

## **Sample Acceptance Policy**

As required by NELAC, to receive Laboratory results with no reported qualifications from your samples, **Fibertec, Inc.** has a policy to generate unqualified results only when the following conditions have been met:

- 1) Samples that require thermal preservation shall be acceptable if the arrival temperature is within the required temperature range of 0 °C to 6 °C. Samples received on the same day they are collected, shall be considered acceptable when the chilling process has begun, such as arrival on ice, even if the temperature exceeds 0 °C to 6 °C.
- 2) If the chain of custody (COC) is filled out completely including the location, date and time of collection, preservations, sample type, and any special remarks.
- 3) If all samples listed on the COC are present and properly labeled.
- 4) If all samples listed on the COC are present and properly preserved. Please visit <http://fibertec.us/HoldTime.pdf> to view Sample Hold Times.
- 5) If the analytical hold time for the requested parameter has not been exceeded.
- 6) If the correct sample volume is received. Please visit <http://fibertec.us/SampVol.pdf> to view Sample Volumes.

When there is doubt as to a sample's suitability for testing, where the sample does not match the description provided or where the required test is not fully specified, you will be notified before proceeding with sample analysis. If samples do not meet all above acceptance criteria, the laboratory will:

- 1) Retain correspondence and/or records of conversations concerning the disposition of rejected samples.
- 2) Fully document any decision to proceed with sample analysis not meeting acceptance criteria:
  - a) The condition of samples will be noted on laboratory receipt documents.
  - b) Data from samples not meeting acceptance criteria will be qualified on the laboratory report, describing the nature and substance of the qualification.

*Certain analytical methods have specific QC requirements. The following methods require the collection of replicate samples to accommodate Matrix Spiking and Matrix Spike Duplicates at a frequency of 10%:  
EPA Methods: **608, 624, 625, 1631E** (low level Mercury), **1664A** (Oil & Grease).*

**For questions or clarification of this policy, please contact:**

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