

CALTEST SAMPLING INSTRUCTIONS- Volatile Organics (VOCs)

Analysis	Required Container Type	Holding time
EPA 8260	(3) HCl-Preserved VOAs	14 days
EPA 624.1 (full PP list with Acrolein & Acrylonitrile)	(4) VOAs [(2) HCl-Preserved, (2) unpreserved]	3 days unpreserved for Acrolein only ¹ 14 days preserved for all others
EPA 624.1 BTEX/MTBE or THMs only	(3) HCl-Preserved VOAs	14 days preserved
EPA 524.2 (drinking water)- full list	(3) HCl-Preserved VOAs	14 days
EPA 524.2 (drinking water)- THMs only	(3) VOAs w/Na ₂ S ₂ O ₃	14 days

Note 1: Hold time can be extended to 14 days if preserved to pH 4-5 at time of collection. Request 6-pack (Total of Six 40 mL VOA Vials; Two Preserved w/ HCl, Two Unpreserved, Two Client preserved to pH 4-5).

General Note: Chlorinated sources require field dechlorination prior to preservation—request dechlorination kit and see notes below.

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. **For Chlorinated sources only (excluding drinking water THMs):** please note, you will also be receiving a 250 mL glass bottle for dechlorination in addition to the VOAs. Inspect that there is a white dechlorination powder in the bottle. Note special dechlorination instructions below.
4. 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

Since the analysis is for gases, it is important that samples be as free of air as possible.

Chlorinated sources only:

If sampling for Trihalomethanes (THMs) in drinking water via EPA 524.2, the laboratory will provide VOAs with dechlorination powder already in it—please follow directions for “all sources” below instead.

1. Fill 250 mL glass bottle with source water; **do not overfill and do not shake.** Allow dechlorination powder to dissolve (approximately 1-2 minutes).
2. Using the 250 mL glass bottle, fill VOAs slowly to avoid aerating; fill to the top without overflowing.
3. Carefully set the container on a level surface.

All sources:

1. Fill sample bottles slowly to avoid aerating; fill to the top without overflowing.
2. Carefully set the container on a level surface.

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3. Fill the septum (cap) with sample, place on the crown of water formed and tighten lid.
4. Turn container upside down and tap to check for air bubbles. If there is air, remove cap carefully, and add more water. **DO NOT DUMP AND START OVER.**
5. Repeat with rest of VOAs.
6. Place containers back into Ziplock bag.
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.
8. Please fill in Chain of Custody form and sample bottle label with dates, times, and locations of sampling. Please note on Chain of Custody whether there were bubbles left in the container after sampling.
9. Return samples to laboratory within 24 hours.

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
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

