

**VOCs Analysis**  
**SAMPLING INSTRUCTIONS**  
**EPA 524.2 mod**

1. Bottles are provided by AEL. Clean, baked amber or clear borosilicate glass vials of 40ml volume are used for this test. Preservative has been added at AE Labs. into each vial prior to sampling.
2. Let the water of the sample source run at fast flow for 1-2 min to clear lines. Collect the sample directly from the source and not through any plastic or rubber hose or tubing.
3. On the sample container clearly identify:
  - i. Client name and address
  - ii. Sample site
  - iii. Sample date and time
4. At the slower water flow fill all vials to within ½ inch of the top but not overflowing

**!!DO NOT RINSE OUT PRESERVATIVE!!**

Carefully, using the cap, add just enough water to completely fill the vial.  
Screw cap on carefully to prevent airspace in vial.

**ATTENTION:** After cap is on, invert sample vial and tap it to check for air bubbles. If air bubbles are detected, add additional sample.

5. On the label-sticker on each vial provide the information listed below:
  - a. Sample ID
  - b. Type of analysis required
  - c. Sampling Time
6. Fill out Chain of Custody (COC) provided specifying in it
  - a. Client name, address, telephone number and e-mail address
  - b. Sample matrix and sample IDs
  - c. Type of analysis required
  - d. Sampling date and time
  - e. Other information required in COC
7. Store at 4°C until transported to lab.
8. **SHIP samples** overnight in a cooler with FROZEN ice packs to maintain the inside temperature at 4°C.
9. All samples should arrive at the lab within 48 hours of sampling.

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