

1. The sampler will receive a sample kit 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.
4. Open the tap and let the water of the sample source run at fast flow for approximately 5 minutes.
5. The sample kit will include some or all bottle(s) as described below. Volumes and preservatives required per test are as follows:

Tests	Containers	HOLD TIMES
Perchlorate	(1) 125 mL non-sterile plastic container, no preservatives	28 days
EPA 331	(1) 125 mL Sterile container	
	Sterile Syringe kits	

Note:

- For samples originated within the State of California, there is an option for unfiltered method. See sampling Instruction no. 13
- For samples originated within the state of Massachusetts, minimum sample volume is 100mL

6. Use indelible ink (i.e. Sharpie pens) to clearly identify the sample containers 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. Slow water flow to thickness of a pencil (to minimize splashing).
8. Collect a sample in a non-sterile plastic 125 ml container (provided). Samples must be sterile filtered in the field to prevent microbiological degradation from anaerobic bacteria.
9. Remove the sterile syringe from its package and remove the plunger.
10. Remove the sterile syringe filter from its package without touching the exit Luer connection; then connect the filter to the syringe, making sure that no water from the syringe drops on the exterior of the filter.
11. Pour about 25 ml of sample into the syringe, making sure that no water from the syringe drops on the exterior of the filter.
12. Depress the syringe plunger gently and discard the first 3-5 ml.
13. Open the sterile container provided without touching the inside of the container.
14. Filter at least 25 ml into the sterile container.
15. Repeat step 14 enough times (by pouring additional volume into the syringe) to filter at least 100 ml of sample total.
16. Do not let the syringe or filter come in contact with the sterile container.

17. When you are finished filtering, seal the container tightly, label and prepare the container for shipping.
18. Store at $\leq 6^{\circ}\text{C}$ but above freezing until transported to the lab.
19. Discard the filter and syringe.

SAMPLE SHIPPING AND STORAGE

1. If shipping samples on the same day of sampling, chill samples until $\leq 6^{\circ}\text{C}$ 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 $\leq 6^{\circ}\text{C}$ but above 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 $>10^{\circ}\text{C}$ with evidence of cooling.
6. Maximum **HOLDING TIME FOR SAMPLES** for Perchlorate is 28 days 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.