



Red River Authority of Texas Environmental Services Laboratory Sample Acceptance Criteria Policy

The Red River Authority of Texas Environmental Laboratory (RRAESL) Sample Acceptance Criteria indicates the minimum conditions a sample must meet upon receipt at the laboratory. Sample collection personnel are to use water resistant ink, use appropriate sample containers, adhere to holding times, and sample volume requirements. Deviations from the Sample Acceptance Criteria will be documented on a RRAESL non-conformance form and/or the Chain-of-Custody (CoC), as well as the final report.

The laboratory checks samples, both chemical and bacteriological, for the following qualities to evaluate sample acceptance:

1. **Thermal Preservation** – Bacteriological samples must be $< 10^{\circ}\text{C}$ during transit while all other samples must be 6°C . Samples delivered to the laboratory on the same day they are collected may not meet these requirements. In this instance, samples shall be considered acceptable, and not qualified, if there is evidence the chilling process has begun, such as arrival on ice. The temperature for each sample will be recorded on the CoC.
2. **pH Check** – Analysis that requires acid preservation must be preserved within fifteen (15) minutes of sample collection. The pH of samples requiring acid/base preservation is checked upon sample receipt and documented on the CoC. Samples that do not meet method specific pH requirements will be adjusted with the appropriate acid/base by laboratory staff. This will be documented on the CoC.
3. **Chlorine Check** – Drinking water bacteriological samples must be submitted to the laboratory in approved sample containers, specifically IDEXX 120mL sterilized bottles containing sodium thiosulfate (Catalog #WV120SBST-200). Containers are available to client upon request. The client is responsible for recording the Chlorine Residual on the RRAESL Drinking Water CoC.
4. **Sample Integrity** – Sample integrity for all samples includes, but is not limited to checking the following:
 - A. Approved container based on the type of analysis requested (method specific).
 - B. Cracks, leaks, possible contamination and/or any factors that could affect the integrity of the sample.
 - C. Adequate sample volume and air space (method specific).
 - D. Holding times for requested analysis must not be exceeded.
5. **Chain of Custody (COC)** – Information on the COC must be properly and fully completed. Please be aware that photocopies and/or facsimile submissions of CoCs will be accepted temporarily until an original is delivered.

If the checks performed upon sample receipt indicate the criteria are not met, then:

- A. The sample is rejected as agreed with the client.
- B. The decision to proceed is documented and agreed upon with the client. In the event the client cannot be contacted immediately, the sample(s) is logged in and documented accordingly. Subsequent client contact to address the condition(s) is documented and the sample processed accordingly.
- C. Any deviations from the sample acceptance criteria are documented. Absence of any qualifier on the CoC and the final report indicates that all sample criteria has been met.

For further question regarding sample acceptance criteria, please call the RRAESL at (940) 723-1717. A member of our friendly laboratory staff will be more than happy to answer any questions you may have.

Red River Authority of Texas Environmental Services Laboratory
Wichita Falls, TX
(940) 723-1717
www.rra.dst.tx.us