

## SAMPLING AND SHIPPING INSTRUCTIONS

# UCMR 4 SAMPLING INSTRUCTIONS

Please read all the instructions before sampling.

### Sampling Steps

It is recommended to wear powder-less nitrile gloves during sampling and sample handling.

1. If your sampling point has a faucet with an aerator, it must be removed prior to collection of the samples.
2. Flush the cold water sampling line approximately 3 to 5 minutes prior to sampling.
3. Do not touch the inside of the cap or around the edge of the bottle.
4. Slow the water stream before collection.
5. Fill the sample bottle to the **neck**, taking care not to flush out preservatives and making sure the mouth of the bottle does not come in contact with anything other than the sample water.

**Do not overfill the container.**

6. Indicate the sampling date, time, and site on both the bottle labels and the enclosed Chain of Custody (COC). Information on the COC and the labels must match and be complete.

### Shipping Samples

1. Place a small layer of wet ice inside the liner bag in the cooler. Then place the filled sample bottles in the original bubble bag or Ziploc® style bag into the cooler. Put wet ice around the samples and on

top of the samples to fill the cooler almost to the top. Gather the liner bag, twist tight and tuck it to the side. Place a layer of bubble wrap across the top to keep samples and ice in place. Put the COC in a sealed bag on top of the bubble wrap, close the cooler and seal with tape. Return to the laboratory immediately after collection.

**Note:** If samples are not received cold upon receipt, you may be required to recollect and incur additional shipping costs. Samples that are received at the lab within 48 hours of collection must be received at or less than 10°C, but not frozen. During the summer, the ambient water temperature can be significantly greater than 10°C. In such cases, the EPA suggests collecting samples in the morning and refrigerating them for several hours before packing them in the cooler with ice.

**REMINDER:** If samples are received more than 48 hours after sampling, they must be at or less than 6°C.

**PWS / Labs:** Keep records of sample storage temperature before shipment and record on COC.

2. Sample bottles must be hand delivered or sent by an **overnight** carrier.
3. Laboratory **must be** notified prior to shipment of samples for Saturday delivery.









#### UCMR 4 Notes

1. Verify on COC Sampling Point Type (SR, EP or DS) SR= Source Water; EP=Entry Point to the Distribution System; DS= Distribution System sample
2. Identify on COC the Sample Event Code: SEC1, SEC2, SEC3, SEC4, SEC5, SEC6, SEC7, SEC8 or SEA1, SEA2, SEA3, SEA4
3. If resampling, please reference the original sample event on the COC.
4. Try to collect only on Monday, Tuesday or Wednesday and ship no later than Thursday of each week. Please try not to collect on a Friday, Saturday or Sunday unless special arrangements have been made for the receipt of the samples at the laboratory within 48 hours of collection.

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### Sampling Containers

Fill all empty sampling containers included in this kit.

<p>EP (Entry Point to Distribution System)</p>	<p><input type="checkbox"/> <b>200.8 Metals</b> 1 x 250mL - No Preservative</p>  <p><input type="checkbox"/> <b>525.3 Pesticides</b> 3 x 1L - AA + EDTA + K-dihydrogen citrate</p>  <p><input type="checkbox"/> <b>530 SOC</b> 3 x 1L - Trizma + AA + EDTA + Diazolidinyl urea</p> <p><input type="checkbox"/> <b>541 Alcohols</b> 3 x 125 mL - Na-Sulfite + Na-bisulfate</p> 	<p><input type="checkbox"/> <b>544 Microcystins</b> <sup>(1)</sup> 3 x 550mL - Trizma + 2-Chloroacetamide + AA + EDTA</p>  <p><input type="checkbox"/> <b>545 Cyanotoxins</b> <sup>(1)</sup> 1 x 125 mL - AA + Na-bisulfate</p>  <p><input type="checkbox"/> <b>546 Total Microcystins</b> <sup>(1)</sup> 1 x 125 mL - Sodium thiosulfate</p>
<p>DS (Distribution System)</p>	<p><input type="checkbox"/> <b>552.3 HAA</b> 1 x 250mL - Ammonium chloride</p> 	
<p>SR (Source Water)</p>	<p><input type="checkbox"/> <b>5310C TOC</b> 1 x 125mL – H<sub>2</sub>SO<sub>4</sub></p> 	<p><input type="checkbox"/> <b>300.0 Bromide</b> 1 x 125 mL – No Preservative</p> 

### Example of Sample Kits



Full Kit



(1) 544, 545, & 546 Kit