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 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:**

* DWP Compliance Samples:

If samples do not meet the acceptance criteria, then the sample will be rejected.

* Non-DWP Compliance Samples:

If samples received do not meet the above conditions, the sample results will be qualified on the analytical test report and applicable documentation that they did not meet the above conditions

* 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

|  |  |  |
| --- | --- | --- |
| 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 | 28 DAYS (preserved 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 (NH3-N) | 28 DAYS (preserved to pH < 2) | 2 °C – 6 °C |
| Biological Oxygen Demand (BOD5) | 24 HOURS | < 4 °C BUT NOT FROZEN |
| Chloride (Cl) | 28 DAYS | NONE |
| Color | 14 DAYS | 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 (NO3-N) | 48 HOURS | 2 °C – 6 °C |
| \*\*\*\*Nitrite (NO2-N) | 48 HOURS | 2 °C – 6 °C |
| pH | NONE | NONE |
| SETTS | 7 DAYS | NONE |
| Standard Plate Count | 8 HOURS | NONE |
| Sulfate (SO4) | 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 |

**\***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.

\*\*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.