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## **Sample Acceptance Policy**

Con-Test Analytical Laboratories' Sample Acceptance Policy is based on the requirements outlined in the NELAC standard. Samples not meeting the acceptance criteria will not be accepted by the laboratory or will be qualified on the final report. This policy will be available to clients along with sampling instructions, on-line on our company website [www.contestlabs.com](http://www.contestlabs.com), and in our Quality Manual.

All samples submitted to Con-Test Analytical Laboratories must:

- 1) Be accompanied by a chain of custody with proper, full and complete documentation, including sample identification, location, state sample was collected in, date and time of collection, the collector's name, type of preservation (if any), type of sample (matrix), any special comments concerning the sample, tests requested, and desired turn-around time. It is the client's responsibility to communicate specific methods or required detection limits.
- 2) Be labeled appropriately with a unique sample identification written with indelible ink on water resistant labels. If the laboratory cannot determine identity of a sample, it will be rejected and the client will be contacted for further instructions or re-sampling.
- 3) Be in an appropriate sample container. If the container is inappropriate, the client will be contacted for further instructions or re-sampling. If analysis is possible, the final report will be qualified. Samples must be appropriately sealed to prevent leakage or cross-contamination.
- 4) Samples should be shipped in a manner to preserve the sample's safety, quality, and integrity. It is the client's responsibility to ship samples to the lab at the appropriate temperature for sample preservation. Sample temperature will be monitored upon receipt.
- 5) Adhere to specified holding times. If samples are received past the holding time or will expire before the analysis can commence, the client will be notified and asked how to proceed. If the samples are analyzed, they will be qualified in the final report.
- 6) Contain adequate sample volume to perform the necessary testing. If sufficient volume is not present the client will be contacted for further instruction or re-sampling.

If samples show signs of damage, contamination or inadequate preservation, the client will be contacted. If analysis is performed, the final report will be qualified. If analysis can't be performed the client will be notified for further instructions or re-sampling.