

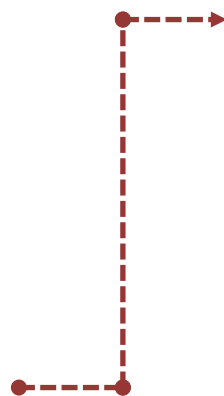
SEMI-VOC



Sampling Guide For The Collection Of Method 8270 Solid 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
 - 8oz Glass jar per sampling point
 - barcode labels (if provided)
 - cooler for return shipping



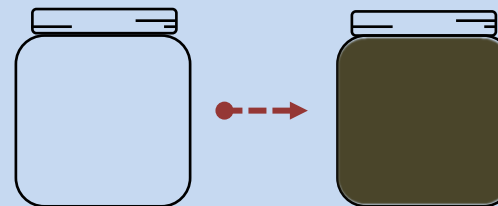
SAMPLE REJECTION

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 is not received in the DEQ provided 8oz Glass jar
- damaged beyond usability
- Insufficient sample volume/ mass

SAMPLE COLLECTION

1. Fill each of the provided 8oz Glass jar to the neck (see figure to the right).
2. Replace the cap and securely fasten. Do not over tighten; this could result in a broken lid or bottle.
3. To ensure an airtight seal, clean the lip and threads of the container with a clean cloth and re-cap the jar.
4. Vertically place bar code label on jar. 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 jar.
5. Immediately place all jars in provided cooler and fill with ice. Do not store samples in freezer as they may break.
6. Repeat steps 2 through 5 for each sample jar.
7. Complete the Chain of Custody.
8. If necessary, proceed to next collection site if needed and repeat steps 1-7.
9. See back for "Sample Delivery" details.



**SOLID
SAMPLES**

SEMI-VOC

State Environmental Laboratory Services Oklahoma Department of Environmental Quality



Sampling Guide For The Collection Of Method 8270 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



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

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