

Sample Acceptance Policy

Sample Documentation:

All samples must be received with a completed Chain of Custody (CoC) that includes:

- Client's name, address and phone number
- Unique sample name(s) & dates collected
- Report type requested and turnaround time
- Any sample specific notes
- Date, time and name of the person relinquishing the samples

Sample Packaging:

Samples will be accepted by the laboratory to be analyzed if the sample has been packaged to protect its integrity and will be rejected if the sample's integrity is not adequately protected or has been compromised.

Adequate Labeling:

Labels must include unique indelible sample description(s) traceable to the CoC for identification. The sample will be rejected if it is not clearly labeled or labeled incorrectly.

Adequate Sample Volume:

A sufficient amount of sample volume must be available to perform the necessary analyses. Contact the laboratory manager to ensure the sample volume is adequate before sending the test item.

Where there is doubt as to the item's suitability for testing, or where FINA is unable to perform the requested analysis, FINA will contact the client for further instructions before proceeding. Items which may need clarification can include:

- Insufficient sample amount received or incorrect container(s)
- Item does not conform to the description provided on the CoC
- Testing requirements not sufficiently specified or missing

*To assist FINA Analytics in continuous identification of impartiality, when sending in a sample, please disclose any conflicts of interests you may have with FINA, and its employees, agents, or representatives.

Additional Questions? Please contact FINA Analytics laboratory manager at:

Email: analytics@finalabs.co Phone: (507)-214-3550 (#5)

We Appreciate the opportunity to work with you. Thank you!