TTHM and HAA5 Sample Collection and Handling Page 1 of 2 Checklist					
Facility Name:					
Checklist Completed by: Date:					
Yes	No				
		Did you obtain appropriate sample collection vials provided from the labor	ratory?		
		Did the sample vials contain the proper preservative and dechlorinating a	gents?		
		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 to stabilized (usually about 3-5 minutes)?	emperature had		
		Did you adjust the flow so that no air bubbles were visually detected in the stream?	e flowing		
		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 approcess?	gent during this		
		After the bottle was filled, did you invert it three or four times to mix the sa preservative and dechlorinating agents?	mple with the		
		If you collected a TTHM sample that requires acidification, did you:			
		Let the sample set for about 1 minute, allowing the dechlorinatin take effect?	g chemical to		
		Carefully open the vial and adjust the pH of the TTHM sample to approximately 4 drops of hydrochloric acid for every 40 mL of sa acid needed will depend on buffering capacity of sample)?			
		Recap the vial, and invert three or four times?			

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Checklist				
Yes	No			
		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?		
		Vas 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				
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