

## McHenry Analytical Sample Acceptance Policy

NELAC and state certification requirements mandate criteria for sample acceptance by McHenry Analytical and require a sample acceptance policy that complies with the Federal Guidelines regulating environmental compliance samples. Each sample must be properly collected and submitted in a proper sample container. The container must accompany a properly completed Chain of Custody form. The purpose of the Chain of Custody is to document the possession and control of the sample from collection until disposal. Samples are considered to be under custody if they are in a person's actual physical possession or direct view. Improperly completed Chain of Custody forms may be rejected by laboratory personnel. It is suggested that all samples be submitted on ice or in a cooled state in which the chilling process has begun. If any of the below criteria are not met, it will postpone McHenry Analytical's processing of samples, which could compromise "short" holding times and delay analysis. McHenry Analytical will contact the client regarding samples not meeting the sample acceptance policy. If the client cannot be immediately contacted, and hold times are not an issue, then samples will be appropriately stored and will not be logged in until the situation is clarified with the client. However, if delay in sample log-in could result in missed hold times for any of the requested analyses, and if McHenry Analytical determines there is enough sufficient information provided on the COC, then McHenry Analytical will attempt to log-in the samples to meet the hold time(s); however, McHenry Analytical will not be liable for any mistakes.

### Required Documentation For Sample COC & Sampling Containers

Sample must be in the appropriate container with adequate volume for the requested analysis, Waterproof or indelible ink must be used on labels/containers, Client Name, Address, Phone and Fax number, Contact Name, Sample Type (grab, composite etc.), person submitting samples, Sample Collectors Name and Signature, Unique Client Sample ID that corresponds to the COC, Date and Time of Sample Collection, noting in house sampling and personnel involved, All individuals connected with relinquishing samples to include dates and times relinquished, signatures, Type of Sample Matrix, Total Number of Sample Containers, Analysis Requested, Preservation type, Reporting Name & Address, Billing Name & Address, Any Special remarks concerning the sample

For regulatory reasons, McHenry Analytical will not accept samples with an incomplete COC. All fields of the COC must be completed before samples are sent to McHenry Analytical. In cases where fields of the COC lacks the required information or when samples show signs of damage or contamination, McHenry Analytical will contact the client, and the samples will be logged in for analysis after the situation has been resolved.

### Required Documentation For Laboratory Personnel

Review of Sample Custody Forms, Documentation of Sample Temperature, Date and Time of Sample Receipt Addition of Preservative, Signature and Validation of Custody Forms, Assign Laboratory Tracking Number, Log in Sample in the Laboratory Information System. Laboratory personnel will attempt to review all Chain of Custody forms in a timely manner. However, it may not always be possible to notify one of custody deficiencies prior to the start of the analysis. Therefore, it is not possible for the laboratory to be responsible for any charges incurred as a result of an improperly completed Chain of Custody.

### Policy For Processing Holding Times

The sample submitter must be aware of the required holding times and insure that the samples are delivered to laboratory in time to facilitate proper analysis. Unless otherwise directed by the client when submitting samples, all samples submitted will be analyzed and results qualified if the holding time has expired.

### Policy On Receiving Temperature

It is a requirement that the temperature be recorded on all compliance samples submitted to laboratory. The temperature of the cooler or the sample must be maintained between 1-6 degrees Celsius during transit. In section 5 of the Chain of Custody temperature control is addressed. The submitter must initial this section if they require notification of a temperature deficiency. Unless otherwise directed the sample will be analyzed and the result qualified on the Analytical Analysis Report.

### Policy On Type of Samples Submitted

It is the responsibility of the sample submitter to disclose the purpose of the sample submission. Only samples that are for environmental compliance, general information, or process control will be accepted for testing. Sample testing services are not provided for litigation purposes, consumer product liability, or samples containing hazardous substances. We accept no liability for any data produced, evidentiary control procedures, or disposal fees for sample inadvertently submitted or tested for these purposes.

### Policy On Subcontract Analysis

McHenry Analytical Laboratory reserves the right to subcontract analyses to other certified laboratories. This will occur when operational limitations warrant or when analyses are requested that the laboratory is not certified to perform. Unless otherwise directed by the client at the time of sample submittal, as to not subcontract the sample analyses, the laboratory will subcontract analyses when applicable. McHenry Analytical Water Laboratory or any of its subcontractors do not accept any liability for sample collection, or re-collection costs due to data error, analytical error, matrix interference, hold time, expiration, equipment failure, sample contamination, blank container or any other anomaly inherent to the laboratory industry. McHenry Analytical Water Laboratory expressly denies any liability solely created by certified or non-certified laboratories which may be utilized as a subcontractor.

### Policy On Compliance Samples

Compliance samples not meeting the requirements of this statement will appropriately be qualified on the final report in some fashion. Furthermore compliance samples not meeting this policy may not be accepted by the appropriate regulatory agency.

### Policy On Additional Services

Additional services may be required to accurately analyze the sample. These services are considered extra work and will be billed at their respective rate. These services may include sample digestion, sample filtration, sample dilution, sample distillation, turbidity analysis, shipping, handling, disposal fees or a chromatography preparation charge.

The sample submitter should include any special instructions for analysis or notification on the Chain of Custody. If there is not sufficient room on the Custody form then another Custody form may be attached with the desired instructions. Unless other arrangements have been made, samples are only accepted between 8:00am and 5:00pm Monday through Friday, with the exception of BOD/CBOD testing. Samples for these tests must be collected and submitted between 12:00 noon on Monday and 12:00 noon on Friday.