



PLM BULK SAMPLE ACCEPTANCE POLICY

In accordance with NELAC Item # 5.11-7 through 5.11-12, the following clearly indicates the necessary criteria which must be met for Envirologic of New York, Inc. to accept samples from its field technicians and/or outside clients. Simply stated, acceptance or rejection of PLM BULK sample sets clearly depends upon the completeness and accuracy of accompanying chain-of-custody documentation. If required data is ambiguous and/or missing, laboratory personnel will make every attempt to clarify, gather said data from the collecting party. If said attempts fail to yield the necessary information to process said samples accurately, the samples will then be rejected.

In order to process and analyze PLM BULK samples, all PLM BULK sample sets must be accompanied by chains-of-custody that clearly indicate the following:

1. **Sample Identification**
2. **Project Name and Location**
3. **Date and Time of Collection (specific, "to the minute" time documentation is required)**
4. **Collector's Name**
5. **Preservation Type (if applicable)**
6. **Sample Type**
7. **Unique Field Identification Codes**
8. **Appropriate Labeling System Used (i.e., indelible ink)**
9. **Use of Appropriate Sample Containers**
10. **Applicable Sample Turnaround Times**
11. **Complete Chain-of-Custody "Trail"**
12. **Any Other Relevant Information or Commentary**

If samples show signs of damage or contamination, or departures or abnormalities from standard condition prescribed in the relevant test method, they will be noted as such on associated analytical results.

If submitted samples do not meet the aforementioned criteria, they will be rejected.