-microbial particles that may interfere with spore counts. Galson Laboratories provides an estimation of the density of these particles, referred to as a Crowding Factor. The Crowding Factor ranges from 0 to 5 and is explained below. High levels of particulate matter on the impaction medium may bias the analysis by obscuring or covering spores. In addition, particle capture efficiency may decrease with high levels of particulate matter.

<i>Crowding Factor</i>	<i>Explanation</i>
0	No particles detected. This is typical of blank samples. Because most air samples typically contain some particles, absence of particulate matter could indicate improper sampling if the sample was not meant to be a blank.
1	Particles are far apart and in low numbers. Particulate matter covers approximately <5% of the impaction area. Spore counts not affected or minimally affected by the particle load.
2	Particles are close together and/or overlapping, and some spores may be obscured. Particulate matter covers approximately 5% to 25% of the impaction area. Spore counts may be biased low.
3	Particles are moderately crowded. It is likely that some spores are obscured. Particulate matter covers approximately 25% to 75% of the impaction area. Spore counts are likely biased low.
4	Particles are crowded, frequently obscuring spores. Particulate matter covers approximately 75% to 90% of the impaction area. Spore counts are likely biased low. The degree of bias increases with the percent of the trace that is occluded.
5	Particles are overcrowded making analysis impossible; no spore counts provided. If certain spores are readily detectable, they are reported as "Detected". If heavy quantities of spores are observed along the edges of the trace, this is footnoted in the report.

Counts for any genus that exceed 300 spores are estimated to two significant figures.

GALSON LABORATORIES INC. IS NOW PART OF SGS, THE WORLD'S LEADING INSPECTION, VERIFICATION, TESTING AND CERTIFICATION COMPANY.



The list of fungal spores reported is:

Alternaria

Ascospores – includes all ascospores with the exception of *Chaetomium*.

Aspergillus/Penicillium-like – These two genera are grouped together as the spores are indistinguishable on a spore trap.

Basidiospores – This includes all basidiospores, even ones that can be identified to genus level, such as *Ganoderma*.

Bipolaris/Drechslera – *Helminthosporium* and *Exserohilum* are included in this grouping.

Chaetomium – Due to its unique shape and due to the fact that it may be associated with indoor mold problems, this ascospore is reported separate from other ascospores.

Cladosporium

Curvularia

Rusts/Smuts – Myxomycetes and *Periconia* are included in this grouping.

Stachybotrys – This includes *Memnoniella*.

Ulocladium

Other/Unidentified – "Other" includes spores that can be identified, but are rarely observed and/or are typically seen in small quantities. They include: *Acremonium*, *Botrytis*, *Cercospora*, *Epicoccum*, *Fusarium*, *Nigrospora*, *Oidium*, *Paecilomyces*, *Pestalotia*, *Pestalotiopsis*, *Pithomyces*, *Polythrincium*, *Scopulariopsis*, *Spegazzinia*, *Stemphylium*, *Taeniolella*, *Tetraploa*, *Torula*, and *Trichoderma*, and *Zygophiala*.

"Unidentified" includes broken and dehydrated spores, spores that are partially obscured by debris, and spores that can't be categorized using microscopy alone.

In addition, other analytes that will be shown on reports include mycelial fragments (hyphae) and pollen.

Reports for expanded analysis include the above list with the addition of skin cells and fibers.

Generally, 100% of the sample deposit is analyzed. However, some analytes with high counts may be estimated based on the analysis of a portion of the slide and the results extrapolated. In these cases, the reported values will differ between the "Raw Count" and "Total Count" columns. For example, if an analyst observed 304 basidiospores after analyzing 25% of the sample, the estimated value is 1216. The final report would show 304 in the "Raw Count" column and 1200 in the "Total Count" column (the "Total Column" is rounded to two significant figures).



Direct Microscopic Examination (Screens)

- The analytes that we report are the same as those listed for spore traps with the exceptions of pollen, skin cells, and fibers.
- Due to the inherent nature of screen samples, a spore count is not performed.
- Upon special request counts may be performed on swab, liquid, or bulk screens. Counts are never performed on tape lifts due to the nature of the samples to not have uniform distribution of spores.
- The amount of a particular spore detected is reported as a "Level of contamination": Light, Moderate, or Heavy.
- The level of contamination is a subjective measurement and corresponds to the general quantity of spores present in a sample. It also describes the amount of spores relative to one another.

Viable Fungi Analysis

- Standard growing conditions for viable fungi are $25^{\circ}\text{C} \pm 1^{\circ}\text{C}$ for 7 days.
- Standard growing conditions for viable thermophilic fungi are $37^{\circ}\text{C} \pm 1^{\circ}\text{C}$ for 7 days.
- Results are reported in colony forming units (CFUs). A CFU can originate from one or many spores.
- Galson Laboratories uses and provides Potato Dextrose agar for all cultureable fungal methods. We have found Potato Dextrose agar to be suitable for the culture of the widest range of organisms. Other agars submitted or requested by clients are grown under the above standard conditions unless otherwise requested by the client.
- Some fungi may not produce identifiable structures in culture or under standard growing conditions. These fungi will be considered sterile hyphae and reported as such.
- Lack of growth under standard conditions does not preclude the presence of fungi or its viability in a sample.
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Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1085459

Vendor Name: Galson Laboratories

Invoice Number: 522528131

Invoice Date: 07/12/18

PO Number:

Check Number: E0068497

Check Amount: \$ 270.00

Check Date: 08/01/2018

Department ID: 00761

Reviewer Name: None

Voucher Number: V0521441

Redaction Type: Other

Document Type: AP Invoice

Document Below



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INVOICE

SGS North America Inc.

Login No : L449056
Project : STANDARD
PO No : 358836
Site : TEC PROJECT

Invoice No : 522528131
Invoice Date : 12-JUL-18
Account No : 19758
Client Project : WATER DAMAGED WALL

Bill To : Accounts Payable
College of DuPage
425 FAWELL BLVD
Glen Ellyn IL 60137

Report To : Ms. Trisha Sowatzke

TERMS: NET 30 DAYS
Finance charges will be
applied based on the terms
and conditions of sale.

Sample #	Client ID	Media	Analysis	Unit Price
L449056-1	TEC1038A 2618-1980	Spore Trap	IF-AIRS/Standard Mold Screen	\$ 45.00
Subtotal :				\$ 45.00
Amount Due --->				\$ 45.00

(Charges are displayed in US Dollars)

APPROVED
07/30/18 - BRIAN CAPUTO

Please Remit To: SGS North America Inc., P.O. Box 2506, Carol Stream, IL 60132-2506
Phone: 888-432-5227

From: patricia.gregorich@sgs.com
Sent: Thu Jul 12 08:17:46 CDT 2018
To: invoicing@cod.edu
CC:
Subject: SGS Galson Labs Invoice 522528131 for account 19758 for 45

Here is the invoice for your samples from location TEC PROJECT, project WATER DAMAGED WALL received in our laboratory on 07/09/2018. Viewing the attached PDF report requires that the free Adobe Acrobat reader be installed on your computer. Instructions for downloading and installing the Acrobat reader can be found at <http://www.adobe.com/products/acrobat/readstep2.html> Should you have any questions please call your representative, Patty Gregorich at (888) 432-5227. Thank you! Information in this email and any attachments is confidential and intended solely for the use of the individual(s) to whom it is addressed or otherwise directed. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Company. Finally, the recipient should check this email and any attachments for the presence of viruses. The Company accepts no liability for any damage caused by any virus transmitted by this email. All SGS services are rendered in accordance with the applicable SGS conditions of service available on request and accessible at <http://www.sgs.com/en/Terms-and-Conditions.aspx>

[attachment: L449056_inv_528131.pdf]

L449056

SGS**GALSON****CHAIN OF CUSTODY**

Turn Around Time (TAT):	(surcharge)	You may edit and complete this COC electronically by logging in to your Client Portal account at https://portal.galsonlabs.com/						
<input type="checkbox"/> Standard	0%							
<input type="checkbox"/> 4 Business Days	35%							
<input type="checkbox"/> 3 Business Days	50%							
<input type="checkbox"/> 2 Business Days	75%							
<input type="checkbox"/> Next Day by 6pm	100%							
<input type="checkbox"/> Next Day by Noon	150%							
<input type="checkbox"/> Same Day	200%							
<input checked="" type="checkbox"/> Samples submitted using the FreePumpLoan™ Program								
<input type="checkbox"/> Samples submitted using the FreeSamplingBadges™ Program								
		Client Acct No.: 19758	Report To: Ms. Trisha Sowatzke	Invoice To: Accounts Payable				
		Company Name: College of DuPage	Company Name: College of DuPage					
		Address 1: 425 Fawell Blvd.	Address 1: 425 FAWELL BLVD					
		Address 2: IC 1405A	Address 2:					
		City, State Zip: Glen Ellyn, IL 60137	City, State Zip: Glen Ellyn, IL 60137					
		Phone No.: 630 - 942 - 2589	Phone No.: 630 - 942 - 2589					
		Cell No.:	Email Address: invoicing@cod.edu					
		Email reports to: sowatz@cod.edu	Comments:					
		Comments:	P.O. No.: 358836					
		Online COC No.: 157354 -C	Payment info.: <input type="checkbox"/> I will call SGS Galson to provide credit card info					
			<input type="checkbox"/> Card on File (enter the last five digits on the line below)					
		15LPM						
Comments:			State Sampled: IL	Please indicate which OEL(s) this data will be used for:				
				<input type="checkbox"/> OSHA PEL <input type="checkbox"/> ACGIH TLV <input type="checkbox"/> MSHA <input type="checkbox"/> Cal OSHA				
				<input type="checkbox"/> IAC: <input type="checkbox"/> Other: <input type="checkbox"/> Specify Limit(s) <input type="checkbox"/> Specify Other				
Site Name: TEC Project	Project: Water Damaged Wall	Sampled By: PAS	List description of industry or Process/interferences present in sampling area: Classroom Environment					
Sample ID * (Maximum of 20 Characters)	Date Sampled *	Collection Medium	Sample Volume Sample Time Sample Area *	Liters Minutes in ² , cm ² , ft ² *	Analysis Requested	Method Reference *	Hexavalent Chromium Process (e.g., welding, plating, painting, etc.)	
TEC 1038A 2618-1980	7-5-18	Air-O-Cell		10 MIN	Standard Mold Screen	In-house: IB- AIROCELL; Microscopy		
		Air-O-Cell			Standard Mold Screen	In-house: IB- AIROCELL; Microscopy		
<input type="checkbox"/> * If the method(s) indicated on the COC are not our routine/preferred method(s), we will substitute our routine/preferred methods. If this is not acceptable, check here to have us contact you.								
Chain of Custody	Print Name / Signature	Date	Time		Print Name / Signature	Date	Time	
Relinquished By:	Patricia A. Sowatzke	7-5-18	14:58	Received By:				
Relinquished By:				Received By:	Michelle Krause	7/9/18	1057	
* You must fill in these columns for any samples which you are submitting.								
Samples received after 3pm will be considered as next day's business.								
Online COC No.: 157354 Prep No.: PSY485516 Account No.: 19758 Draft: 6/28/2018 9:27:29 AM								
All services are rendered in accordance with the applicable SGS General Conditions of Service accessible via: http://www.sgs.com/en/Terms-and-Conditions.aspx								



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6601 Kirkville Road
East Syracuse, NY 13057-0369
Phone: (888) 432-5227
Fax: (315) 437-0571
www.galsonlabs.com

Analytical Notes for Microbiology **Air-O-Cell™ Cassettes and other Spore Traps**

Air-O-Cell™ cassettes and other spore traps may capture non-microbial particles that may interfere with spore counts. Galson Laboratories provides an estimation of the density of these particles, referred to as a Crowding Factor. The Crowding Factor ranges from 0 to 5 and is explained below. High levels of particulate matter on the impaction medium may bias the analysis by obscuring or covering spores. In addition, particle capture efficiency may decrease with high levels of particulate matter.

<i>Crowding Factor</i>	<i>Explanation</i>
0	No particles detected. This is typical of blank samples. Because most air samples typically contain some particles, absence of particulate matter could indicate improper sampling if the sample was not meant to be a blank.
1	Particles are far apart and in low numbers. Particulate matter covers approximately <5% of the impaction area. Spore counts not affected or minimally affected by the particle load.
2	Particles are close together and/or overlapping, and some spores may be obscured. Particulate matter covers approximately 5% to 25% of the impaction area. Spore counts may be biased low.
3	Particles are moderately crowded. It is likely that some spores are obscured. Particulate matter covers approximately 25% to 75% of the impaction area. Spore counts are likely biased low.
4	Particles are crowded, frequently obscuring spores. Particulate matter covers approximately 75% to 90% of the impaction area. Spore counts are likely biased low. The degree of bias increases with the percent of the trace that is occluded.
5	Particles are overcrowded making analysis impossible; no spore counts provided. If certain spores are readily detectable, they are reported as "Detected". If heavy quantities of spores are observed along the edges of the trace, this is footnoted in the report.

Counts for any genus that exceed 300 spores are estimated to two significant figures.

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The list of fungal spores reported is:

Alternaria

Ascospores – includes all ascospores with the exception of *Chaetomium*.

Aspergillus/Penicillium-like – These two genera are grouped together as the spores are indistinguishable on a spore trap.

Basidiospores – This includes all basidiospores, even ones that can be identified to genus level, such as *Ganoderma*.

Bipolaris/Drechslera – *Helminthosporium* and *Exserohilum* are included in this grouping.

Chaetomium – Due to its unique shape and due to the fact that it may be associated with indoor mold problems, this ascospore is reported separate from other ascospores.

Cladosporium

Curvularia

Rusts/Smuts – Myxomycetes and *Periconia* are included in this grouping.

Stachybotrys – This includes *Memnoniella*.

Ulocladium

Other/Unidentified – “Other” includes spores that can be identified, but are rarely observed and/or are typically seen in small quantities. They include: *Acremonium*, *Botrytis*, *Cercospora*, *Epicoccum*, *Fusarium*, *Nigrospora*, *Oidium*, *Paecilomyces*, *Pestalotia*, *Pestalotiopsis*, *Pithomyces*, *Polythrincium*, *Scopulariopsis*, *Spegazzinia*, *Stemphylium*, *Taeniolella*, *Tetraploa*, *Torula*, and *Trichoderma*, and *Zygophiala*.

“Unidentified” includes broken and dehydrated spores, spores that are partially obscured by debris, and spores that can't be categorized using microscopy alone.

In addition, other analytes that will be shown on reports include mycelial fragments (hyphae) and pollen.

Reports for expanded analysis include the above list with the addition of skin cells and fibers.

Generally, 100% of the sample deposit is analyzed. However, some analytes with high counts may be estimated based on the analysis of a portion of the slide and the results extrapolated. In these cases, the reported values will differ between the “Raw Count” and “Total Count” columns. For example, if an analyst observed 304 basidiospores after analyzing 25% of the sample, the estimated value is 1216. The final report would show 304 in the “Raw Count” column and 1200 in the “Total Count” column (the “Total Column” is rounded to two significant figures).



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Direct Microscopic Examination (Screens)

- The analytes that we report are the same as those listed for spore traps with the exceptions of pollen, skin cells, and fibers.
- Due to the inherent nature of screen samples, a spore count is not performed.
- Upon special request counts may be performed on swab, liquid, or bulk screens. Counts are never performed on tape lifts due to the nature of the samples to not have uniform distribution of spores.
- The amount of a particular spore detected is reported as a "Level of contamination": Light, Moderate, or Heavy.
- The level of contamination is a subjective measurement and corresponds to the general quantity of spores present in a sample. It also describes the amount of spores relative to one another.

Viable Fungi Analysis

- Standard growing conditions for viable fungi are $25^{\circ}\text{C} \pm 1^{\circ}\text{C}$ for 7 days.
- Standard growing conditions for viable thermophilic fungi are $37^{\circ}\text{C} \pm 1^{\circ}\text{C}$ for 7 days.
- Results are reported in colony forming units (CFUs). A CFU can originate from one or many spores.
- Galson Laboratories uses and provides Potato Dextrose agar for all culturable fungal methods. We have found Potato Dextrose agar to be suitable for the culture of the widest range of organisms. Other agars submitted or requested by clients are grown under the above standard conditions unless otherwise requested by the client.
- Some fungi may not produce identifiable structures in culture or under standard growing conditions. These fungi will be considered sterile hyphae and reported as such.
- Lack of growth under standard conditions does not preclude the presence of fungi or its viability in a sample.
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