

1. The sampler will receive a sample kit from our lab.
2. **WHEN SAMPLING, BRING ICE IN SEALED BAGS TO CHILL SAMPLES DURING SAMPLE COLLECTION.**
3. Put on nitrile gloves. If sampling from faucet, remove the aerator and screen.
4. Open the tap and let the water of the sample source run at fast flow for approximately 5 minutes.
5. The sample kit will include some or all bottle(s) as described below. Volumes and preservatives required per test are as follows:

| <u>Tests</u> | <u>Containers</u> | <u>HOLD TIMES</u> |
|---|--------------------------------|-------------------|
| Hexavalent Chromium (EPA 218.6) *) ammonium sulfate and ammonium hydroxide buffer solution | 1-125 mL plastic, with buffer* | 5 Days |

6. 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 | |
7. Slow water flow to thickness of a pencil (to minimize splashing) and fill bottle.
8. Fill sample bottle up to 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 present in the bottle.
9. Cap and invert the bottles at least 5 times to mix the sample with the preservative.
10. Store at $\leq 6^{\circ}\text{C}$ but above freezing until transported to the lab.

SAMPLE SHIPPING AND STORAGE

1. If shipping samples on the same day of sampling, chill samples until $\leq 6^{\circ}\text{C}$ by exchanging the wet ice used during sampling with **FRESH** wet ice.
2. **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.***"
3. Complete the Chain of Custody during sample collection. Place Kit Order and completed Chain of Custody in a Ziploc style 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 freezing during transit. It is recommended that samples arrive within 48 hours of sampling. Otherwise, samples must arrive within 20 hours of sampling.
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** is 14 days from time of collection.
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.