

# Sample Acceptance Policy

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This sample acceptance policy outlines the minimum conditions a sample must meet upon receipt by the Vista Analytical Laboratory. Samples that do not comply with these conditions will be documented. In these instances, the client will be notified and informed that their samples are not compliant. The client has the option of cancelling the samples or proceeding with the analysis(es). If analysis(es) proceeds, the anomaly will be narrated.

***Minimum acceptance conditions:***

1. Sample containers must be received in good condition.
2. Samples must be submitted in proper containers.
3. Samples must include adequate sample volume for the requested analysis(es).
4. Samples must be received at the proper temperature (typically <math><6^{\circ}\text{C}</math>).
5. Samples must be properly marked if they have been chemically preserved.
6. Samples must be received within the holding time for the requested analysis(es).
7. All samples must be accompanied by a Chain-of-Custody.
8. Chain-of-Custody forms must be properly filled out in water resistant ink and include at a minimum: Sample ID, Collection Date/Time, Matrix, Required Analysis(es), Sampler Information, Project Information, Report To Information, Relinquishing Information and any special instructions.
9. Sample labels must be affixed to each sample container, be filled out in water resistant ink and include at a minimum: Sample ID and Collection Date/Time. This information must match the Chain-of-Custody.
10. If custody seals are present, they must be properly filled out and received intact.

For specific requirements per analytical method, please refer to the Vista “Sample Containers, Preservatives and Maximum Holding Times” table, which can be found at <http://www.vista-analytical.com/sample.html>