



## Sample Acceptance Policy

This sample acceptance policy outlines the circumstances in which received samples are accepted or rejected by Green Analytical Laboratories (GAL). If any of the below criteria are not met, it may delay processing of samples, possibly compromising short holding time analyses. When received samples do not meet these criteria, GAL will contact the client. If immediate contact cannot be made, and hold times are not an issue, samples will be appropriately stored until the situation is clarified with the client. If a delay in sample processing results in missing hold times, and GAL deems there is sufficient information on the Chain-of-Custody (COC), the lab will proceed with sample log-in and processing; however, GAL will not assume any liability for samples processed under these circumstances.

Data from samples that do not meet the sample acceptance criteria are flagged and/or addressed in a case narrative, with the nature of the deviation clearly defined. Samples must have written authorization from the client to proceed if not in compliance with this guidance.

1. Complete COC with the following information:
  - Unique sample identification, date and time of collection, sample matrix, analysis requested, sampler's name, preservation type, client name and address, signature of the relinquishing party and date/time that the samples were relinquished.
  - PWSID, Facility ID and Sample ID are required for compliance samples.
2. Sample temperature upon receipt of less than or equal to 6°C, not frozen, as applicable to the method.
  - In the event that samples are collected on the same day that they are received by the laboratory, they are deemed acceptable if they are received on ice and the cooling process has begun.
  - Compliance samples must meet these criteria to be accepted, all others may be accepted with permission from the client and the data must be flagged and/or addressed in a case narrative.
3. Sample containers and preservatives must be appropriate for the test and method being requested on the COC.
  - In the event that samples are not in the appropriate container with appropriate preservative, compliance samples must be rejected. All non-compliance samples may be accepted with client approval and the data must be flagged accordingly.
4. Samples must be labelled correctly and correspond to the identification written on the COC. In the event that they do not, the client must be notified and provide written clarification.
5. Adequate sample volume must be provided for the analyses requested on the COC. If not, the client must be notified.
6. Containers for volatile analyses should be free of headspace. Any bubbles present must be smaller than 6mm in diameter.
7. Sufficient holding time available to perform the analyses requested. In the event that a preparation or analysis is performed outside of the associated holding time, the data will be qualified in the report.

**If you require additional information or clarification, please do not hesitate to contact GAL at (970) 247-4220.**