

COLORADO ANALYTICAL LABORATORIOS, INC.

**Sampling Instructions:
(Methods 504.1 & 505)**

Read instructions carefully. Lab may reject samples if all instructions are not followed.
Confirm scheduling and instructions with lab BEFORE sampling – 303-659-2313

1. **Sample Location:** Use the state-approved location as specified on your Monitoring Schedule. If one has not been designated, select an appropriate location which is representative of the distribution system. Avoid threaded faucets.
2. **Sampling Materials:**
Field Reagent Blank (for 504.1 analysis only): Field Reagent Blanks must be handled along with each 504.1 sample set. At the Laboratory sample bottles are filled with reagent water, sealed and shipped to the sampling site. Wherever a set of sample is shipped and stored, it must be accompanied by the FRB.
Containers: Three pre-cleaned 40-mL glass septum vials with Teflon septa per sample.
Preservative: Sodium thiosulfate (in all samples); ice.
Other: Labels, marker, safety glasses, phthalate-free gloves.
3. **Safety Concerns:** “Empty” sample vials contain sodium thiosulfate preservative. Open them slowly and carefully.
4. **Sample Collection Procedure** – fill three vials as follows:
 - a. Remove aerator, screen and all attachments, such as hoses, from the faucet. Turn on cold water tap and run for 4 to 5 minutes or until water temperature has stabilized, whichever is longer. Then reduce the flow so that stream of water is no greater than 1/8 inch in diameter.
 - b. Remove container cap. Do not put cap face down or in pocket. Do not allow inside of cap, inside of bottle or bottle threads to be touched by any object. Do not rinse bottle.
 - c. Fill the sample container slowly until a curved dome-like layer of water (meniscus) appears slightly above the rim of the vial. No air bubbles should pass through the sample as the vial is filled. The preservative has been added to each sample container to remove residual chlorine. Be careful not to overfill and wash out the preservative. If the preservative is washed out, proceed with filling the container, however, note that the preservative was washed out on the sample label and the chain-of-custody.
 - d. Seal the sample vial by carefully placing the cap on the container ensuring that the Teflon (shiny) side of the septum liner contacts the sample. No air bubbles should be trapped in the sample when the vial is sealed.
 - e. Repeat steps **c** and **d** for each container provided for each sample location. It is important that all containers be filled and properly labeled.
 - f. Fill out the chain-of-custody form provided. Be sure to include sample point code (sample ID), date and time, the tests being requested, name of person collecting the sample, and your PWSID number.
 - g. Return the samples to Colorado Analytical as soon as possible after sampling. Keep the samples cool ($\leq 6^{\circ}\text{C}$) until delivery. It is recommended that if samples cannot be hand delivered, they be shipped via the quickest method possible. Call 303-659-2313 with any questions.

Ship or hand-deliver to:

Colorado Analytical Laboratories
303-659-2313 phone / 659-2315 fax

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Brighton, CO 80601

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Lakewood, CO 80228