

**EAI's Sample Acceptance Policy**  
Effective Date: December 14, 2001, Revision 3

NELAC certification standards require that laboratories establish a Sample Acceptance Policy (SAP) and inform customers of this policy. NELAC further requires that laboratories document any deviations of the SAP on the final report. It is the responsibility of Eastern Analytical, Inc. to notify customers immediately of any deviations. All correspondence and communication regarding deviations become part of the case file.

Upon receipt in the laboratory, samples will be inspected according to the following EAI SAP criteria:

1. Completeness of COC documentation including but not limited to:
  - a. Sample collector
  - b. Date and time of collection
  - c. Unique sample identification
  - d. Sample matrix
  - e. Preservation method
  - f. Any special notes regarding the sample
  
- 1 Integrity of sample label
- 2 Use of indelible ink
- 3 Proper sample container types
- 4 Proper chemical preservation
- 5 Proper thermal preservation

**All samples requiring thermal preservation should arrive at the laboratory packed in ice.**

- 1 Presence of headspace in VOC vials
- 2 Adherence to holding time
- 3 Adequate sample volume
- 4 Integrity of sample containers
- 5 Integrity and quantity of custody seals, if applicable.