

## Sample Acceptance Policy

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Samples will be accepted by A&L Laboratory if they meet the following conditions:

- **The proper, full, and complete documentation must accompany the sample.** This is to include sample identification, the location, the date and time of collection, the collector's name, the type of preservation (if any), the type of sample, any remarks or comments concerning the sample. If required information is missing, the laboratory will attempt to contact the client to acquire the required information. When unable to acquire the necessary information, the final report will be qualified.
- **Proper sample labeling is required.** A unique identification and labeling system for samples utilizing durable (water-resistant) labels and the use of indelible ink. If the laboratory can't distinguish the identity of a sample, it will be rejected and the client will be notified.
- **The use of appropriate sample containers is required.** If the laboratory receives a sample and it is in an inappropriate container, the sample will be run, if possible, and qualified on the final report. If the sample can't be analyzed, it will be rejected and the client notified.
- **The adherence to specified holding times is required.** If the laboratory receives a sample that is out of hold time, than the sample will be rejected or analyzed and the final report will be qualified.
- **Adequate sample volume must be present to perform the necessary testing.** If the laboratory receives a sample with insufficient volume for the requested analysis, then the sample will be rejected and the client notified.
- **No signs of damage, contamination or inadequate preservation.** Samples will be qualified on the final report if the analysis can still be performed. If the analysis can't be performed, then the sample is rejected.

If a sample does not meet A&L Laboratory's Sample Acceptance Policy all deviations are noted on the chain of custody and the client is contacted immediately. If the client insists on continuing with analysis, all deviations from the Sample Acceptance Policy and the client's comments are qualified on the final report.

**This Sample Acceptance Policy will be made available to all clients by being posted in the sample receipt area and available for viewing on the company website ([www.alllaboratory.com](http://www.alllaboratory.com)).**