TTHM and HAA5 Sample Collection and Handling Checklist

Facility Name: _____

Checklist Completed by: Date:

Yes	No	
☐	☐	Did you obtain appropriate sample collection vials provided from the laboratory?
☐	☐	Did the sample vials contain the proper preservative and dechlorinating agents?
☐	☐	Was each vial labeled using waterproof labels and indelible ink?
☐	☐	Did each vial contain the following information on the label?
☐	☐	Unique sample ID
☐	☐	System name
☐	☐	Sample location
☐	☐	Sample date and time
☐	☐	Analysis required, if not already on label
☐	☐	Did you remove the aerator from the tap if there was one present?
☐	☐	Did you open the water tap and allow the system to flush until the water temperature had stabilized (usually about 3-5 minutes)?
☐	☐	Did you adjust the flow so that no air bubbles were visually detected in the flowing stream?
☐	☐	Did you slowly fill the sample vial almost to the top without overflowing?
☐	☐	Were you careful not to rinse out any of the preservative/dechlorinating agent during this process?
☐	☐	After the bottle was filled, did you invert it three or four times to mix the sample with the preservative and dechlorinating agents?
☐	☐	If you collected a TTHM sample that requires acidification, did you:
☐	☐	Let the sample set for about 1 minute, allowing the dechlorinating chemical to take effect?
☐	☐	Carefully open the vial and adjust the pH of the TTHM sample to < 2 by adding approximately 4 drops of hydrochloric acid for every 40 mL of sample (amount of acid needed will depend on buffering capacity of sample)?
☐	☐	Recap the vial, and invert three or four times?

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☐	☐	Did you invert the vial and tap it to check for air bubbles?
☐	☐	If bubbles were detected, did you carefully open the vial and add more sample water using the cap to achieve a headspace-free sample? *Note that air bubbles would more likely lead to a lower level of THMs or HAAs.*
☐	☐	Did you immediately cool the samples to 4°C by placing them in a cooler with frozen refrigerant packs or ice, or in a refrigerator? Samples should be maintained at this temperature during shipping to the laboratory.
☐	☐	Did you complete the Sample Chain of Custody provided by the laboratory and include it with the sample shipment?
☐	☐	Was the sample holding time of 14 days exceeded?
☐	☐	Was the extract holding time exceeded? *EPA Method 551.1: 14 days at a temperature less than -10°C* *EPA Method 552.1: 48 hours at 4°C or less* *EPA Method 552.2: 7 days at 4°C or 14 days at a temperature less than -10°C* *EPA Method 552.3: 21 days for MTBE extraction solvent at -10°C or less* *OR 28 days for TAME extraction solvent at -10°C or less* *Standard Method 6251 B: 21 days at* -11 °C
☐	☐	Did the laboratory invalidate the sample?

Notes/Comments