

**UCMR3 524.3 (Volatile Organic Compounds (VOCs)) Sampling Instructions**

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

2. The sampler will receive the following sample kit from our lab:

Bottle Label	# of Bottles	Size	Bottle	Preservative
@UCMR3 524.3	4	40mL	Amber glass vials with PTFE-faced Silicone Septa and polypropylene screw-caps	25mg of Ascorbic acid and 200mg of Maleic acid
@UCMR3 524.3 TB	2	40mL	Amber glass vials with PTFE-faced Silicone Septa and polypropylene screw-caps	25mg of Ascorbic acid and 200mg of Maleic acid

\*The sampler will receive 4 sets of preserved vials. The sampler will also receive 2 sets of sealed Trip Blanks (TB) filled with reagent water and preservative.



3. **DO NOT OPEN** Trip Blank (TB) (@UCMR3 524.3 TB) in the field – TB must remain **sealed** until analysis. Ship the TB back to the lab along with the samples.



4. Put on nitrile gloves. If sampling from faucet, remove the aerator and screen.

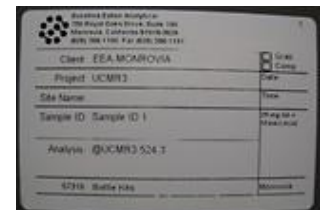


5. Open the tap and let the water of the sample source run at fast flow for approximately 5 minutes.



6. Use indelible ink (pen included in kit) to clearly identify the sample bottles with the information listed below.

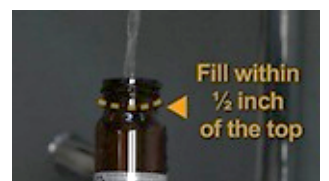
- Sample ID
- Source of sample, if not already on label
- Analysis required, if not already on label
- Date and Time of Collection
- Preservative used, if not already on label



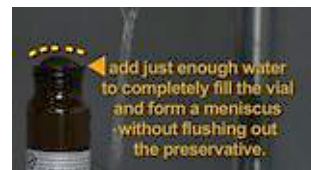
7. Slow water flow to thickness of a pencil (to minimize splashing) and fill vial.



8. Fill sample vial to within 1/2 inch of the top but not overflowing.



9. Carefully, using the vial cap, add just enough water to completely fill the vial and form a meniscus without flushing out the preservative.



10. Cap the sample vial tightly.



11. Gently invert, and tap the vial to check for air bubbles in the sealed vial. If there are any air bubbles present, carefully add additional water using the cap and check again for air bubbles.



12. Collect sample for the other 3 preserved vials by repeating steps 7 to 11.

### **SHIPPING SAMPLES AND STORAGE**

- If shipping samples on the same day of sampling, chill samples until at or below 10°C by exchanging the ice used during sampling with sealed bags of fresh ice.
- 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.**"
- Complete the Chain of Custody during sample collection. Place completed Kit Order and completed Chain of Custody in a Ziploc bag in the cooler on top of packing material. The following information is required on the completed Chain of Custody.
 

- Collector's name	-Date and time of collection
-Unique field sample ID (from UCMR database)	-Comments about the sample, if applicable
-PWSID #	-Sample type (EP, MR, or FB)
-Facility ID # (from UCMR database)	-Sample Event Number (SE1, SE2, SE3, SE4)
- Ship via overnight service such as FEDEX, UPS, or DHL, etc.** Sample must not exceed 10°C during transit.
- Samples **MUST** arrive at lab within 48 hours of sampling at or less than 10°C, greater than 0°C (not frozen).
- If samples are received more than 48 hours after sampling they must be at or less than 6°C, greater than 0°C (not frozen).**
- If samples are received on the same day as collection, temperature may be greater than 10°C with evidence of cooling.
- Maximum **HOLDING TIME FOR SAMPLES IS 14 DAYS** from time of collection.
- Alternatively, cool the samples down by placing them **overnight** in a cooler with ice, or in a refrigerator (store chilled for at least 12 hours before packing for shipment). Maintain the samples cold until repacked in the cooler for shipment to the lab.

### **ADDITIONAL NOTES**

- Do not composite (i.e., combine, mix or blend) UCMR3 samples.
- Collect samples early enough in the day to allow adequate time to cool and to send those samples for overnight delivery to the laboratory, if not refrigerated and stored overnight before shipping.
- 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.
- Take typical precautions when working with acids.
- 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.
- If in doubt, please review our YouTube sampling video at <http://www.youtube.com/user/EurofinsEaton>.