

**** FREEZE BLUE ICE UPON RECEIPT OF SAMPLING KIT**

1. Bottles are provided by EEA Labs. Volumes and preservatives required per test are as follows:

		<u>HOLD TIMES</u>
TSS	1 500ml poly/ no preservative	7 days
NH3	1 125 ml poly+ 0.5ml H2SO4 (50%)	28 days
COD	1 125 ml poly+ 0.5ml H2SO4 (50%)	28 days
T-P	1 250ml poly + 0.5ml H2SO4 (50%)	28 days
Cl2 residual	1 250ml amber glass / no preservative	24 hrs
OPO4	1 125 ml poly / no preservative	48 hrs

DO NOT RINSE OUT PRESERVATIVE.

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:
- Client name
 - Sample site
 - Sample date **and time**
 - Unique field sample identification
 - Analyses required, if not already on label.
4. Slow water flow (to minimize splashing) and fill the sample bottles up to bottom of neck, making sure the mouth of the bottle does not come in contact with anything other than sample water. Screw cap on firmly.
5. 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
6. Store 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 during transport.
2. Samples must arrive at lab within 20 hours of sampling, to meet the 24-hour HTs.