

VOC

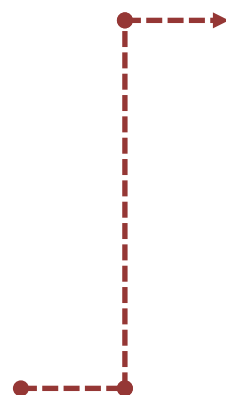


Volatile Organic Compounds

Sampling Guide For The Collection Of Method 8260 VOC Solid Samples

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
 - for each sample collection site: 3 sample vials with stirring bars and lids, 1 evaporative loss vial without a stir bar, coring tool
 - pre-filled “Trip Blank”
 - barcode label(s)
 - cooler for return shipping



SAMPLE REJECTION

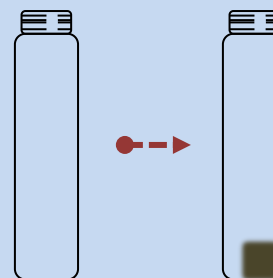
Samples may be rejected (not analyzed) if any of the criteria below are met:

- 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 not received within **48 hours** of collection
- “Trip Blank” is not returned with the sample(s)
- damaged beyond usability
- not collected from approved sample site
- Insufficient sample volume/ mass

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. Uncap a sample vial. (ensure vial is recapped with its original lid)
3. Using the coring tool, transfer one 5g core of undisturbed soil into the vial.
4. To ensure an airtight seal, clean the lip and threads of the vial with a clean cloth and re-cap the vial with original lid.
5. Vertically place bar code label on the vial. The barcode must match the Chain of Custody for each sampling site. If bar code is not provided, write the date, time collected, depth, and sample point on the vial.
6. Repeat steps 1-5 for each sample vial.

7. Immediately place all containers in provided cooler and fill with ice.
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.



**SOLID
SAMPLES**

VOC

State Environmental Laboratory Services Oklahoma Department of Environmental Quality



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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

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