



SUBJECT: Sample Acceptance	EFFECTIVE DATE: 2/18/11
	APPROVED BY: QA Officer

NEL SAMPLE ACCEPTANCE POLICY

- **All samples should arrive with proper, full and complete documentation** which includes:
 - Properly completed chain of custody
 - Sample identification
 - Location of sample collection
 - Date & time of collection
 - Collector's name
 - Preservation type
 - Sample type
 - Requested analysis
 - Any special remarks concerning the sample
 - All samples must be received within analysis hold time
- **Proper sample labeling** must include unique identification on the sample bottle(s)/containers(s) printed with indelible ink or other form of permanent marking.
- **Appropriate sample containers** must be used.
- **Adequate sample volume** must be submitted to perform the necessary tests. All bottles/containers must be filled to the rim except in the case of 40 ml glass VOA vials which should be filled to overflowing with no air space. If **soil samples** are submitted, please fill all bottles/containers to the rim except in the case of Volatile Organic or Gasoline Range Organics samples where a plug of soil is inserted into a 40 ml VOA vial. Please see attached Terra Core sampler instructions for additional instructions if this sampling is necessary.
- **All samples must be shipped on ice** so that temperature taken at the laboratory, through the use of an enclosed temperature blank, ranges between 0 and 6 degrees Celsius.
- **Frozen samples will not be accepted.** Clients will be called and the lab will proceed with the analyses requested if the client gives his/her permission to do so. In this case, reports and applicable documentation will be noted appropriately.

If samples received at Northeast Laboratory Services do not meet the above conditions, the samples will either be rejected or qualified on the analytical test report and applicable documentation that they did not meet the above conditions.