PRIOR TO COLLECTION
- Plan enough time to complete sampling; sample(s) must be returned promptly after collection
- Ensure the Sample Kit has the following items per collection site:
  - Chain of Custody form
  - one 1-gallon plastic jug
  - barcode label(s)
  - box for return shipping

Note! Preservation of sample, with Nitric Acid (HNO3), will be performed upon receipt at the lab.

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
- sample is frozen
- sample is not received within holding time of 5 days
- sample is not received in the DEQ provided plastic 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 bottle(s) to just below the neck (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 barcode is not provided, write PWSID#, date/time collected, and sample point on the bottle.
5. Complete the Chain of Custody.
6. If necessary, proceed to next collection site if needed and repeat steps 1-7.
7. See back for “Sample Delivery” details.
SAMPLE DELIVERY

MAIL
Sign and date each Chain of Custody form before mailing. Place forms in the provided shipping container with your sample(s). 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 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

Need Help?

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

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

SEL/Customer Assistance/Sample Management Group
Sample Instructions for Radiochemistry: 0999-GUI16-R02-041618

Page 2 of 2