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## **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 NELAC 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](http://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, then 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 <sub>2</sub> SO <sub>4</sub> ), 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 <sub>3</sub> ), 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 <sub>3</sub> );	14 day	
Microbiology (Total Coliforms, E. coli & Fecal Coliforms)	Sterile, 125mL	Sodium thiosulfate (Na <sub>2</sub> S <sub>2</sub> O <sub>3</sub> ); ice, 10C	30hr; (fecal, HPC, 8hr)	Need at least 100mL of sample and headspace.
Nitrate/Nitrite (NO <sub>3</sub> /NO <sub>2</sub> )	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 <sub>2</sub> SO <sub>4</sub> ), 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