



## NOTES

### SAMPLE ACCEPTANCE POLICY

The Sample Acceptance Policy is a NELAC requirement that outlines the circumstances under which samples are accepted or rejected. Data from any samples that do not meet the following criteria are qualified in a manner that clearly defines the nature and substance of the variation. The most relevant ones are captured on the sample receipt login form.

The following information should be provided, at minimum, as well as other areas of concern:

- Sample identification, date/time and location of collection
- Preservation type
- Collector's name
- Sample type
- Unique ID (indelible ink) on the water-resistant container label
- Use of appropriate containers (Teflon®-lined top glass amber or protected from light)
- Adherence to specified holding times
- Adequate sample volume (enough for a repeat analysis)

When samples are received in condition that could possibly alter the sample integrity including some of the above requirements, SGS will contact the client for resolution of the issues. Generally, SGS will assess the sample condition and offer an opinion on the suitability of the samples submitted for analysis.

Please note that samples will be disposed of 90 days following the issuance of a report unless an archiving request is noted. If samples are archived charges may be assessed after 90 days in the freezer or 12 months in cold storage.

### NELAC REQUIREMENTS

Under NELAC, we are required to inform our clients who request analyses by SW846 methodology that either a matrix spike (MS)/matrix spike duplicate (MSD) set, or a MS/sample duplicate (DUP) set be analyzed with each prep batch. The samples chosen for this purpose must be clearly identified on the documentation accompanying the samples.

Our COC is modified so that this identification can be made easily. Indicate by marking "yes" or "X" in the box next to samples which require MS/MSD and/or sample duplicate tests. THESE QC SAMPLES ARE BILLABLE AT THE UNIT RATE.

SGS will provide batch QC for any projects that DO NOT provide the necessary sample volumes if at all possible. SGS will narrate any projects that do not have the required matrix spike (MS)/matrix spike duplicate (MSD) set, or a MS/sample duplicate (DUP) set.

Thank you for your attention and cooperation.

### TERMS & CONDITIONS

All services are rendered in accordance with the applicable SGS General Conditions of Service accessible via: <https://www.sgs.com/en/terms-and-conditions>

### CONTACTS

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