

## Sample Acceptance Policy

1. Clients should submit samples under documented chain of custody and include adequate instructions on the type of analysis requested. Written disclosure of the known or suspected presence of any hazardous substances as defined by federal and state law should be included on the chain of custody.
2. Samples should be submitted in the proper containers and preserved in accordance with the attached table. Samples should be maintained at the appropriate temperature as indicated in the table. The client will be notified of any discrepancies that exist at the time of receipt and all discrepancies will be noted on the analytical report.
3. Notice of sample delivery or changes in the sample pick-up schedule should be provided to the laboratory as soon as possible.
4. All turn around times are calculated from the first full business day after the sample is received at the laboratory. Turn around times may be modified if any sample discrepancies exist and need to be resolved before the analysis can proceed. When results are required on a rush basis, contact the laboratory in advance to arrange scheduling of the work. A surcharge will be applied to rush analyses.
5. The following discrepancies will be noted on the analytical report:
  - a. Sample received without a chain of custody.
  - b. Discrepancies between the chain of custody and the container label.
  - c. Volatile organic analysis vials with headspace.
  - d. Preservation and container discrepancies including pH and sample temperature.
  - e. Inadequate sample volumes.
  - f. Expired holding times. The Client will be notified if a sample is received outside of the holding time for authorization to proceed with the requested analysis.
  - g. Any modifications to procedures requested by the client.
  - h. Any other discrepancies which, in the judgment of the laboratory, could affect the integrity of the analysis.
6. ECI reserves the right to refuse any samples which may pose a risk or become unsuitable for handling, transporting or processing for any health, safety, and environmental or any other reason. ECI may refuse samples which holding times cannot be met due the time between sample collection and sample submission or more than half of the holding time of the requested analysis has lapsed. Samples not accepted or canceled may be returned to the Client, in which shipping cost will billed to the Client.
7. The Client has the responsibility to assure that any samples containing hazardous substances to be delivered to the laboratory will be packaged, labeled, transported and delivered properly and in accordance with applicable federal and state laws.

8. The client may change, suspend or terminate any or all work, however, any cost incurred up to time of termination or suspension will be charged to the client. The Client is responsible for notification to the laboratory to resume suspended work. Changes to the scope of work after sample receipt will be documented in writing and may result in changes to cost and turnaround time.
9. ECI uses analytical methodology that conforms to published test methods. These methods have been implemented in the laboratory Quality Manual and referenced in the applicable Standard Operating Procedure. ECI reserves the right to modify these methodologies as necessary and appropriate based on reasonable judgments, which will be made based on recognized industry standards and the laboratory's Quality Manual. Modifications will be noted on the final report in accordance with NELAP standards.
10. The Client may request the laboratory conduct sample analysis according to a project specific Quality Assurance Project Plan. However, if samples are received prior to the submission and agreement to the QAPP, ECI will not be responsible for any resampling or other charges if the work must be repeated to comply with the QAPP.
11. ECI makes every effort to start preparation and analysis within holding times provided that samples are received as soon as possible after collection. Rush charges may be associated with samples received close to the expiration of the holding time.
12. ECI will dispose of samples 30 days after the analytical report is completed, unless instructed otherwise by the Client. The Client may request samples to be retained for a longer period of time or returned. ECI reserves the right to return any sample or unused portion of a sample to the Client.
13. Records will be retained by ECI for five years unless a different retention time has been negotiated in writing prior to project initiation.