

COOLER CONTENTS

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Is there a chain of custody (COC) inside the cooler?
<input type="checkbox"/>	<input type="checkbox"/>	Are there special instructions to the sampler on the Kit Order?
<input type="checkbox"/>	<input type="checkbox"/>	Are all containers listed on the Kit Order in the cooler?
<input type="checkbox"/>	<input type="checkbox"/>	Do all sample containers have labels?
<input type="checkbox"/>	<input type="checkbox"/>	Have all bottles and caps been checked for cracks or breakage?
<input type="checkbox"/>	<input type="checkbox"/>	Has the fresh (not melted) ice?

PREPPING FOR SHIPPING

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	If necessary, has the shipping company been notified to reserve space?
<input type="checkbox"/>	<input type="checkbox"/>	Will sampling and shipping be done during the first 4 days of the business week? (Monday-Thursday) (DO NOT SHIP ON FRIDAYS OR HOLIDAY WEEKS)
<input type="checkbox"/>	<input type="checkbox"/>	With the exception of date/time, have sample labels been completed with waterproof ink?
<input type="checkbox"/>	<input type="checkbox"/>	Has the COC been filled out with sample and test information?
<input type="checkbox"/>	<input type="checkbox"/>	Does the sampler have the COC, Kit Order, and specific Sampling Instruction(s) to take with them when sampling?
<input type="checkbox"/>	<input type="checkbox"/>	Does the sampler have a ball point pen and waterproof-ink pen to take with them when sampling?
<input type="checkbox"/>	<input type="checkbox"/>	Are ice in ziploc bags available for final shipping?

SAMPLING REMINDERS

- Avoid using plastic/rubber gloves or tubing during sampling; sample contamination may occur.
- Avoid sampling an unprotected source in the rain; sample contamination may occur.
- Special/specific sampling procedures can be found in the Sampling Instruction sheets and comments section of the Kit Order form.
- If chlorinated sites are being sampled for the Volatiles (@VOASDWA) and Semi-volatiles (@ML525), make sure the extra steps for dechlorination are completed.
- To be sure that no test bottle is missed, the Kit Order can be used to check off each bottle as it is filled.
- Just before sampling, use a waterproof-ink pen to record the time/ date sampled on each bottle label.
- After collection and prior to shipping, cool the samples to ≤6°C but above the freezing.
 - If scheduling and holding times permit, refrigerate the samples overnight.
 - If there is not sufficient time, turn the cooler into an ice bath: remove all packing materials and set the 1-L bottles on the bottom, standing upright. Lay bottles of other sizes across the necks of the 1-L bottles. Pour in ice up to the necks of the bottles; add water up to the shoulders of the bottles. **MAKE SURE NO BOTTLES HAVE THEIR NECKS OR LIDS UNDERWATER.** Let sit for 2-3 hours, remove the bottles and dry them; pour the ice water out of the cooler and dry it out. Repack the sample containers, with chilled samples, packing material, and fresh ice. Put ice in sealed ziplock baggies and pack into available spaces as additional coolant.

PACKING COOLERS FOR SHIPPING

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Does number of samples received agree with number of samples listed on the COC?
<input type="checkbox"/>	<input type="checkbox"/>	Is the COC signed, dated, and packed in a ziploc bag with the Kit Order?
<input type="checkbox"/>	<input type="checkbox"/>	Have the samples been pre-chilled, are they cold?
<input type="checkbox"/>	<input type="checkbox"/>	Is the ice still fresh (not melted)?
<input type="checkbox"/>	<input type="checkbox"/>	Are samples bottles and caps intact, without cracks or leakage?
<input type="checkbox"/>	<input type="checkbox"/>	Are the 40-mL vials free of air bubbles? (Invert and tap to check)
<input type="checkbox"/>	<input type="checkbox"/>	Are the septas on vials and bottles sealed with the teflon side toward the sample?
<input type="checkbox"/>	<input type="checkbox"/>	Are backup sample containers included for the tests that require them? <small>(Example: @VOASDWA must have two vials per sample. Refer to bottle order for number of containers required.)</small>
<input type="checkbox"/>	<input type="checkbox"/>	Are all glass containers separated from other glass containers with bubble wrap?
<input type="checkbox"/>	<input type="checkbox"/>	Are ice distanced from 40-mL vials as much as possible and dispersed throughout the cooler? <small>(A layer of bubble wrap should be placed between the ice and any bottles/bottle caps. Lay the bubble wrap flat on the bottom and top of the bottles and at all sides of cooler.)</small>
<input type="checkbox"/>	<input type="checkbox"/>	Has ice been sealed in zip-loc bags and packed in all available spaces?
<input type="checkbox"/>	<input type="checkbox"/>	When the cooler is sealed shut and shaken, do items shift inside? (If so, add more packing.)