



### PRIOR TO COLLECTION

- Plan enough time to complete sampling; samples must be returned within **48 hours** of collection
- Ensure the Sample Kit has the following items per collection point:
  - Chain of Custody (COC) form(s)
  - Containers per sampling point (refer to COCs and table below)
  - barcode label per container
  - Cooler(s) 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
- bottle(s) is not labeled to match sampling point
- bottle(s) is not on ice or at proper temperature
- sample is frozen
- air bubbles/ headspace in glass vials
- sample is not received within holding time
- sample is not received in the DEQ provided container
- 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 the level shown in figure to the right. **DO NOT FLUSH OUT PRESERVATIVE\***
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 bar code is not provided, write PWSID#, date/time collected, and sample point on the bottle; not the lid.
5. Replace netted sleeve for shipment.
6. Immediately place all bottles/vials in provided cooler and fill with ice. Do not store samples in freezer as they may become damaged.
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.

EPA Method #	Container Type and Count	# of Trip Blanks
504.1	3 x 40 milliliter Clear Glass Vial	2
505	4 x 40 milliliter Clear Glass Vial	N/A
515.3	1 x 8oz (250ml) Amber Glass Bottle	N/A
531.2	1 x 60 milliliter Amber Glass Vial	N/A
547	1 x 60 milliliter Amber Glass Vial	1

*\*All containers have powder preservatives in each. Do not rinse out.*





Synthetic Organic Chemicals

Sampling Guide For The Collection Of Synthetic Organic Chemicals

**SAMPLE DELIVERY**

**MAIL**

Sign and date each Chain of Custody form before mailing. Place all completed forms in a Ziploc® bag or another waterproof container. Place forms in the cooler with your samples and ice. If using a courier, i.e., FedEx, UPS, etc., address your label as follows:

Oklahoma Department of Environmental Quality  
707 N. Robinson Ave.  
Oklahoma City, OK 73102

For USPS shipments, address your label as follows:

Oklahoma Department of Environmental Quality  
P.O. Box 1677  
Oklahoma City, OK. 73102

**Ensure postage is marked for next-day priority shipping to ensure that ice does not melt before delivery.**

**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 are Monday – Friday, 8:00 am to 4:30 pm, except on state holidays.

For collection assistance or questions, call us at  
1-866-412-3057



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.oklahoma.gov/deq/html](http://www.oklahoma.gov/deq/html)

