

**\*\* FREEZE BLUE ICE UPON RECEIPT OF SAMPLE KIT.**

1. Use sample containers provided by laboratory: 4 40ml amber glass vials with 1 drop thio (8%)  
1 plastic dropper bottle with 2 mLs 1:1 HCL

**CAUTION:** Handle the dropper bottle with care: HCL is a very strong acid

2. Let the water of the sample source run at fast flow for five minutes.
3. Use a durable label (waterproof) and indelible ink to clearly identify the sample container with the information listed below.
  - Unique field sample identification
  - Client name
  - Sample site
  - Sample date **and time**
  - Analysis required, if not already on label.
4. Slow water flow (to minimize splashing) and fill the vials to the bottom of the neck. DO NOT RINSE OUT THE PRESERVATIVE. Let sample sit one minute to allow dechlorinator to take effect. LEAVE THE SAMPLE WATER TAP FLOWING DURING THIS WAITING PERIOD.
5. After the wait, add **10** (ten) drops of acid, or enough to bring the sample pH to less than 2, to each vial from the dropper bottle for final preservation. Using a very slow flow speed, VERY SLIGHTLY overfill each vial with additional sample water. (If the vial is overfilled excessively, the preservatives will be diluted and may not be effective.) Screw the cap on tightly.

**CAUTION:** After cap is on each vial, invert sample vial and tap it to check for trapped air bubbles.  
If air bubbles are detected, carefully open the vial (right-side up), and add more sample.

***NOTE: If sample is going to be analyzed within 7 days, the Acidification Step is NOT REQUIRED, but you need to confirm with the lab before submittal so we can be prepared for rapid analysis.***

6. Include the Kit Order and completed Chain of Custody with returning samples to specify at sample login the list of tests required. The following additional information is required on the Chain of Custody.
  - Field sample identification
  - Location, date and time of collection
  - Collector's name
  - Preservation type (including "No preservative")
  - Sample type (water, soil, sludge, etc.)
  - Special remarks concerning the sample, if applicable
7. Immediately cool the samples down at  $\leq 6^{\circ}\text{C}$  but above the freezing point of water by placing them in a cooler with frozen refrigerant packs or water ice, or in a refrigerator. Maintain the samples at  $\leq 6^{\circ}\text{C}$  but above the freezing point of water until transported to the lab.

**SHIPPING SAMPLES**

1. Ship samples overnight in a cooler with FROZEN blue ice, maintaining an environment at 4°C (+/-2°C) during transport.
2. Samples should arrive at lab within 2 days of sampling. HOLDING TIME IS 14 DAYS.