

## **ASI Sample Acceptance Policy**

Analytical Services, Inc. (ASI) has the following Sample Acceptance Policy – samples that do not meet the criteria below will either not be analyzed or the resulting report will be flagged in an unambiguous manner that clearly defines the nature and substance of the non-conformance.

ASI's sample acceptance policy requires:

1. Full, proper and complete documentation that includes sample identification, location, date and time of sample collection, collector's name, preservation type, sample type and any special remarks about the sample;
2. Proper sample labeling including a unique sample identifier, appropriate water resistant labels and indelible ink;
3. Use of appropriate sample containers;
4. Adherence to specified holding times; and
5. Adequate sample volume for the requested analyses.

If the above criteria are not met, ASI will contact the client and request written instructions regarding how to proceed (e.g., discard the sample or process and flag the results). A Corrective Action Report (CAR) will be completed and submitted to ASI Quality Assurance Officer for documentation.

This policy is in compliance with the 2003 NELAC Standard.