



Sample Acceptance Policy

The following sample acceptance policy applies to all samples received by Fibertec, Inc. and when followed will help ensure both the highest quality and quickest turnaround of the sample results, while protecting both the customer and the laboratory. Please note Fibertec does not accept radioactive samples, samples containing bodily fluids, or acutely hazardous samples. If in question, contact our laboratory client services department prior to submitting samples.

All samples should be submitted:

1. With proper, complete, and full documentation. The chain of custody (COC) must be complete and legible, including any pertinent comments or observations. Please note that corrections should include a single strike through the original along with the correction and initials of the person making the change, and the date and time.
2. Complete with all sample jars intact, not leaking, and labeled appropriately. Fibertec provides labels that are water-resistant. Use indelible ink to uniquely identify each sample.
3. Using appropriate sample containers and preservatives. Fibertec provides containers and preservatives to ensure sample integrity.
4. With sufficient sample volume to complete analytical tests and any quality control to meet regulatory requirements. These can be found on Fibertec's website at: <http://fibertec.us/SampVol.pdf>.
5. In an adequate time to meet any holding time requirements, which can be found on Fibertec's website at: <http://fibertec.us/HoldTime.pdf>.
6. At the proper temperature, generally 0°C - 6°C, with the exception of TO-15 samples which are submitted at room temperature.

Providing samples with a COC that is complete, legible, and in accordance with the above conditions will help samples flow through the laboratory faster and with fewer problems. The end result will be greater compliance, faster turnaround, and better defensibility.

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

Fibertec reserves the right to decline acceptance of any sample.

Contact us with questions or for clarification of this policy



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