



Pack your samples carefully and securely with bubble wrap or other material such that glass sample containers cannot come into contact with each other and there is no space remaining in the cooler for samples to roll around during transportation.

Tape the lid of the cooler closed to ensure that the samples are not tampered with during transportation.

### **Sample Acceptance**

1. An Environmental Laboratory Services, Inc. (ELS) Chain of Custody must be submitted with all samples received. All applicable information must be entered. If the Chain of Custody is submitted where moisture is present, it should be placed in a Ziploc or any other waterproof bag.
2. The sample collector must ensure all labels are permanently affixed to the sample container. Each sample must be properly labeled with a unique identification. All markings on the label should be with permanent ink and protected so that moisture will not affect legibility.
3. An adequate amount of sample in the proper containers with the correct preservative for the analyses is required.
4. All analyses have required holding times within which they must be analyzed. All samples should be delivered to ELS as quickly as possible after collection to allow adequate time for analysis.
5. Samples that require thermal preservation at 4°C must arrive with the temperature in the range of 0.5°C – 6.0°C. Samples received the same day as collection with required thermal preservation at 4°C must be put on ice immediately to show that the chilling process has begun.
6. Clients will be notified if there is damage to the samples or if the acceptance criteria are not met. ELS will not proceed with the requested analysis until the client is notified and all discrepancies are resolved.
7. Standard turn around time for most analyses is 5 to 7 working days, but this may vary depending on current workload. Keep in mind that the holding time starts at the time of collection. Please ensure that the method of shipping allows for adequate time for analysis. Rush services are available at an extra charge if analytical results are needed sooner. Contact ELS in advance to make arrangements (724) 652-5770.