



The Health & Environmental Testing Laboratory

Department of Health and Human Services

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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 (NH ₃ -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
<i>E. coli</i> (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 (NO ₃ -N)	48 HOURS	≤6°C but NOT FROZEN
Nitrite (NO ₂ -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 (SO ₄)	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

*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.