



NOTICE TO SAMPLE COLLECTION PERSONNEL

The Sample Acceptance Policy at Absolute Resource Associates is as follows:

Samples are accepted at the discretion of ARA. Safe handling protocol and disposal guidelines for potential hazards, from the sample matrix or contaminants, must be outlined in the ARA Chemical Hygiene Plan and ARA Waste Characterization and Disposal Procedures.

Samples that will not be accepted include, but are not limited to, those containing explosive or radioactive materials.

As per the requirements of TNI accreditation, any samples which are received by the laboratory that are missing information, have discrepancies or integrity issues must be rejected unless we receive authorization to proceed.

Please make sure the following information is complete when submitting your samples and that sample integrity is maintained by using the correct sample containers and preservations for the analyses required. We will contact you to obtain missing information or to advise you of any issues that could potentially impact data quality.

- Sampling location
- Date and time of collection
- Initials of sample collector
- Unique sample identification on the sample labels, consistent with COC.
- Proper sample containers and preservations
- Adequate holding time to complete analysis
- Sufficient sample volume
- Proper temperature

If you have any questions, please contact us at 603-436-2001.

Thank you for your help.