



Sample Kit Packing Checklist

Use this sample packing checklist to properly pack your ALS sample cooler

- Line the sample cooler with the plastic bag provided.
- Indicate sample ID, sampling date, time, and name of sampler on both the bottle labels and the enclosed Chain of Custody. Information on the Chain of Custody and labels must match and be complete. Clearly list and mark the appropriate boxes for all analyses requested, required turnaround time, and desired QC Package. PLEASE PRINT LEGIBLY.
- Use caution and avoid flushing away preservative from preserved bottles.
- 40-mL vials (with HCl) for Volatile, GRO, TOC, and TPH TX-1005 must be filled with no headspace (air). Fill container so that there is a bead of water above the top of the container but does not overflow, as the preservative will be washed out. Invert the vial after capping and check for air bubbles. If bubbles are present, uncapping and add a few more drops of sample and attempt capping again. Ensure the cap is tightly closed.
- After collecting samples, place samples inside plastic bubble wrap bag, remove seal strip and close. Place this bag inside a ziplock bag and put inside the plastic bag that lines the cooler. Repeat as necessary for all sample containers.
- Include the temperature blank and Trip Blank inside the plastic bag lining the cooler.
- Surround all samples with free wet ice. Use at least one bag of ice per cooler and make sure the ice is distributed evenly.
- Tie the plastic bag to secure the contents. Add more padding as needed to fill the remaining space.

The image shows a 'Chain of Custody Form' from ALS. It includes sections for Customer Information, Project Information, and a table for recording sample analysis results. The table has columns for Date, Time, Batch, Pack, Volume, and various analytes (A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z). There are also checkboxes for 'Temperature Blank' and 'Trip Blank'.



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Sample Kit Packing Checklist (continued)

- Relinquish the Chain of Custody. Place in ziplock bag with any other documents and place on top of closed black plastic bag.
- Close cooler. Tape around the cooler, top to bottom, several times on both sides to keep the cooler closed and prevent leakage.
- Affix custody seal and any shipping labels required for transport.



ALS Sample Acceptance Policy:

Samples for which the laboratory is not suitably equipped and which pose a potential health and/or safety threat to laboratory staff (such as radioactive material, phosgene, vinyl chloride monomer, etc.) will not be accepted. These samples will be returned or, pending client instruction, forwarded to a different facility.

Samples requiring legal or evidentiary custody will not be accepted due to the required specialized handling, storage, and documentary procedures.

Samples received without a Chain of Custody or with an incomplete Chain of Custody will be retained* but not accepted until the missing information has been obtained. Upon receipt of the completed Chain of Custody, samples will be accepted.

The laboratory will accept samples received outside of normal EPA sampling guidelines for hold time, preservation, and/or container type. However, samples will not be processed until the anomaly has been resolved via contact between the client and the project manager.

The laboratory will provide multiple containers for collection of specified Quality Control (QC) samples, strongly recommends their use, and cautions that failure to provide sufficient QC volume may jeopardize data validation in the event of regulatory review and/or litigation. In the event that insufficient sample volume is submitted, the laboratory will process samples as requested but will not assume liability for any missing and/or incomplete QC criteria resulting from insufficient sample volume. The laboratory will make every reasonable effort to ensure that the required QC samples are processed and analyzed.

Samples with composite requirements will be accepted and processed according to the guidelines documented in the laboratory's procedures for container subsampling, HS-QS008.

* Acceptance is defined as assuming custodial responsibility for sample submittals. Retained is defined as holding submittals in a secure facility without assuming custodial responsibility.

ALS reserves the right to refuse any samples.

