**SAMPLE ACCEPTANCE POLICY**

It is the policy of the Maine Health and Environmental Testing Laboratory (HETL) that samples must comply with the criteria stated below to ensure data integrity and accuracy of results. This is especially critical for samples being submitted for *real estate transactions,* compliance submissions required by the *Maine Drinking Water Program*, or for submissions required by the *Day Care* and/or *Foster Care Programs*, or other licensing bodies.

**It is the submitter’s responsibility** **to ensure samples satisfy 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 sample collection.

**Criteria:**

* **Read and Follow Directions** on the sampling instructions provided with each sample test kit.
* Samples **must be received within the acceptable temperature range or show evidence of chilling**. Evidence of chilling is the presence of ice packs or ice with temperatures at or below the acceptable temperature limit of the requested analyses. Acceptable temperature ranges are provided on the back of this document.
* Samples **must be received before the expiration of the designated holding time** for the appropriate analysis. Holding time refers to the elapsed amount of time from the point of collection to the moment of analysis allowed which is specific to each analysis.
* Sample containers provided by HETL **must** be used.
* Chain-of-Custody **forms must be filled out COMPLETELY** with black or blue ink. **Please write clearly**. If your intent is to receive the report by email, please take extra care to write clearly when providing email address.
* Sample container labels **must** match labels on Chain-of-Custody forms.
* **Do not rinse sample containers before use.** Some sample containers may be pre-treated and/or sterilized. Do not touch the lip or inside cap of any sample container when sampling.
* Samples that show signs of damage or contamination will not be accepted.

**Reasons for Sample Rejection:**

* If samples do not meet the sample acceptance criteria, then the sample(s) may be rejected, or sample(s) may require documented customer approval prior to analysis and 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 determine next steps for resample and retest.
* If you have any questions and/or concerns, please do not hesitate to contact the laboratory at (207) 287-2727.

|  |  |  |
| --- | --- | --- |
| TEST TYPE (TEST CODE) | HOLDING TIME (EXPIRATION) | TEMPERATURE PRESERVATION |
| New Well Test | 30 HOURS | <6°C but NOT FROZEN |
| TSA | 30 HOURS | <6°C but NOT FROZEN |
| TSBA, TSFHA | 30 HOURS | <6°C but NOT FROZEN |
| TE3 | 30 HOURS | <6°C but NOT FROZEN |
| TE4 | 14 DAYS | <6°C but NOT FROZEN |
| TE5\_SI | 14 DAYS | <6°C but NOT FROZEN |
| TE6 | 48 HOURS | <6°C but NOT FROZEN |
| TE6.1 | 48 HOURS | <6°C but NOT FROZEN |
| TG | 30 HOURS | NONE |
| TGS | 30 HOURS | NONE |
| LT2 | 30 HOURS | <10°C |
| TNN | 48 HOURS | <6°C but NOT FROZEN |
| TE2 | 48 HOURS | <6°C but NOT FROZEN |
| New Public | 30 HOURS | <6°C but NOT FROZEN |
| RADIATION TEST | **HOLDING TIME (EXPIRATION)** | **TEMPERATURE PRESERVATION** |
| Gross Alpha PPT | 5 DAYS (once acidified can be held for 6 months) | NONE |
| Radon Water | 4 DAYS | NONE |
| Short Term Radon Air | 4 DAYS | NONE |
| TEST NAME | **HOLDING TIME (EXPIRATION)** | **TEMPERATURE PRESERVATION** |
| Alkalinity (ALK) | 14 DAYS | <6°C but NOT FROZEN |
| \*Ammonia (NH3-N) | 28 DAYS (preserved to pH < 2) | <6°C but NOT FROZEN |
| Chloride (Cl) | 28 DAYS | NONE |
| Color | 48 HOURS | <6°C but NOT FROZEN |
| Chlorophyll | 28 DAYS (Filtered)  24 HOURS (Not Filtered) | Cool <-20°C (Filtered)  Cool <6°C, but NOT FROZEN (Not Filtered) |
| Conductivity | 28 DAYS | <6°C but NOT FROZEN |
| Cyanide (CN) | 7 DAYS (preserved to pH>11) | <6°C but NOT FROZEN |
| *E. coli* (Freshwater Swimming Test) | 8 HOURS | <10°C |
| Enterococci (Saltwater Swimming Test) | 8 HOURS | <10°C |
| Fluoride (F) | 28 DAYS | NONE |
| Hardness | 6 months (preserved to pH < 2) | NONE |
| Metals  (including Mercury, Lead, or Sodium) | 14 DAYS | NONE |
| Iron Bacteria (TSI) | NONE | <10°C |
| Pseudomonas | 8HOURS | <10°C |
| Nitrate (NO3-N) | 48 HOURS | <6°C but NOT FROZEN |
| Nitrite (NO2-N) | 48 HOURS | <6°C but NOT FROZEN |
| \*Total Phosphorus (TP) | 28 DAYS (preserved to pH<2) | <6°C but NOT FROZEN |
| Orthophosphate | 48 HOURS | <6°C but NOT FROZEN |
| pH | NONE | NONE |
| Heterotrophic Plate Count | 8 HOURS | <10°C |
| Sulfate (SO4) | 28 DAYS | <6°C but NOT FROZEN |
| Total Dissolved Solids (TDS) | 7 DAYS | <6°C but NOT FROZEN |
| Total Solids (TS) | 7 DAYS | <6°C but NOT FROZEN |
| Total Suspended Solids (TSS) | 7 DAYS | <6°C but NOT FROZEN |
| Turbidity | 48 HOURS | <6°C but NOT FROZEN |
| \*Total Kjeldahl Nitrogen (TKN) | 28 DAYS (preserved to pH<2) | <6°C but NOT FROZEN |
| 515.4 Herbicide | 14 DAYS (preserved for de-chlorination) | MUST NOT EXCEED 10 °C DURING FIRST 48 HOURS, THEN <6°C but NOT FROZEN |
| 524.2 Volatile Organic Compounds | 14 DAYS (preserved for de-chlorination and to pH<2) | <6°C but NOT FROZEN |
| 524.2 Trihalomethanes | 14 DAYS (preserved for de-chlorination) | <6°C but NOT FROZEN |
| 531.2 Carbamates Pesticides | 28 DAYS (preserved for de-chlorination and to pH<2) | MUST NOT EXCEED 10 °C DURING FIRST 48 HOURS, THEN <6°C but NOT FROZEN |
| 552.3 Haloacetic Acids | 14 DAYS (preserved for de-chlorination) | MUST NOT EXCEED 10 °C DURING FIRST 48 HOURS, THEN <6°C but NOT FROZEN |
| TOC/DOC | TOC/DOC 28 DAYS (preserved to pH < 2) | <6°C but NOT FROZEN |

**\*F**or 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.