



Abilene-Taylor CPHD Laboratory  
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### Sample Acceptance Policy

Thank you for choosing the Abilene-Taylor County Public Health District Laboratory. Below is a list of our sample acceptance criteria. **Samples that do not meet the Acceptance Criteria, including discolored samples, may be rejected or subject to an agreement.**

- Water samples are accepted Monday-Friday 8:00am – 4:00pm.
- TCEQ-compliance water samples must be accompanied by the Laboratory Submission Form, and all necessary data must be filled out by the PWS.
- Water samples must be submitted within 30 hours (holding time) from the time of collection.
- Sample volume must be at least 100mL with at least 2.5cm of airspace in the bottle.
- Sample sources must be identified on the bottle label as well as on the Submission Form.
- Bottled/Vended samples must be submitted in sealed, commercial bottles, or containers provided by the A-TCPHD Laboratory.
- Laboratory personnel cannot correct or complete the form himself/herself.

Below is a list of sample rejection criteria.

Rejection Codes	Rejection Code Description	Rejection Codes	Rejection Code Description
BR	Broken in transit	BP	Invalid sample point
CL	Chlorine present in sample	IP	Invalid sampling protocol
EH	Exceeds holding time	LA	Lab accident
EV	Excessive volume	LR	Lab rejected
FZ	Frozen sample	LT	Leaked in transit
HB	Heavy bacterial growth	NC	No chlorine residual on form
ST	Heavy silt of turbidity present	VO	Volume insufficient
IN	Insufficient sample information		

If a sample needs to be rejected for reasons noted above, the laboratory will inform the client no later than the same business day and request another sample within 24 hours to replace the rejected sample with a valid sample. Replacement samples must be indicated on the Submission Form along with the Original Laboratory Sample ID number and Original Date of Collection. Repeat samples following a Total Coliform- or *E. coli*-positive sample must be indicated on the Submission Form along with the Original Laboratory Sample ID number, collection date, and Repeat Location (ie. Original, Upstream, or Downstream).

**Please, notify our staff in the case of a Public Notice, such as a Boil Water Notice, for expedited reporting.**

**Fee: \$25.00 per sample – Payment due at time of sample submission.**

**The A-TCPHD Laboratory accepts the following payment types: cash or check only.**