

Laboratory Policy to Accept or Reject Water Samples

1. Laboratory clients should use proper Laboratory form and fill #'s 1 through 8 with full and complete information (test requested, location (address), date, time of collection, collector's name, sample type and any special remarks concerning the sample).
2. Laboratory clients should use the proper laboratory water sample bottle(s).
3. Complete the bottle label (with ink) with the proper address where the sample was taken.
4. Submit adequate sample volume (no less than 100 ml).
5. Samples should not be older than 24 hours from the time of collection to the time when they arrive at the Laboratory.
6. For samples with temperature preservation (nitrate/nitrite) of 4°C, will be considered acceptable if the arrival temperature is +/- 2°C (just above the freezing temperature of water to 6°C).

Data from any samples which do not meet the above criteria must be flagged in an unambiguous manner clearly defining the nature and substance of the variation.