

Instructions for Field Sampling Events

RESPONSIBILITIES

The person collecting the samples (sample collector) is responsible for:

- Collect and preserve samples in accordance with approved procedures, as specified in the project specifications
- Collect sufficient sample for the intended analyses
- Adjust the pH to < 2 if the sample is intended for volatile organics analysis (and also adding sodium thiosulfate if total residual chlorine is present)
- Assign a sample number or code at the time of collection that uniquely identifies that sample
- Label each sample container with the sample number, project identification, date of collection, collector's initials, and storage requirements (room temperature, frozen, chilled). Labeling system must be water resistant and use indelible ink. Sharpies cannot be used for VOA samples.
- Document sample collection (location, date and time of collection, collector's name), sample type (matrix), preservation, and any special remarks on the custody form
- Collect samples into proper sample containers (see table below)
- Package samples for shipment in a manner that minimizes the risk of breaks and leaks and to ensure that the samples are maintained at the appropriate temperature
- Complete and sign the custody form completely, accurately, and legibly
- Enclose the custody form in a sealed plastic bag, and attach the bag to the inner top of the cooler
- Ensure integrity of the samples by sealing or locking the shipping container(s) and applying custody tape (if required)
- Arrange timely transportation of samples to the laboratory; identify on the shipping label the name of the person to whom the samples should be delivered
- Ship samples with ample time to meet holding time requirements and ample volume for the intended analyses
- Notify the receiving laboratory to notify them that the samples have been shipped and when they are expected to arrive

DECONTAMINATION

All sampling equipment should be thoroughly decontaminated prior to the field sampling efforts. The employer of the sample collector is responsible for this training and for documenting the decontamination procedures. Decontamination must be appropriate for the types of samples and intended analysis.