

Instructions

TOTAL ORGANIC CARBON (TOC)

1. THE CLIENT IS RESPONSIBLE FOR COMPLETING ALL INFORMATION ABOVE THE 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 sample must be collected in bottles supplied by this laboratory. TOC and DOC SAMPLES SHOULD BE ANALYZED IMMEDIATELY. TOC and DOC samples may be held for 28 days if acidified to pH<2 with minimal amounts of phosphoric or sulfuric acid within 24 hours of sampling. DOC SAMPLES MUST BE FILTERED BEFORE ACIDIFICATION. If acid cannot be used because of shipping restrictions immediately ship the sample to the laboratory packed on ice. Samples collected for the analytes other than TOC or DOC must also be shipped on ice.
3. Samples must be collected FROM THE SOURCE TAP and TREATED TAP if they are to be used to meet the monthly-paired TOC compliance monitoring requirements of the North Carolina Drinking Water Act. Alkalinity must also be collected at the SOURCE TAP at the same time as the source TOC for each monthly-paired TOC set. Other precursor contaminants (as shown on this analysis form) collected for compliance purposes must be collected from either the source or treated tap. Each sample must have a separate form.
4. Before taking samples, let the water run at almost full flow for at least five (5) minutes (until water temperature stabilizes). Fill each supplied sample container to within approximately one inch of the top, leaving an air space, then cap the container securely.
5. Place the samples and completed collection form in the shipping container. Forward all samples to the laboratory immediately after collection.
6. After the samples are analyzed, regulations require that the laboratory mail the results of all compliance samples to the Public Water Supply Section (Attn: 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,**” this means another sample will have to be collected. The COMMENTS section on the front of the form will give the reason.

TYPES OF SAMPLES

Source Water: A sample collected from the raw water tap (prior to any treatment) if used for compliance monitoring.

Treated Water: A sample collected from a tap no later than the combined filter effluent but representative of the treated water, if used for compliance monitoring.

Special/Non-compliance: A sample collected for special purposes and is not for compliance monitoring.