Burlington, WA	*Corporate Laboratory (a)*	1620 S Walnut St	Burlington, WA 98233	360.757.1400
Bellingham, WA	*Microbiology (b)*	805 W. Orchard Dr Ste 4	Bellingham, WA 98225	360.715.1212
Portland, OR	*Microbiology/Chemistry (c)*	9725 SW Commerce Circle, Ste A2	Wilsonville, OR 97070	503.682.7802
Corvallis, OR	*Microbiology (d)*	1100 NE Circle Blvd., Ste 130	Corvallis, OR 97330	541.753.4946
Bend, OR	*Microbiology (d)*	20332 Empire Ave. Ste. F4	Bend, OR 97703	541.639.8425

Sample Collection Procedure

Volatile Organic Compounds (VOC)

READ ALL INSTRUCTIONS BEFORE COLLECTION

VOC SAMPLE KIT CONTENTS:

1 each - 40mL vial labeled: 'Field Blank', and the preparation date
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.

Field Blank
1 each

2 each - 40mL vials for each source to be sampled
Each of these vials contain 25 mg of ascorbic acid that **must not** be rinsed out during sample collection.

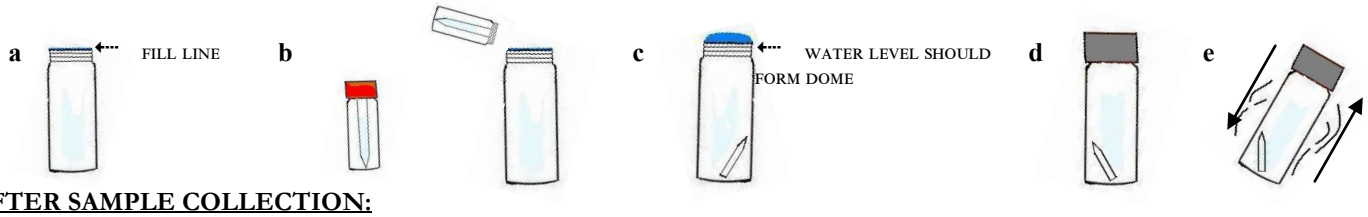
2 each - 2mL Red Capped vials containing inserts filled with 2 drops of 1:1 HCl **(CAUTION: HCl is highly Corrosive.)**

1 each - Water Sample Information (WSI) form for each source to be collected
Additional copies of the WSI are available online at **www.EdgeAnalytical.com** under Resources/Forms.

VOC
2 each

SAMPLE COLLECTION STEPS:

1. All samples should be collected after treatment and before the distribution system (representative of the overall source).
2. Use the same source 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 allow the vials to touch the faucet or spigot, as the sample will become contaminated.
6. Fill the 2 - 40mL vials one immediately after the other from each source. 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. The sample should look identical to the field blank.
9. If necessary, gently add more water so that the sample vial looks like illustration. See below (**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. If air bubbles are present, gently add more water and repeat step 9. ***The lab will REJECT VOC samples with air bubbles visible in the VOC Container*. This will result in re-sampling by the customer.**
11. When the vial is properly filled, shake vigorously. See below (**e**)
12. Label each 40mL vial with DOH source number and your name for that source location.



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 it in the cooler with the samples. Put the empty red-capped 2mL vials back into the cooler.

SAMPLES MUST BE RECEIVED AT THE LABORATORY NO LATER THAN 4PM FRIDAY OF THE WEEK IN WHICH SAMPLED. Samples MUST be kept at 4□ C until received by the laboratory. If they become warm or frozen, they will be rejected. We highly recommend NOT shipping on Thursday/Friday as samples may sit over the weekend with the shipper and become warm. ***Direct ship samples to: Edge Analytical—1620 South Walnut Street—Burlington WA, 98233 ~or~ Drop off samples at any Edge Analytical laboratory.***

Please call (360) 757-1400 or 800-755-9295, if you have questions.

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