



## SAMPLE ACCEPTANCE POLICY

### MAINE HEALTH AND ENVIRONMENTAL TESTING LABORATORY (HETL)

It is the policy of the Health and Environmental Testing Laboratory (HETL) that samples must comply with the criteria stated below to ensure data integrity. This is especially critical for data being submitted for *bank closings*, compliance for *Maine Drinking Water Program*, or *Day Care* and *Foster Care*, and other licensing bodies. **It is the submitter's responsibility to ensure the samples satisfy the HETL's sample acceptance criteria.** Parameters for the specific acceptance criteria are contained on the reverse side of this document. Please read these guidelines prior to sampling.

#### **Criteria:**

- Samples must be received within the acceptable temperature range or show evidence of chilling.
- Samples must be received before the expiration of the designated holding time for the appropriate analytes.
- HETL provided sample containers must be used.
- Directions on the sampling instructions insert must be followed.
- Chain-of-Custody forms must be filled out completely with black or blue ink.
- Sample bottle labels must match labels on Chain-of-Custody forms.
- All samples requiring chemical preservation must be properly preserved.
- Samples that show signs of damage or contamination will not be accepted.
- Septum vials must be received without air bubbles.

#### **Consequences if criteria are not met:**

- If samples do not meet the acceptance criteria, then the sample may be rejected, or the results will be qualified on the final report.
- If the analysis cannot be performed, then the sample will be rejected, and the client notified to request a resample.

If you have any questions and/or concerns, please do not hesitate to contact the laboratory at (207) 287-2727.



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TEST TYPE (TEST CODE)	HOLDING TIME (EXPIRATION)	TEMPERATURE PRESERVATION
TSA	30 HOURS	2 °C – 6 °C
TA1	30 HOURS	2 °C – 6 °C
TSB, TSBA, TSBF, TSFHA	30 HOURS	2 °C – 6 °C
TSC	30 HOURS	2 °C – 6 °C
TD1	24 HOURS	2 °C – 6 °C
TE1	30 HOURS	2 °C – 6 °C
TE2	48 HOURS	2 °C – 6 °C
TE4	14 DAYS	NONE
TE5_SI	14 DAYS	2 °C – 6 °C
TE6	48 HOURS	2 °C – 6 °C
TE6.1	48 HOURS	2 °C – 6 °C
*TOC/DOC	TOC 28 DAYS (preserved to pH < 2) DOC 48 hours to filter and preserve to pH<2	< 6 °C
TG	30 HOURS	NONE
TGS	30 HOURS	NONE
TNN	48 HOURS	2 °C – 6 °C
UV TEST	7 DAYS	2 °C – 6 °C
UV_TREAT2	30 HOURS	2 °C – 6 °C
RADIATION TEST	HOLDING TIME (EXPIRATION)	TEMPERATURE PRESERVATION
**Gamma Scan	NO HOLD TIME	NONE
Gross Alpha PPT	5 DAYS	NONE
**Gross Beta	5 DAYS	NONE
**Gross Alpha & Gross Beta (TSUX)	5 DAYS	NONE
Radon Water	4 DAYS	NONE
Short Term Radon Air	4 DAYS	NONE
**Tritium	NO HOLD TIME	NONE
TEST NAME	HOLDING TIME (EXPIRATION)	TEMPERATURE PRESERVATION
Alkalinity (ALK)	14 DAYS	2 °C – 6 °C
***Ammonia (NH <sub>3</sub> -N)	28 DAYS (preserved to pH < 2)	2 °C – 6 °C
Chloride (Cl)	28 DAYS	NONE
Color	48 HOURS	2 °C – 6 °C
Conductivity	28 DAYS	2 °C – 6 °C
Cyanide (CN)	7 DAYS	2 °C – 6 °C
E.Coli (Freshwater Swimming Test)	8 HOURS	<10°C
Enterococci (Saltwater Swimming Test)	8 HOURS	<10°C
Fluoride (F)	28 DAYS	NONE
Metals (including Mercury, Lead, or Sodium)	14 DAYS	NONE
Iron Bacteria	NONE	NONE
****Nitrate (NO <sub>3</sub> -N)	48 HOURS	2 °C – 6 °C
****Nitrite (NO <sub>2</sub> -N)	48 HOURS	2 °C – 6 °C
pH	NONE	NONE
SETTS	7 DAYS	NONE
Standard Plate Count	8 HOURS	NONE
Sulfate (SO <sub>4</sub> )	28 DAYS	2 °C – 6 °C
Total Dissolved Solids (TDS)	7 DAYS	<6 °C
Total Solids (TS)	7 DAYS	<6 °C
Total Suspended Solids (TSS)	7 DAYS	<6 °C
Turbidity	48 HOURS	2 °C – 6 °C
508.1	14 DAYS (preserved to pH<2)	2 °C – 6 °C
515.4	14 DAYS	MUST NOT EXCEED 10 °C DURING FIRST 48 HOURS, THEN ≤ 6 °C
524.2 (including THM's)	14 DAYS (preserved to pH<2)	2 °C – 6 °C
525.2	14 DAYS (preserved to pH<2)	2 °C – 6 °C
531.2	28 DAYS	MUST NOT EXCEED 10 °C DURING FIRST 48 HOURS, THEN ≤ 6 °C
552.3	14 DAYS	MUST NOT EXCEED 10 °C DURING FIRST 48 HOURS, THEN ≤ 6 °C

\*For non-compliance samples this test may be submitted without chemical preservation with phosphoric acid. The hold time requirement will no longer be 28-days and the sample will be preserved in the lab. This will be noted on the report.



Maine Center for Disease  
Control and Prevention  
*An Office of the  
Department of Health and Human Services*

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\*\*These are not certified tests and are only for monitoring nuclear facilities.

\*\*\*For non-compliance samples this test may be submitted without chemical preservation with sulfuric acid. The hold time decreases from 28-days to 24-hours and the sample will be preserved in the lab. This will be noted on the report.

\*\*\*\*For public compliance samples the thermal preservation requirement for nitrate and nitrite samples has been suspended.