

SAMPLING INSTRUCTIONS

PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS REGARDING
THE FOLLOWING INFORMATION

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These instructions reflect generally accepted practices for sample collection at the time of this document was created.
Customers are ultimately responsible for the method used in the collection of all samples.

FOR ALL SAMPLES

- **Sample schedule:** Most samples are accepted Monday through Friday 8am-5pm. Please call ahead for acceptance schedule for bacteria and BOD samples, especially near the Holidays.
- **Sample containers:** We provide sample containers for all of our available tests, some of which are sterile and/or prepared with the proper preservative for the tests being conducted. Please contact us so we can arrange delivery or pickup of the correct number and type of containers to meet your sampling needs.
- **Clearly label the sample container** with the sampling location, date and time. Use wax pencil or tape and a permanent pen.
- **Keep the sample refrigerated or cold**, if at all possible, until you submit it to the lab. This will help preserve the integrity of your sample.
- **Please complete the Chain of Custody form** provided before submitting your sample to the lab. Be sure to indicate which tests are to be performed on which samples. If you have any questions, please ask one of our employees for help. You can also view completed example forms for PWS and General sample submission.

Soil, Sludges, and Oil

As a general rule, samples should be collected in 4-ounce glass jars with Teflon lined caps. The jars should be completely filled to eliminate headspace, tightly capped, labeled and immediately placed in a refrigerator or a cooler with ice until delivery to the laboratory. Some combinations of analyses may require more sample to be collected.

WATER SAMPLES: COLLECTION PROCEDURES

Bacteriological (Drinking Water)

1. Select a clean faucet. Avoid collecting from a swivel or hinged faucet as bacteria re-growth can occur in the cracks.
2. Chlorinate faucet or sampling point.
3. Allow water to run for five minutes before taking the sample.
4. Wash your hands thoroughly before opening the bottle.
5. **Do not rinse the bottle out!** It contains preservatives that may look like a powder or pellet.
6. Do not remove the cap from the bottle until just before taking the sample. Do not touch the inside of the lid or inside of the bottle with your fingers.
7. Fill the bottle to the 120ml line indicated on the container and cap tightly. Please label with sampling location, time and date.
8. **Bacteria samples must reach the laboratory within 30 hours of sampling.** Please plan your sampling and delivery time accordingly. Samples not collected in the correct container provided may be rejected.

Volatile Organics (VOC's)

VOC samples must be collected in 40 ml VOA Vials. These samples must **not** contain any air bubbles. You may wish to wear gloves as some vials contain a small amount of hydrochloric acid as a sample preservative. **PLEASE DO NOT RINSE** the bottles out before sampling

1. Fill the vial under a slow stream of water until it overflows. The water should be domed at the top.
2. Gently replace the cap and tighten securely.
3. Turn the bottle upside down-there must be **no air bubbles** in the vial. We may be unable to accept vials that contain air bubbles and in this case will ask you to resample with new vials.

Synthetic Organics (SOC's)

SOC sample bottles or vials usually contain a preservative. You may wish to wear gloves. **PLEASE DO NOT RINSE** the bottles out before sampling.

- **Vial** - Fill the vial under a slow stream of water until it overflows. The water should be domed at the top. Gently replace the cap and tighten securely. There must be **no air bubbles** in the vial. We may be unable to accept vials that contain air bubbles and in this case will ask you to resample with new vials.
- **Amber Glass Bottles** (250ml or 1L) - Fill bottles to the neck and replace cap securely.

Inorganic (IOC's)

Lead/Copper (1 L HDPE plastic bottle)

1. Allow the water to stand in the pipes for 6-8 hours before collecting the sample.
2. Collect the sample from a kitchen or bathroom cold-water faucet.
3. Place the open sample bottle below the faucet and gently open the cold water tap. Do **not** let the water run before collecting the sample. Fill the sample bottle to the neck and turn off the water.
4. Cap the bottle tightly and label the container with the sampling location, date and time.

Other IOC's/Nitrates

Please note: **Nitrate samples must reach the lab within 36 hours of sampling.** Please plan your sampling and delivery time accordingly.

1. Fill the bottle completely under a slow stream of water.
2. Tightly cap the sample bottle, label it with sample location, date and time and keep it cool until it reaches the lab.