

Sample Collection Procedure for **VOC** Volatile Organic Compounds

****READ ALL INSTRUCTIONS BEFORE COLLECTION****

VOC SAMPLE KIT CONTENTS:

- * 1 - 40mL vial labeled: 'Field Blank' and dated.

The Field Blank serves as an indicator of contamination, which may occur during sample transport or storage. Therefore, this vial **must not be opened** and must always travel with the samples.

- * 2 - 40mL vials for each source to be sampled.

These vials each contain 25 mg of ascorbic acid that **must not** be rinsed out during sample collection.

- * 2 - 2mL Red Capped vials containing inserts filled with 2 drops of 1:1 HCl (**CAUTION: HCl is Corrosive.**)
- * Water Sample Information Form for each source to be collected.

Field Blank

1 ea



VOC

2 each



SAMPLE COLLECTION:

1. All samples should be collected after treatment and before the distribution collected system (representative of the overall source)
2. Use the same collection point each time you sample.
3. Remove any potentially contaminating devices such as filters, screens, aerators, hoses, etc. from sampling points.
4. Open the tap and allow water to run, at least 3 minutes, until it reaches a constant temperature.
5. Reduce flow to a thin steady stream about the thickness of a pencil.

*** DO NOT LET THE VIALS TOUCH THE FAUCET OR SPIGOT AS THE SAMPLE MAY BECOME CONTAMINATED***

6. Fill the 2 - 40mL vials from each source one immediately after the other. Avoid agitation of the sample while filling.
7. Allow the stream of water to gently flow into the vial just to overflowing, do not rinse out the ascorbic acid. see below (a)
8. After filling, empty the insert of one red-capped 2mL vial into each 40 mL vial. see below (b)

*** DO NOT put red capped vial into the VOC vial. Your sample should look like the field blank.**

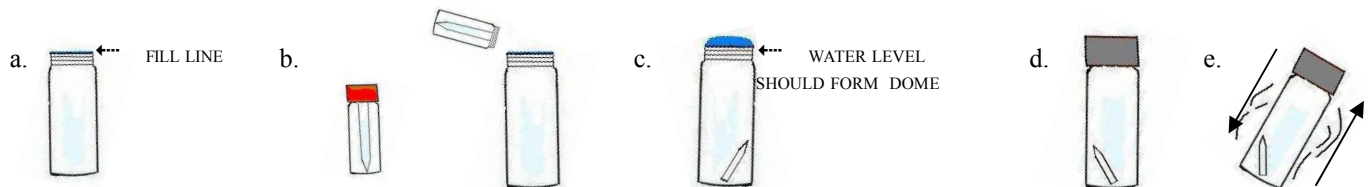
9. If necessary gently add more water so that sample vial looks like illustration (c).

*** DO NOT TOUCH or otherwise contaminate the inside lid or the lip of the vials/bottles during sampling.**

10. Carefully place the cap onto the 40mL vial. The shiny side of the Teflon cap liner should be face down in contact with the water sample. Tighten down the cap securely. see below (d)

*** IMPORTANT:** Check for trapped air by inverting the vial and looking to see if any air bubbles are present. If air bubbles are present, gently add more water and repeat step 9. **The lab will REJECT VOC samples if there are air bubbles in the VOC Container. This will result in re-sampling.**

11. When you are sure vial is properly filled, shake vigorously. see below (e)
12. Label each 40mL vial with DOH source number and your name for that source.



AFTER SAMPLE COLLECTION:

IMPORTANT: SAMPLES MUST BE KEPT COLD. If the samples are to be held for a day or longer prior to shipment, place the bottles in a refrigerator. **Once samples are ready to be shipped, make sure there is plenty of ice in the cooler to keep the samples at 4° C.** Place the **completed** Water Sample Information (WSI) form into a plastic bag and place in the cooler with the samples. Put the red-capped 2mL vials back into the container.

ALL SAMPLES MUST BE RECEIVED AT THE LABORATORY PRIOR TO 4PM ON FRIDAY OF THE WEEK IN WHICH YOU SAMPLED.

Samples MUST be kept cold at 4° C until they reach our laboratory. If they become warm or freeze they will be rejected. We highly suggest NOT shipping on Thursday/Friday as samples may sit over the weekend with the shipper and become warm.

Additional copies of the WSI are available online at www.EdgeAnalytical.com under Resources/Forms. Please call Cindy O'Toole at (360) 757-1400 or 800-755-9295 if you have any questions.