



Sampling, Preservation and Shipping Instructions Checklist for Private Well Packages

Samples that are collected for shipment or delivery to our laboratory are very valuable. We want to ensure the proper handling of those samples as set forth by the various state and federal agencies that oversee environmental testing. Legend Technical Services of Arizona (Legend) provides the sample bottles at no charge to assure that the proper bottles are used for the required analyses. If you have any questions, please contact a Client Service Representative at 602-324-6100.

1. Before Sampling:

- ❑ Please check the contents of your cooler to ensure that bottles have been provided for all requested analyses. The analysis requested is written on each corresponding container. Some analyses may require more than one container while others may share a container.
- ❑ In order to keep samples at the required temperature of 4° Celsius, and meet all method holding times, plan to collect samples immediately prior to shipping them or delivering to Legend. Once the bottles are filled, all samples should be stored with wet ice in a cooler. (Metals analysis preserved in Nitric Acid is the only exception. They do not need to be kept cold.)

2. Sampling Steps:

- ❑ The Chain of Custody must be filled out completely to ensure proper test results.
 - Please fill in the client name, address and contact information of where you want the final report to be sent to. Results will not be released to anyone not listed on the Chain of Custody. Additional contact information can be listed in the Comments/Special Instructions area at the bottom of the Chain of Custody.
 - Create a sample identification that will help you identify your sample on the final report, such as sample location or address.
 - The date and time the sample was taken is required to be documented on the Chain of Custody in the date and time columns.
 - The analyses requested should already be filled in and match the bottles received.
- ❑ On each container, indicate sampling date, time, sample identification and client name with a permanent marker. Sample information on the containers must match the written documentation on the Chain of Custody.
- ❑ For analysis of Total Coliform/bacteria see instructions below. Sterile procedures are required for this analysis.
- ❑ If your sampling point has a faucet with an aerator, filter or any other attachments, they must be removed prior to sampling. Sampling from water fountains is not recommended.
- ❑ Samples should be collected from a cold water line and flushed for at least two minutes before sampling. Slow the stream before sampling to avoid splashing.
- ❑ To avoid contamination of the sample, do not touch the inside of the container lid or the lip of the bottle. Do not allow the container lip to make contact with the sampling point.

- ❑ **Do not rinse the sample containers. The powders and liquids in the container are chemical preservatives that are required for the tests being performed. Keep containers and preservatives out of the reach of children. Avoid skin contact. We recommend you wear safety glasses and gloves. If you come into contact with any preservative, immediately flush the area thoroughly with water. Avoid getting preservative on clothing and other sensitive surfaces. A complete copy of the Material Safety Data Sheet for each preservative is available from Legend.**

Specific sampling instructions for drinking water are checked below if applicable:

- ❑ **Total Coliform/bacteria:**

Legend provides a special sterile sample bottle containing a white powder (chlorine neutralizing agent). **DO NOT empty or rinse these containers before filling them with sample.** The bottle must be filled from a running source. When collecting samples from a tap, remove the aerator, then clean the tap thoroughly with isopropyl alcohol **or** flame the faucet with a lighter. Turn on the water and flush for 2 or more minutes. To keep the chance of outside contamination to a minimum, open the bottle immediately before filling. Sterile bottles should be opened carefully. Avoid touching the lip of the bottle or inside the cap and do not set the lid down. Adjust the flow to a small steady stream and fill **to just above the 100mL fill line** on the bottle. The water level must be over the 100mL line, but just slightly. **If the bottle is under or over filled, we must reject the sample in accordance with the State rules.**

State rules mandate that samples for Total Coliform be **no more than 30 hours old**. This is measured from the time the sample is taken until it is analyzed in the laboratory. In order to have the necessary time in the lab, we must reject any samples more than 24 hours old. Please allow sufficient time to get the sample to the lab. Due to the time required to analyze a Total Coliform sample, samples cannot be accepted after 4:00 PM on Fridays

- ❑ **All other containers between 250mL-1L:**

Fill all other containers to the neck of the container. Be cautious not to overflow, rinse out or spill the preservatives contained in the bottles.

3. Shipping Instructions:

- ❑ Pack samples in enough ice to keep them between 2° and 6° Celsius until they arrive at Legend. Bagged ice cubes are always recommended over blue ice packs. Do NOT use dry ice. (Metals analysis preserved in Nitric Acid does not need to be kept cold.)
- ❑ Samples should be returned immediately after collection. Typical private well packages need to be returned within 24 hours of collection.
- ❑ If you send your samples via courier (UPS, Fed Ex, US Mail, etc.), be extremely careful when packaging the samples. Provide enough packaging material to sufficiently cushion samples so that they are unable to shift while in transit.
- ❑ Before shipping your samples, be sure to complete the “Relinquished By” box at the bottom of the Chain of Custody and that the Chain of Custody is packed so that it doesn’t get wet from the ice while in transit.

4. Terms:

- ❑ Legend Technical Services of Arizona provides this testing to the general public at a fee that we try to keep to a minimum. The service includes only the bottles, testing, the report and faxing or emailing the report if desired. Legend has a minimum invoice policy of \$75.00. Payment for services is due at the time of sample delivery. Telephone consultation and interpretation of results **is not included**. Consultation is at the rate of \$75.00 per hour. The original report will be mailed to the client identified on the Chain of Custody document. Most reports are completed within 7-10 business days from receipt of the samples. Details regarding the payment policy and turn-around time policy are attached.