

**RTI Laboratories, Inc.**  
**Administrative Operating Procedure**  
**3-QAO-017-A**  
**Sample Acceptance Policy**

The following statements are to inform clients and sample collection personnel RTI's policy on sample acceptance, proper collection, transportation and submission paperwork for environmental samples. This policy is provided to all RTI field personnel and clients at the time of first contact. In the event a sample is received which does not comply with the stated policy, the sample will be isolated, and collection personnel notified by Fax Alert. In the event the sample violates sample receipt protocols specified in the applicable methods and summarized below, and the client wishes the sample to be analyzed, the signed Fax Alert form must be received back in the laboratory. This accepted violation will be qualified on the final report. If RTI field personnel are responsible for collection, the sample will be re-obtained at no additional cost to the client.

- The Chain of Custody must be proper and full with complete documentation (see example COC in this document), including but not limited to sample identification (unique for each sample), the sampling location, date and time of collection, collector's name, preservation type, sample type (matrix), method of analysis, and any special remarks concerning the sample.
- All samples must be received with a chain of custody. For non-environmental samples this allows for easy tracking of custody. In certain instances by the discretion of laboratory management, "work-order" type documentation can be used in place of the chain of custody for non-environmental samples, however the work order must contain the following information: Company name, contact, address and phone numbers, sample ID, parameters to be tested.
- Proper sample labeling (on the bottles) to include unique identification and a labeling system for the samples which includes water resistant labels and indelible ink.

**Sample Receipt Protocols**

**Upon receipt of the sample, the following information will be checked at log in time and is the responsibility of RTI Laboratories, Inc. log in personnel:**

- The above referenced documentation and labeling.
- Appropriate sample containers are used as per the referenced method.
- Adherence to holding times specified in the referenced method. In the event that substantial time away from the lab has resulted in expediting the sample to meet required holding times, the client is liable for expediting charges as appropriate.
- Adequate sample volume to perform the test and method required quality control.
- Sample integrity including container damage, possible cross contamination or inadequate preservation.
- The condition of the samples, including any abnormalities shall be recorded. In addition, all samples which require thermal preservation at 4 deg C shall be considered acceptable if the arrival temperature is freezing to 6 deg C. If samples are received on ice within 6 hours of collection, this is considered acceptable and requires no temperature check. The notation is made on the chain of custody. If the samples are not received on ice and required thermal preservation, the temperature of 1 sample per cooler will be checked with a digital thermometer and recorded on the log in

check sheet. If samples do not meet the thermal preservation criteria, the client will be notified by fax alert.

- Chemical preservation will be checked where applicable with the use of full range pH paper, and free chlorine paper with notation made of any deviation from method requirements. Residual chlorine will be checked on received BOD samples via paper. For BOD samples exhibited residual chlorine, notation will be made and the analyst alerted that dechlorination must be performed prior to BOD preparation. VOA water sample preservation will be checked by the VOA analyst and noted on the log after the analysis is performed. All of the samples will be checked for pH where applicable at time of sample preparation or analysis by pH meter where pH measurement is critical for analysis. In the event a pH or free chlorine discrepancy is noted at login time, the client will be notified by fax alert of the discrepancy.
- For VOA soil samples, method 5035 sampling criteria must be met. Methanol preservation is required for Michigan soil samples. Appropriate sample weight and methanol ratio is checked at log in time by taking a final weight and subtracting client sample weight and tare weight. The sample must be flagged as an acceptance violation if sample weight and/or methanol determination is greater than 3 grams from the 25 grams required, (or 1g for the 10 grams required).
- If preliminary sample preparation is necessary (such as splitting of samples or laboratory preservation), it must be specified on the chain of custody so that it can be performed at sample login when appropriate, otherwise the preparation violations will be noted.
- The use of the attached login check sheet will document all login checks appropriate for the disposition of the sample and will be maintained as part of the final project record.

Preparation of sample bottles by RTI field personnel will conform to the attached sample handling plan. This plan is posted in the process lab for consultation by field personnel.