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## DOC Sampling Instructions

If dissolved organic carbon (DOC) results are required, then *no preservative is to be added until after the sample has been filtered*. Filtration should occur as soon as possible after sampling.

250mL muffled amber bottles are provided for collection of the sample to be filtered. When properly filtered, preserved, and handled, the holding time is 28 days.

### **When filling the vials provided please observe the following:**

1. The sample must be *refrigerated at 4°C* until it is analyzed.
2. The vial should be filled to the top, leaving *no head-space* in the vial.
3. If filtration is to occur at the laboratory, then the sample must be received as soon as possible after collection. The sample must be refrigerated at 4°C (or “iced” for it’s trip to the lab). Glass-fiber filtration will occur as soon as possible after the lab receives the sample and the sample will be preserved and refrigerated until it is analyzed.
4. If filtration occurs in the field then *care must be taken that the preservative is not washed out of the vial during filling*. The pH of the sample must be kept at 2 (or slightly below). If the HCl is washed out, then the sample pH must be adjusted as soon as possible. For this reason, our laboratory checks and adjusts the pH of each sample when it is received. However, it must be emphasized that field preservation is preferred.
5. The vial should be *capped immediately after filling*. The smooth Teflon side of the removable cap insert should be facing the sample.
6. Oils from fingers or residue from gloves must not be allowed to come into contact with the vial opening nor cap. Nothing should be allowed to enter the vial other than representative sample.
7. All glassware used in collection must be muffled to avoid contaminating the sample.

Please continue to refrigerate (or “ice”) the sample until it is delivered for analysis.