

COMMERCIAL SAMPLING INSTRUCTIONS

Read All Sampling Instructions Carefully Before Filling Any Bottles!

These instructions are designed for various test packages we offer.

Some instructions may not apply to your specific test kit.



**SAMPLES MUST BE COLLECTED MONDAY, TUESDAY or WEDNESDAY
AFTER 1:00 P.M. EST and MUST BE SHIPPED THE SAME DAY.**

Preparation Prior to Sample Collection:

- ✓ Check cooler(s) to verify that all contents are intact. If your kit contains a dropper bottle of HCl (hydrochloric acid), verify contents are intact.
- ✓ Arrange overnight courier service prior to sampling.
- ✓ Do not sample the day before a National Holiday.
- ✓ If you plan to collect close to a holiday, call us to confirm when the laboratory will be open for receiving samples.
- ✓ If supplied, freeze blue gel pack(s) for at least 8 hours prior to collection. These are to be returned to the supplied container(s), as they were received, immediately prior to shipping samples.

NOTE: Some gel packs may be under the foam insert in bottom of kit.

- ✓ Have ice on hand for packaging samples for shipment to lab.

PLEASE CALL US AT
800-458-3330
WITH ANY QUESTIONS

See back page of instruction sheet
for examples of all bottles
(which may or may not be
included in your package).

 **National Testing
Laboratories, Ltd.**
Quality Water Analysis

READ ALL SAMPLING INSTRUCTIONS CAREFULLY BEFORE FILLING ANY BOTTLES!

You May Have All or Only Some of The Bottles Described.

** IMPORTANT SAMPLING INFORMATION **

Remove aerators, strainers, or other devices from spigot (if applicable).

Wash and rinse hands thoroughly before filling bottles.

Allow water to flush for at least three minutes, then decrease flow to avoid splashing or overfilling.

Handle all bottles with caution. Some bottles contain preservatives that should not come in contact with eyes, skin or clothing.

Fill bottles only once -- do not empty or rinse. Do not touch the opening or the inside of bottles or caps. Sterile gloves may be worn when collecting samples for bacteria analysis. Gloves should not be worn when collecting all other samples unless the samples are suspected to contain hazardous contaminants or if required by your sampling protocol.

Your kit may contain some bottles that are already filled with water. They may be labeled as "temp blank" or "trip blank". These are control bottles and must remain with your samples.

****Do not open these bottles (even if they have a blue dot).****

Fill **ALL** of the empty bottles in the kit(s) according to these instructions and return to kit(s).

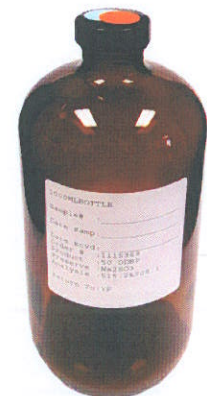
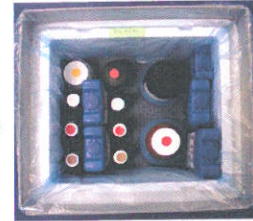
Fill plastic zippered bags, that have a blue label, with ice and place bag on top of filled sample bottles allowing the ice to somewhat form around the tops of the bottles. (Do not overfill bags with ice.) If kit lid does not close completely after ice bag is placed in kit, take some ice out of the bag and replace.

Tie the plastic kit liner bag closed around the sample bottles, ice packs and bag of ice.

If your kit contains an orange label printed with "SHTP - Short Hold Time Parameters", apply this sticker to the outer shipping box for the kit in which the sticker was received.

Fill out enclosed sample information forms completely. Be sure to include the **date and time the samples were collected**, along with all other information requested on the form. This information is essential for preparing your finished report. For bottled water finished product samples, be sure to include **brand name, production code** and the **container size** of the finished product bottle. Failure to provide the information requested may cause delays in processing or possible rejection by a regulatory agency. Place paperwork in plastic zippered bags it was received in and place on top of bottles (after tying kit liner bag closed) before replacing cooler lid.

Return samples via overnight courier to the specified laboratory(s). Some parameters have short holding times and require immediate analysis. **Late samples may require resampling at your expense.**



INSTRUCTIONS FOR BLUE DOTTED 1000 ML HERBICIDE BOTTLE (If applicable):

If your kit contains a 1000 ml bottle with a blue dot sticker on the cap (for method 515.2 / 508.1 - herbicide analysis), it must be acidified with HCl (hydrochloric acid) during sample collection.

1. Fill this 1000 ml bottle 1/2 way with your water sample.
2. Add the entire contents of the HCl dropper bottle provided in this kit to this 1000 ml bottle.
3. Continue filling the 1000 ml bottle to the shoulder with your water sample.
4. Cap sample bottle securely and tip bottle upside down a couple of times to mix before returning to kit.

Only Blue dots on bottles have any significance in sample collection. Ignore any other colored dots. They are for laboratory use only.

b1m05/23/06

INSTRUCTIONS FOR 40 ML OR 60 ML VIALS (if applicable):

1. Adjust water flow to as thin a stream as possible.

*If the vial **does not** have a blue dot sticker on the cap, skip step 2 and go on to steps 3 through 5. (Ignore any other colored dot stickers.)*

*If the vial is **already filled with water** from the lab (even if it has a blue dot), leave the vial in the kit as it is. **DO NOT OPEN IT. DO NOT REFILL IT.***

2. If the vial has a blue dot sticker on the cap, fill the vial 3/4 full with water and add 6-7 drops of HCL from the plastic dropper bottle. Continue filling as described in steps 3-5 until no air bubbles are present.
3. Add water to the vial, slightly overfilling so that a meniscus forms above the rim. (see picture).
4. Screw the cap on firmly, being careful not to over tighten.
5. Tip the vial upside down and check for air bubbles. Gently shake vial and tap sides to dislodge any air bubbles which may be clinging to the glass vial or inside the cap. If an air bubble appears, remove the cap and slowly add additional water to displace air. Replace the cap and check again.

Repeat steps 3-5 as necessary until no air bubbles are present.



INSTRUCTIONS FOR FILLING ALL OTHER BOTTLES:

If your kit contains a sealed 125 ml bottle for bacteria analysis, put this bottle aside to be filled last.

Fill all other bottles to the shoulder (unless specified otherwise), cap securely and return to kit(s).

If the temperature of the water being collected is over 20 degrees celsius, the filled sample bottles should be chilled prior to returning bottles to kit(s). When putting chilled bottles back in kits, be sure to put each bottle back in the kit in which it was received.

INSTRUCTIONS FOR FILLING 125 ML BACTERIA BOTTLE (if applicable):

1. Prior to filling the sealed 125 ml plastic bottle for bacteria analysis, disinfect the cold water spigot using flame (if metal). If the spigot is plastic, use alcohol or bleach.
2. Run water to flush spigot thoroughly (for at least 3 minutes).
3. Remove seal from bottle cap, fill 125 ml bacteria bottle (from cold water tap) to the "100 ml" fill line, and cap securely. (Sample needs to be 100 ml -- too much or too little water can impact the analysis.)



PLEASE CALL US AT 800-458-3330 WITH ANY QUESTIONS.

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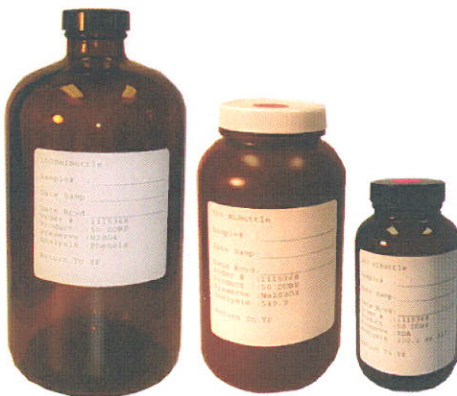
EXAMPLES OF VARIOUS SAMPLING BOTTLES

PLEASE CALL US AT
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WITH ANY QUESTIONS

**YOUR KIT MAY NOT CONTAIN
ALL OF THESE BOTTLES.**



1000 ml (1 liter), 500 ml, and 250 ml plastic bottles are used for collection of water samples for various types of analyses. They may or may not contain preservatives, depending on the tests to be performed. All of these bottles should be filled with water to the shoulder of the bottle.



1000 ml (1 liter) amber glass bottles, 500 ml brown plastic bottles, and 250 ml amber glass bottles are used for collection of water samples for various types of analyses. They may or may not contain preservatives, depending on the tests to be performed. All of these bottles should be filled with water to the shoulder of the bottle. If there is a blue dot sticker on the bottle cap, see special instructions for adding HCl to the bottle during filling.



125 ml sealed, sterile, clear plastic bottle is preserved and used for collection of water sample for microbiological analysis. For accuracy of testing, the bottle must be filled with 100 ml of water, allowing for the proper amount of water, as well as sufficient headspace in the bottle, in accordance with the test methodology.



40 ml and 60 ml clear or amber glass vials are preserved and used for collection of water samples to be analyzed for volatile and semi-volatile chemicals. Vials have special caps with a flexible septum. They are to be filled completely with water sample, leaving no headspace (or air bubbles). The special instructions for filling these vials should be carefully followed to avoid headspace. If there is a blue dot sticker on the bottle cap, see special instructions for adding HCl to the bottle during filling.