


Client Name:		Account No.:		<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <p>NEWAGE Laboratories Science You Can Use Partners You Can Trust</p> </div> <div style="text-align: right;"> <p>Tel. No.: 888-685-1628 www.newagelaboratories.com</p> </div> </div>											
Project Name:		Project No.:													
Project Contact:		Phone Number:													
Project Location:															
Types of Analysis															
SDG#:		Chain-of Custody Record													
Item No.	Sample ID	Date	Time	Sample		No. of Containers					Preserved (Y/N)	4°C (Y/N)	Condition (A or NA)	Comments/Remarks	Lab ID
				Comp	Grab									Sample Description	
1														-----	
2														-----	
3														-----	
4														-----	
5														-----	
6														-----	
7														-----	
8														-----	
9														-----	
10														-----	
11														-----	
12														-----	
Transfer Number	Item Numbers	Transfers Relinquished By		Transfers Accepted By		Date	Time	Remarks (for lab use only)							
1															
2															
3															
4															
								Email Address:							
								Sampler's Signature							
								Print Name							

SAMPLE ACCEPTANCE POLICY

This policy outlines the circumstances under which samples may be accepted or rejected for onsite analysis. Data from any samples which do not meet the following criteria will be flagged to clearly define the nature and substance of the variation.

This policy will be made available to sample collection personnel and will address the following areas of concern:

- A) **Chain-of-Custody (COC)**: shall include proper, full, and complete documentation, which shall include sample identification, the location, date and time of collection, collector’s name, preservation type, sample type and any special remarks concerning the sample.
- B) **Sample Labeling**: proper sample labeling to include unique identification and a labeling system for the samples with durable (water resistant) labels and the use of indelible ink.
- C) **Sample Containers**: for appropriate sample containers refer to “Container Type” on the following table.
- D) **Holding Times**: adherence to specified holding times is critical. Specific holding times are reference in “Max Hold Time” on the following table.
- E) **Adequate Sample Volume**: sufficient sample volume must be available to perform the necessary tests and are referenced on the following table.
- F) **Damage, Contamination or Inadequate Preservation**: The NAL chemist or technician will assess damage to any sample and verify proper preservation upon sample receipt and immediately notify the client if the sample is rejected or if the damage and/or preservation may affect the analytical process.

Parameter	Volume	Container Type ⁽¹⁾	Preservation	Max Hold Time
Water/Wastewater Samples⁽¹⁾				
VOC	(3) 40mL	Clear Glass, Teflon-lined septum	Cool 4°C, HCl to pH < 2	7 days unpreserved, 14 days preserved
SVOC	(1) 1 liter	Amber Glass, Teflon-lined cap	Cool 4°C,	7 days until extraction, 40 days after extraction
Metals	(1) 250mL	High Density Plastic	PH < 2 Cool 4°C	6 months except Hg @ 28 days
Residuals, Soil and Sediment Samples⁽²⁾				
VOC	(1) 2oz Jar (1) 40ml w 10g sample	Clear Glass, Teflon lined cap	Note 3 10 mL MeOH	14 days 28 days MeOH preserved.
SVOC	(2) 2oz Jars	Clear Glass, Teflon lined cap	Note 3	14 days until extraction, 40 days after extraction
Metals	(1) 2oz Jar	Clear Glass, Teflon lined cap	Note 3	6 months except Hg @ 28 days

1. Adapted from 40 CFR Chapter I, Revised as of July 1, 1988. According to Federal Register of Thursday, September 3, 1987, preservation for Oil and Grease may also be performed with HCl.
2. Adapted from Tables 3-1 and 4-1 in *Test Methods for Evaluating Solid Waste*, SW-846, EPA, Third Edition, 1986, and First Update in 1987. The term residuals includes: (i) concentrated waste samples and (ii) sludges of domestic or industrial origin.
3. Soils, sediments and sludges shall be kept cool at 4°C from collection time until analysis. No preservation is required for concentrated waste samples.