Sample Acceptance Policy

Acceptance Criteria

Definitions

Collector: Employee who pours the samples into the sample containers for delivery to the laboratory. This is not the auto sampler. The collector's signature will be the first signature on the chain of custody (in the "Relinquished By" box).

Received: The employee who takes physical control of the samples is the employee who signs in the "Received By" box.

Relinquished: The employee who gives another employee or the laboratory physical control of the samples signs in the "Relinquished By" box.

Requirements for Flagged Samples

Data from any samples which do not meet the following criteria must be flagged in an unambiguous manner clearly defining the nature and substance of the variation. These variations must be written on the chain of custody and on the sample receipt form. This sample acceptance policy shall be made available to sample collection personal through e-mail, the web, and the sample login area via a hard copy. This policy shall include, but is not limited to, the following areas of concern:

1. The chain of custody must be filled in completely, which shall include;
   - Sample identification,
   - Location, date and time of sample collection,
   - Collector's name,
   - Preservation type,
   - Sample type,
   - Signatures, The collector's signature must be the first on the chain of custody
   - Remarks concerning the sample.
2. Properly label sample containers using indelible ink with a unique identification, date samples collected, and parameters for analysis. The labels on the bottles must match the parameters requested on the chain of custody.
3. Verify that samples are in appropriate containers.
4. Samples must contain an adequate sample volume especially for fecal coliform and total coliform.
5. Samples must be at the required temperature (usually 4˚C ± 2 ˚C) or with evidence of chilling process started (received "on ice") if they were collected the same day as received at the lab.

6. Samples must contain the proper preservative following the method; for example; fecal coliform samples must not contain chlorine. Improperly preserved samples will be qualified with a “y”.

Requirements for Rejected Samples

I f the samples meet any of the following criteria, the client is notified immediately, and the irregularity is documented in the rejection log. The information recorded includes the laboratory ID, the date, reason for rejection, client notified, and analyst’s initials. ***Note: If the client acknowledges the irregularity and instructs the laboratory to continue with analysis this is documented with the nature and substance of the variation and samples accepted.***

1. Sample containers are leaking or are broken.
2. The identification of a container cannot be verified.
3. The proper preservation of the container cannot be established.
4. The VOC vials contain bubbles of sizes greater than 1% of the vial volume. (Note: If bubbles are present, ask the customer if they want to proceed. If so, document on the outside laboratory’s chain-of –custody and make a note on the computer record.
5. Samples must adhere to specific holding times. Discard all samples that are received out of hold or that will go out of hold before proper sample preparation. The laboratory will no longer analyze samples out of hold.
   - Fecal coliform samples must be received within 5 hours of collection. This will give the analysts 1 hour to process the samples.
   - CBOD, NO_3, NO_2. OPO_4, conductivity, color, and turbidity must be delivered to the laboratory the same day that the samples are collected. If it is not possible to deliver these samples in the allowed time frame, please notify the laboratory for special arrangements.
6. Extra sample containers that do not match the chain of custody.

SJCUEL Holding Times and Preservation Table

Parameter	40 CFR Holding Time	SJCUEL Received Time	Preservative
Alkalinity	14 days		Cool, 4°C
Ammonia	28 days		I, S, pH < 2
Biochemical Oxygen Demand (CBOD)*	48 hours	**	Cool, 4°C
Chemical Oxygen Demand (COD)	28 days		I, S, pH < 2
Chloride	28 days		Cool, 4°C
Color	48 hours	*	Cool, 4°C
Conductivity	28 days ***	*	Cool, 4°C
Cyanide (CN)	14 days	AEL	NaOH, pH > 12
Fecal Coliform**	6 hours	5 hours	Cool, 4°C
Hardness	6 months	1 month	N, pH < 2
Metals ICP/GFAA Including Al, Sb, As, Ba, Be, Cd, Ca, Cr, Co, Cu, Fe, Pb, Mg, Mn, Mo, Ni, K, Se, Ag, Na, Tl, V, Zn	6 months	1 month	N, pH < 2
Mercury (Hg)	28 days	AEL	N, pH < 2
Mixed Liquor Suspended Solids (MLSS)	7 days	6 days	Cool, 4°C
MLVSS	7 days	6 days	Cool, 4°C
Nitrate (NO_3)	48 hours	*	Cool, 4°C
Nitrate + Nitrite (NOx)	28 days		I, S, pH < 2
Nitrite (NO_2)	48 hours	*	Cool, 4°C
Organic Nitrogen	28 days		I, S, pH < 2
Ortho-Phosphorus (OPO_4)	48 hours	*	I, Filter ASAP
pH*	15 minutes	ASAP	Cool, 4°C
Sulfate (SO_4)	28 days		Cool, 4°C
Total Coliform	30 hours	29 hours	Cool, 4°C
Total Dissolved Solids (TDS)	7 days	3-4 days	Cool, 4°C
Total Kjeldahl Nitrogen (TKN)	28 days		I, S, pH < 2
Total Nitrogen (TN)	28 days		I, S, pH < 2
Total Organic Carbon (TOC)	28 days	AEL	I, S, pH < 2
Total Phosphorus (TP)	28 days		I, S, pH < 2
Total Suspended Solids (TSS)	7 days	3-4 days	Cool, 4°C
Turbidity	48 hours	*	Cool, 4°C

Footnotes:
H_2SO_4 = S
HNO_3 = N
* Must receive samples the same day that they are collected
** Holding time starts at collection time and ends when the samples are placed in the incubator
*** Sample must be filtered within 24 hours