

## **ACZ** Sample Acceptance Policy

NELAC and state certification requirements mandate criteria for sample acceptance by ACZ Laboratories. If any of the below criteria are not met, it will postpone ACZ's processing of samples, which could compromise "short" holding times and delay analysis. For samples not meeting the sample acceptance policy, ACZ will contact the client. If the client cannot be immediately contacted, and hold times are not an issue, then the samples will be appropriately stored and will not be logged in until the situation is clarified with the client. However, if a delay in sample log-in could result in missed hold times for any of the requested analyses, and if ACZ determines there is enough sufficient information provided on the CCOC, then ACZ will attempt to log-in the samples to meet the hold time(s); however, ACZ will not be liable for any mistakes. For a sample to be unconditionally accepted, the following criteria must be met:

1. Chain of Custody (CCOC) must be complete and include the following information:

- a. Unique client sample ID(s).
- b. Date and time of sample collection.
- c. Sample matrix.
- d. Analysis requested.
- e. Sampler's name.
- f. Reporting name & address.
- g. Billing name & address.
- h. Special disposal considerations (if applicable).
- i. Signature of relinquishing party and date/time samples were relinquished.

For regulatory reasons, ACZ will not accept samples with an incomplete CCOC. All fields of the CCOC must be completed before samples are sent to ACZ. In cases where the CCOC lacks the required information, ACZ will contact the client, and the samples will be logged in for analysis after the situation has been resolved.

2. Sample containers must meet the following criteria:

- a. Unique client ID on the label must correspond to the CCOC.
- b. Waterproof or indelible ink must be used on labels/containers.
- c. Appropriate container must be used for analysis requested.

3. Adequate sample volume must be provided for the analyses requested. Please fill each container completely and tighten lids to prevent leaking.

4. Background radioactivity level must be less than 250 uR/hr (radioactive background is measured by ACZ – samples will be returned to the client if background is too high).

5. Foreign Soil Permit/Quarantine documentation must accompany all applicable samples.

6. No sign of potential physical cross-contamination must be evident. Please pack samples to ensure containers are not damaged during shipping.

7. Analyses having "short" holding times must be delivered to the laboratory in a manner that provides adequate lead time to meet the holding time. Analysis of samples beyond method holding times will be qualified on the analytical report.

8. Samples must be shipped with sufficient ice/ice packs to maintain a temperature  $\leq 6.0^{\circ}\text{C}$ .

9. Samples should arrive with the correct pH for the requested analyses (the pH of samples is checked by ACZ and adjusted if necessary).