

SAMPLE ACCEPTANCE POLICY

The employees at LEGEND appreciate and welcome this opportunity to provide support for your sample testing needs. In order for LEGEND to accept samples for testing, the following is needed:

Sample Documentation:

All samples must be received with a Chain of Custody (COC) or other appropriate documentation. The COC must be complete and include:

- Client name, address, and phone number
- Unique sample name(s) or description(s)
- Collection location, date and time
- Analysis requested and type of preservation
- Sample Collector's name
- Signature, date, and time relinquished

Sample Temperature & Packaging:

Samples will be accepted if packaged to protect their integrity, and rejected if the sample's integrity is not adequately protected, or has been compromised.

Examples of packaging acceptable for shipping purposes include bubble wrap or paper, to ensure safe delivery of glass sample containers.

Environmental samples should be submitted on ice, and are considered acceptable if the temperature upon receipt is $\leq 6^{\circ}\text{C}$. You must provide a temperature blank for this determination.

Bulk asbestos sample acceptance:

- Samples for bulk asbestos testing must be submitted in a sealed container to prevent possible release of asbestos fibers into the air.
- A sample that is not properly sealed must be immediately transferred to appropriate packaging, or it will be rejected. (Packaging is available upon request.)

Adequate Labeling:

- Labels must include unique sample description(s) traceable to the COC for identification.
- The sample will be rejected if it is not clearly labeled.
- Proper sample container labeling is very important.
 - Container labels should be durable (water-resistant)
 - Label information should be printed with permanent indelible ink (i.e. Sharpie marker, etc.).

Adequate Sample Volume:

Sufficient and appropriate sample volume must be available to perform the necessary analyses. Sample containers supplied by LEGEND are generally sized to provide adequate volume for stated analyses.

Where there is doubt as to the item's suitability for testing, or where LEGEND is unable to perform the requested analysis, LEGEND will contact the client for further instructions before proceeding.

Items which may need clarification can include:

- Incorrect container(s) or insufficient sample amount received
- Incorrect preservation of sample(s) for requested testing
- Item does not conform to the description provided
- Testing requirements not sufficiently specified, or missing.
- Sample received at the end of, or past, holding time for the requested testing.

For samples not meeting criteria, depending upon the client's data quality objectives, the client may:

- Confirm rejection of the sample(s),
- Instruct the lab to accept and test the samples, and then flag the data in an unambiguous manner clearly defining the nature and substance of the variation.

**Additional questions? Please contact your LEGEND CLIENT SERVICES REPRESENTATIVE.
We appreciate the opportunity to work with you. Thank you!**