

1. **a) FREEZE GELPAKS UPON RECEIPT OF SAMPLE KIT AND ADD FROZEN GELPAKS TO THE COOLER ON THE DAY OF SAMPLING.**

b) WHEN SAMPLING, BRING OTHER AVAILABLE BAGGED WET ICE IN SEALED BAGS OR FROZEN GELPAKS TO CHILL SAMPLES DURING SAMPLE COLLECTION.

2. The sampler will receive a sample kit from our lab.
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 sample bottles depending on the type of test. Bottles, volumes, and preservatives required per test are as follows:

<u>TEST</u>	<u>BOTTLES & PRESERVATIVE</u>	<u>HOLD TIMES</u>
TSS	(1) 500 mL poly/ no preservative	7 days
NH ₃	(1) 125 mL poly + 0.5 mL H ₂ SO ₄ (50%)	28 days
COD	(1) 125 mL poly + 0.5 mL H ₂ SO ₄ (50%)	28 days
T-P	(1) 250 mL poly + 0.5 mL H ₂ SO ₄ (50%)	28 days
Cl ₂ Residual	(1) 250 mL amber glass / no preservative	24 hrs
OPO ₄	(1) 125 mL poly / no preservative	48 hrs
TPTHM	(1) 1L amber glass/no preservatives	24 hrs

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

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

7. Slow water flow to thickness of a pencil (to minimize splashing) and fill bottle.
8. Fill sample bottles to the bottom of the 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.**
9. Cap and invert the bottles at least 5 times to mix the sample and preservative.
10. Store at ≤6°C but above the freezing point of water until transported to the lab.

SAMPLE SHIPPING AND STORAGE

1. If shipping samples on the same day of sampling, chill samples until ≤6°C by exchanging the ice used during sampling with available sealed bags of fresh frozen ice or frozen gelpaks.
2. **Pack chilled samples** in a cooler with **FROZEN** gelpaks.
3. 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

- Client Name

- Sample site

-Date and time of collection

-Comments about the sample, if applicable

-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 point of water during transit. It is recommended that samples arrive within 24 hours of sampling, with no more than 20 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** is **24 hrs.** for Cl_2 Residual from time of collection. For other hold times, please see above table.
7. Alternatively, cool the samples down by placing them **overnight** in a cooler with frozen refrigerant packs or water 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.