

**ClearWater Laboratory**

**153 Main Street**

**Newport, ME 04953**

**Tel: 207-368-5700 Email: ClearwaterLab207@gmail.com**

**OFFICE HOURS ARE MONDAY-THURSDAY 8:00AM TO 4:30PM. CLOSED FRIDAYS.**

**SAMPLE ACCEPTANCE POLICY**

**CHECKLIST FOR ACCEPTABLE SAMPLES: (If not properly filled out the sample(s) may be rejected)**

- ▶ Complete the other side of this form and mail or hand deliver with samples to ClearWater Laboratory.
- ▶ Sample bottles must have proper labeling and identification with labels filled out using water resistant ink.
- ▶ Samples must be received within the hold time specified for each of the requested analytes, such as 6 hours for bacterial testing and 24 hours for BOD testing, etc.; otherwise results will be qualified and may not be accepted for compliance reporting by the regulating authority. Do not hesitate to contact CWL for information and assistance regarding sample hold times.
- ▶ Samples that are hand delivered to the laboratory shortly after collection are considered acceptable if packed in ice and there is evidence that chilling has begun.
- ▶ All samples shipped overnight must be on ice and received by ClearWater Laboratory between 0 and 6 degrees celcius.
- ▶ If mailing, **Do Not Mail** on Thursday, Friday, Saturday, or on the day before a holiday.
- ▶ Samples that show signs of damage, contamination, inadequate preservation, or loss of integrity may be rejected.

<< Please write initials in box to show that our Sample Acceptance Policy has been read.

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**ClearWater Laboratory (CWL) Disclaimer:**

This chain of custody (COC) is a legal document used for the transfer of samples that may be tested and reported for compliance purposes. Person(s) collecting the sample(s) identified on this COC are responsible for the accuracy of sample collection information. Any corrections of incomplete or inaccurate information will be noted in the 'Remarks' section of this COC, indicating the source of the correction(s). ClearWater Laboratory is not responsible for the quality of sampling technique except where sample collection was performed by CWL staff.