



Sample Drop off and Bottle Request Procedure

Sample Drop off:

- 1) Samples shall arrive at the lab in a cooler, on ice and be delivered to samples receiving.
- 2) The Chain of Custody (COC) shall be completely filled out prior to relinquishing samples to the Lab.
- 3) Lab personnel will review the following prior to accepting the samples:
 - A) COC is completed correctly
 - B) Sample bottle ID's match the ID descriptions listed on the COC
 - C) Samples meet requirements as outlined in DC-108: Sampling & Receiving.
 - D) Verify the samples are preserved correctly.
- 4) Persons relinquishing samples to the lab shall remain at the lab until the samples are accepted. Leaving prior to the process will result in samples being rejected. Samples are accepted by the laboratory when the chain of custody has been signed, but the laboratory still has authority to reject those samples and reissue them back to the client. Once signed, the chain of custody represents a contract between laboratory and client. It is the responsibility of the client to ensure that the laboratory meets the needs of the client, or that the data produced by the laboratory is of acceptable quality by the end-user of the data (client).
- 5) If samples do not meet any of the requirements outlined in DC-108: Sampling & Receiving, the lab will reject the sample(s) and notify the Client via email or phone call.
 - A) Depending on the reason for the sample(s) rejection, the Client may have the option of requesting that the sample(s) be ran with the appropriate qualifiers.
 - B) If the Client does not respond to the notification within 24 hours, the sample will be disposed of.
- 6) Microbiological samples that arrive at the lab and cannot be analyzed within the required holding time will be rejected.
 - A) Travel time for Microbiological is 6hrs, which starts from the time the first sample is collected. Samples arriving at the lab which exceed the 6hr travel time will be rejected.
 - B) Microbiological samples arriving at the lab after 3:30 pm will be rejected, regardless if they are still within the 6hr transport time.
- 7) Any sample(s) arriving at the lab after designated cutoff times listed in DC-108: Sampling & Receiving will be rejected. Exceptions to this will be the following:
 - A) Unforeseen transportation issues (i.e., your truck breaks down)
 - B) Equipment malfunctionIf uncontrollable events prevent sample(s) from arriving at the lab by the designated cut off times, the lab shall be notified immediately.
- 8) Upon arrival at the laboratory samples shall remain in coolers until check and log-in is completed. Upon request a laboratory cooler can be provided to transfer samples into. Samples dropped off at the laboratory after 3:30 pm (1530) will be accepted by the laboratory the following day. It is the responsibility of the client to ensure that sufficient ice is in the coolers, so that samples maintain temperature overnight. It is the responsibility of the client to ensure that sufficient holding time remains for processing and analysis can be conducted by the laboratory.
- 9) Samples shall be dropped off in a separate bottle for each analysis requested (i.e. one bottle for Ammonia and another bottle for TKN). This does not include BOD and TSS.

Bottle Request Procedure:

- 1) The Client will send a request to EMI Lab Services for bottles for analysis that they wish to collect. The request can be sent via email to emilab@eminc.biz or by calling the lab at 706-367-8977. There will also be forms available in Sample Receiving that can be used to request bottles while at the lab.
- 2) The request will state what analysis you need and how many bottles for that analysis. For example:

"I need bottles for the following analyses and will be at the lab (DATE) to pick up:

- 2 - BOD/TSS (if BOD & TSS are being collected in same bottle, request like this)
- 2 - TSS (if only TSS or only BOD are being ran request like this)
- 1 - Ammonia

- 3) Coolers and/or bottle bags will be prepared by the Lab and will include:
 - A) Number of bottles requested
 - B) An invoice sheet of what bottles are in the cooler/bag in reference to the analyses requested
 - C) Labels for bottles
 - D) A blank COC
 - E) Temperature blank for cooler