



MERIT LABORATORIES, INC.

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MERIT Laboratories, Inc. Samples Acceptance Policy

General

MERIT's Sample Acceptance Policy is designed to ensure samples meet accreditation requirements, ensure that the sample results are of desired quality, and are scientifically and legally defensible. It is critical that MERIT receives samples in a timely fashion. If Rush services are required due to technical holding time limitations, samples must be received within allowable time to analyze and meet technical holding times, otherwise, additional rush charges may apply. Samples received after the technical holding time will be reported as a qualitative estimate.

MERIT reserves the right to reject samples for analysis not performed in house or samples that are known to be radioactive and/or hazardous to our staff. MERIT does not perform or accept samples for medical or radiological testing as MERIT is not licensed to handle radioactive or biologically hazardous materials. In cases where disposal presents as issue or when sample volume grossly exceeds analysis requirements, MERIT may return excess sample volume to the client.

Condition of Samples Received

Upon sample receipt, MERIT verifies samples for use of appropriate containers, correct volume, headspace, and preservation. Samples are inspected for legible and complete labels, damaged bottles, or possible cross-contamination. Failure to meet these requirements can result in flagged data and may inhibit sample analysis.

Chain of Custody (COC) Requirements

All paperwork, all applicable fields on the chain of custody identification/field IDs should be completed. Samples submitted must be listed on the chain of custody with matching, unique and legible sample IDs.

Samples must be accompanied by type of analysis requested and complete written disclosure of known or suspected presence of any hazardous substances, as defined by applicable federal or state law.

Samples must have a date and time of sampling as well as legible name(s) of a sampler(s). If time is not provided the most conservative time possible (12:01AM) will be used. The chain of custody must clearly identify to whom reports and sample receipts are to be addressed. Analysis must be clearly specified, when project reporting lists should be requested where applicable (TAL, TCL, Appendix IX, etc.) A separate document maybe appended or referenced. If accreditation requirements are not specified during procurement, this should be stated on the Chain of Custody. MERIT's standard turn around for sample results only is 5 to 10 business days from sample receipt and all problems and questions are resolved (resolutions and discrepancies). Full QC data packages are available at the later date. Rush charges apply to results requested in less than or equal to five working days. Identifying proper quality control requirement prior sample analyses can save time and money for both the lab and third party validation.

Failure to correctly complete the chain of custody can result in delays, additional fees, data flagging, and/or may inhibit analyses.

What MERIT Does For You

Within 24 business hours of samples being logged in, a sample receipt is sent to the individual listed on the chain of custody. This sample receipt contains information as seen on the chain of custody including sample IDs, project and client information, and analysis requested.