



VOC Sampling Instructions

Please read the following instructions carefully before sampling.

Sample Kit Contents:

- 3 - 40ml vials for each source to be sampled. (These vials each contain 25 mg of ascorbic acid that **must not** be rinsed out during sample collection.)
- 3 - 2ml vials containing inserts filled with 2 drops of 1:1 HCL (**CAUTION:** HCL is corrosive. Handle with care and wash hands when finished collecting samples.)

WATER LEVEL SLIGHTLY ABOVE TOP OF VIAL PRIOR TO CAPPING

Sample Collection:

Freeze Refrigerant Pack Before Collecting Samples

1. All samples should be collected after treatment and before the distribution system (representative of the overall source).
2. Use the same collection point each time you sample.
3. Remove any potential contaminating devices such as filters, screens, aerators and vacuum breakers from sampling tap.
4. Open the tap and allow water to run (at least two minutes) until it reaches a constant temperature.
5. Reduce flow to a thin steady stream (thickness of pencil).
6. Fill 3 vials from each source at the same time and under the same conditions. Avoid agitation of the sample while filling. Allow the stream of water to gently flow into the vial just to overflowing.
7. After filling, **transfer complete contents, including glass insert**, of one of the capped 2-mL Vials.
8. If necessary, gently add more water so that the sample vial has a positive meniscus (crescent-shaped body).
9. Carefully place the cap onto the vial. The shiny side of the Teflon cap liner should be face down in contact with the water sample. Tighten down the cap securely.
10. Check for trapped air by inverting the vial. If any air bubbles are present, gently add more water and repeat step 9. When you are sure the vial is properly filled, shake vigorously.
11. Use a ball point pen to fill out the sample information requested on the vial label. Be sure to include **date and time** sampled.

After Sample Collection

1. Place vials in shipping container with the frozen refrigerant pack. Place the insulating material between the vials and the refrigerant pack. Temperature of the cooler upon receipt must be at $(4 \pm 2^{\circ}\text{C})$. **If samples are not preserved properly, the data will be flagged as not meeting EPA or NELAC standards.**
2. Complete Chain of Custody information. Indicate exact time, date, and location where sample was taken.
3. Ship samples to laboratory by USPS, UPS or FED-X.

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

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