UMPQUA Research Company
Analytical Services

626 NE Division St PO Box 609
Myrtle Creek, Or 97457
541-863-5201

ORELAP ID # OR100031

FILLING AND SHIPPING INSTRUCTIONS FOR

HALOACETIC ACIDS (HAA's)
SM6251B

The lab **CAN NOT** accept samples that are collected or shipped improperly or if the specified temperature is not maintained during shipping. Failure to meet these requirements will result in re-sampling. **PLEASE** read the following instructions prior to sampling. If you have any questions, you may contact the lab at the above number.

➢ **NOTE: Do not rinse the sample containers. They have been pretreated with a dechlorinating agent added at the lab. DO NOT OVER FLOW THE SAMPLE CONTAINER DURING COLLECTION.**

♦ Collect sample at a point with least amount of aeration. No air bubbles should pass through the sample during collection.

➢ **NO** headspace in the collected sample

   ➢ Follow approved sampling procedures.

1) When sampling from a water tap, open the tap and allow the system to flush approximately 5 minutes to allow for a representative sample.

2) Adjust flow to a steady narrow stream and collect samples from the flowing stream. Fill just until a water dome forms at the top. Do not rinse or overflow sample container.

3) When sampling from an open body of water, use a **clean** glass jar for sample collection. Fill the jar with sample from a representative area then fill the sample container until a water dome forms at the top. Do not rinse or overflow sample container.

4) Once the samples have been collected, seal the sample bottles and invert three or four times to dissolve the preservative.

5) Fill out container labels as required then IMMEDIATELY store samples on ice and away from direct or intense light. Samples MUST be received in the lab at 4°C ±2°.

   ♦ Carefully pack all containers as to prevent breakage.

6) Complete the Chain of Custody as required and place it in the water tight zip lock bag.

7) Sample in duplicate as required.

8) Holding times are limited, return samples to the lab within 24 hours of sampling.

F-246   08/08/03   QA_____