1. The sampler will receive a sample bottles from our lab.

2. **WHEN SAMPLING, BRING ICE IN SEALED BAGS TO CHILL SAMPLES DURING SAMPLE COLLECTION.**

3. Put on nitrile gloves. If sampling from faucet, remove the aerator and screen to minimize desorption of radon.

4. Open the tap and let the water of the sample source run at fast flow for approximately 15 minutes.

5. The sample kit will include (3) 40 mL amber glass bottles, unpreserved, coded @RN. Utility is responsible for provision of other sampling materials.

6. Use indelible ink (i.e. Sharpie pens) to clearly identify the sample bottles with the information listed below (if not already on the label).
   - Client Name
   - Analysis required
   - Preservative used
   - Sample ID
   - Date and Time of collection

7. At sampling point, attach tubing (Tygon or Teflon with sampling adapter, which will be specific to the outlet) to port, faucet, tap, etc., using appropriate adapter to maintain airtight system. Put other end of tubing at the bottom of a small bucket (plastic or stainless steel) and slowly run water into the bucket for approximately 5 minutes. Continue to fill the bucket until 3 bucket volumes have overflowed. Allow water in bucket to continue to overflow during sampling.

8. **REVIEW ATTACHED DIAGRAM.** Remove the bottle cap and by hand, with the bottle in an upright position, carefully and slowly submerge the bottle and cap. **Avoid agitating the water and minimize the creation of bubbles.** With the bottle under water, insert the end of the tubing into the bottle and allow the water to exchange at least three bottle volumes to assure a fresh sample. Remove the tubing and **cap the bottle tightly while cap and bottle are both under water.**

9. After removing the capped bottle from the bucket, slowly invert the bottle to check for any air bubbles. If bubbles are present, empty the bottle and re-sample beginning with Step 6. Collect at least two separate samples (duplicates) from the same sample bucket.

10. Store at ≤6˚C but above the freezing until transported to the lab.

SAMPLE SHIPPING AND STORAGE

1. If shipping samples on the same day of sampling, chill samples until ≤6°C by exchanging the wet ice used during sampling with **FRESH** wet ice.

2. **Pack chilled samples** in a cooler and add enough **FRESH** wet ice to take up 30-50% of the cooler (e.g. most of the remaining space) as recommended in our "***Wet Ice Packing Instructions***."

3. Complete the Chain of Custody during sample collection. Place Kit Order and completed Chain of Custody in a Ziploc style bag in the cooler on top of packing material. The following information is required on the completed Chain of Custody.
   - Collector's name
   - Sample site
   - Comments about the sample (if applicable)

- Client Name -Date and time of collection -Sample type

4. **Ship via overnight service such as FEDEX, UPS, or DHL, etc.** Maintain an environment at ≤6˚C but above the freezing during transit. It is recommended that samples arrive within 48 hours of sampling, with no more than 40 hours for transit.

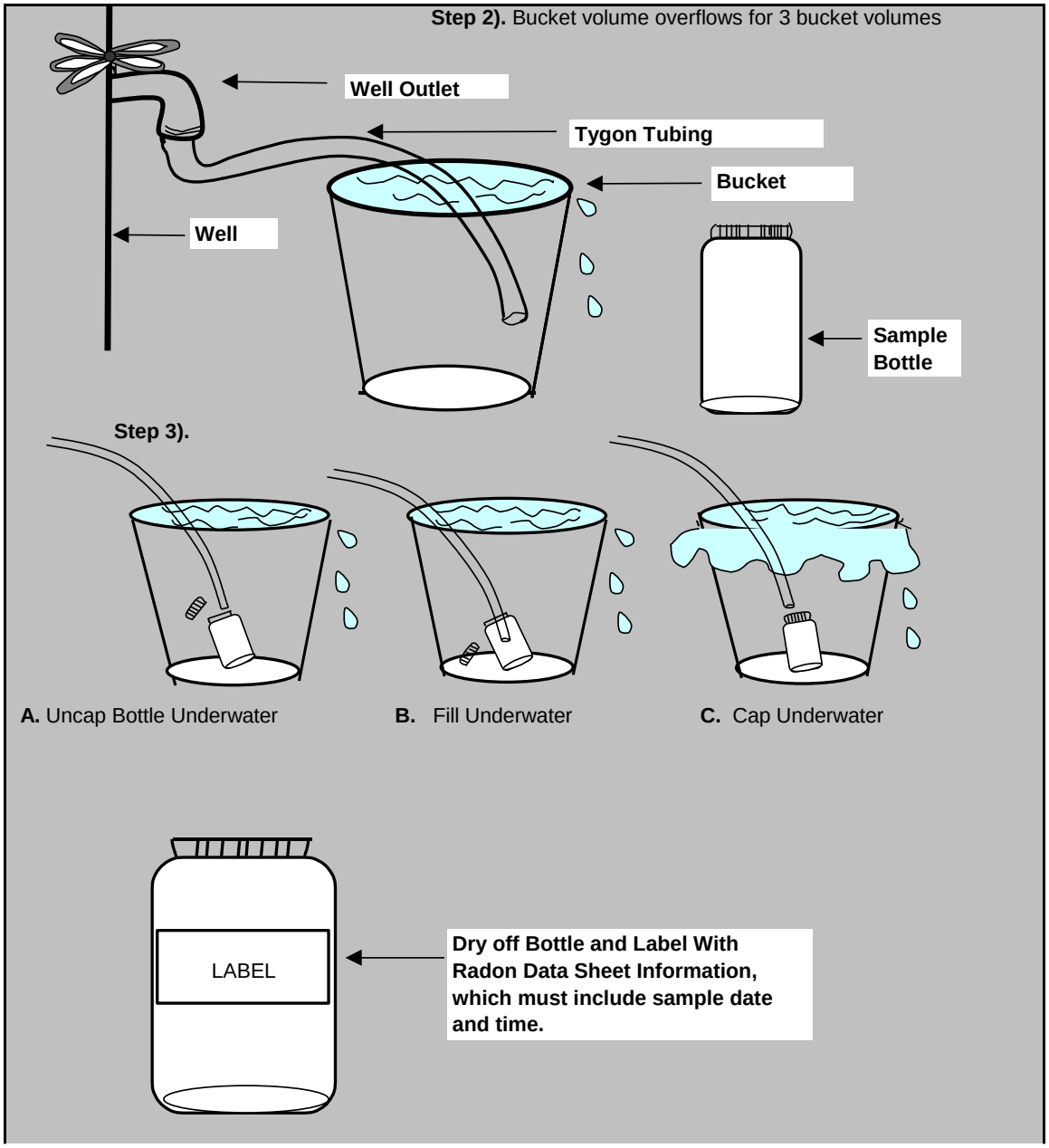
5. If samples are received on the same day as collection, temperature may be >10˚C with evidence of cooling.

6. Maximum **HOLDING TIME FOR SAMPLES** is **72 hours** from time of collection.

7. Alternatively, cool the samples down by placing them **overnight** in a cooler with wet ice, or in a refrigerator (store chilled for at least 12 hours before packing for shipment). Maintain the cold samples until repacked in the cooler for shipment to the lab.

ADDITIONAL NOTES

- Try to collect only on a Monday, Tuesday or Wednesday and ship no later than Thursday of each week, and try to **NOT** collect samples on Friday, Saturday, or Sunday unless special arrangements have been made for the receipt of samples at the laboratory within 48-hours of collection.
- If shipping to the laboratory with **frozen gel packs** rather than wet ice, please be sure that the gel packs have **been frozen for at least 48 hours** prior to the shipment time.


Step 2). Bucket volume overflows for 3 bucket volumes
Well Outlet
Tygon Tubing
Bucket
Well
Sample Bottle
Step 3).
A. Uncap Bottle Underwater
B. Fill Underwater
C. Cap Underwater
LABEL
Dry off Bottle and Label With Radon Data Sheet Information, which must include sample date and time.