



INSTRUCTIONS FOR COLLECTING COMPLIANCE WATER SAMPLES FOR Volatile Organics (Phase II and V)

VOC_524

(All 3 empty vials are to be collected at the same point following the steps below)

1. Collect sample at the sample point preprinted on the sample form. These samples must be collected after all water treatment and before the water enters the distribution system. Call the Drinking Water Program (207) 287-2070 if you are not sure where to collect the sample.
2. Remove any screen, hoses and aerators from end of faucet.
3. Run COLD water for 3 to 5 minutes to make sure water has not been sitting for a long time in pipes or tanks and is fresh from the well.
4. Turn water down to a flow rate slow enough so you can collect the samples without splashing.
5. Remove sample bottle cap. Do not allow inside of cap, inside of bottle, or bottle threads to be touched by any object. **The vials contain a small amount of white powder. This is ascorbic acid used to dechlorinate the sample.**
6. Run the water into the bottle until it is 1/4" from full and put cap back on. Fill the other two vials in the same manner. Dissolve the ascorbic acid by inverting the vials.
7. Next carefully open the plastic screw capped tube with the blue label on it. **CAUTION!!:** The 3 tubes contain a small amount of 1:1 Hydrochloric acid to use as a preservative. Hydrochloric acid is a strong acid and will cause burns. Open the tube carefully. Open one VOC vial that contains water and carefully add the hydrochloric acid to it. Recap the vial and repeat with the other two full vials and the remaining two tubes of acid. Top off vial with water to assure there are no bubbles.
8. Check for air bubbles by inverting the vial and gently tapping the cap. Samples with bubbles cannot be analyzed. If bubbles are present, gently add more water and recap sample again. Check again for bubbles. (Bubbles in Trip Blanks are OK)
9. Fill out the required information on sample form. **SIGN THE FORM!** The sample will not be processed unless the form has a signature!
10. Return full vials with completed paperwork to lab. **SAMPLE MUST ARRIVE AT LAB WITHIN 14 DAYS OF COLLECTION! If not mailed directly after sample collection, store samples at 4°C. DO NOT MAIL OVER THE WEEKEND.**

**IF YOU HAVE ANY QUESTIONS....PLEASE CALL THE MAINE DRINKING WATER PROGRAM
AT (207) 287-2070 OR YOUR LABORATORY**