

**FILLING AND SHIPPING INSTRUCTIONS FOR**  
**VOC and TTHM**  
Test # 524.2

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.

- The 250mL amber bottle is provided for the COLLECTION and dechlorination of sample.
  - Samples MUST be collected without any air bubbles.
  - **NO** air bubbles should pass through the sample as the bottle is filled. Neither in the amber 250mL collection bottle nor in the 40mL sample vial.
  - Follow approved sampling procedures.
- 1) When sampling from a water tap, open the tap and allow the system to flush for approximately 10 minutes. Adjust flow to a steady narrow stream for sample collection.
  - 2) Collect the sample in the 250mL amber bottle. DO NOT over flow the bottle. Fill just until a water dome forms at the top. Cap the bottle and **GENTLY** invert three or four times. **DO NOT** agitate. Wait approximately one minute to complete dechlorination process.
  - 3) CAREFULLY fill the three 40mL clear glass vials from the 250mL bottle until a water dome forms. DO NOT over flow the vials as they contain 1:1 HCl as a preservative.
  - 4) Place cap on the vial and seal tightly, invert vial and **GENTLY** tap on a solid surface to determine if any air bubbles are trapped in the vial.
    - If air bubbles are present, carefully remove the cap and add enough water to eliminate the entrapped air.
    - Once the sample vials are properly filled and free from entrapped air, dispose of the remaining water in the 250mL amber collection bottle and return to the lab.
  - 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 in the water tight zip lock bag.
- ◆ The blank vial was filled in the lab and should not be opened. This is the TRIP BLANK and must accompany the sample set.