

SAMPLING INSTRUCTIONS

PLEASE READ THOROUGHLY BEFORE FILLING BOTTLES -- NOT ALL MAY APPLY TO YOUR SPECIFIC TEST

- Enclosed are the bottles and paperwork to collect the analysis requested.
- Please check cooler(s) to verify that all contents are intact. If your kit contains an HCL vial, verify contents are intact.
- **SAMPLES MUST BE COLLECTED MONDAY, TUESDAY or WEDNESDAY AFTER 1:00 P.M. EST and MUST BE SHIPPED the SAME DAY. 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. Return to supplied container immediately prior to sampling.

IMPORTANT SAMPLING INFORMATION

- Remove aerators, strainers, or other devices from spigot.
- Wash hands and rinse 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 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. These are Quality Control bottles and must remain with your samples. **Do not open these bottles.**
- Fill each bottle according to the instructions below and return to kit. **(NOTE: Your sampling kit may not contain all types of bottles described below.)**
- **Fill out enclosed information forms completely including the date and time the samples were collected and all other information requested on the form.** This information is essential for preparing your finished report. **Failure to provide the information requested may cause delays in processing or possible rejection by a regulatory agency.**
- 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 40 OR 60 ML VIALS (If applicable)

1. Adjust water flow to as thin a stream as possible.
2. **If the vial has a blue dot,** fill 3/4 full and add 4-5 drops of HCL from the plastic dropper bottle.
Continue filling as described in steps 3-5 until no air bubbles are present.
(Do not discard the HCL if you have any other vials or bottles with blue dots).
If the vial does not have a blue dot, continue with steps 3-5.
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 cling to glass or cap. If an air bubble appears, slowly add additional water to displace air. Replace the cap and check again. **Repeat steps 3-5 until no air bubbles are present.**

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

1. Blue dotted 1000 ml sample for herbicide (515.2) must be acidified in the field.
2. Fill bottle to shoulder and add remainder of HCL from the plastic dropper bottle
3. Cap sample bottle.

INSTRUCTIONS FOR FILLING ALL OTHER BOTTLES

1. If your kit contains a sealed 125 ml bottle for bacteria analysis put this bottle aside and do not fill until step 3.
2. Fill all other bottles to the shoulder (unless specified otherwise) and cap.
3. Prior to filling the 125 ml sealed plastic bottle for bacteria analysis, disinfect the cold water spigot using flame (if metal). If the spigot is plastic, use alcohol or bleach.
4. Flush thoroughly.
5. Remove seal, fill 125 ml bacteria bottle (from cold water tap) to the shoulder, and cap.

Please Call Us at 800-458-3330 with any questions

Only blue dots on bottles have significance to sample collection -- Ignore any other colored dots on bottles