



### Inorganic Chemicals

Sampling Guide For The Collection Of EPA 335.4, EPA 245.1, EPA 300.0, EPA 200.7, & EPA 200.8

#### PRIOR TO COLLECTION

- Plan enough time to complete sampling; samples must be returned within **36 hours** of collection
- Ensure the Sample Kit has the following items per site:
  - Chain of Custody form
  - one 125 mL plastic bottle (Fluoride)
  - one 1 Liter bottles (Metals)
  - one 500 ml plastic bottle for Cyanide\* w/ NAOH
  - barcode label(s)
  - cooler for return shipping (accompanied by cyanide\*)

**\*Note!** Be cautious when handling sodium hydroxide. If skin contact occurs, flush with water for five minutes.

**Not all sites or PWS require Cyanide collection**

#### SAMPLE REJECTION

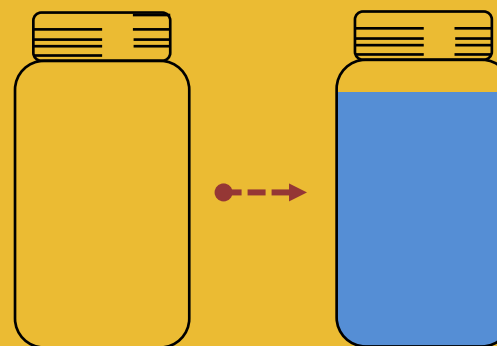
Samples will be rejected (not analyzed) if any of the criteria below is met:

- forms are incomplete, illegible, or missing
- bottle is not labeled to match sampling point
- bottle is not on ice or at proper temperature of  $\leq 6^{\circ}\text{C}$  (when cyanide sample accompanies kit)
- sample is frozen
- sample is not received within **48 hours**
- sample is not received in the DEQ provided bottles
- damaged beyond usability
- not collected from approved sample site

#### SAMPLE COLLECTION

1. Allow water from tap to run for five minutes then reduce flow to slow, steady stream.
2. Fill the provided bottles to just below the shoulder (see figure to the right). **DO NOT OVERFILL**
3. Replace the cap and securely fasten. Do not over tighten; this could damage the bottle.
4. Vertically place bar code label on associated bottle. The barcode must match the Chain of Custody for each sampling site. If bar code is not provided, write PWSID#, date/time collected, and sample point on the bottle; not the lid.
5. Immediately place all bottles in provided cooler (if provided) and fill with ice.\* Do not store samples in freezer as they may become damaged.

6. Complete the Chain of Custody.
7. If necessary, proceed to next collection site if needed and repeat steps 1-7.
8. See back for "Sample Delivery" details.



# IOC

## Inorganic Chemicals

# State Environmental Laboratory Services

## Oklahoma Department of Environmental Quality



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### SAMPLE DELIVERY

#### MAIL

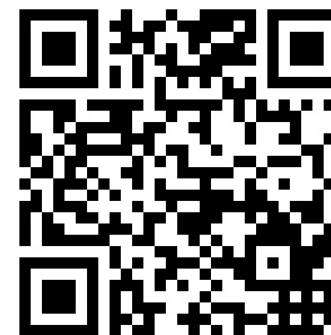
Sign and date each Chain of Custody form before mailing. Place all completed forms in a Ziploc® bag or other waterproof container. Place forms in the provided cooler or shipping container with your sample(s) and ice (if applicable). If using a courier, i.e. FedEx, UPS, etc., address your label as the 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](http://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](mailto:selsd@deq.ok.gov)

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