

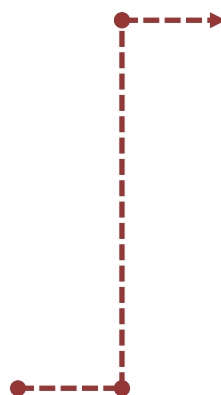


Volatile Organic Compounds

Sampling Guide For The Collection Of Method 8260 VOC Liquid Sample

PRIOR TO COLLECTION

- Plan enough time to complete sampling; samples must be returned within **48 hours** of collection
- Ensure the Sample Kit has the following items:
 - Chain of Custody form
 - 3 sample vials (per sampling site)
 - pre-filled “Trip Blank”
 - barcode labels (if provided)
 - cooler for return shipping



SAMPLE REJECTION

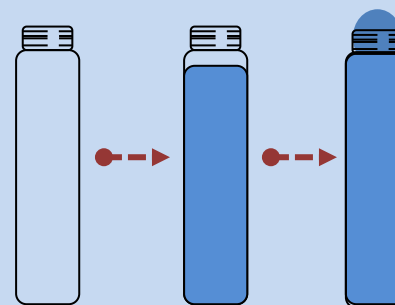
Samples may be rejected (not analyzed) if any of the criteria below are met:

- forms are incomplete, illegible, or missing
- bottle is not labeled to match sampling point
- bottle is not on ice or at proper temperature of $\leq 4^{\circ}\text{C}$
- sample is frozen
- sample is not received within **48 hours** of collection
- Sample contains excessive headspace
- “Trip Blank” is not returned with the sample(s)
- damaged beyond usability

SAMPLE COLLECTION

1. Transport the pre-filled “Trip Blank” with sample vials at all times. The “Trip Blank” must be returned, UNOPENED, with the samples.
2. If sampling from a tap allow water to run for five minutes then reduce flow to slow, steady stream.
3. Uncap a sample vial and fill to the neck of the container. Use the vial cap to carefully transfer the remaining sample to the vial until a positive meniscus forms (see figure to the right).
4. Replace the cap and securely fasten. Do not over tighten; this could result in a broken lid or vial.
5. Vertically place bar code label on vial. The barcode must match the Chain of Custody for each sampling site. If bar code is not provided, write sample site address, date, time collected, and sample point on the vial.
6. Repeat steps 3 through 5 for each sample vial.

7. Immediately place all containers in provided cooler and fill with ice. Do not store samples in freezer as they may break
8. Complete the Chain of Custody.
9. If necessary, proceed to next collection site if needed and repeat steps 1-8.
10. See back for “Sample Delivery” details.



**LIQUID
SAMPLES**

VOC

State Environmental Laboratory Services Oklahoma Department of Environmental Quality



Volatile Organic Compounds

Sampling Guide For The Collection Of Method 8260 VOC Liquid Sample

SAMPLE DELIVERY

MAIL

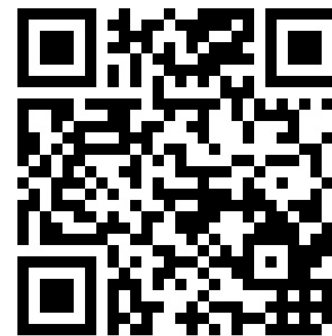
Sign and date each Chain of Custody form before mailing. Place all completed forms in a Ziploc® bag or other waterproof container. Place forms in cooler with your sample(s) and ice. If using a courier, i.e. FedEx, UPS, etc., address your label as the following;

Oklahoma Department of Environmental Quality
707 N. Robinson
Oklahoma City, OK 73102

PERSONAL DELIVERY

The person delivering samples will sign all Chain of Custody form(s) at the receiving window of the DEQ Sample Management Unit located through the door on the northeast corner of the building. Hours of operation at Monday – Friday 8:00 am to 4:30 pm except on state holidays.

For collection assistance or questions, scan the QR code to the right to view the SELS contact page.



**Need
Help?**

For questions about the analytical prices and fees, scan the QR code to the right, or visit the SEL's page of the DEQ's website at www.deq.state.ok.gov



Page 2 of 2



For further assistance or concerns, call 1-866-412-3057 or email us at selsd@deq.ok.gov

This publication is issued by the Oklahoma Department of Environmental Quality authorized by Scott A. Thompson, Executive Director. Copies have been prepared at a cost of \$0.106 each. Copies have been deposited with the publications clearinghouse of the Oklahoma Department of Libraries. (SELS\Lab Guide Files\Factsheet_8260_VOC_Liquid_0999-GUI11-R02-062518.pptx 7/2018)

