



### Guidelines for Sampling and Delivery

- For Aqueous Samples:
  - Do not allow samples to overflow while filling pre-preserved bottles or vials. If overflow occurs, samples will be under-preserved or not preserved at all.
  - Fill VOA vials to the top, eliminating headspace. Bubbles larger than a small pea are out of compliance with EPA sampling guidelines. If headspace is evident, re-sampling or data flagging is necessary.
  - Fill Total Coliform bottle to 100mL line and **NO FURTHER**. 1 inch of headspace is required to analyze the sample.
  - For organic liquids, such as oils, solvents, or fuels, no chemical preservatives should be used. Minimum sample sizes should be a 2 oz. Glass jar for each organic procedure and a 2 oz. glass jar for any number of metals procedures.
- For Soil Samples:
  - Collect a separate 2 oz. Glass jar for *each* analysis. For example, for EPA 8015M, EPA 8260B, and EPA 8270 from the same sample location, collect three separate 2 oz. glass jars.
    - Specifically samples for volatile organics (EPA 8260) should be collected in separate 2 oz. Jars.
- All samples picked up by or delivered to Veritas Laboratories must be received at 4° C ± 2° unless received by Veritas within 4 hours of sampling.
- Please deliver all necessary samples on ice, especially in summer...
- Ensure sample labels match Chain of Custody (COC) and all fields on COC are filled out correctly.
- Enjoy a beverage and snack in our Sample Receiving Department on us!