

ARDL, Inc
Acceptable Sampling Practices

The practices employed during collection and transport of samples impact directly on their quality and on the usefulness of the data acquired when the material is analyzed in the laboratory. This document outlines the steps essential to ensure that:

- 1) the samples taken are verifiably representative of conditions at the collection site; and
- 2) no unwanted variations are introduced by storage or handling subsequent to collection.

Individuals who submit samples to ARDL for evaluation are requested to sign and date this notice in the space provided below and return it to the laboratory with the samples to verify that the precautions described have been observed.

Collection Technique

If the sample is a solid, use a scrupulously clean scooping device for collection, preferably metal. If the sample is a liquid, use a scrupulously clean scooping device (preferably glass) to transfer the material into the collection container. Securely close the container and thoroughly wipe the outside surfaces.

Labeling

All labels should have the following information as a minimum: 1) Sample ID number; 2) Sampling site description or name; 3) Date and time of collection; 4) Name of individual collecting the material.

Sample Containers and Preservatives

If ARDL has provided containers, use these during sample collection. Enter the required labeling information in the spaces provided on the container labels. Pay strict attention to those labels since some containers may be reserved for collection of material to be analyzed for specific contaminants. **CAUTION: Containers may be pretreated with corrosive liquids required as sample preservatives. Handle with care to avoid injury.**

If no containers have been provided, place the collected sample in a clean glass container with a screw cap closure.

Storage/Transport

As soon as possible after collection, cool the samples on ice or in a refrigerated space to temperature of $4 \pm 2^{\circ} \text{C}$ ($32 \pm 3^{\circ} \text{F}$) and transport them to ARDL. If a courier service or common carrier is used for transport, ship the samples in a cooler packed with ice.

Documentation

Documents attesting to unbroken chain of custody of the samples since collection is required. An appropriate form is available from ARDL. If samples are transported by hand to ARDL, that form may be completed by sampling personnel on delivery. If the samples are transported by courier or common carrier, enclose a completed form with the samples and seal the cooler with tape to ensure the integrity of sample custody.

Read and Understood By: _____ Date: _____
Affiliation: _____ Title: _____