



# **SCHNEIDER LABORATORIES GLOBAL, INCORPORATED**

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*Woman Business Enterprise*

## **Sample Acceptance Policy**

### **BASIC REQUIREMENTS**

- Samples must be submitted with a SLGi Submittal form or equivalent, with full instructions including tests requested and turn-around-time desired.
- It is the client's responsibility to communicate specific methods or detection limits required.
- Samples must be appropriately sealed to prevent leakage or cross-contamination.
- Samples must be clearly labeled.
- Samples should be collected on the appropriate media for the test and/or submitted in the appropriate vessel type. (See Sampling Guide for information per test.)
- Samples should be shipped in a manner to preserve the sample's safety, quality, and integrity.
- It is the client's responsibility to ship the samples to the lab at the appropriate temperature for sample preservation.
- Sample temperature will be monitored upon receipt for temperature-sensitive samples. The receipt temperature for organics environmental samples is displayed on the final report. Clients may be notified of the receipt temperature upon request.

### **LABORATORY RESPONSE TO UNSUITABLE SAMPLES**

- When testing requests, sample labeling, or other associated information is unclear, the laboratory will contact the client for clarification.
- The laboratory retains the right to reject, or request re-collection and resubmission of, any sample believed to be unsuitable for testing.
- The laboratory will provide report comments regarding any samples with questionable suitability.

## **LABORATORY RESPONSIBILITY & SAMPLER'S/CLIENT'S RESPONSIBILITY**

- The laboratory does not provide sampling services for its clients.
- All samples are tested as received, and all laboratory analysis results relate only to the portion tested.
- It is the sampler's responsibility to provide a sample that is representative of the material being investigated.
- IT IS THE CLIENT'S RESPONSIBILITY TO VERIFY THAT THE LABORATORY HOLDS THE CERTIFICATIONS OR APPROVALS REQUIRED BY THE DATA USER PRIOR TO THE SUBMISSION OF SAMPLES.**