

# VOC

Volatile Organic Compounds

## State Environmental Laboratory Services Oklahoma Department of Environmental Quality



Sampling Guide For The Collection of EPA 524.3 Volatile Organic Compounds

### PRIOR TO COLLECTION

- Plan enough time to complete sampling; samples must be returned within **48 hours** of collection
- Sample Kit must be returned with the following items;
  - Chain of Custody form
  - three 40mL amber glass vials per collection point
  - custody sealed trip blank with attached bar code; trip blank must be kept with samples at all times; do not open vial; contact lab if trip blank is damaged upon receipt or during collection
  - three barcode labels
  - a return mailing label (See instructions on back)
  - cooler for return shipping

**NOTE!** Sample vials are pre-filled with preservatives 25mg ascorbic acid & 200mg maleic acid. **Do not rinse out!** If skin contact occurs, flush with water for five minutes.

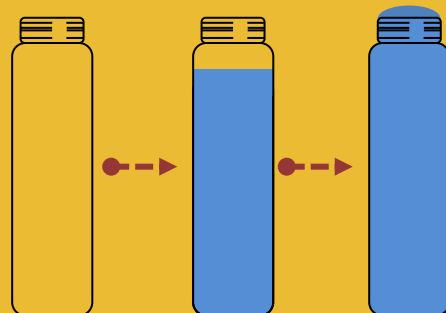
### SAMPLE REJECTION

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

- forms are incomplete, illegible, or missing
- vials are not labeled to match collection sites
- vials are not on ice or at proper temperature of  $\leq 10^{\circ}\text{C}$
- vials contain air bubbles
- samples are not received within 48 hours
- samples are without, DEQ provided, preservative still in vials
- samples are not received in, DEQ provided, amber glass vials with PTFE lined lids
- samples are damaged beyond usability
- samples are not collected from approved sample site
- samples are not accompanied with trip blank

### 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 then use the vial cap to carefully transfer the remaining sample to the vial until a positive meniscus forms (see figure to the right).
3. Replace vial cap and tighten carefully.
4. Allow vial to sit for 30 seconds then turn vials upside down to check for air bubbles. If bubbles are present, use the cap to add more water.



5. Attach vertically one barcode to finished sample. The barcode must match the Chain of Custody for each collection point.
6. Repeat steps 2-5 two more times. **There will be a total of three vials per collection point.**
7. Combine the three vials with provided rubber band and mesh sleeve. Place all bottles in provided cooler and fill completely with ice. Do not store samples in freezer as they may break.
8. Complete the Chain of Custody.
9. If necessary, proceed to next collection site and repeat steps 1-8 for all sites.
10. See back for "Sample Delivery" details.

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

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### SAMPLE DELIVERY

#### MAIL

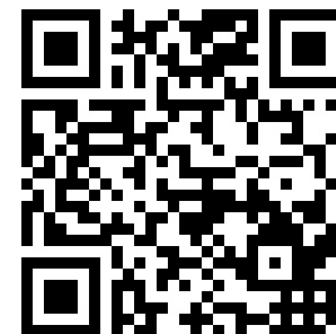
Sign and date each Chain of Custody form before mailing. Place all completed forms in a Ziploc® bag or other waterproof container. Place forms in cooler with your VOC samples, trip blank, and ice. Use the provided address labels from Sample Kit. If using a courier, i.e. FedEx, UPS, etc., address your 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 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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