



## **Absolute Resource Associates (ARA) Sample Acceptance Policy (SAP)**

As per the requirements of our lab accreditation, it is ARA's responsibility to make the following information available to our customers.

Any samples received by the laboratory that are missing information, have discrepancies, or integrity issues **must** be rejected unless we receive authorization to proceed.

Discrepancies or issues that could potentially impact data quality will be communicated and documented in the final laboratory report and/or customer file.

The Sample Acceptance Policy at Absolute Resource Associates is as follows.

Samples are accepted at the discretion of ARA.

Sample integrity must be maintained by using the correct sample containers and preservation for the analyses as required by state, federal and/or industry protocol.

Samples must be accompanied by a completed Chain of Custody (CoC) form, and adhere to the following sample acceptance criteria:

- Sample name
- Date and time of collection
- Initials of sample collector
- Unique sample name on the sample labels, consistent with CoC.
- Proper sample containers and preservation
- Adequate holding time to complete analysis
- Sufficient sample volume
- Proper temperature

Safe handling protocol and disposal guidelines for potential hazards from the sample matrix or contaminants are outlined in the ARA Chemical Hygiene Plan and ARA Waste Characterization and Disposal Procedures.

Samples that will not be accepted include, but are not limited to, those containing explosive or radioactive materials.

If you have any questions, please contact us at 603-436-2001. Adherence to ARA's SAP and guidelines helps ensure quality data and a more efficient process for all. Thank you!