

**ProScience Analytical Services, Inc.**

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## Sample Rejection

Samples received broken, without the necessary paperwork, or suffering from other defects as listed below are placed on hold and may be sent back to the client.

**Samples may be rejected for the following reasons:**

- Incomplete or absent Chain of Custody  
A completed chain of custody (COC) must be received with each set of samples being tested, preferably a ProScience Analytical Services, Inc. (PASI) COC. It is important to completely fill out the COC using black or blue water resistant ink. The COC must include client, project and contact information, sample ID, location, date and time of collection (for hold time sensitive samples only), turnaround time, collector's name, preservation type, sample type and any special remarks about the sample. Also, the COC must have the signature of the person who is relinquishing the samples and the date and time it occurred as well as the signature, date and time of the person receiving the samples.
- Insufficient sample volume (See Sampling Guidelines) or in some cases, the sample size may be too large (additional charges may be applied).
- Samples without labels. Please label the sample containers using a unique sample ID.
- This laboratory does not perform the requested test.
- Improper or broken sample containers, leading to cross-contamination.
- The samples fail the technical guidelines for the requested test, for example, an AHERA set of asbestos samples that were not collected following AHERA protocols.
- The samples are known or suspected to be radioactive.
- Samples are received past the holding time.
- Inadequate sample preservation.

Samples may be returned to a client for the following reasons:

- A client has not responded to repeated requests for information regarding a batch that is on hold.

A client specifically requests that the sample(s) be returned.