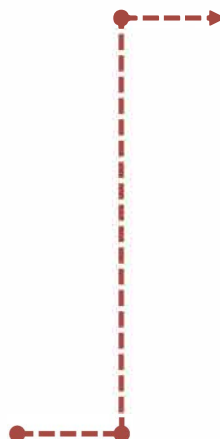




#### PRIOR TO COLLECTION

- Plan enough time to complete all sampling; samples must be returned within **36 hours** of collection and received Monday through Friday
- Ensure the Sample Kit has the following items:
  - Chain of Custody form
  - One preserved 250 ml amber glass bottle per collection site (Raw and Finished)
  - one barcode label/collection site
  - a return mailing label (see instructions on back)
  - cooler for return shipping



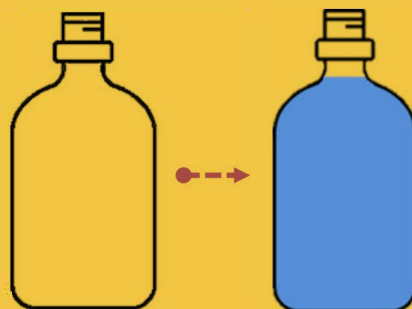
#### SAMPLE REJECTION

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

- forms are incomplete, illegible, or missing
- bottles are not labeled to match sampling point
- bottles are not on ice or at proper temperature of  $\leq 6^{\circ}\text{C}$
- samples are frozen
- samples are not received within **36 hours**
- samples are not received in the DEQ provided amber glass bottles
- damaged beyond usability
- not collected from approved sample site
- sample pH is greater than 2 (not preserved)

#### SAMPLE COLLECTION

1. Allow water from tap to run for five minutes then reduce flow to slow, steady stream.
2. Fill to the neck of the bottle (see figure to the right). Do not rinse out the preservative.
3. Replace bottle cap and tighten carefully.
4. Vertically place barcode to finished sample. The barcode must match the Chain of Custody for each sampling site. Each sampling



5. Immediately place all bottles in provided cooler and fill with ice. Do not store samples in freezer as they may break.
6. Complete the Chain of Custody.
7. If necessary, proceed to next collection site and repeat steps 1-6.
8. See back for "Sample Delivery" details. Store samples on ice or refrigerate until delivery.

**Note!** If sample begins to foam, discard bottle and contact the lab.

# TOC

Total Organic Carbon



#### 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 TOC samples, and ice. Use the provided address labels from Sample Kit. 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 DEQ 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)

