



Sampling & Receiving

- 1) Clients are responsible for pulling all samples. Laboratory personnel will not pull samples.
- 2) Samples shall be collected in appropriate type and sized containers. See table below.
- 3) Sample analyses that require preservation shall be collected in the field in bottles containing the correct preservative.
- 4) All samples shall arrive at the lab in a cooler with ice. Each cooler shall have a temperature blank. Preservation temperature will be recorded using temperature blank.
- 5) Sample bottles shall be clearly labeled and those labels recorded correctly on the chain of custody (COC).
- 6) The most current EMI Lab Services COC shall be used. Do not edit the format of the COC.
- 7) If analyses desired for a sample is not performed at EMI Lab, please give the lab adequate time to arrange for coolers/sample bottles from subcontracted lab.
- 8) **Microbiological samples shall arrive at the lab no later than 3:30 pm** (see DC-122: Sample Drop off Procedure for additional instructions). **All other samples shall arrive at the lab no later than 4:30 pm** to give lab personnel adequate time to process & run samples as necessary.

<i>Analysis</i>	<i>Container Type</i>	<i>Minimum Sample Size (mL)</i>	<i>Sample Type</i>	<i>Preservation</i>	<i>Maximum Hold Time</i>	<i>Laboratory Acceptance Days</i>
Fecal Coliform /E. Coli	Sterile Sealed Bottle	100	grab	Na ₂ S ₂ O ₃ Cool ≤6°C	6hrs transport 2hr lab	Monday - Thursday
BOD	Plastic or Glass	1000	grab, composite	Cool ≤6°C	48 hrs.	See Note Below
TSS	Plastic or Glass	1000	grab, composite	Cool ≤6°C	7 days	Monday - Thursday
NO ₃ -N	Plastic or Glass	500	grab, composite	Cool ≤6°C	48 hrs.	See Note Below
Orthophosphate	Plastic or Glass	200	grab	Cool ≤6°C	48 hrs.	See Note Below
NH ₃ -N	Plastic or Glass	500	grab, composite	H ₂ SO ₄ to pH<2, Cool ≤6°C	28 days	Monday - Friday
Total Phosphorus	Plastic or Glass	150	grab, composite	H ₂ SO ₄ to pH<2, Cool ≤6°C	28 days	Monday - Friday
COD	Plastic or Glass	150	grab, composite	H ₂ SO ₄ to pH<2, Cool ≤6°C	28 days	Monday - Friday
TKN	Plastic or Glass	150	grab, composite	H ₂ SO ₄ to pH<2, Cool ≤6°C	28 days	Monday - Friday
Conductivity	Plastic or Glass	150	grab, composite	Cool ≤6°C	28 days	Monday - Friday
Alkalinity	Plastic or Glass	200	grab	Cool ≤6°C	14 days	Monday - Friday
Hardness	Plastic or Glass	150	grab, composite	HNO ₃ to pH<2, Cool ≤6°C	7 days	Monday - Friday

Note: **Samples shall not be collected prior to 12:00 pm on Monday. Samples shall arrive at the lab no later than 12:00 pm on Friday.** If samples are coming to the lab on Friday, please give the lab a courtesy call as soon as possible.