

Instructions

VOLATILE ORGANIC CHEMICALS

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. 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 degrees Celsius. Samples being shipped must also be on ice. **SAMPLES NOT ADEQUATELY CHILLED UPON DELIVERY TO THE LAB WILL BE REJECTED AND WILL NOT BE TESTED.**
3. **Do not flame the faucet before collecting this sample.** Let the water run from the tap for a few minutes (until water temperature stabilizes). The form for this sample should have the "Entry Point" box checked.
4. Fill the sample vials slowly until almost full. If a small acid bottle and dropper have been included in your sample kit, suck some of the acid from the small acid bottle using the plastic dropper and carefully add 4 drops to the sample vial. Continue to fill the vial with sample to overflowing in a manner that prevents air bubbles from passing through the sample. Place the Teflon portion of the cap on the vial and screw the plastic ring tightly down. **There should be no air bubbles in the vial.** If air bubbles exist, open the vial and add a few drops of water, seal again. Shake vigorously.
5. Replace 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 ten (10) 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

Entry Point: A sample collected from an entry point to the distribution system after application of treatments, if used for compliance monitoring.

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