



## **SAMPLE ACCEPTANCE POLICY**

*This policy outlines the criteria samples must meet to be accepted.*

### **CHAIN-OF-CUSTODY (COC) DOCUMENTATION (MANDATORY):**

*The following is required on each COC:*

- Sample ID or the location, date and time of collection, collector's name, preservation type, sample type, and any other special remarks concerning the sample.
- The COC must be completed in ink.
- Signature and date of relinquishing party.

*In the absence of a COC at sample receipt, client will complete a COC, which must be approved prior to proceeding with the analysis.*

### **SAMPLE INTEGRITY (MANDATORY):**

*Samples are inspected upon arrival to ensure that sample integrity was not compromised during transfer to the laboratory.*

- Sample containers must arrive in good condition (not broken or leaking).
- Samples must be labeled appropriately.
- The correct type of sample bottle must be used for the method requested.
- An appropriate sample volume, or weight, must be received.
- Sample IDs and number of containers must reconcile with the COC.
- Samples must be received well within the method defined holding time for regulatory reporting.

### **TEMPERATURE REQUIREMENT (VARIES BY SAMPLE MATRIX):**

- Aqueous and Non-aqueous (compliance) samples must be shipped and stored cold, at 0°C to 6°C
- The sample temperature must be recorded on the COC.

*Any samples not meeting the above criteria are noted on the COC. Samples with any integrity issues must be resolved prior to proceeding with the analysis. Any resolutions are documented. Data associated with samples received outside of this acceptance policy will be qualified on the original COC and/or on the final report and most likely will not be able to be reported for regulatory purposes.*