



Chemtech-Ford Laboratories  
 9632 South 500 West  
 Sandy, UT 84070  
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Drinking Water - Organics

**SAMPLING PROCEDURES**

**Chain of Custody**

- All samples must be submitted with a *Chain of Custody (COC)*.
- Complete the COC with all relevant sample information (location, sample date, time & requested analysis).
- Include Company information and a relinquishing signature, date and time.

**Sampling**

- Reference tables below to ensure proper containers are filled.
- Do not rinse sample bottles. They may contain a preservative necessary for analysis.
- Fill bottles to the neck. DO NOT OVERFLOW.
- Use caution when sampling. Preservatives may be hazardous to your skin. If skin is irritated, wash immediately.

**Storing & Shipping**

- Keep samples cool (2-4° C) using "blue" ice.
- DO NOT USE CUBED/BAGGED ICE. DO NOT USE DRY ICE.
- If shipping, pack bottles and ice tightly in an insulated container.
- Samples must arrive at the laboratory within [24 hrs 48 hrs 1 week] of sampling.

**Receiving Times**

Monday - Thursday 8:00 am - 5:00 pm  
 Friday 8:00 am - 5:00 pm (*Short Hold Samples 8:00 am - 2:00 pm on Fridays*)  
*Receiving times may vary for major holidays. Please call in advance for receiving schedule.*

**Pesticides Group**

*Group includes pesticides (508), herbicides (515), semivolatiles (525) & carbamates (531)*

- 5 glass amber liters per sampling site (preserved with Sodium Sulfite)
- 3 glass amber 40 mL vials per sampling site (Sodium Thiosulfate) **See NO HEADSPACE instructions.**
- 2 amber 40 mL vials per sampling site (MCAA & Sodium Thiosulfate) **See NO HEADSPACE instructions.**

**VOC's, THM's, HAA's, TOC, Carbamates**

**VOC's (524)**

- 2 clear 40 mL vials (preserved with ascorbic acid; 1 bottle 1:1 HCl - added by sampler).
- **Fill vials 3/4 full with sample. Add 5 drops of 1:1 HCl, provided in small plastic bottle.**
- **Finish filling the vials to the top, eliminating headspace. (see NO HEADSPACE below.)**
- Please return the 1:1 HCl bottle with the sample bottles.

**Carbamates (531)**

- 2 amber 40 mL vials (MCAA & Sodium Thiosulfate) **See NO HEADSPACE instructions.**

**TOC**

- 3 amber 40 mL vials (H3PO4) **See NO HEADSPACE instructions.**

**THMs (524)**

- 2 clear 40 mL vials (ascorbic acid). **See NO HEADSPACE instructions.**

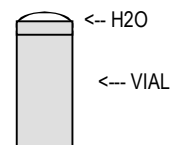
**HAAs (552)**

- 3 amber 40 mL vials (Ammonium Chloride). **See NO HEADSPACE instructions.**

**NO HEADSPACE**

Fill each vial completely until water "bulges" at top: ----->  
 Replace the lid, and turn the bottle upside down. If any air bubbles float to the top (this is called "headspace"), remove the lid and add more sample water. Repeat this until there are no air bubbles.

*Bottles with air bubbles will need to be resampled.*



**SAMPLES MUST BE RECEIVED AT CHEMTECH-FORD  
 WITHIN [24 hrs 48 hrs 1 week] OF SAMPLING.  
*Samples received at the lab after this time may need to be resampled.***