



Sampling Guide For The Collection Of EPA 552.3 Haloacetic Acids

PRIOR TO COLLECTION

- Plan enough time to complete all sampling; **THM & HAA** must be collected on the same day and returned within **48 hours** of collection
- Ensure the Sample Kit has the following items:
 - Chain of Custody form
 - one 8oz amber glass bottle per collection point
 - one barcode label
 - cooler for return shipping

NOTE! Sample bottles are pre-filled 24mg of ammonium chloride for preservation. **Do not rinse out!** If skin contact occurs, flush with water for five minutes.



SAMPLE REJECTION

Samples will be rejected (not analyzed) if any of the criteria below is 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 $\leq 10^{\circ}\text{C}$
- sample is frozen
- Sample(s) is not received within method holding time of **48 hours**
- sample is without the DEQ provided preservative still in bottles
- sample is not received in the DEQ provided amber glass bottles with PTFE lined lids
- damaged beyond usability
- not collected from approved sample site

NOTE! For Stage II samples, if HAA sample from one site is canceled, the associated THM sample is canceled.

SAMPLE COLLECTION

- Allow water from tap to run for five minutes then reduce flow to slow, steady stream.
- Fill to the neck of the bottle (see figure to the right).
- Replace bottle cap and tighten carefully.
- Vertically place barcode to finished sample. The barcode must match the Chain of Custody for each sampling site.



- If you haven't yet, measure free or total chlorine based on your disinfection method. Record it anywhere on your chain of custody.
 - Immediately place all bottles in provided cooler and fill with ice. **Do not store samples in freezer as they may break.**
 - Complete the Chain of Custody.
 - If necessary, proceed to next collection site and repeat steps 1-6 for all sites.
 - See back for "Sample Delivery" details.
- Note!** If sample begins to foam, discard bottle and contact the lab.

HAA

Halooacetic Acids

State Environmental Laboratory

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 another waterproof container. Place forms in cooler with your THM samples, HAA samples, 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

For USPS shipments, address your label as the following:
Oklahoma Department of Environmental Quality
P.O. Box 1677
Oklahoma City, OK. 73102

****Ensure postage is marked for next-day priority shipping to ensure that ice does not melt before delivery****

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 DEQ building. Hours of operation are Monday – Friday 8:00am to 4:30pm except on state holidays.

For collection assistance, scan the QR code to the right or visit DEQ's YouTube page, OklahomaDEQ, to view the "THM & HAA tutorial."



**Need
Help?**

For 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.ok.gov



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For further assistance or concerns, call 405-702-1000 or email us at selsd@deq.ok.gov

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