

SAMPLING INSTRUCTIONS AND FORM COMPLETION

FAILURE TO PROPERLY CHILL, CHEMICALLY PRESERVE, COLLECT IN PROPER BOTTLE TYPES, MEET REQUIRED HOLDING TIMES, NEUTRALIZE CHLORINE IN CHLORINE SENSITIVE SAMPLES, AND SEAL COOLERS WITH TAPE WILL RESULT IN SAMPLES BEING REJECTED BY THIS LABORATORY AS PER NORTH CAROLINA REGULATORY CODE.

1) Samples not falling within the required guidelines will need to be re-collected. The client will be contacted and informed of any deviation and asked to collect another set of samples. The client may request the laboratory to proceed with the analyses of the current samples. Any samples analyzed outside of the required guidelines will be “**qualified**”. This means that a note will be included on the sample result and “Chain of Custody” specifying the deviation. The laboratory is also **required** to send a letter to the State noting the deviations.

2) **Sample Temperature.** Samples for compliance monitoring must be chilled with wet ice to a temperature of 6C or less. Freezing is not permitted. Samples delivered to the lab shortly after collection may not have had enough time to be chilled below 6C. In this case the temperature at time of collection **must** be noted in the space provided. The samples will meet the requirements of the regulation if there is a temperature drop from the time of collection until received in the lab. Regardless, all samples should be packed in wet ice **using as much ice** as will fit in the cooler.

3) **Sample Chemical Preservation.** Many samples require a chemical preservation such as Sulfuric Acid or Sodium Hydroxide. The laboratory will either provide the preservative in the sample bottle, or in the case of 40 ml. Volatiles Vials, provide a bottle of Acid with detailed descriptions on how to collect the sample. Never rinse sample bottles before collecting samples. Any residue or liquid in the bottle is required for proper chemical preservation. The lab must verify proper chemical preservation upon arrival in the lab and will note this information in the spaces provided on the front of this form.

4) **Chlorine Neutralization.** Some samples require that any Total Chlorine Residual be removed at the time of collection. The lab will provide the proper neutralizing agent in the sample bottle when technically possible. There are some samples (**Total Kjeldahl Nitrogen and Ammonia Nitrogen**) where this is not possible due to interferences between the required chemical preservation (Acid) and the dechlorinating agent. Therefore, these samples **must** be de-chlorinated at the time of collection before being placed in our sample bottles. Sodium Thiosulfate is the chemical of choice to neutralize chlorine. It must be added to your sample and then the sample checked for Total Chlorine before the sample is poured in our bottle. Facilities using chlorine for disinfection should have a means of measuring Total Chlorine. Non-chlorinated sample sources will not need to be checked. The person neutralizing the chlorine must put his initials in the “**Chlorine Neutralized at Collection**” row on the front of this form above the proper parameter. Samples such as Coliforms (which have Thiosulfate in the bottles shipped from the lab) will be checked for proper neutralization upon arrival in the lab. It is also required that you note the “Total Chlorine at Collection” on the front of this form for any sample locations applicable. This value would be before any neutralization is performed.

5) A “**C**” for **Composite** Sample or a “**G**” for **Grab** Sample should be placed in the box for all requested parameters. **Grab** temperatures as well as **Composite** start dates and times can be recorded in the “comments” section.

6) **Other information required to be completed by the client are:**

| | |
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| Collection Date and Collection Time for each sample location | Temperature at Time of Collection |
| Printed name of person or persons collecting samples | Signature, Date, and Time samples are relinquished |
| Other added sample locations and analyses required | Type Of Disinfection |
| Deletion on the form for any samples which are not needed (example: dry upstream location) | |
| Any other information felt to be pertinent should be included in the “Comments” section | |

CONSIDERATIONS:

Coliform and Enterococci samples have a holding time of 6 hours from time of collection to time of analysis. Therefore, samples should be collected as late in the day as possible to allow enough time for transportation, checking in at the lab and analysis.

BOD, Nitrate, Ortho Phosphorus, Settleable Matter, Turbidity, Color, and MBAS samples have a 48 hour holding time. The lab reserves the right to establish required sample collection and delivery dates in order to meet the required holding times.

CAUTION

Sample bottles may contain acids or other corrosive and potentially harmful chemicals. Laboratories are required to add these chemicals for certain analyses in order to comply with EPA preservation requirements. Use extreme care when opening and handling the shipping container and bottles. If any chemical should get into your eyes, on your skin or on your clothes, flush liberally with water and seek medical attention. Material Safety Data Sheets (MSDS) are available upon request which specify proper handling and personal protection.