

**Re: NPDES Sampling Requirements**

Dear Sample Provider,

The purpose of this letter is to familiarize you with the sampling and shipping requirements for regulatory testing. Our laboratory is accredited under the National Environmental Laboratory Accreditation Program (NELAP) and the Washington Department of Ecology (WDOE). As an accredited laboratory, our reporting requirements are stringent. To comply with these requirements, we need some help from you, our clients. Below is the list of sampling and shipping requests.

1. **Sample identification** and **location of sample collection**.
2. **Date and time** of completion of sample collection must be documented on the Chain-of-Custody in order to determine sample holding times. **Sampler's printed full name** must also be recorded on the Chain-of-Custody. Note if the sample is a "grab" or "24-hr composite" sample. Identify the **Matrix** of the sample (e.g. liquid, solid, sediment, soil, etc.) in the matrix column. Identify the requested **Analyses** in the analyses column(s) and note any **Comments or Special Instructions** concerning the sample.
3. Sample may be provided in clean, food-grade glass or plastic containers, such as LDPE cubitainers. Ensure that sufficient volume is provided for the requested analyses. Headspace in the sampling containers should be minimized by filling them completely, or pushing out the air before sealing them. Sample containers should be clearly labeled. This can be achieved by using a permanent marker on the outside of the cubitainer. A label written on waterproof paper attached with a cable tie to the cubitainer may also be utilized.
4. Grab samples should be cooled to 4°C immediately after collection. 24-hour composite samples should be chilled during the collection process.
5. Samples will be accepted if the temperature is between **0 and 6°C upon receipt at the laboratory**. Please ensure that **sufficient blue or wet ice is present in the cooler to maintain temperature** and document under **Preservation** on the Chain-of-Custody. If the temperature is greater than 6°C, the sample will be conditionally rejected and the client will be notified. A sample with a temperature deviation may be used after consultation with the client and/or Agency representative depending upon the objectives of the program.
6. **Please call or email us with carrier and tracking information** (if applicable), especially if you are shipping us a sample to be received on the weekend and there is no one to contact at your office. This will greatly help in successfully tracking down your shipments. You may email the tracking information to Julia Baum ([jbaum@ecoanalysts.com](mailto:jbaum@ecoanalysts.com)). We are required to reject any samples received beyond the 36-hour effluent holding time if it is the first sample to be used for an analysis. In certain instances, this sample can be used for test solution renewals up to 72-hours after collection if the sample is still within acceptable temperature limits upon receipt.

\*\*\*Please remember that shipments sent Overnight on Friday are destined for Monday delivery with any of the services. **Saturday Delivery must be designated on the shipment form** for a Saturday delivery. Ensure that the cooler is packed with sufficient Blue or wet ice to maintain temperature in the event of delivery problems and the sample is not received on the expected following day.

Please call or email me if you have questions or concerns. Thank you for your attention to these procedures.

Julia Baum  
Laboratory Manager  
[jbaum@ecoanalysts.com](mailto:jbaum@ecoanalysts.com)  
360-297-6040 ext. 6052