

- The sampler will receive a sample kit from our lab.
- WHEN SAMPLING, BRING ICE IN SEALED BAGS TO CHILL SAMPLES DURING SAMPLE COLLECTION.**
- Put on nitrile gloves. If sampling from faucet, remove the aerator and screen.
- Open the tap and let the water of the sample source run at fast flow for approximately 5 minutes.
- The sample kit will include clean, baked, amber borosilicate glass bottle(s) for all but Diquat. Typical volumes and preservatives required per test are as follows:

<u>TEST NAME</u>	<u>BOTTLE SIZE</u>	<u>RAW WATER PRESERV.</u>	<u>FINISHED WATER PRESERV.</u>	<u>HOLD TIME</u>
CARBAMATES (EPA531)	2 40-mL	Citrate	Citrate + Thiosulfate	28 days
SYNTHETIC ORGANICS (EPA525)	2 or 3 1-L	HCl	HCl in vial + S. Sulfit	14 days
HERBICIDES (EPA515.4)	2 125ml	none	Sulfite	14 days
PESTICIDES (EPA505)	4 40ml VOC	none	Thiosulfate	7 days
DIOXIN (EPA D1613)	2 1-L	none	Thiosulfate	1 year
ENDOTHALL (ENDOTHAL) (EPA548.1)	1 125-mL	none	Thiosulfate	7 days
GLYPHOSATE (GLYPHOS) (EPA547)	1 125-mL	none	Thiosulfate	14days
DIQUAT (DIQUAT) (EPA549.2)	1 1-L, amber <u>Plastic</u>	none	Thiosulfate	7 days

- Use indelible ink (i.e. Sharpie pens) to clearly identify the sample bottles with the information listed below (if not already on the label).
    - Client Name                      - Analysis required                      - Preservative used
    - Sample ID                            - **Date and Time of collection**
  - Slow water flow to thickness of a pencil (to minimize splashing) and fill bottle.
  - Fill sample bottle up to the bottom of neck. Make sure the mouth of the bottle does not come in contact with anything other than the sample water. **DO NOT RINSE OUT PRESERVATIVE.**
- IF SAMPLE SITE IS CHLORINATED:** For the EPA525 bottles, fill bottle to just below the neck, then pour the acid out of the small vial into the large bottle. **DO NOT ADD ACID INTO THE EMPTY BOTTLE.**
- Cap and invert the bottles at least 5 times to mix the sample with the preservative.
  - Store at ≤6°C but above the freezing point of water until transported to the lab.

**SAMPLE SHIPPING AND STORAGE**

- If shipping samples on the same day of sampling, chill samples until ≤6°C by exchanging the wet ice used during sampling with **FRESH** wet ice.
- Pack chilled samples** in a cooler and add enough **FRESH** wet ice to take up 30-50% of the cooler (e.g. most of the remaining space) inside two large plastic bags as recommended in our **“Wet Ice Packing Instructions.”**
- Complete the Chain of Custody during sample collection. Place Kit Order and completed Chain of Custody in a ziplock

bag in the cooler on top of packing material. The following information is required on the completed Chain of Custody.

- Collector's name
- Sample site
- Comments about the sample (if applicable)
- Client Name
- Date and time of collection
- Sample type

4. **Ship via overnight service such as FEDEX, UPS, or DHL, etc.** Maintain an environment at  $\leq 6^{\circ}\text{C}$  but above the freezing during transit. It is recommended that samples arrive within 48 hours of sampling, with no more than 40 hours for transit.
5. If samples are received on the same day as collection, temperature may be  $>10^{\circ}\text{C}$  with evidence of cooling.
6. Maximum **HOLDING TIME FOR SAMPLES** from time of collection is indicated in the above table.
7. Alternatively, cool the samples down by placing them **overnight** in a cooler with wet ice, or in a refrigerator (store chilled for at least 12 hours before packing for shipment). Maintain the cold samples until repacked in the cooler for shipment to the lab.

#### **ADDITIONAL NOTES**

- Try to collect only on a Monday, Tuesday or Wednesday and ship no later than Thursday of each week, and try to **NOT** collect samples on Friday, Saturday, or Sunday unless special arrangements have been made for the receipt of samples at the laboratory within 48-hours of collection.
- If shipping to the laboratory with **frozen gel packs** rather than wet ice, please be sure that the gel packs have **been frozen for at least 48 hours** prior to the shipment time.