

SAMPLE ACCEPTANCE POLICY

Spectrum Analytical is committed to maintaining the integrity of all samples submitted for laboratory analyses. ***All samples submitted must have labels attached to each container identifying the sample ID, site location, and/or project number and the collection date written in indelible ink and also must be accompanied by a Chain of Custody (COC) document.***

Samples may be rejected for any of the following reasons pending client notification:

- Outside surfaces of sample containers have not been properly decontaminated after sample collection.
- There is incomplete or missing documentation.
- The identification of a sample container is questionable or unidentifiable.
- The sample is received outside the holding time for the analysis requested.
- Inadequate sample volume/amount to perform all analyses requested.
- The sample is preserved improperly or in an inappropriate container.
- There are discrepancies between the COC and sample labels..
- VOA vials contain air bubbles of sizes greater than 1% of the vial volume.
- Samples have high levels of polychlorinated dibenzo-*p*-dioxins/dibenzofurans (PSDD/PCDFs) or high levels of gross alpha or beta radiation.

CHAIN OF CUSTODY RECORD - INSTRUCTIONS

GENERAL

1. All applicable information must be completed.
2. Forms must be completed legibly and in indelible ink.
3. Any errors must be corrected by a single line strikethrough along with the date and initials of the individual making the correction.

FORM COMPLETION

4. **Page Numbering** - Enter the total number of pages and the page number of each individual page.
5. **Special Handling** – Turn Around Time (TAT) - Indicate date needed.
6. **Report To** - Enter the company name, address, phone and fax numbers.
7. **Project Mgr.** - Enter the Project Manager's name.
8. **Invoice To** - Enter the company name, address, phone and fax numbers.
9. **P.O. No.** - Enter P.O. number to appear on invoice.
10. **RQN** - List quotation number if applicable.
11. **Project Number/Site Name/Location/State** - Enter project number (if applicable). The project name and location/state must be completed.
12. **Sampler(s)** - Print name(s) of sampler(s) and the organization by which they are employed.
13. **SAMPLE INFORMATION** - It is the intent of this form that each unique sample taken from the same location at the same time be listed per line.
 - a. **Lab Id.** - For laboratory use only.
 - b. **Sample ID** - Enter the field sample ID number(s) of each unique sample (s).
 - c. **Date and Time** - Enter the date and time sampled. Military time preferred.
 - d. **Type** - Enter whether a grab ("G") or composite ("C") sample.
 - e. **Matrix** - Enter a matrix code (see codes listed on COC).
 - f. **Containers** - Enter number of containers provided under the appropriate container type(s).
 - g. **Analyses** - Specify the test(s) to be requested including any required method number(s).
 - h. **Preservatives** - Enter a preservative code in the cell above the test requested (see codes listed on COC).
 - i. **Notes** - Pertinent remarks about the sample or sample condition may be noted.
 - j. **QA/QC Reporting Level** – Check appropriate reporting level and indicate and applicable limits to be met.
14. **REPORT DELIVERY** - Indicate whether results are to be emailed and list email address. Also indicate EDD format if one is needed in addition to PDF of laboratory report.
15. **Condition Upon Receipt** - For laboratory use only.
16. **SIGNATURES FOR CUSTODY PURPOSES** - Use as many lines as necessary to show transfer and receipt of samples.
 - a. **Relinquished by** - Signature of person who relinquishes samples.
 - b. **Received by** - Signature of person who accepts samples.
 - c. **Date/Time** - List date and time of sample transfer.