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Pace Sample Acceptance Policy

In accordance with regulatory guidelines, Pace Analytical facilities comply with the following sample acceptance policy for all samples received.

If the samples do not meet the sample receipt acceptance criteria outlined below, the Pace facility is required to document all non-compliances, contact the client, and either reject the samples or fully document any decisions to proceed with analyses of samples that do not meet these criteria. Any results reported from samples not meeting these criteria are appropriately qualified on the final report.

Sample Acceptance Policy requirements:

1. Sample containers must have unique client identification designations, and dates and times of collection, that are clearly marked with indelible ink on durable, water-resistant labels. The client identifications must match those on the chain-of-custody (COC);
2. There must be clear documentation on the COC, or related documents such as the Sample Condition Upon Receipt (SCUR) form, that lists the unique sample identification, sampling site location (including state; some regulations may require city, county, etc.), date and time of sample collection, and name and signature of the sample collector;
3. There must be clear documentation on the COC, or related documents, that lists the requested analyses, the preservatives used, sample matrix, and any special remarks concerning the samples (i.e., data deliverables, samples are for evidentiary purposes, field filtration, etc.);
4. Samples must be in appropriate sample containers. If the sample containers show signs of damage (i.e., broken or leaking) or if the samples show signs of contamination, the samples will not be processed without prior client approval;
5. Samples must be correctly preserved upon receipt, unless the method requested allows for laboratory preservation. If the samples are received with inadequate preservation, and the samples cannot be preserved by the lab appropriately, the samples will not be processed without prior client approval;
6. Samples must be received within required holding time. Any samples with hold times that are exceeded will not be processed without prior client approval;
7. Samples must be received with sufficient sample volume or weight to proceed with the analytical testing. If insufficient sample volume or weight is received, analysis will not proceed without client approval;
8. All samples that require thermal preservation are considered acceptable if they are received at a temperature within 2°C of the required temperature, or within the method-specified range. For samples with a required temperature of 4°C, samples with a temperature ranging from just above freezing to 6°C are acceptable. Samples that are delivered to the lab on the same day they are collected are considered acceptable if the samples are received on ice. Any samples that are not received at the required temperature will not be processed without prior client approval.
9. For all compliance **drinking water** samples, analyses will be rejected at the time of receipt if they are not received in a secure manner, are received in inappropriate containers, are received outside the required temperature range, are received outside the recognized holding time, are received with inadequate identification on sample containers or COC, or are improperly preserved (with the exception of VOA samples- tested for pH at time of analysis and TOC- tested for pH in the field).
10. Some specific clients may require custody seals. **For these clients**, samples or coolers that are not received with the proper custody seals will not be processed without prior client approval.