

# SAMPLE ACCEPTANCE POLICY

UC Laboratory, Inc.

January 2024

---

*State and Federal Regulations mandate the following requirements for sample acceptance. If any samples do not comply with the following criteria, the client will be notified and the noncompliance will be noted on the final analytical report.*

## **ALL SAMPLES MUST MEET THE FOLLOWING:**

- a) Chain of Custody forms must be filled out completely and properly with water resistant ink, including the sample identification, the location, date and time of collection, collector's name and signature, preservation type, sample type, analytical testing required, number of bottles in cooler and any special comments concerning the sample, such as required reporting limits or additional information required to perform the analysis properly (i.e., time, flow rate, etc).
- b) The sample collector and anyone who has possession of the sample **MUST** sign the chain of custody as an acknowledgement of the terms and conditions. Chain of custody forms are checked for pertinent information.
- c) Proper sample labeling to include unique identification of samples and water resistant labels and the use of water resistant ink (i.e. fine tip sharpie).
- d) Appropriate sample containers must be used and adequate sample volume must be provided. Fill sample bottles to the shoulder, overfilled sample bottles will not be accepted.
- e) All water samples requiring chemical preservation must be preserved within 15 minutes of collection. Pre-preserved bottles will be provided by UC Laboratory upon request.
- f) Samples for microbiological analysis are collected in pre-sterilized 120 mL plastic bottles containing sodium thiosulfate.
- g) All samples must have adequate holding time to be analyzed. For 24 hour composite samples, the holding time begins at the end of collection of the composite sample.
- h) Samples received at the required temperature (usually  $\leq 6^{\circ}\text{C}$ ) or with evidence of chilling process started ("received on ice") meet thermal preservation requirements. Samples that are delivered to the lab the same day as collection may not meet the thermal preservation requirements, in these cases, the samples shall be considered acceptable if there is evidence that the chilling process has begun (sample container is in contact with raw ice). Note: Raw ice does not include gel packs, blue ice packs, etc.
- i) When the sample does not meet the sample collection, holding time, preservation requirements, or where the test required is not fully specified, the laboratory must notify the client and secure another sample if possible. If another sample cannot be secured, the laboratory shall either:
  - a. Retain correspondence and/or records of conversations concerning the final disposition of rejected samples; or
  - b. Fully document any decision to proceed with the analysis of samples not meeting acceptance criteria. The condition of these samples at a minimum is noted on the chain of custody or transmittal form and laboratory receipt documents. The analysis data shall be appropriately "qualified" on the final report.