

VOC Sampling Instructions for Chlorinated Systems

Please read the following instructions carefully before sampling. Samples may be rejected if all instructions are not followed.

Sample Kit Contents:

- 3 - 40ml vials containing 25mg of ascorbic acid. The ascorbic acid **must not** be rinsed out during sample collection.
- 3 - 2ml vials containing inserts filled with 2 drops of 1:1 Hydrochloric Acid (HCl). **CAUTION: HCl is corrosive. Handle with care and wash hands when finished collecting samples.**
- 1 – 40ml Trip Blank. **Do not open.** The Trip Blank has already been filled. It must be shipped back with your sample.

**WATER LEVEL SLIGHTLY ABOVE TOP
OF VIAL PRIOR TO CAPPING**

Sample Collection:

1. Collect sample from a state approved location. If one has not been designated, select an appropriate location that is representative of the distribution system (representative of the overall source).
2. Use the same collection point for all vials.
3. Remove any potential contaminating devices such as filters, screens, aerators and vacuum breakers from sampling tap. Open the tap and allow water to run (at least two minutes) until it reaches a constant temperature.
4. Reduce flow to a thin steady stream (thickness of pencil).
5. Gently fill the ascorbic acid vial until the water reaches the rim. Avoid agitation of the water while filling.
6. After filling the ascorbic acid vial, uncap one of the 2-ml glass vials and **transfer the HCl glass insert** into the ascorbic acid vial.
7. If necessary, gently add more water until the ascorbic acid vial has a positive meniscus (crescent-shaped body).
8. Carefully place the cap onto the ascorbic acid vial. The shiny side of the Teflon cap liner should be face down in contact with the water sample. Tighten down the cap securely.
9. Check for trapped air by inverting the vial and looking to see if any air bubbles are present. If you do see air bubbles, gently add more water repeating steps 7-9. When you are sure the vial is properly filled, shake vigorously.
10. Use a waterproof pen to fill out the sample information on the vial label. Be sure to include **date and time of collection**.
11. Fill the 2 remaining ascorbic acid vials under the same conditions, following the steps above.

After Sample Collection:

1. Place vials in an insulated shipping container with double bagged ice or cooler packs. Pack samples with packing material so that they are secure in your shipping container. Samples must be stored at temperature $4\pm 2^{\circ}\text{C}$. **If samples are not preserved properly, the data will be flagged as such.**
2. Complete the Chain of Custody record. Include time, date, and location where the sample was taken.

3. Ship or deliver your samples to the laboratory.

If you have any questions regarding the sampling procedure, please contact our Customer Service at (503) 254-1794.