

Sampling Instructions

Please read the instructions carefully **before** you begin.

Contents of the sampling kit:

- These instructions. Please read them carefully before you begin sampling.
- Plastic zip seal bags for ice. These bags have a strong seal to hold ice and water in.
- Chain of Custody paperwork. Please complete this and return it with the samples.
- Two 40 mL vials for each sample. Extra vials may be included.
- Sample labels. Fill out completely, peel off the backing and stick on the vials.
- Permanent pen. Can be used on both the paperwork and the vial labels.
- Clear plastic bag and twist tie. Place the cooler in this bag before placing in the shipping box.

Important Safety Information


These sample vials are pre-preserved with 1:1 Hydrochloric Acid. Do not rinse this out.

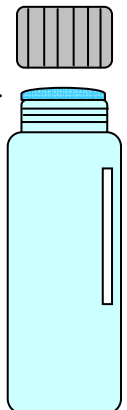
! CAUTION: Hydrochloric acid is corrosive. CAUTION !

If spilled on skin or clothes rinse with large quantities of water immediately.
Handle with care and wash hands when finished collecting samples.

Filling the vials:

Fill each vial only once- Do not empty or rinse the vials!

- 1) Slow the sample flow to a thin stream and fill the vial until it *slightly* overflows. 
- 2) If necessary, gently add more sample so that the water forms a meniscus above the rim.
- 3) Carefully cap the vial and tighten it securely.
- 4) Turn the vial upside down to check for air bubbles. If an air bubble appears, remove the cap and gently add more water.
- 5) Place a label on each vial. Make sure that the sample has a unique sample name, along with the date and time of collection, the name of the sampler and the requested analysis.



(Continued on the back)

Shipping:

Samples must be shipped or delivered with ice or freezer packs. Place the ice inside the zippered ice bag sent with the kit. These special bags are used to prevent leaking when the ice melts.

Place all paperwork inside of the zippered paperwork bag. The paperwork may get wet from leaking or condensation inside the cooler, so do not put it in with the samples and ice.

Place the samples and the bags of ice inside the cooler. Wrap the samples in protective wrap. The samples may break if they bump into the cooler, the ice or each other during shipment.

Wrap the cooler in the large plastic bag and close it with the twist tie. This keeps any water from leaking out of the cooler and damaging the paperwork or the shipping container.

Place the bagged cooler into the shipping box and place the bagged paperwork on top of the cooler before sealing the box.

Return the samples to the lab via overnight courier or hand deliver the same day as collection. Samples should not be shipped for arrival on weekends or holidays.

Shipping Address:

**Pall Environmental Laboratory
ATTN: WENDY SCHULTZ
666 South Wagner Rd.
Bldg. 4
Ann Arbor, MI 48103-9019
734-913-6598**

This information is being provided to minimize difficulties during sample collection or shipment. Samples that do not meet our Sample Acceptance Criteria may have delayed reporting, or require additional steps before being accepted for analysis.

Upon receipt of the samples, the following things are checked, depending on the analysis requested:

- 1) Documentation is full and complete, including sample identification, date/time and location of collection, name or initials of sampler, preservation, sample type, requested analysis and any special remarks concerning the sample;
- 2) Proper sample labeling, including unique sample identification, durable labels and permanent ink;
- 3) Appropriate sample containers and adequate sample volume;
- 4) Sample integrity, including leaking or damaged containers, contamination and proper preservation;
- 5) Sample temperature and hold times.