



In continuing with Maximum Environmental Management Inc., commitment to providing our clients with the most accurate analysis we have developed the following sample submission guidelines in accordance with the New York state Department of Health, Environmental Laboratory Approval Program. In order to perform analysis all sample criteria must be met, if your samples do not meet one or more of the criteria analysis may be performed anyway with appropriate data qualifiers, please call us at (631) 589-1225 or e-mail us at info@maximumenv.com if you have any questions.

Chain of Custody

Maximum Environmental Management Inc. provides a chain of custody form. Clients may submit their own COC subject to approval. All COC will be deemed acceptable if the following information is completed and legible.

1. All relevant client/company information.
2. Contact name.
3. Sample collector's name & signature.
4. Project identity &/or location.
5. Date & time of sample collection.
6. Sample identification, description, location, or origin.
7. Matrix type.
8. Bottle(s) submitted (type & quantity)
9. Whether or not the sample will be needed as evidence.
10. Whether or not the sample may be a controlled substance.
11. Any preservation the sample has been treated with.
12. For bacteria analysis residual chlorine reading must be taken in the field and noted on the COC before analysis can begin.
13. Clients may request a specific turn around time by noting it on the chain of custody.
14. Signatures of the persons involved in the chain of possession.
15. Comments or special instructions & any field notes.

Sample Conditions

Samples can be shipped to the laboratory or dropped off in person by the client during regular business hours. Samples may be dropped off at irregular hours by contacting Maximum Environmental Management in advance or arrangements can be made to have our field technicians pick up your samples.

In addition to a properly filled out COC, the following sample conditions must be met when samples arrive at the laboratory.

- Samples must be submitted cold.
- Must be submitted in an ice chest and on ice.
- Samples submitted in a cooler must contain a temperature blank.
- Samples must be received below 6° Celsius. * See note below for exceptions
- The number of samples submitted must be the same number noted on the chain of custody
- All bottle caps must be securely tightened.
- All containers should be packaged sufficiently so they arrive at the laboratory in tact.
- Samples should be submitted within the stated holding time for the analysis to be performed. **
- Volume of sample submitted must be sufficient for the analysis to be performed.
- All samples submitted for volatile organic compound analysis must be in appropriate containers and free of headspace (air in container).

**At the discretion of management samples may be submitted without an ice chest where chilling may compromise sample consistency. Call for details.*

***Where holding time is considered immediate samples may be submitted out of holding time and run with the appropriate data qualifier. Call for details.*

Normal turn around time is 7-10 business days; this does not include weekends and holidays. For all samples received after 2:00 p.m. the turn around time will begin the next business day. A variety of turn around time options are available at a nominal fee. Please call our office at (631) 589-1225 or e-mail us at info@maximumenv.com for special turn around time availability and pricing.