

## Instructions TTHA/HAA5 – Stage 2

1. THE CLIENT IS RESPONSIBLE FOR COMPLETING ALL INFORMATION ABOVE THE DOUBLE LINE. Failure to complete all the information may result in rejection of the samples. Please print all information and make sure the information is legible.
2. The samples must be collected in the glass bottles supplied by this laboratory. Use the clear bottles for the TTHM samples and the amber for the HAA5s. There is a preservative in the bottles so do not rinse the bottles. Samples must be immediately packed with ice upon collection and be kept at 4.0° C. (Note: The laboratory will note sample temperatures upon receipt. Samples that arrive at the laboratory within 24 hours of sample collection, due to the close proximity of a public water system to the laboratory, may not yet have reached the appropriate temperature by the time they arrive at the laboratory. These samples should be considered acceptable ONLY if packed on ice or with frozen gel/ice packs immediately after sample collection and hence, delivered while the samples were in the process of reaching an appropriate equilibrium temperature.)
3. Let the water run from the tap at almost full flow for at least five (5) minutes. Reduce the flow, then fill each glass sample bottle slowly (in order to prevent air bubbles from passing through the sample) to just overflowing taking care not to flush out the sample preservative that is already in the bottle. After collecting the sample in the bottle containing the preservative, seal the bottle with the screw cap. There should be no air bubbles present. If air bubbles exist, open the bottle, add a few drops of water and seal again. Shake or agitate by hand for 1 minute.
4. Collect samples from each established sampling location within the distribution system at the same location and time. This established sampling location must be designated as the "Sample Point ID" on the lab form (for example, "B02") in accordance with the Sample Point IDs indicated in your Compliance Monitoring Plan. Systems must collect the appropriate number and type of samples as outlined in the Stage 2 Disinfectants and Disinfection Byproducts Rule. All distribution samples collected for TTHM/HAA5-Stage 2 compliance purposes must have the "Sample Type" marked as either "High TTHM," "High HAA5," "Previous Stage 1 Site," or "Other".
5. Place the samples and completed sample collection form in the shipping container. Forward all samples to the laboratory immediately after collection to avoid exceeding the allowable holding time to begin the analysis.
6. After the samples are analyzed, regulations require that the laboratory mail the original results of all compliance samples to the Public Water Supply Section (Attention: Data Entry), 1634 Mail Service Center, Raleigh, NC 27699-1634. A copy will be sent to the client, and the client shall retain the copy for at least twelve (12) years.
7. If the form should be returned to the client marked "SAMPLE UNSATISFACTORY" or "RESAMPLE REQUIRED," this means another sample must be collected. The "COMMENT" section on the front of the form will give the reason.
8. Calculation of the Total Trihalomethanes or Total Haloacetic Acids is determined by adding the quantified results of the individual contaminants within each group. A contaminant having a "Not Detected" value is calculated as a "zero." If all the contaminants for either the TTHM or HAA5 are "NOT DETECTED," then the Total will also be marked as "NOT DETECTED."

### SAMPLE TYPE

**High TTHM:** A sample collected from a point in the distribution system that represents the water's highest expected TTHM levels throughout the year.

**High HAA5:** A sample collected from a point in the distribution system that represents the water's highest expected HAAS levels throughout the year.

**Previous Stage 1 Site:** A sample collected from a previous Stage 1 site.

**Other:** A sample collected from a site where some other data or reasoning was used for site selection or, for systems with a population <500, that both TTHM and HAA5 samples will be taken at the same location.

**Special/Non-compliance:** A sample collected for special purposes. This sample type cannot be used to satisfy compliance requirements.

### SAMPLE POINT ID

**B\_\_\_\_\_:** Sample site location, as specified in the system's Stage 2 Compliance Monitoring Plan, that represents one of the following Sample Types: High TTHM, High HAA5, Previous Stage 1 Site or Other.