

EAI-QSM, sec. 7.2 Sample Acceptance Policy

EAI Analytical Labs Sample Acceptance Policy

It is the policy of EAI Analytical Labs that samples not meeting the acceptance criteria, outlined in the 2009 TNI Accreditation standards and tabulated in section 7.1 of the QSM, will not be accepted by the laboratory or will be qualified on the final report. This policy, as well as, the parameters for the specific acceptance criteria will be made available to the client by being posted in the sample receipt area, printed on the chain of custody or available on the website (www.eai-labs.com).

For all samples submitted to EAI Analytical Labs:

The proper, full, and complete documentation must accompany the sample. This is to include some means of 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 additional fields listed on the chain of custody and any special remarks or comments concerning the sample. In the absence of any of the required sample information, the laboratory will attempt to contact the client so as to ascertain the required information. When unable to acquire the necessary information, the final report will be qualified.

Proper sample labeling is required. This is to include a unique identification and a 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(s) will be notified and a resample requested.

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 and a resample requested.

The adherence to specified holding times is required. If the laboratory receives a sample and the hold time has expired or will expire before the analysis can commence, than the sample will be 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 and there isn't enough sample volume for the requested analysis, then the sample will be rejected and the client notified and a resample requested.

When samples show signs of damage, contamination or inadequate preservation the 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 and the client notified and a resample requested.

EAI-QSM, sec. 7.1 Sample Collection, Containers, Preservation and Holding Times

- 1) Samples are collected in accordance with the following parameters:

| SAMPLE COLLECTION AND RECEIPT CRITERIA | | | | |
|--|--|---|---|--|
| Analysis | Container | Preservative | Hold Time | Additional Criteria |
| Biochemical Oxygen Demand (BOD) | Plastic, 250mL | None; ice, <4C | 48hr | |
| Chemical Oxygen Demand (COD) | Glass, 100mL | Sulfuric acid (H_2SO_4), pH < 2; ice <4C | 28day | |
| Haloacetic Acids (HAA5) | 2 40mL glass vials w/ septa | Ammonium chloride; ice, <4C | 14day | No air bubbles |
| Inorganic Chemicals (IOCs) (Metals, anions/alkalinity, and cyanide) | Check, it depends on the lab. | Metals: nitric acid (HNO_3), pH < 2; Anions/Alkalinity: ice, <4C; Cyanide: sodium hydroxide ($NaOH$); Ice, <4C | Metals: 6mo; Anions: 48hr; Mercury: 28 days | |
| Lead & Copper | Plastic, 1L | Nitric acid (HNO_3); | 14 day | |
| Microbiology (Total Coliforms, E. coli & Fecal Coliforms) | Sterile, 125mL | Sodium thiosulfate ($Na_2S_2O_3$); ice, 10C | 30hr; (fecal, HPC, 8hr) | Need at least 100mL of sample and headspace. |
| Nitrate/Nitrite (NO_3/NO_2) | Plastic, 500mL | None; ice, <4C | 48 hr | |
| Radiologicals (RADs) | 1 gal or 2 1L plastic and 40mL glass vial w/ septa | None; | RADs: 6mo; Radon: 3day | No air bubbles in radon vial |
| Radon in water | 40mL glass vial w/ septa | None; ice, <4C | 3day | No air bubbles |
| Synthetic Organic Chemicals (SOCs) | Check, it depends on the lab. | Check, it depends on the lab and if system is chlorinated; ice, <4C | 14day | No air bubbles in 40mL vials. |
| Total Organic Carbon (TOC) | 2 40mL amber glass vials w/ septa | Sulfuric acid (H_2SO_4), pH < 2; ice, <4C | 28day | No air bubbles |
| Total Suspended Solids (TSS) | Plastic, 250mL | None; ice | 7day | |
| Total Trihalomethanes (TTHMs) | 3 40mL glass vials w/ septa | Ascorbic acid & hydrochloric acid (HCl); ice, <4C | 14day | No air bubbles |
| Volatile Organics (VOCs) | 2 40mL glass vials w/ septa | Hydrochloric acid (HCl); ice, <4C | 14day | No air bubbles |