

Sample Acceptance Policy

Aerobiology Laboratory Associate's sample acceptance policy is based on the requirements outlined in ISO 17025, which meets those of TNI, NVLAP and AIHA-LAP, LLC. Samples not meeting these criteria will not be accepted by the laboratory or will be qualified on the final report.

Samples may not be accepted for the following reasons:

- Incomplete or absent Chain of Custody.
A completed chain of custody (COC) must be received with each set of samples being tested, preferably an ALAI COC. It is important to completely fill out the COC using black or blue water-resistant ink. The COC must include client, project and contact information, sample ID, location, date and time of collection, desired turnaround time, collector's name, preservation type (if any), sample type (matrix), tests requested (element selected for analysis for chemistry) and any special remarks about the sample. It is the client's responsibility to inform us of specific methods or required detection limits. Also, the COC must have the signature of the person who is relinquishing the samples and the date and time it occurred as well as the signature, date and time of the person receiving the samples.
- Insufficient sample volume (See Sampling Guidelines) or in some cases, the sample size may be too large (additional charges may be applied).
- Samples without labels. Please label the sample containers using a unique sample ID written with indelible ink. Please be sure that the sample labels match those on the COC.
- This laboratory does not perform the requested test.
- Improper or broken sample containers. Samples must be sealed appropriately to prevent leakage or cross-contamination.
- The samples fail the technical guidelines for the requested test, for example, an AHERA set of asbestos samples that were not collected following AHERA protocols.
- The samples are known or suspected to be radioactive.
- Samples are received past the holding time.
- Inadequate sample preservation.



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- Samples are shipped in a manner that do not preserve the sample's safety, quality and integrity. Some samples must be shipped at the appropriate temperature for sample preservation.

If samples show signs of damage, contamination or inadequate preservation, the client will be contacted. If analysis is performed, the final report will be qualified. If analysis cannot be performed the client will be notified.