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## **Sample Acceptance Policy**

Trace Analytical, Inc. has established the below sample acceptance policy to try to ensure the highest quality analytical results for its clients.

Each sample must be associated with a chain of custody filled out and signed by the client.

If samples are received improperly preserved, in inappropriate containers, beyond holding time, with insufficient volume to complete the requested analyses, if there is evidence that the samples were not collected according to approved or accepted protocols, or if the samples show signs of damage or contamination, the client must be notified to discuss these deficiencies, and to determine if the client wishes to continue with the analyses.

All environmental and drinking water samples must be received on ice.

If environmental and/or drinking water samples are being returned to Trace any day beyond the sampling date, they must be received on ice and at a temperature of 0-6°C, if the analyses require. Any analyses requiring 0-6°C as the preservation will be qualified if received outside of the temperature range, if the sampling date is prior to the receipt date.

If the client wishes to continue with the analyses, the data generated from analysis of such samples must be appropriately qualified.

All correspondence with the client must be documented in the Client Correspondence Log on the project file or as an email that will be retained in the client file and attached to the analytical report.

It is also recommended that each sample contain the following information recorded on a water resistant label with indelible ink:

- Client Name
- Unique sample ID
- Location
- Date and time of collection
- Collector's name
- Preservation Type
- Sample Type

If any of the sample labels do not agree with the chain of custody, the client will be notified.

Trace does not accept known radioactive samples for testing and reserves the right to reject any samples that may compromise employee safety.