

# Cardinal Environmental

## Sample Acceptance Policy

Wisconsin certification requirements mandate criteria for sample acceptance by Cardinal Environmental. If any of the below criteria are not met, it may postpone Cardinal Environmental's processing of samples, which could compromise "short" holding times and delay analysis. For samples not meeting the sample acceptance policy, Cardinal Environmental will contact the client. Compliance and/or SDWA samples will be accepted or rejected, or data qualified based upon the following key elements:

### Sample Documentation

All samples must be received with a Chain of Custody (COC). The COC must be complete and include client's name and address, unique sample description(s), whether sample was grab or composite, date and time of sample collection, sample matrix, analysis requested, sampler's name, and signature of relinquishing party, date/time samples were relinquished, and any special remarks/comments about the sample.

### Adequate Labeling

Proper sample labeling (on the bottles) to include unique sample description(s) traceable to the COC, and a durable water resistant label documented using indelible ink.

### Use of Proper Containers

Sample containers supplied by Cardinal Environmental are appropriate for the analysis requested. Sample containers provided by the Client must be appropriate for the analysis required.

### Adequate Sample Volume

Sufficient sample volume must be available to perform the necessary analyses. Sample containers supplied by Cardinal Environmental have been sized to provide adequate volume for the necessary analyses requested. Containers should be filled completely and lids tightened to prevent leaking.

### Damaged/Contaminated Containers

Sample containers are inspected upon receipt. Please pack samples to ensure containers are not damaged during shipping. The sample collector will be notified if the containers show any signs of damage or contamination.

### Sample Hold Times

The sample hold time from the date of collection to the date of analysis can vary depending on the analysis requested. Samples with short hold times should be shipped or delivered to the laboratory ASAP. Analysis of samples beyond method holding times will be qualified on the analytical report. Public drinking water samples will be rejected if received beyond the sample hold time.

### Sample Preservation

Samples requiring chemical preservation will be checked and documented as applicable upon receipt or during sample analysis depending upon the analysis requested. Chemical adjustment will be performed as necessary by the laboratory. The sample collector will be notified in the event that any samples are rejected on the basis of inadequate preservation.

### Sample Temperature

Samples requiring thermal preservation to  $\leq 6^{\circ}\text{C}$  are considered acceptable if the temperature at receipt is between 0 and  $6^{\circ}\text{C}$ . Samples received on ice, where insufficient time has elapsed between sample collection and sample receipt, are acceptable as long as the cooling process has begun. Samples received for SDWA requiring thermal preservation to  $4^{\circ}\text{C}$  are considered acceptable if the temperature at receipt is between 2 and  $6^{\circ}\text{C}$ . SDWA samples that have been collected more than 2 hours prior to arrival at the laboratory and not received on ice will be rejected. The sample collector will be notified in the event that any samples are rejected on the basis of inadequate sample temperature.

### Sludge Characteristics

Cardinal Environmental requests clients to provide a copy of their discharge monitoring report (DMR) form if sludge characteristics are being determined.