



# Sampling Instructions

**PLEASE READ THIS ENTIRE DOCUMENT BEFORE SAMPLING.**

Included with the required sample bottles there should be one icepack bottle, and a plastic bag containing a Request for Laboratory Services (Chain of Custody Form), one return address label to Lakefield Research Limited and this sampling instructions sheet.

**Warning:** *Please read the Material Safety Data Sheets (MSDS) – “where applicable” sent in the first shipment before removing any bottles from this package.* For accurate analysis certain parameters of this sampling suite must be chemically preserved. These preservatives may cause burns to skin and eyes and are harmful if ingested. Bottles containing chemical preservatives are clearly labelled with a **sticker** on the cap and a MSDS label on the side of the bottle. MSDS sheets are marked with the corresponding coloured sticker.

## **Ice pack bottle:**

Remove ice pack bottle from shipping container; fill with water and place in freezer “**prior to sampling day**”. Place this bottle in the shipping box with sample bottles prior to shipping. This will act as an ice pack to keep samples cool during shipping.

**Summer Months:** *As water sampled during the summer is generally above acceptable temperatures (10-20 °C it is essential to place the sample in a fridge to cool to ~4°C prior to packaging in a cooler with ice. Coolers will assist in maintaining temperature however may not be adequate to lower bottle temperatures if packaged warm*

**Winter Months:** *As water sampled during the winter is generally below acceptable temperatures (<4 °C it is essential to allow the sample to warm up to ~4-10°C prior to packaging in a cooler. In addition, during extreme cold temperatures it may be necessary to use Luke warm water in an ice bottle to help keep the samples from freezing. Ice bottles are generally not necessary during winter months. Coolers will assist in maintaining temperature however may not be adequate to keep samples from freezing if they are packaged at temperatures below 4°C.*

## **For All Sample bottles:**

**Please arrange for pick-up of samples ‘One Day Prior’ to sampling and take samples the morning or same day as the scheduled pick-up. (Purolator 1-888-744-7123). Pre printed Shipping forms have been provided with the SGS account number for billing. Please ensure the SGS account number is available or call 1-888-389-8624 for SGS assistance.**

1. Remove sample bottles from the shipping box and read sample bottle labels to determine what preservative is in each bottle and whether or not zero headspace is required. For zero head space instructions see #7. **Make sure that all MSDS sheets for each preservative has been read before proceeding.**
2. Select appropriate sites for sampling. **Raw Drinking Water (RDW)** - where the water quality of the drinking water source is being tested sample the raw water before any water treatment occurs. **Treated Drinking Water (TDW)** - where the effectiveness of the treatment is being tested, sample the treated water immediately after the treatment occurs

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and before the water enters the distribution system. **Distribution Drinking Water (DDW)** - where the water quality in the distribution line is being tested select a tap at the end of the distribution line in a busy campground.

3. Remove any screens or filters from the end of the tap.
4. Turn the cold water tap on and let the water run for three to five minutes to ensure that the lines or pipes are flushed of 'standing' water.
5. Adjust the water flow so that the containers may be filled without over filling. This is most important when filling the bottles with yellow dots on the lids because they contain chemical preservatives that can be harmful if splashed in eyes or on skin.
6. Bottles should be filled to approximately two centimetres (3/4 of an inch) from the top. **Note:** If the preservative line on the bottle label indicates "ZERO HEAD SPACE", you must fill the bottle as full as possible without overflowing. (Just until there is a bubble on top). Tightly cap the bottle. To confirm that there is "zero head space" (no air bubbles) in the bottle, invert the bottle and visually check for air bubbles. If air bubbles are present, immediately uncap the bottle and carefully add a few more drops of water. Recap and recheck.
7. Firmly tighten lids on all containers and place in fridge (summer) or allow to warm up to 4-10°C (winter) and place in the shipping box just prior to sample pick-up.
8. Fill out the Request for Laboratory Services and Chain of Custody.
9. Return Chain of Custody form to the plastic bag. Place Plastic bag containing paperwork in the shipping box with samples.
10. Place frozen ice pack bottle (or Luke Warm in Winter) in shipping box.
11. Attach shipping address label to the outside of the shipping box. Keep in refrigerator if possible until picked up. Bottles must be shipped the same day they are sampled to ensure Regulatory Holding Times are met. Please schedule sampling on Monday to Wednesday to ensure samples are not held by Purolator over the weekend.

If you have any questions or concerns, please do not hesitate to call an Environmental Client Services Representative at 1-888-389-8624 or (705) 652-2038.