

## **ESS Laboratory Sample Acceptance Policy**

The following criteria are used by ESS Laboratory to define its sample acceptance policy for regulatory samples:

ESS Laboratory is an environmental analytical laboratory and as such is prepared to handle environmental samples. These include soils, sediments, ground waters, surface waters, and drinking waters. All other samples require notification prior to sending to the laboratory. ESS Laboratory will make provisions to accept caulk, oil, tissue, concrete and other types of matrices. ESS Laboratory will not receive radioactive samples, untreated sewage, samples containing body fluids, or acutely hazardous materials. If client is sending any type of chemical, it must be accompanied by a material safety data sheet.

Samples should be received in coolers on ice and clearly labeled. Tissue samples must be shipped and stored frozen at less than -10°C.

Samples must be received with paperwork (Chain of Custody – available in .pdf or .xls formats) detailing name of sample, date collected, time collected, number of bottles, and analyses required. Chain of Custody (COC) should also include client contact information and any special handling requirements. All samples must be relinquished to the laboratory and received by the laboratory and this information must be documented clearly and legibly on the COC in indelible ink.

Samples should be taken in appropriate containers with appropriate preservation. Refer to the ESS Guide to Sample Handling and Preparation table. Bottles will be furnished upon request.

Upon arrival at the laboratory, ESS will take the temperature of the cooler and record it on the COC and the cooler receipt form. The sample receiver will ensure that the samples are not radioactive and are in good condition (no leaks, air bubbles, broken caps, etc). Samples will be lined up and compared to chain of custody. The COC is signed, formally indicating receipt.

Samples will be assigned a unique barcode ID. A cooler receipt form will be generated and reviewed by the Customer Services Department. All deviations such as temperature, inadequate preservation, insufficient volumes and hold time issues will be recorded. The client will be notified and required to address all deviations before work is initiated on the samples. If the laboratory is required to preserve unpreserved samples, a notation will be made on the cooler receipt form. If the preservation is outside of regulations, the report will contain a statement recording this issue. All deviations outside of regulatory controls will be qualified in the report narrative.