

TWISS ANALYTICAL LABORATORIES, INC

**DRINKING WATER SAMPLE INFORMATION (WSI)**

**For ORGANIC CHEMICAL ANALYSIS**

**Please check the appropriate analysis and fill out the form completely  
Read the sampling instructions accompanying this form before sampling**

€ 524.2 Volatile Organic Compounds

Received By:	Date Received:	Lab No.:
--------------	----------------	----------

<b>1. System ID#</b>	<b>2. System Name</b>	<b>3. Class</b> A B	<b>4. County</b>
<b>5. Source Type</b> € SURFACE WATER € WELL/GROUND WATER € WELL FIELD € PURCHASED € SPRING			
<b>6. DOH Source #</b>		<b>7. Treatment Type (Check one)</b> € None € Chlorination € Aeration € Fluoridation € Filtration € Other	
<b>8. Date Sampled:</b>	<b>9. Time Sampled:</b> AM/PM	<b>10. Sampled By:</b>	<b>11. Telephone #:</b>
<b>12. Specific Location Where Sample Taken:</b> Check one: € Before Treatment € After Treatment € No Treatment			
<b>13. Reason For Sample</b> € New Source € Compliance € Investigative € Other (Please specify)			
<b>14. Mailing Address</b>		<b>Billing Address</b>	
_____ Name		_____ Name	
_____ Street address		_____ Street address	
_____ City, state, zip		_____ City, state, zip	
<b>Composite Information (Applies to Multiple Sources Only)</b> Use only if you want the lab to composite this sample with other samples from your system. Sign and enclose the Compositing Waiver Form (CWF). Enter the source numbers of the samples to be composited with this sample.  1. _____ 2. _____ 3. _____ 4. _____ 5. _____			

# TWISS ANALYTICAL LABORATORIES, INC

## VOC Sampling Instructions

Please read the following instructions carefully before sampling. Improperly collecting samples may result in increased cost due to re-sampling.

### SAMPLE KIT CONTENTS:

- 1 40mL vial labeled 'Field Blank' and dated (The field blank serves as an indicator of contamination, which may occur during sample transport or storage. Therefore, this vial **must not be opened** and must always travel with the samples).
- 2 40mL vials for each source to be sampled (These vials each contain 25mg of ascorbic acid that **must not** be rinsed out during sample collection).
- 2 capped 2mL vials contained inserts filled with 2 drops of 1:1 HCl (**Caution: HCl is Corrosive**).
- Water Sample Information form for each source to be collected.

### SAMPLE COLLECTION

1. All samples should be collected after treatment and before the distribution system (representative of the overall source).
2. Use the same collection point each time you sample.
3. Remove any potentially contaminating devices such as filters, screens, aerators, etc., from sampling points.
4. Open the tap and allow water to run (at least 3 minutes) until it reaches a constant temperature.
5. Reduce flow to a thin steady stream (thickness of pencil).
6. Fill **two (2) 40mL vials** from each source at the same time and under the same conditions. Avoid agitation of the sample while filling. Allow the stream of water to gently flow into the vial half way. **DO NOT LET THE VIALS TOUCH THE FAUCET OR SPIGOT AS THE SAMPLE MAY BECOME CONTAMINATED.**
7. After filling half way, **transfer complete contents** of one of the capped 2mL vials into each 40mL vial. **DO NOT** put capped vials in VOC vial. Gently add more water so that the water level is slightly above the top of vial prior to capping.
8. Carefully place the cap onto the 40mL vial. Tighten down the cap securely.
9. Check for trapped air by inverting the vial and looking to see if any air bubbles are present. If any air bubbles are present, gently add more water and repeat step 8-9. **The lab will reject VOC samples if there are air bubbles in the VOC container. This will result in re-sampling.** When you are sure vial is properly filled, shake vigorously.
10. Fill out the bottle labels.

### AFTER SAMPLE COLLECTION

1. All samples must be kept **cold**. Complete Sample Information form (WSI) and return to the lab within 24 hours.