

## Sampling Instructions for "Comprehensive" City Water Testing Kit

### Carefully Read Instructions Before Collecting Your Samples

- This kit will test for Nitrate, Chloride, Sulfate, Lead, Copper, Sodium, Calcium, Magnesium, Hardness, pH, Total Dissolved Solids, THM, HAAs, VOCs, Pesticides, PCBs
- Cooler contains: Blue Gel Ice Pack(s), 2 Large Square Bottles, 1 Glass Bottle, 3 sets of 2 Glass Vials, these Instructions, and a Chain of Custody Form
- Identify whether or not the required shipping arrangements can be met before collecting the samples
- One Sampling Kit to be used for One Sampling Point
- Do not rinse the round glass bottle. It contains Ammonium Chloride as the sample preservative.
- Do not rinse two glass vials. They contain Sodium Thiosulfate as preservative.
- Do not rinse two glass vials. They contain Hydrochloric Acid as preservative.
- Do not collect the samples and ship them on Friday, weekend, or the day before national holidays
- Do not arrange shipments to arrive to Advanced Analytical Technologies on Fridays, weekends, or the day before national holidays

1. Take out the Blue Gel Ice Pack from the cooler and freeze it for at least 8 hours prior to sample collection. Return to the cooler just prior to sampling and/or shipping.
2. Determine the sampling point (kitchen tap, bathroom tap, etc.).
3. Remove any aerators, purifiers, or other devices from the tap/spigot you are collecting samples from.
4. Run the cold water for approximately 15 minutes, then adjust the flow to a thin stream (about the diameter of a pencil).

**Do not forget to write the Name of Sampling Point, Date and Time of sampling on each bottle label**

5. First, obtain one large square bottle (Test for Lead, Copper, Sodium, Calcium, Magnesium, Hardness) Fill the bottle to the neck and cap securely. Place the bottle in the cooler.
6. Obtain the second large square bottle (Test for Nitrate, Chloride, Sulfate, pH, Total Dissolved Solids). Fill the bottle to the neck and cap securely. Place the bottle in the cooler.

7. Next, obtain the glass bottle (Test for HAAs). ***This bottle contains preservative – Ammonium Chloride. Do not rinse this bottle. Be careful not to spill this preservative.*** Take the bottle and slightly overfill it to be sure there is an exclusion of air. Cap the bottle and invert it to determine whether there are any air bubbles present. If there are, add a little more water to the bottle to displace the bubbles. Cap the bottle firmly, ***without over tightening***, and place it in the cooler.
8. Then, obtain the two vials with Na<sub>2</sub>S<sub>2</sub>O<sub>3</sub> on the label (Test for THM). ***These vials contain preservative – Sodium Thiosulfate. Do not rinse the vials. Be careful not to spill this preservative.*** Take the first vial and slightly overfill it to be sure there is an exclusion of air. Cap the vial and invert it to determine whether there are any air bubbles present. If there are, add a little more water to the vial to displace the bubbles. Cap the vial firmly, ***without over tightening***, and place it in the cooler. Fill the second vial the same way as the first one.
9. Next, obtain the 2 glass vials (Test for Pesticides, PCBs). ***These vials contain preservative - Sodium Thiosulfate. Do not rinse the vials. Be careful not to spill this preservative.*** Take the first vial and slightly overfill it to be sure there is an exclusion of air. Cap the vial and invert it to determine whether there are any air bubbles present. If there are, add a little more water to the vial to displace the bubbles. Cap the vial firmly, ***without over tightening***, and place it in the cooler. Fill the second vial the same way as the first one.
10. Lastly, obtain the two vials with HCl on the label (Test for VOCs). ***These vials contain preservative - Hydrochloric Acid. Do not rinse the vials. Be careful not to spill this preservative.*** Take the first vial and slightly overfill it to be sure there is an exclusion of air. Cap the vial and invert it to determine whether there are any air bubbles present. If there are, add a little more water to the vial to displace the bubbles. Cap the vial firmly, ***without over tightening***, and place it in the cooler. Fill the second vial the same way as the first one.
11. Complete the enclosed Chain of Custody Form, indicating the Name of Sampling Point (kitchen tap, bathroom tap, etc.), Date and Time of sample collection for each bottle. Retain a copy of the Laboratory Form for your records and return the completed form to the cooler.
10. Return the blue gel ice pack(s) to the cooler and prepare the cooler for delivery/shipment.

### Shipping Arrangements

***\*\*The collected samples MUST be received by the laboratory within 24 hours of sample collection\*\****

11. If you need to ship the collected samples back to the laboratory, be sure that the carrier (UPS, FedEx, etc.) will deliver the samples within 24 hours from the time of the sample collection. It is suggested that the sample collection take place as close to the time of shipping as possible to ensure the time constraint will be met.

Do not arrange shipments to arrive to Advanced Analytical Technologies on Fridays, weekends, or the day before national holidays

12. If you will deliver the collected samples to the laboratory, please call us at 1-800-259-9532 to make necessary arrangements.

Laboratory address: Advanced Analytical Technologies, Inc.  
37 Ramland Road  
Orangeburg, NY 10962

Please call us at 1-800-259-9532 if you have any questions regarding sample collection or our services.