

# A GUIDE TO GOOD SAMPLING

Thank you for your recent bottle order. Because each test has unique sampling requirements, your order may contain a variety of bottles. We also enclosed general instructions for sampling and a Chain of Custody form. Here are some guidelines to help you.

## **Chain of Custody form**

This form is used by the laboratory to ensure that we complete your order correctly. Please fill out this form as completely as possible. The *Client Sample ID/Location* is how you would like the sample identified on the final report. The *Date* and *Time* boxes are both important, as some analyses are time sensitive. In the adjacent lines, please list the analyses needed, and on what samples.

Because some analyses require different types of preservatives, there may be more than one bottle per sampling site. Each bottle does not need to be listed separately on the chain of custody, as long as they were sampled at the same time, and are from the same location.

Please make sure to specify the turnaround time and results delivery preference (email – pdf or excel/EDD, fax, or mail only).

If you are mailing us samples, please sign and date/time the bottom of the chain of custody. You will sign under the *Samples Relinquished By* column. The rest of the bottom portion will be filled in by the lab when we receive the samples. The pink copy is a copy of this form for your records and may be torn off. The white and yellow copies should be sent with the samples.

## **Bottles**

Unique analyses require different types of preservatives that range from corrosive materials, to de-chlorinating agents, to dilute acids.

**Please handle bottles with care.**

For fast moving and surface water collection, we provide these preservatives in non-reactive plastic vials (either placed inside the sample container, or taped to the outside of the bottle). You should fill the container with your sample, and then empty the contents of the vial into the sample. Vials may be disposed of when empty, they are not reused. If you prefer the preservatives directly in the bottles, please let us know when you place your bottle order.

## **General Bottle Guidelines**

For specific requirements, contact Client Services.  
*Bacteriological* – 125mL sterile plastic with sodium thiosulfate  
*Inorganics* – Plastic with no preservative  
*Lead/Copper* – Plastic with no preservative  
*Metals (excluding Lead/Copper)* – Plastic with Nitric Acid  
*Nutrients* – Plastic with Sulfuric Acid  
*Oil & Grease* – 1 L Amber glass with HCl  
*Organics* – amber glass bottles  
*VOC's* – 3 x 40mL VOA vials with HCl

## **Labeling Bottles**

Each labeled container should be filled out completely with the date and time that the sample was taken, the client's name, the sample ID/Location and who took the sample. If bottles are not labeled, this information may be written directly on the bottle. Please use water repellent ink, such as Sharpie markers.

## **Handling and Transport of Samples**

All samples should ideally be received by the lab at 2°-6°C. Ice packs may be used but wet ice is recommended. We can supply coolers and ice packs for your convenience. Samples for metal and/or radionuclide analysis do not need to be kept cold.

## **Technique**

Please ask for analysis specific instructions if you have questions about sampling techniques.

## **Questions**

Please do not hesitate to contact our Client Services representatives Monday-Friday, 8am-5pm at (775) 355-0202 if you have any questions.

Provided to you by:



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