
 Environment, Health & Safety Office Administrative Procedures	Procedure#: EHS-07-018
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TITLE: Chemical Sample Analysis from an Outside Vendor	Approved:  Title: Director, EHS
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The IH laboratory's QA/QC Program helps to assure the quality of laboratory analyses in house as well as analysis done through an outside vendor. Whenever possible, samples submitted by the Industrial Hygiene staff are collected pursuant to published NIOSH or OSHA methods, other equivalent recognized published methods, or by methods mandated by federal or state regulation. EHS personnel prior to sample collection will discuss sampling procedures and analysis with the Lab Manager to determine appropriate analytical method selection when needed.

The Lab Manager when necessary because of analytical capabilities or time constraints will assist the EHS staff in selecting an outside vendor for laboratory services. The following criteria are considered: accreditation by AIHA or other relevant organization, sole source, ISO 9000 accredited or positive past experience as well as cost and turnaround time.

Sample analysis provided by an outside vendor that exceeds two hundred dollars must be approved by the IHP Deputy Director or the EHS Office Director. When submitting samples to an outside vendor all Sample Receipts and Chain of Custody Procedures found in the IH Laboratory QA/QC Manual must be followed as well as any requirements from the outside vendor.

The list of current analytical vendors includes:

1. **Bureau Veritas, NA**
800-806-5887
2. **Galson Laboratories**
888-432-5227
3. **Wisconsin State Lab of Hygiene**
800-446-0403

For biological sample requirements, see Biosafety Program protocol; for radiological sample requirements, see Radiation Protection Program requirements; and for environmental samples, see EMP requirements.