

PROCESSING OF SAMPLES WITH SAMPLE HANDLING DEVIATIONS IN THE LABORATORY

Results will be issued for samples as received at the Laboratory. In line with our UKAS accreditation, the Laboratory will place comments on Certificates of Analysis when the validity of analysed results may be compromised due to any of the following sample handling deviations identified at the Laboratory.

SAMPLE HANDLING DEVIATION	LABORATORY ACTIONS	COMMENT PLACED ON CERTIFICATE OF ANALYSIS	TEST VALIDITY
Samples are missing date & time	The customer will be contacted by LCS to provide date & time of sampling. If no response is received the sample will be processed but sample stability cannot be assessed	No date & time, unable to assess sample stability	Validity of tests may be compromised
No material code supplied (matrix not defined with SWW material codes)	The customer will be contacted by LCS to provide a material code. If no response is received within 24 hours, an 'associated deviation' will be added to your sample	Associated deviation: no material code	Validity of tests may be compromised
Analysis unspecified by the customer	If analysis is not requested you will be contacted by LCS for analysis requirements. Analysis may be delayed if this information is not provided promptly	'Analysis outside of sample stability' comment only added if sample is analysed out of stability time due to the delay in supply of analysis requirements	Validity of tests may be compromised if commented
Sample arrives in an incorrect sample container	You will be informed of bottle deviations, incorrect bottles which compromise analysis or sample preservation will result in test cancellations. Samples will not be poured off into the correct containers in sample reception	An 'overall comment' will detail the reason for bottle cancellation	Test cancelled
Sample container damaged when received by the laboratory	You will be informed that the container was damaged on arrival and the associated tests will be cancelled	An 'overall comment' will detail the reason for bottle cancellation	Test cancelled

SAMPLE HANDLING DEVIATION	LABORATORY ACTIONS	COMMENT PLACED ON CERTIFICATE OF ANALYSIS	TEST VALIDITY
Sample container arrives with insufficient headspace	You will be informed that the bottles do not contain enough sample, or that bottle filling requirements have not been met, to permit analysis	Comment in the 'overall comments'	Test cancelled
Sample arrives after the test parameter stability time	The test will be processed and a comment will be placed on the Certificate of Analysis	Stability exceeded on arrival	Validity of tests may be compromised
Sample delivery time does not allow for analysis to take place prior to sample stability time	The test will be processed and a comment will be placed on the Certificate of Analysis	Analysed outside of sample stability	Validity of tests may be compromised
Test analysis is delayed within the Laboratory	The test will be processed and a comment will be placed on the Certificate of Analysis	Analysed outside of sample stability	Validity of tests may be compromised

Sample stability is defined as the recommended preservation time between sampling and analysis. Once this time is exceeded the Laboratory can not guarantee that the sample remains stable.

To enable the Laboratory to preserve and analyse samples within stability time, it is advised that samples arrive at the Laboratory prior to 1630 on the day of sampling. The Laboratory can not be held responsible for preparing or analysing samples over the stated stability time if they arrive outside this recommended time frame.

Samples with sample handling deviations are processed on the understanding that they will be paid for under our normal terms and conditions. Certificates of Analysis that are issued for deviating samples will include a disclaimer stating that the validity of test results may be compromised.