



Environmental Services Company, Inc.

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SAMPLE ACCEPTANCE POLICY

The following criteria are used by Environmental Services Company, Inc., (ESC) to define its Sample Acceptance Policy for regulatory samples:

ESC is an environmental laboratory and as such is prepared to handle environmental samples. This would include soils, sediments, ground waters, surface waters, and drinking waters. All other samples require notification prior to sending to the laboratory. ESC will not receive radioactive samples, samples containing body fluids, or acutely hazardous materials. If client is sending any type of chemical, it must be accompanied by a material safety data sheet.

- 1. Sample Documentation and Chain of Custody:** Samples must be clearly labeled and the chain of custody filled out completely. This is to include 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/sampler so as to obtain the required information. If ESC cannot identify the sample, the sample will be rejected and the client/sampler will be notified and a resample requested.
- 2. Appropriate Containers Required:** If ESC receives a sample and it is in an inappropriate container, the samples will be rejected unless the client authorizes the analysis. The client will be notified and sample condition will be noted 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. *(ESC will provide appropriate sample containers on request)*
- 3. Adequate Sample Volume:** If ESC receives a sample and there isn't enough sample volume for the requested analysis, then the sample will be rejected and the client/sampler notified and a resample requested.
- 4. Damaged or Contaminated Samples:** When samples show signs of damage, leaking or contamination, the samples will be rejected unless the client authorizes the analysis. The client will be notified and sample condition will be noted 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.
- 5. Sample Holding Times:** If ESC receives a sample and the hold time has expired or will expire before the analysis can commence, the sample will be rejected unless the client authorizes the analysis. The client will be notified and sample condition will be noted on the final report.
- 6. Sample Preservation:** Samples should be received in coolers, on ice and properly preserved. If ESC receives a sample and it is not properly preserved, the sample will be rejected unless the client authorizes the analysis. The client will be notified and sample condition will be noted on the final report.