

## **SAMPLE ACCEPTANCE POLICY**

All samples submitted to Suburban Laboratories must meet the Sample Acceptance Policy as described herein:

1. Samples must be accompanied by proper, full and complete documentation which shall include a minimum of:
  - a. sample identification;
  - b. the location of collection;
  - c. date and time of collection;
  - d. collector's name;
  - e. emergency contact information (name/phone/email);
  - f. preservation type;
  - g. sample type/matrix; and
  - h. any special remarks concerning the sample
2. Sample containers must include the sample's unique identification recorded on a durable water resistant label using indelible ink.
3. Sample containers must be appropriate to the method and sample type.
4. Samples must arrive at the laboratory with sufficient holding time to adequately process samples.
5. Samples must be of sufficient volume to perform necessary tests.
6. Samples that do not meet the above requirements will be qualified on the final report.

Clients will be contacted for their approval to proceed with processing samples that do not meet the above requirements and/or samples that show noticeable signs of damage, contamination or inadequate preservation. Samples that do not meet the above requirements will be placed on hold pending client approval. Suburban Laboratories shall not be liable for delays caused by samples that do not meet this Sample Acceptance Policy.

Sample containers, labels and chain-of-custody forms are available from Suburban Laboratories. Contact us at (708) 544-3260 to request supplies or with any questions.