

Sample Acceptance Policy

Samples will be accepted by Environmental Chemistry, Inc. (ECI) without qualification if they meet the following conditions:

- The samples are accompanied by complete and appropriate documentation. This includes a chain of custody (COC) form with sample identification, location, date and time of collection, the sampler's name, type of sample, sample matrix and adequate instructions on the analyses requested.
- The samples are properly labeled with unique identification using durable (water resistant) labels and indelible ink. The laboratory must be able to identify the sample in order to analyze the sample.
- There are no discrepancies between the information on the COC, the sample labels and the condition of the samples.
- The samples are in appropriate containers, are preserved appropriately and arrive at the appropriate temperature. Samples for volatile organic analyses do not have a headspace greater than 5-6 mm.
- The samples arrive within adequate time to meet the required holding times for the analyses requested.
- There is adequate sample volume to perform the analyses requested.
- Any hazardous samples are packaged, labeled, transported and delivered in accordance with all applicable federal and state regulations.
- The samples do not show any signs of damage or contamination.

ECI reserves the right to refuse any samples that pose a risk to the laboratory or become unsuitable for handling, transporting or processing.

ECI will provide, at no additional charge, sampling kits with the appropriate forms, labels, containers, preservatives, packing materials and coolers for the analyses requested.

Upon receipt, ECI will perform a complete review of the samples, and immediately inform the client if they do not meet any of the above requirements. A decision will be made whether to re-sample or continue with the analyses. If the client decides to continue with the analyses, all discrepancies will be noted on the final report. In some cases, this may render the data unsuitable for regulatory compliance.

This Sample Acceptance Policy is available on the ECI web page (www.envchem.com) and posted in the ECI sample receipt area.