



General Sample Kit Instructions

Coolers not returned within 45 days will be assessed a \$50.00 charge.

(Unless specified otherwise by sub-contractor agreement.)

This sample kit is being provided to meet EPA sampling and preservation requirements.

1. Upon receipt of your sample kit, please ensure that tops on all containers are sufficiently tightened. Tops may loosen during shipment.
2. Some containers contain **CHEMICAL PRESERVATIVES**. The preservation is indicated on a color-coded label on the top of the container. The preservatives will be in the form of an *Acid or Caustic*. **AVOID CONTACT**. Carefully fill sample containers so as not to overflow.
3. Bubble wrap bags/packing has been provided to ensure that samples do not break during shipment. Ziplock bags are also provided as additional packing material. **Leave peanuts in plastic bags**. Please pack cooler(s) carefully.
4. **Most samples must arrive at the laboratory on ice (4°C)**. A Temperature Blank container is provided for ETC, Inc. to check the temperature of samples upon arrival at the laboratory. **Do not open/empty this container**.

Please **DO NOT USE DRY ICE!!** ETC, Inc. does not recommend the use of **ICE PACKS** (e.g. BLUE ICE).

Samples should be shipped to arrive Next Day after sampling is completed. This ensures that temperature requirements will not be violated.

5. Please complete the enclosed Chain-of-Custody document. Also include specific methods and/or detection limit requirements if available. A copy of the scope-of-work or sampling plan will help to ensure that your samples are prepared and analyzed using the appropriate methods. This paperwork should be sealed in the Ziplock bag provided.

If you have any doubts or questions concerning proper sample preservation, method holding times or analytical methods, please do not hesitate to contact our office **before your sampling event is scheduled**. We will be happy to help in any way to ensure that the event goes as planned.

Ship Cooler(s) to:

ETC

2790 Whitten Road

Memphis, TN 38133

(901) 213-2400 Fax (901) 213-2440



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6. Total or Fecal Coliform Bacteria

A coliform sample is collected in a 4-ounce, sterile, plastic container. It contains a single tablet of sodium thiosulfate which is a preservative required for this analysis. Open the sterile seal, lift the lid and fill the container to the 100-ml line with sample. Immediately close the lids, mix end-over-end three (3) times and refrigerate or put immediately on ice. **DO NOT TOUCH any inside surfaces or rims of the container.** Transport to the laboratory on ice (in the provided cooler). The **maximum** holding time for coliform is six (6) hours; it is best to collect the sample as early in the day as possible and deliver to the laboratory as soon as possible. Record the exact date and time of collection on the Chain of Custody.

7. Volatile Organics

A sample for volatiles is collected in three (3) 40-milliter glass vials with Teflon-lined septa. If residual chlorine is suspected in the water source, add sodium thiosulfate crystals to the vials prior to sampling. The vials contain HYDROCHLORIC ACID as a required preservative. Fill the vials **VERY SLOWLY** and carefully so as not to lose the preservative. Fill slowly until just **BEFORE** overflow. The surface tension in the water will cause the water to "stand" slightly above the top of the vial. Carefully place the cap on the vial so that **NO AIR** is trapped. Once capped, invert the vial slowly to look for air bubbles. If any bubbles are present, re-open the vial and carefully add additional sample until there are no air bubbles.

Once collected, immediately refrigerate or place on ice for transport to the lab as soon as possible. Record the exact date and time of collection on the Chain of Custody.

8. Other Chemically Preserved Containers – Plastic/Glass

Other containers may contain acid (ie Nitric Acid, Sulfuric Acid) or caustic (ie Sodium Hydroxide) chemical preservation. The filling process may cause some fumes to be generated – **DO NOT FILL CONTAINER NEAR YOUR FACE!!!!**

Containers should be slowly and carefully filled to 90% of the total volume of the container. **DO NOT OVERFILL** as the chemical preservation may cause harm to skin, clothing or other surfaces).

Plastic containers with no chemical preservation should also be filled to 90% of the total volume. Maximum holding times will vary for each analysis. Record the exact date and time of collection on the Chain of Custody.

9. Non-Preserved Containers – Glass – Semi-Volatiles, Pesticides/PCBs, Herbicides, TPH

Samples to be tested for these parameters are collected in two (2) one-liter amber containers per sample. Slowly and carefully fill the container **TO THE TOP**. These samples must be refrigerated or put on ice and shipped to the laboratory as soon as possible. Record the exact date and time of collection on the Chain of Custody.