

NON-VOLATILE ORGANICS ANALYSES (508.1/525.2)

**Caution: Hydrochloric acid (HCl) is a corrosive material.
Gloves should be worn when performing this procedure.**

FREEZE GEL ICE UPON RECEIPT OF SAMPLING KIT

1. **Bottle Type**

- One Liter amber glass bottle containing sodium sulfite (a dechlorinating agent) with an HCl vial attached per sample.

2. **Sampling from a water tap**

- Remove strainer or aerator so that no air bubbles will be trapped in the sample.
- Let the sample source run at fast flow until the water temperature has stabilized (usually 3-5 minutes).

3. **Fill Bottles**

- **DO NOT RINSE OUT OR OVERFILL THE BOTTLE.** Reduce water flow to a thin steady stream to minimize splashing and fill the sample bottle up to bottom of neck, making sure the mouth of the bottle does not come in contact with anything other than sample water. Allow the sample to sit for a minimum of one minute before proceeding to step 4.

4. **Add HCL**

- Uncap the 1.8mL screw cap vial containing HCl and pour the contents of the vial into the sample bottle.
- Carefully cap the sample and the HCl screw cap vial. It is not necessary to get every drop of HCl into the sample.
- Return the screw cap vial with the sample for proper disposal.

5. **Label the sample container**

- Use waterproof ink
- Record Sample location
- Record date and time of collection

6. **Complete Chain of Custody**

- Specify the tests required.

7. Store samples at 4°C until transported to lab.

8. Ship samples overnight in a cooler with gel ice, maintaining an environment as close to 4°C as possible during transport. Samples should arrive at the lab within 48 hours of sampling, taking no more than 24 hours for transit time.

SHIP TO:

Attn: Sample Management Office
Columbia Analytical Services, Inc.
1317 South 13th Avenue
Kelso, WA 98626

FOR MORE INFORMATION PLEASE CONTACT:

Lynda Huckestein LHuckestein@caslab.com
Jim Smith JSmith@caslab.com

WWW.CASLAB.COM

800.695.7222