

## Sample Acceptance Policy and Guidance on Proper Sample Documentation

As part of our continuing effort to advance our communication and reporting to the highest level possible, Eurofins Spectrum Analytical is providing the following guidance concerning Spectrum's Sample Acceptance Policy and proper sample documentation. To this end we have also created an Excel version of our Chain of Custody for more efficient COC documentation. This document can be downloaded from our website at [www.spectrum-analytical.com/forms.aspx](http://www.spectrum-analytical.com/forms.aspx). We encourage clients to compete COCs electronically whenever possible to alleviate possible errors in interpreting hand written documents.

### SAMPLE ACCEPTANCE POLICY

Eurofins Spectrum Analytical is committed to maintaining the integrity of all samples submitted for laboratory analyses. ***All samples submitted must have durable (waterproof) 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. The COC must include proper, full, and complete documentation, which shall include sample identification, the location, date and time of collection, collector's name, preservation type, sample type and any special remarks concerning the sample.***

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.

### ALTERATIONS TO SAMPLE ACCEPTANCE POLICY

- Due to not being preserved, aqueous samples for Acrolein, Acrylonitrile and 2-chloroethylvinyl ether must be analyzed within 72 hours from collection. In order to meet the holding time Spectrum is adjusting its sample acceptance policy for these compounds via EPA 624: *Samples must be received within 24 hour of collection and will only be accepted Mondays through Thursdays.* Samples received outside this timeframe may not be analyzed within 72 hours.
- The incubation period for Heterotrophic Plate Count (HPC) samples is 48 hours and for coliform analysis is 24 hours. For this reason samples for HPC will be accepted until noon on Thursdays and coliforms will be accepted until noon on Fridays.
- BOD samples have a 48-hour holding time and are incubated for a period of five days. For this reason the sample acceptance for BOD samples do not allow for collection on weekends.
- Please note the holding time of samples submitted and allow for sufficient time to process samples within the holding times. Contact our Client Services Department at [SpectrumCS@EurofinsUS.com](mailto:SpectrumCS@EurofinsUS.com) for further adjustments for sample acceptance during holiday weeks or to coordinate sampling events.

### GENERAL DOCUMENTATION TIPS AND GUIDELINES

1. Sample Acceptance Policy and Chain of Custody Record Instructions are included on the back side of all Eurofins Spectrum Analytical COCs. Review this information regularly to ensure proper compliance for full and complete documentation.
2. All applicable information must be completed. Variances in information between sample labels and COC documentation or missing or incomplete information will result in narration of the non-conformance on the laboratory report.

3. Forms must be completed legibly and in indelible ink. NELAC requirements dictate the use of indelible ink. At no time should pencil or ink that may be compromised when wet be used. This poses a potential for misidentifying samples or questions as to whether documentation may have been altered or tampered with.
4. Any errors must be corrected by a single line strikethrough along with the date and initials of the individual making the correction.
5. Spectrum's standard turn around time is 7-10 business days from sample receipt at the laboratory. Rush service is always available and may be coordinated through the use of our Rush Analysis Request Form and are subject to applicable premiums. Please ensure that a rush analysis request be sent in advance of sample submittal. This communication will help us prepare for your samples and assure you of the turn around time. Requests may be submitted online at the following page on our website: [www.spectrum-analytical.com/eservices.aspx](http://www.spectrum-analytical.com/eservices.aspx). For any COCs received without a notation of the TAT requested, standard TAT will be assumed. Please note the specific date of requested results for any TATs outside of Spectrum's standard 7-10 business day turn around time.
6. All COCs must include some form of project identification (site location and/or project number) as well as the State samples were collected. This information is necessary in order to ensure proper QA/QC protocols are achieved as applicable.
7. Project and sample identification as well as sample id and collection date/time listed on COC must match exactly to that listed on sample labels. Any deviations will result in narration of the non-conformance on the laboratory report.
8. Sample containers and preservatives used should be clearly and accurately identified on the chain of custody. Any samples requiring laboratory preservation or filtration should be noted as such on COC. Applicable charges will apply for laboratory filtration of soluble elements.
9. Trip blank(s) must be included as a sample on the COC.
10. Sample analyses should be clearly identified and should include any specific methods as required. Please note that when requesting organic test methods Spectrum will provide the full list of compounds for the applicable method. If abbreviated analyte lists are desired, they must be identified along with the analytical method (i.e. SW846 8270 PAHs only). Please note: Analytical charges corresponding to the full list method will apply if abbreviated list is not originally requested but is requested after reporting.
11. Please remember to check appropriate reporting level. Spectrum's standard report format (level II) includes case narrative, sample results, QC results for blanks, spikes and reference standards. For samples collected in MA or CT, please identify whether MA MCP CAM or CT RCP reporting criteria is required or not.
12. Identify any State-specific reporting standards or applicable limits are to be met. Please note that when referencing limits to be achieved it is imperative to identify which specific standard is needed and not reference a broad category of standards (i.e. GB PMC, RES DEC or SWPC versus requesting CT RSRs which is not specific enough to identify the particular standard to be achieved). Additional charges may apply in the event that applicable limits are not originally requested on the COC and subsequent re-analysis is required to achieve desired limits. Data users should note that requesting regulatory standards doesn't ensure that limits can be met if appropriate methods are not requested on the COC. Often analytes can be reported by different methods/technologies. It is up to the data user to request the methodology needed to meet the desired reporting limits; i.e. 8270 SIM for PAHs, Sb/TI by 6020 vs. 6010, 1,4-Dioxane via SIM, EDB by 504.1, etc.
13. Include any pertinent remarks about the sample or sample condition such as high PID readings, expected high concentrations, observations concerning possible unusual contaminants, etc. as well as any sample specific qc requested (MS/MSD).
14. 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.

Revised May 2016