

SAMPLING INSTRUCTIONS – WET TESTS

IMPORTANT: If samples arrive in questionable condition and we cannot contact you we will still process the samples but must flag the data in the final report. Be sure to record a contact phone number on the sampling form. The regulatory authority may invalidate tests using questionable samples.

SAMPLE HOLD TIME IS 36 H Samples must arrive at the lab no later than 1500 (3:00 P.M.) the day following collection to insure sufficient processing time. This means that if samples are to be shipped then Priority Overnight service must be selected. Samples shipped by standard overnight delivery may not arrive until near the close of the business day and require after-hours processing to meet the sample holding time. Samples requiring after-hours, weekend or holiday set up are subject to a surcharge.

SAMPLES MUST BE CHILLED (>0 to 6°C) Samples must be immediately placed in a refrigerator or on ice to chill to < 6° C prior to packing in a shipping container. Ice and/or frozen ice packs used for shipping cannot both chill down a warm sample and hold the sample at ≤ 6° C during transit. **Composite samples must be chilled during collection.** Record temperature of sample holding chamber of autosampler to document that ice was present or refrigeration used during collection.

SAMPLING MUST BE DOCUMENTED Use only black, waterproof pen for all entries on chain-of-custody form. Fill in information requested completely, using “military” time (e.g. 1400 for 2:00 p.m.).

SAMPLES MUST BE LABELLED When labeling sample containers record I.D. directly on the containers (not caps) with Sharpie® or other permanent marker. Gummed labels should not be used because they may fall off when wet.

SAMPLE VOLUME The correct sample volumes must be collected on the dates specified. Otherwise, insufficient sample will be available for daily test renewals or holding time may be exceeded. DO NOT ALTER SAMPLE DATES OR VOLUMES without first calling us to arrange a new schedule. Fill container(s) completely, minimizing headspace.

FIELD MEASUREMENTS Obtain within 15 minutes of collection of grab sample or last subsample of a composite:

1. **Sample pH:** Immerse pH probe directly into a sample aliquot.
2. **Sample temperature:** Immerse thermometer into an aliquot of the collected sample. Also record temperature of sample chamber in autosampler (composite samples; if applicable).
3. **Sample total residual chlorine (TRC) concentration (If chlorinated waste stream):** Measure on an aliquot of the collected sample. Must be measured only if effluent chlorinated.

SHIPPING Sample temperature and hold time are critical to proper shipping. **EPA METHODS REQUIRE THAT SAMPLES WHICH ARRIVE AT THE LAB >6° C OR OVER 36 H OLD BE REJECTED.** If samples are shipped:

1. Frozen ice packs or wet ice will maintain the temperature of a previously chilled sample but will not both cool down a warm sample and maintain it at ≤ 6°C during transit.
2. IF WET ICE IS USED: Leaking boxes will be returned by FedEx and UPS (they treat leaking boxes as hazardous waste). Be sure to bag ice prior to placing it in with samples. Use heavy-duty trash bags with cable ties or knot.
3. Do not remove Styrofoam shippers (if used) from corrugated boxes prior to shipping. The boxes increase durability.
4. Ship samples by Priority (Not Standard) Overnight carrier (UPS or FedEx) or courier. DO NOT use US Postal Service or Airborne Express as these carriers do not provide reliable delivery service to our location.
5. FRIDAY SAMPLES (SATURDAY DELIVERY): Carefully follow UPS or FedEx Priority/Saturday Delivery instructions on the airbill.
 - a. Indicating only Priority Overnight will result in the sample arriving the next business day (i.e. Monday), invalidating the sample/test. The Saturday Delivery box must be checked.
 - b. Be sure that a Saturday Delivery sticker is attached next to the address label.
 - c. Please send us the tracking number for all Friday samples. This will enable us to track the sample on Saturday if there are delivery problems.

Ship to: Sample Receiving
Coastal Bioanalysts, Inc.
6400 Enterprise Ct.
Gloucester, VA 23061