

## CALTEST SAMPLING INSTRUCTIONS – Total Organic Carbon (TOC)

Analysis	Required Container Type	Holding time
Total Organic Carbon (TOC) SM 5310B	(3) HCl-Preserved amber VOAs	28 days

### Special handling instructions for containers with HCl

1. Use gloves and safety glasses whenever handling bottles.
2. Inspect containers upon receipt to confirm that they are in a Ziplock bag, intact, with lids secured and that there is liquid preservative in the vials as noted above.
3. When sampling, use gloves and safety glasses. Open the lid carefully and away from face. Use care not to spill and avoid inhaling.

### Sampling instructions

1. Fill sample vials slowly to avoid spilling; fill to the top without overflowing.
2. Carefully set the container on a level surface.
3. Fill the septum (cap) with sample, place on the crown of water formed and tighten lid.
4. Repeat with the two other vials (each location is sampled in triplicate).
5. Place containers back into Ziplock bag.
6. Fill in Chain of Custody form and sample label with dates, times, and locations of sampling.
7. Samples must be placed on ice or refrigerated at 0–6°C/32–43°F immediately after collection and must be on ice upon receipt at the lab. The 0–6°C/32–43°F temperature criteria must be met if samples are received a day or more after collection.

### Shipping instructions

1. Please ship samples **overnight** to arrive to the lab Monday- Friday.
2. Place samples back into Ziplock bag and wrap thoroughly with bubble wrap.
3. Fill cooler with ice and put sample upright in the middle of the ice.
4. Ensure that the cooler is completely full so that the sample won't move around during shipping.
5. Put completed Chain of Custody (COC) form in a Ziplock bag and place on top of ice inside cooler.
6. Ship **overnight to:**

Caltest Analytical Laboratory

ATTN: Sample Receiving

1885 North Kelly Road

Napa, CA 94558

**Note on outside of cooler: "Sample Enclosed, Open Upon Receipt"**

Please contact Caltest Client Services with any questions: 707/258-4000 or [pmgr@caltestlabs.com](mailto:pmgr@caltestlabs.com)

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