



The 2009 TNI Standard specifies requirements under which a NELAP accredited laboratory will accept or reject samples. Upon receipt of samples at the facility, laboratory sample control staff will assess all samples based upon the below criteria. The purpose of such criteria is to maintain the integrity of all samples submitted for laboratory analyses.

To comply with these TNI requirements PDC Laboratories, Inc. – Peoria has specified all samples submitted must have:

- Proper, full, and complete chain-of-custody (COC) documentation, which shall include: requested client information, unique sample identification/description, the sampling location, date and time of sample collection, sample collector's name and signature, sample analysis requested, sample matrix type and any special remarks concerning the sample;
- Sample containers marked with readable unique sample identification written in indelible ink and sufficient to link the sample to the identification on the COC;
- Appropriate sample containers for the requested tests;
- Sufficient sample volume to perform the requested tests; and
- Been collected and received such that laboratory can complete analysis within holding time.

In addition, to the above requirements, samples will be considered “nonconforming” if the following conditions are observed upon samples receipt. The applicable data qualifier is included e.g., (Pt). The conditions have been categorized. The applicable category shall only be used for the purposes of logging-in a **rejected** sample into Element LIMS.

Thermal Preservation Rejection:

- Cooler and/or samples are received outside of TNI Standard's thermal preservation requirements (Pt).*

*per the Illinois EPA, drinking water compliance monitoring samples **shall be rejected** by the laboratory upon receipt.

Compromised Sample Rejection:

- Samples are received broken or leaking.
- Seepage of extraneous water or materials into samples.
- Apparent tampering with cooler and/or samples.
- Breakage of any Custody Seal.
- Samples are received in inappropriate containers for the requested tests (Sc).
- Headspace in volatile water samples (i.e., larger than pea size) (HS).
- Inadequate sample volume/amount to perform analyses requested (including client requested MS/MSD). **

** Per the Lead and Copper Rule (LCR) drinking water compliance monitoring samples for lead and copper analysis **shall be rejected** if <900 ml is in the sample container upon receipt by the laboratory.

Inadequate Documentation Rejection:

- COC does not match samples received (i.e., discrepancies).
- COC not received or properly completed.
- Illegible, impermanent or non-unique sample identification on sample container.

Holding Time Rejection:

This document is uncontrolled if printed and not officially distributed by the Quality Assurance department.
Before use, verify in Qualtrax that this is the most current approved version.



- Samples are received outside holding time (Ht).

Sample Preservation Rejection:

- Samples are received without appropriate preservation (Pc).

The condition of a sample considered “nonconforming” shall be noted on the accompanying COC, if available or a Sample Acceptance Nonconformance Report (SANR) at the time of sample receipt. The client’s Project Manager will be notified promptly by sample control staff if any sample is received in a damaged or “nonconforming” condition. This prompt notification shall include the accompanying COC, if available, and a SANR. The Project Manager must promptly communicate with the client to obtain a decision on whether to reject or proceed with the analysis of a nonconforming sample; or have a written communication from the client on file regarding how to proceed with a “nonconforming” sample. This communication and decision must be documented by the Project Manager on the SANR.

Until the final decision is made on whether to reject or proceed with the analysis of a “nonconforming” sample, the sample must be promptly stored by sample control staff in an appropriate refrigerator/cooler or storage location to maintain its integrity. An exception to the requirement to promptly store a sample until the final decision, is in the case of samples with a short hold time (i.e., ≤48/hrs.) or designated as a RUSH sample on the COC. For samples with a short hold time or designated as RUSH, analysis can proceed directly after sample receipt and log-in, if so directed by the Project Manager or until such time the final decision is made.

Any decision or direction provided by the client to reject the sample or to proceed with the analysis of samples not meeting the criteria shall be documented by the Project Manager on the SANR and promptly communicated back to sample control. For short hold time or a RUSH sample for which analysis is proceeding, the Project Manager must only communicate back to sample control and the laboratory if analysis is to be halted/stopped. The COC, SANR and all communications and/or records pertaining to the client’s decision to reject the sample or proceed with analysis shall be scanned and retained within Element LIMS. If the condition of a sample considered “nonconforming ” cannot be rectified by the Project Manager and/or lacking direction from the client to proceed with the analysis of a sample not meeting the criteria then the sample will be rejected.

All analytical test results from “nonconforming” samples which the client indicated to proceed with the analysis shall be appropriately qualified, by the Project Manager, in the final test report. Any data qualifier used shall have a descriptor for it in the final test report. The descriptor shall clearly indicate what sample acceptance criteria were not met. A copy of the COC and the SANR shall be included in all final test report sent to the client.

This policy shall be included in the Quality Manual and be included or referenced in applicable SOPs (e.g., PIA-SL-Login). It is applicable to all departments within the Peoria facility. **This policy is to be made available to all PDC Laboratories, Inc. – Peoria’s clients.**

Approved on January 10, 2019 by:

Director of Client Services

Director of Laboratory Operations

Director of Quality Assurance