

1. WHEN SAMPLING, BRING ICE IN SEALED BAGS TO CHILL SAMPLES DURING SAMPLE COLLECTION.

2. The sampler will receive the following sample kit from our lab:

| Bottle Label | # of Bottles | Size | Bottle | Preservative |
|--------------|--------------|-------|---|----------------|
| @537 | 3 | 275mL | Polypropylene (PP) bottles with PP screw-caps (no round label on bottle) | 1.4g of Trizma |
| @537 TB | 1 | 275mL | PP bottles with PP screw-caps (white round label on bottle) | 1.4g of Trizma |
| @537 FB | 1 | 275mL | PP bottles with PP screw-caps (blue round label on bottle) | None |



* The sampler will receive the Trip Blank (TB) filled with water and preservative. It is colored in the picture to indicate the bottle is filled (not empty) for picture purposes only. **The sampler will also receive an empty bottle labeled @537 FB (Field Blank) and 3 sets of preserved bottles.

3. Put on nitrile gloves. While at the site, before collecting samples, open the @537 TB labeled bottle containing the preserved reagent water.



4. Pour the preserved reagent water into the empty bottle labeled (@537 FB)

Cap both the filled @537 FB and the now empty TB bottle. Ship the filled FB and the now empty @537 TB bottle back to the lab along with the samples.



5. If sampling from faucet, remove the aerator and screen.

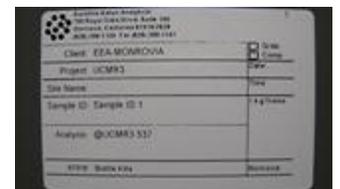


6. Open the tap and let the water of the sample source run at fast flow for approximately 5 minutes.



7. Use indelible ink (pen included in kit) to clearly identify the sample bottles with the information listed below.

- Sample ID
- Source of sample, if not already on label
- Analysis required, if not already on label
- Date and Time of collection
- Preservative used, if not already on label



8. Slow water flow to thickness of a pencil (to minimize splashing) and fill bottle.



9. Fill sample bottle up to **bottom of 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 sample water.



10. Cap and invert the bottles at least 5 times to mix the sample with the preservative.



11. Collect sample for the other 2 sample bottles by repeating steps 8 to 10.

SHIPPING SAMPLES AND STORAGE

- If shipping samples on the same day of sampling, chill samples until at or below 10°C by exchanging the ice used during sampling with sealed bags of fresh 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) as recommended in our "**Wet Ice Packing Instructions.**"
- Complete the Chain of Custody during sample collection. Place completed 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
 - Date and time of collection
 - Unique field sample ID
 - Comments about the sample, if applicable
 - Sample type (Sample, TB, or FB)
- Ship via overnight service such as FEDEX, UPS, or DHL, etc.** Sample must not exceed 10°C during transit.
- Samples **MUST** arrive at lab within 48 hours of sampling at or less than 10°C, greater than 0°C (not frozen).
- If samples are received more than 48 hours after sampling they must be at or less than 6°C, greater than 0°C (not frozen).**
- If samples are received on the same day as collection, temperature may be greater than 10°C with evidence of cooling such as ice.
- Maximum **HOLDING TIME FOR SAMPLES IS 14 DAYS** from time of collection. Sample extracts can be held for a maximum of 28 days.
- Alternatively, cool the samples down by placing them **overnight** in a cooler with ice, or in a refrigerator (store chilled for at least 12 hours before packing for shipment). Maintain the samples cold until repacked in the cooler for shipment to the lab.

ADDITIONAL NOTES

- Do not composite (i.e., combine, mix or blend) samples.
- Avoid handling potential contamination such as food packaging and certain foods and beverages before sample collection. Wash hands before sampling and wear powderless nitrile gloves (included in kit) while filling and sealing the sample bottles.
- Collect samples early enough in the day to allow adequate time to cool and to send those samples for overnight delivery to the laboratory, if not refrigerated and stored overnight before shipping.
- 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.
- If in doubt, please review our YouTube sampling video at <http://www.youtube.com/user/EurofinsEaton>.