



Greenway Environmental Laboratory follows the current NELAC and state certification requirements regarding sample documentation, holding times, containers, preservation technique and analytical methodology. Samples received by the laboratory are accepted or rejected based on these criteria. The client may waive compliance requirements and request that the samples be processed with deficiencies; however, the results will be qualified as such on the certificate of analysis.

## Sample Receiving Hours

In general, Greenway Laboratory will accept samples between the hours of 9:00am and 5:00pm, Monday through Friday. However, certain analyses with short holding times, or incubation requirements are only accepted on specific days and times. Contact our laboratory personnel by phone (540)-662-4185 or email [wetlab@greenwayeng.com](mailto:wetlab@greenwayeng.com) for specific analysis acceptance dates and times.

## Sample Documentation

A properly completed Chain of Custody form is required for all samples. The purpose of the Chain of Custody form is to document sample collection time, sampler, sample location and type, container type, sample matrix and requested analysis. Subsequent handlers of the sample(s) are required to document receipt and relinquish dates and times with signature. Sample identification shall be clearly marked on the sample containers with the corresponding ID number on the chain of custody. An incomplete Chain of Custody form may result in sample rejection by lab personnel.

## Sample Containers, Holding Times & Sample Preservation

The sample submitter must be aware of the required holding times, sample container material requirements, and preservation requirements for each sample submitted to the lab for compliance analysis. Greenway laboratory recommends that the temperature of the sample be maintained between 1-6 degrees Celsius directly after sample collection and during transit. Wastewater samples must be stored and transported at <6 degrees Celsius or they will be rejected. It is the responsibility of the client to ensure that samples are in the appropriate container with adequate volume, and that sample holding times are not exceeded prior to acceptance by the laboratory for the requested analysis. Holding time exceedance, improper sample container usage or sample preservation will be qualified on the Certificate of Analysis.



# GREENWAY ENGINEERING LABORATORY POLICIES

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## Policy On Type of Samples Submitted

It is the responsibility of the sample submitter to disclose the purpose of the sample submission. Only samples that are for environmental compliance, general information, or process control will be accepted for testing. Sample testing services are not provided for litigation purposes, consumer product liability, or samples containing hazardous substances. We accept no liability for any data produced, evidentiary control procedures, or disposal fees for sample inadvertently submitted or tested for these purposes.

## Policy On Subcontracted Analyses

Greenway Laboratory reserves the right to subcontract analyses to other certified laboratories. This will occur when operational limitations warrant or when analyses are requested that the laboratory is not certified to perform. Unless otherwise directed by the client at the time of sample submittal as to not subcontract the sample analyses, the laboratory will subcontract analyses when applicable. Greenway Laboratory or any of its subcontractors do not accept any liability for sample collection, or re-collection costs due to data error, analytical error, matrix interference, hold time expiration, or any other anomaly inherent to the laboratory industry. Greenway Laboratory expressly denies any liability solely created by certified or non-certified laboratories which may be utilized as a subcontractor.