



**IBWA/FDA/CBWA**  
BOTTLED WATER SOURCE WATER  
SAMPLE COLLECTION PROCEDURES

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

**BEFORE YOU BEGIN:**

Questions? Call 800.755.9295

- Protect glass bottles from breakage at all times, including shipment.
- Complete the Chain of Custody Form and place in bag.
- Re-pack with double bagged crushed ice on all sides of the cooler or ICE PACKS to keep samples at 4° C.
- Collect samples in the afternoon and ship **NEXT DAY AIR AM** to Edge on the same day as collection.
- **Samples MUST arrive on or before Thursday.**

**COLLECTION AREA:**

DO NOT fill containers near gasoline cans, gasoline powered motors, paint cans, lighter fluid, paint strippers, pesticide bottles or exhaust fumes from running engines. Fumes and vapors may contaminate the samples.

**GENERAL COLLECTION INSTRUCTIONS:**

- If water taps are used for sampling, remove all aerators, strainers and hose attachments.
- Open the tap and allow the system to flush for about ten minutes or until the water temperature has stabilized.
- Adjust the flow to about the thickness of a pencil.
- Collect the samples directly from a tap and not through any plastic or rubber hoses or tubing.
- When collecting, position the container under the tap and collect sample from the flowing stream; be careful not to touch or otherwise contaminate the inside of the lid or the lip of the bottles.

**To prevent leaking, double bag the crushed ice or use ICE PACKS.**

**Sample must arrive at 4° C ± 2, so use plenty of ice.**

**Return Samples **OVERNIGHT** Delivery to:**

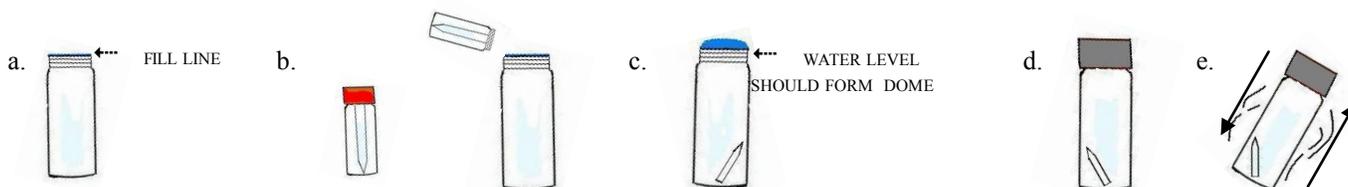


**Edge Analytical Laboratories  
1620 S Walnut St  
Burlington, WA 98233  
USA**

**TURN PAGE OVER FOR SAMPLE COLLECTION PROCEDURES**

**\*\*READ ALL INSTRUCTIONS BEFORE COLLECTION\*\*****COLLECTION PROCEDURE:****1. Collect the 40 ml vials first (VOC Analysis 524.2, 504.1 & 531)**

- a. Allow the stream of water to gently flow into the vial just to overflowing, do not rinse out the preservative. see below (a)
- b. After filling the 524.2, 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.**
- c. 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 during sampling.**
- d. 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 the last step. The lab will REJECT VOC samples if there are air bubbles in the VOC Container. This will result in re-sampling.**
- e. When you are sure vial is properly filled, shake vigorously. see below (e)
- g. Fill the remaining three 40 ml vials (504.1 & 531) as above, **skipping step b.**

**2. Fill the two 1 liter glass amber bottles (Analysis 525.2)**

**IMPORTANT:** After the bottle is filled to the line, cap and invert to dissolve the dry preservation, sodium sulfite. Next, add complete content of vial labeled: "CAUTION" Hydrochloric Acid, for each 1 liter bottle. Gloves are provided. Cap the bottle and invert to mix. Return the small vial to the plastic container and place in the cooler .

**3. Fill ALL the other containers to the top or to the 'Fill to Line'**

Be careful not to overflow - this could wash out the preservative present in some bottles.

**4. Complete information labels on each sample container.****5. Complete the Chain of Custody Form for each source**

Place the form into a plastic bag in the cooler to prevent water damage during shipment.

**Place containers in cooler(s) with enough ice to keep samples at 4° C until arrival at Edge.**

**SAMPLES MUST BE KEPT COLD.** To prevent leaking, double bag the crushed ice or use ICE PACKS.

Samples must arrive at 4° C ± 2, so use plenty of ice.

**Samples MUST reach our laboratory WITHIN 24 HOURS after sampling. If they become warm or freeze they will be rejected.** Do NOT ship or sample on Thursday or Friday. This is due to the time sensitive tests that need to be analyzed and to prevent samples arriving to warm if your courier has a delay in delivery.

Additional copies of the Bottled Water CoC and collection procedures are available online at [www.EdgeAnalytical.com](http://www.EdgeAnalytical.com)

Please call Cindy O'Toole at (360) 757-1400 or 800-755-9295 if you have any questions