

# Sample Acceptance Policy

Please read carefully: Regulatory agencies require all samples received at Specialty Analytical meet the following criteria:

Documentation: Samples will be submitted with a Chain of Custody including the following information; sample identification, location, date and time of collection, collector's name and signature, sample matrix type, analysis requested and any comments regarding the sample.

Temperature: Sample temperatures are checked when received. Samples requiring thermal preservation must be between 1 C° to 6 C°. All samples must be at the required temperature within 6 hours of collection.

Containers: Samples must be collected in proper containers with proper preservation for the analysis requested.

Container Labeling: Samples must be properly labeled with the client's unique identification and preservation. Indelible ink and waterproof labels are required. Labels are provided with sampling containers.

Holding Times: Samples must be received in time for the analysis to be completed within the method specific holding time. The following methods have hold times of 24 hours or less: pH, residual chlorine, hexavalent chromium and all bacteria analysis. The following methods have hold times of 48 hours: nitrate/nitrite, orthophosphate, color, turbidity, BOD, and settleable solids.

Sample Volume: Samples must contain sufficient volume to perform the analysis. Containers for volatile analysis must be free from headspace.

Sample Damage or Contamination: Ensure that all containers are received in good condition by packing coolers with bubble wrap, packing paper or equivalent. Any broken container that appears to have been contaminated will not be analyzed. The client will be notified immediately.

Safety Recommendations for Sampling: Bottles containing preservatives such as acids or bases need to be handled with certain safety precautions. Safety glasses and gloves should be worn during sampling. If any skin is exposed to preservative or preserved sample, immediately rinse area thoroughly with water.

**IMPORTANT:** You will be notified if any samples receiving criteria is not met and a decision to proceed with the analysis will be required. Your final report will note any noncompliance with this policy and the data may be reviewed and/or rejected for regulatory compliance.