

UMPQUA Research Company
Analytical Services

626 NE Division St PO Box 609
Myrtle Creek, OR 97457
541-863-5201

ORELAP ID #OR100031

**FILLING & SHIPPING INSTRUCTIONS FOR
TOC and/or DOC
SM5310D**

The lab **CANNOT** accept samples that are collected or shipped improperly or if the specified temperature is not maintained during shipping. Failure to meet these requirements will result in re-sampling. The filling information provided here is basic, and it is important to follow approved sampling procedures as described in the method. **PLEASE**, call the lab at the above phone number if you do not have access to method based sampling instruction or if you have any other questions.

FILLING INSTRUCTIONS:

Always follow approved sampling procedures.

RINSE CONTAINERS WITH SAMPLE BEFORE FILLING

- 1) Fill the two 40 mL amber vials to the top.
 - Cap Tightly.
- 2) Complete the Chain of Custody and sample bottle labels as required.
 - Place the Chain of Custody in a watertight zip lock bag and return with the samples.

SHIPPING INSTRUCTIONS:

- 3) Store samples on ice and away from direct or intense light. Samples should be received in the lab at $4 \pm 2^{\circ}\text{C}$.
- 4) Please return the samples to the lab as soon as possible.